

INDEX

1	ABOUT HIPA	1-6
2	TRAINING STRATEGY	7-9
3	TRAINING PROGRAMMES 2017-18	10-42
4	PROGRAMMES AT RTC/ DTC	43
5	CONTACT LIST OF OFFICERS AND FACULTY	44
6	LEGEND	45
7	ABBREVIATION	46

1. ABOUT HIPA

1.1 THE INSTITUTE

The Himachal Pradesh Institute of Public Administration, popularly known as HIPA, was established on January 1, 1974 at 'FAIRLAWNS', a place about 12 kms. from Shimla on Shimla-Mashobra road. The Institute is located at an elevation of 2,398 meters above MSL on the Mashobra- Naldehra State highway in a historical complex. It is located amidst serene and picturesque surroundings with well laid out spacious and luxuriant lawns. The building was originally constructed by Mr. R. Dixon of the foreign office of British India. Later, it was purchased by Nawab Muzaffar Ali Khan Quizzalbash of Maler Kotla. On his migration to Pakistan in 1947, the property came to the Government of Punjab State, which converted it into a Circuit House. At the time of re-organization of States in November, 1966, the property was transferred to Himachal Pradesh Government, which subsequently selected it for setting up the Institute. The Institute functions under the Department of Training and Foreign Assignment, Government of Himachal Pradesh and is headed by a Director who is an officer of the Indian Administrative Service.

1.2 ACTIVITIES

The Himachal Pradesh Institute of Public Administration is a multi-disciplinary organization that aims to promote the capacity building of Government functionaries at all levels to help them to improve their working to facilitate the economic and social well being of people in the State. Its endeavour is to inculcate a better sense of purpose, dedication and appropriate skills among the officers of the State in the discharge of their duties and responsibilities. HIPA's main concern is to help in developing professional competence of individual officers not only of the State Government departments but also its parastatal organizations. Towards this end, HIPA conducts various professional, foundational, specialized programmes as well as off campus programmes in the Tribal districts of the State. Apart from its campus at Fairlawns, Shimla, HIPA training programmes reach to all non tribal district headquarters of the State through its network of two regional, two District Training Centers and Video Conferencing facility.

1.3 TRAINING INFRASTRUCTURE

1.3.1 CONFERENCE HALL

The Institute has two well- equipped and tastefully furnished Conference Halls-(i) Main Conference Hall with seating capacity of 120 and (ii) Kailash Conference Hall with seating capacity of 60, respectively, having state of art audio-visual support including recording facilities.



1.3.2 CLASS ROOMS

The Institute also has 6 well- furnished class rooms (Sun Room, Ivy Room, Silver Moon, Reception Hall (70), Sevottam Room & IT. Room) each with seating capacity of about 25-30 trainees. All the classrooms have modern teaching aids e.g. Computers, LCD screen/projectors, White Boards, PA systems, (Collar/Cordless mikes) Over Head Projector, etc. Facilities for photocopying are available for all programs.



1.3.3 RESIDENTIAL FACILITIES

Located in picturesque surroundings and blessed by cool, calm and unpolluted environment, the Institute has two hostels (Kailash and Dhauladhar) and one guest houses (Suraj Tall) within its campus for trainee officers and faculty members visiting HIPA. Well equipped 70 double-bedded rooms with attached bathrooms are available to make the stay of visitors comfortable. The Institute also provides suitable accommodation for accompanying support staff on need basis.



1.3.4 CATERING

The modern kitchen and dining hall of the Institute, caters to 70 trainees at a time. The cooks are well- trained to provide different cuisines for domestic trainings that cover North – Eastern Region States and for foreign participants/ resource persons as well. All meals are served in designated dining area only. Morning tea is, however, served in the hostel rooms.



1.3.5 TRANSPORT

The Institute has 2 buses and 4 light vehicles to bring participants and guests from the city. Others trips are made as per requirement. Extra vehicles are hired on need basis. Institute campus has parking facility for nearly 60 vehicles.



1.3.5 INTERNET

The Institute has round the clock internet connectivity provided by NKN. All the rooms of guest houses are provided with independent port for internet connectivity. Wi-Fi facility for internet is also available throughout the Institute.

1.3.6 RECREATION FACILITY

Excellent sports and fitness facilities are available on campus to enable participants and faculty members to pursue a regular fitness regimen. Indoor & outdoor games/ recreation like Croquet, Billiards, Cycling, Indoor Badminton, Gym, Karaoke singing and other musical instruments are available in campus.

1.3.7 LIBRARY

The Institute library has nearly 45,275 books on different subjects. In addition, it subscribes to nearly 75 periodicals, journals and magazines besides 22 newspapers in Hindi and English. New books are regularly added. The library catalogue is digitized and can be located on our website. 7 computers with internet facility are installed in the library for the use of visitors, trainees and researchers. Facilities for photocopying (Black & White and Coloured) and laminating machine are also available.



1.3.8 INFORMATION TECHNOLOGY CENTRE

HIPA has a state-of-the-art Information Technology Centre for the conduct of various IT related training programmes. The IT Centre is on LAN with internet facility. Two well equipped computer labs with dedicated lecture theaters can provide training to up to 60 participants on individual computers at a time. HIPA centers at Mandi, Dharamshala, Chamba and Nahan also have IT training facilities with individual computers for 25-30 participants each and such centres at other districts would also coming up in near future.



1.4 HIPA JOURNAL

H. P. Institute of Public Administration has started the publication of a bi-annual Journal Administrative Development (ISSN 2319-2976) since 2012. The journal is serving as an important platform for linking the research and policy and provides an opportunity to researchers and people in policy making and implementation to share their observations

1.5 REACHING HIPA

1. Rail:- Shimla Railway station is just 12 Kilometers away from the HIPA and is connected to Kalka by a narrow gauge UNESCO Heritage rail track. The famous Heritage toy train of Shimla runs between Kalka and Shimla, covering a distance of 96 kilometers in about 6 hours. One can easily get a taxi from the Railway Station to HIPA.
2. By Road:- There are several bus services, including that of Himachal Road Transport Corporation buses, as well as private operators connecting Shimla to the major cities in North India. Chandigarh is at a distance of 117 Kilometers, Manali at 260 kilometers and Delhi at 343 kilometers. One can easily get a taxi from the new ISBT at Tutikandi, Shimla to HIPA.
3. Air:- Jubbarhatti, which is about 35 kilometers from the Institute, is the nearest airport. There are regular flights going from Jubbarhatti (Shimla) to Delhi. One can easily get a taxi from the airport to Shimla-HIPA.
4. HRTC Taxi:- The HRTC taxi service in Shimla connects. The Mall from various suburbs of Shimla city
5. Our Own Transport Resources:- The Institute has 2 buses and 4 light vehicles to bring participants and guests from the city to HIPA. Other trips are made as per requirement.

2. TRAINING STRATEGY

The HIPA is an Apex Training Institute of the State of Himachal Pradesh and is a multi-disciplinary organization that aims at enhancing the capacity of Government functionaries at all levels through training. It also helps them to improve their working to facilitate the economic and social well being of people of the State. The Institute comprises of ATI (Administrative Training Institute), SIRD (State Institute of Rural Development), SAS (Subordinate Accounts Services), BODE (Board of Departmental Examination), DMC (Disaster Management Centre), IT (Information Technology) Centre, HUDCO Chair & Sevottam Project. It is the endeavor of the Institute to inculcate a better sense of purpose, dedication and appropriate skills among the officers/ officials of the State in discharge of their duties and responsibilities. The main concern is to help officers of the State government departments and of other governmental organizations in developing professional competence. HIPA conducts a variety of training programmes. Apart from its campus at Shimla, the Institute also conducts training programmes at district headquarters of the State through its four Regional/ District Training Centres at Mandi, Dharamshala, Chamba and Nahan.

2.1 TRAINING NEEDS ANALYSIS

The recent past has seen a paradigm shift in the economic, political, social and technological scenario all around and this State is no exception. This has necessitated stock taking of the available Human Resources, both quantitatively and qualitatively. It hardly needs to be mentioned that the competence, skills and attitudes of the State Govt. employees have a great bearing on the quality of their output. This casts upon the government a duty to ensure that it makes all efforts to improve the competence of its employees who are the principal agents of delivering services to the people. This effort need not remain confined at the time of induction in service of employees but should also continue throughout the period that such employees remain in government service. A conscious policy for the development of the human resources available with the State Government would, therefore be required to be fostered for harvesting technological, economic, political and social change. Training Needs Analysis (TNA) is an integral part of Training process and is valuable to both employees and employers. Increased knowledge and skills make them more productive in their workplace and thus more valuable to the organizations.

- Another reason to train is because it helps to keep employees motivated and is a welcome break from their normal routine. Some people sit in the same office for years doing the same things in a similar fashion over the years. Training can help them to go beyond the daily routine and energize them to perform more efficiently and effectively.
- Part of the energizing process of training is found in the relationships formed during training sessions. Training offers a time to network with and connect with other professionals.
- It is important that all employees are updated on their knowledge periodically and are acquainted with the latest development not only in their area of working but also with the ever changing environment of governance.

2.2 TRAINING MODULES AS PER REQUIRMENT/DEMAND OF THE DEPARTMENTS:

In view of the demand/request of the departments, HIPA has ensured that training slots are available for the departments in its annual training calendar.

2.3 TRAINING CALENDAR

The details of the training programmes proposed to be conducted during 2017-18 are available in the succeeding pages. The Training Calendar is also available on our Website (<http://hipashimla.nic.in>).

2.3.1 PARTICIPATION IN TRAINING PROGRAMMES

Circulars inviting nominations are issued 8 weeks in advance, before the commencement of each course. Nominations should reach the Director, H.P. Institute of Public Administration, Fairlawn, Shimla-171012 at least 3 weeks before the commencement of the programme. This will facilitate dispatch of acceptance/ confirmation and arrangements for the course.

Acceptance of nominations is generally issued 2 weeks in advance of the commencement of the Course. The nominees are advised not to move for training without confirming acceptance of their nomination for the programme.

2.3.2 GENERAL TRAINING TO BE CONDUCTED BY HIPA

The following training programmes will be conducted by the Institute during the year 2017 -2018:

- Institutional training for IAS Probationers
- Foundation Course for HAS & Other Gazetted Officers
- Professional Course for HAS Officers
- Subordinate Accounts Services (SAS) Training
- SIRD Programmes for District /Block Level Officers
- Office Procedure and Financial Administration
- Sevottam/ Service Delivery /Citizens Charter
- Good Governance
- Communication and Presentation Skills
- Court Procedure
- Right to Information Act, 2005 & H.P. Public Guarantee Act, 2011
- Disaster Management
- Ethics and Values
- E-Governance & Information Technology related trainings

3. TRAINING PROGRAMMES 2017-18

S.NO.	MONTH	NO. OF PROG.	EXPECTED PARTICIPANTS	EXPECTED TRG MANDAYS
1.	APRIL, 2017	23	605	2592
2.	MAY, 2017	33	806	3772
3.	JUNE, 2017	31	765	4225
4.	JULY, 2017	39	983	4634
5.	AUGUST, 2017	28	719	3202
6.	SEPTEMBER, 2017	29	799	3352
7.	OCTOBER, 2017	25	698	2769
8.	NOVEMBER, 2017	28	774	2207
9.	DECEMBER, 2017	25	709	2082
10.	JANUARY, 2018	22	619	1822
11.	FEBRUARY, 2018	19	540	1760
12.	MARCH, 2018	13	365	1345
TOTAL		315	8382	33762
RTC/DTC		58	1160	3560
Grand Total		373	9542	37322

Note: In addition to the above, Institute also organizes paid programs on demand basis for the various Departments/Organization.

APRIL, 2017

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	05.04.2017 to 07.04.2017	STATE	30	90	RK
2	Foundation Course for HAS and Allied Services Officers	HAS and Allied Services Officers	06-03-2017 to 12-05-2017	STATE	26	780	RNS
3	Training Programme on Community Based Disaster Management	Social /Public Representative Sector:: Coordinators of NGOs /NCC/NSS/Scout & Guides/ NYKS/Mahila Mandals/PRI/ULBs	05.04.2017 to 07.04.2017	DMC	30	90	DBK
4	Service Delivery / Citizen Charter/ Sevottam	Senior and Middle level officers	05-04-2017 to 07-04-2017	SEVOTTAM	20	60	HKS
5	Importance of Ethics and Value	Gazetted and Non Gazetted officers	05-07-2017 to 07-04-2017	GOI	25	75	VS
6	Training Programme on Pradhan Mantri Awaas Yojna	DRDA/Block level Officers including PRIs	10/4/2017 to 12/4/2017	SIRD	25	75	RK
7	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	10/04/2017 to 12/04/2017	SIRD	25	75	MM
8	Department Specific Workshop for Forest Department	Senior and Middle Level Officer and Stakeholders	10-04-2017 to 11-04-2017	SEVOTTAM	20	40	HKS
9	Course on Cashless Transaction	Gazetted and Non Gazetted officials	13-04-2017	STATE	25	25	SK
10	Office Procedure and Financial Administration	Gazetted officers	17-4-2017 to 22-4-2017	STATE	25	150	VG
11	Training Programme on Women and Child Development	Officers / Officials of Line and Development Department	17/04/2017 to 21/04/2017	SIRD	25	125	TD
12	Training Programme on Management Development Programme	Officers / Officials of Line and Development Department	17/04/2017 to 21/04/2017	SIRD	25	125	RB
13	Training Programme on Rural Civil Works	Asstt/ Junior Engineer of RD & PR Department	17/04/2017 to 19/04/2017	SIRD	25	75	PK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
14	District level Sevottam Workshop at Kinnaur	Officers & Stakeholders	18/04/2017 to 19/04/2017	SEVOTTAM	30	60	HKS
15	Computer Course on Power Point	Gazetted and Non Gazetted officials	20-04-2017 to 22-04-2017	STATE	25	75	SK
16	Computer Course on Excel	Gazetted and Non Gazetted officials	21-04-2017 to 22-04-2017	STATE	25	50	SK
17	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry	Gazetted and Non Gazetted officials	20.4.2017 to 22.4.2017	STATE	24	72	VS
18	Three Days Training Programme on "Urban Planning & Management"	Technical and Non Technical officers of Urban Sector Deptt.	20.04.2017 to 22.04.2017	HUDCO	30	90	ANG
19	Training Programme on Information and Communication Technology	Officers / Officials of Line and Development Department	24/04/2017 to 27/04/2017	SIRD	25	100	MM
20	Noting and Drafting	Non Gazetted officials	24.4.2017 to 26.4.2017	STATE	30	90	VS
21	Audit & Performance Budgeting	Gazetted and Non Gazetted officials	24.04.2017 to 26.04.2017	STATE	30	90	PKC
22	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	24.04.2017 to 26.04.2017	STATE	30	90	RK
23	Training Programme on Preparation & Implementation of Hospital Disaster Management Plan	Health Sector: Medical, Ayurvedic & Dental Doctors & Medical Staff	24.04.2017 to 26.04.2017	DMC	30	90	DBK
TOTAL					605	2592	

MAY, 2017

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Foundation Course for HAS and Allied Services Officers	HAS and Allied Services Officers	06-03-2017 to 12-05-2017	STATE	26	312	RNS
2	Professional Course for HAS and other Gazetted Officers	HAS and other Gazetted Officers	15-05-2017 to 29-07-2017	STATE	15	225	RNS
3	Institutional Training for IAS Probationers	IAS Probationers	15-05-2017 to 08-06-2017	STATE	5	75	MBS
4	Professional Course for Newly Recruited/Promotee BDO	BDO	15-05-2017 to 24-06-2017	SIRD	15	255	SCS
5	Office Procedure and Financial Administration	Non Gazetted Officers	1-5-2017 to 06-05-2017	Gol	25	150	VG
6	Training Programme on Planning and Management	Officers / Officials of Line and Development Department	01/05/2017 to 05/05/2017	SIRD	25	125	RB
7	Good Governance	Gazetted Officers	04-05-2017 to 06-05-2017	STATE	25	75	RK
8	Service Delivery / Citizen Charter under Sevottam	Senior and Middle level officers	04-05-2017 to 06-05-2017	SEVOTTAM	20	60	HKS
9	Training Programme on School Safety in Disaster Management in Association with HPSDMA & UNDP	Education Sector: School Teachers/ Lectures/ Principals, Coordinators NCC/ NSS/ Scout & Guide and Nodal Officers of DM from Different Schools	4.05.2017 to 6.05.2017	DMC	30	90	DBK
10	Course on Cashless Transaction	Gazetted and Non Gazetted officials	05-05-2017	STATE	25	25	SK
11	Computer Course on Excel	Gazetted and Non Gazetted officials	08-05-2017 to 09-05-2017	STATE	25	50	SK
12	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM programme	08/05/2017 to 17/05/2017	SIRD	25	250	RK
13	Course on working with Tablet/Smartphone	Gazetted and Non Gazetted officials	11-05-2017 to 12-05-2017	STATE	25	50	SK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
14	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	11/05/2017 to 12/05/2017	SIRD	25	50	SCS
15	Noting and Drafting	Non Gazetted officials	15-5-2017 to 17-5-2017	Gol	25	75	VS
16	Basic Computer Course	Gazetted and Non Gazetted officials	15-05-2017 to 19-05-2017	Gol	25	100	SK
17	Training Programme on Panchayti Raj Act, Rules and Programmes	Officers / Officials of Panchayti Raj Department	15/05/2017 to 17/05/2017	SIRD	25	75	TD
18	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	15/05/2017 to 17/05/2017	SIRD	25	75	MM
19	State Course on Gender Budgeting	Officers/Officials from All State level Departments	15.05.2017 to 17.05.2017	DMC	25	75	DBK
20	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	18.05.2017 to 20.05.2017	STATE	30	90	RK
21	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	18/05/2017 to 20/05/2017	SIRD	25	75	MM
22	Training Programme on Pradhan Mantri Awaas Yojna	DRDA/Block level Officers including PRIs	18/05/2017 to 20/05/2017	SIRD	25	75	RK
23	SAS-(Part-II)	Direct recruits of Subordinate Accounts Services of H.P.	22-05-2017 to 21-10-2017	STATE	30	300	PKC
24	Training Programme on Earthquake Engineering and Earthquake Building Codes (NIDM Sponsored)	Construction Sector: Engineers of HPPWD/HIMUDA/HPSEB /Hydro Power/ SSA/RD/Block/T&CP/MC/ I&PH & Energy Etc	22.05.2017to 26.05.2017	DMC	30	150	DBK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
25	Training Programme on Participatory Planning	Officers / Officials of Line and Development Department including RD&PR	22/05/2017 to 26/05/2017	SIRD	25	125	PK
26	Sevottam for Cutting Edge level staff	Staff level	22-05-17 to 26-05-2017	SEVOTTAM	25	125	HKS
27	State Level Consultative Workshop on Illegal Constructions in H.P. and its Management Implications	Technical and Non Technical officers of Urban Sector Deptt.	26.05.2017 to 27.05.2017	HUDCO	30	60	ANG
28	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	29.05.2017 to 31.05.2017	STATE	30	90	RK
29	Computer Course on Power Point	Gazetted and Non Gazetted officials	29-05-17 to 31-05-17	STATE	25	75	SK
30	Disciplinary Proceedings/ Conduct Rules/Departmental Enquiry	Gazetted and Non Gazetted officials	29-5-17 to 31-5-17	Gol	25	75	VS
31	Department Specific Workshop for Industries Department	Senior and Middle Level Officer and Stakeholders	29-05-2017 to 30-05-2017	SEVOTTAM	20	40	HKS
32	Training Programme on Data Management	Statistical Officers / Officials of different Department	29/05/2017 to 03/06/2017	SIRD	25	150	RB
33	Office Procedure and Financial Administration	Non Gazetted Officers	29-05-2017 to 03-06-2017	Gol	25	150	VG
TOTAL					806	3772	

JUNE, 2017

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Professional Course for HAS and other Gazetted Officers	HAS and other Gazetted Officers	15-05-2017 to 29-07-2017	STATE	15	450	RNS
2	Institutional Training for IAS Probationers	IAS Probationers	15-05-2017 to 08-06-2017	STATE	5	40	MBS
3	Professional Course for Newly Recruited/Promotee BDO	BDO	15-05-2017 to 24-06-2017	SIRD	15	360	SCS
4	SAS-(Part-II)	Direct recruits of Subordinate Accounts Services of H.P.	22-05-2017 to 21-10-2017	STATE	30	900	PKC
5	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	01/06/2017 to 03/06/2017	SIRD	25	75	MM
6	Training Programme on Information and Communication Technology	Officers / Officials of Line and Development Department	05/06/2017 to 08/06/2017	SIRD	25	100	MM
7	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM programme	05/06/2017 to 14/06/2017	SIRD	25	250	RK
8	Noting and Drafting	Non Gazetted officials	06-06-2017 to 08-06-2017	GoI	25	75	VS
9	Three Days Training Programme on "Urban Planning & Management"	Technical and Non Technical officers of Urban Sector Deptt.	06.06.2017 to 08.06.2017	HUDCO	30	90	ANG
10	One Day off Campus Sensitization Programme on Disaster Preparedness in and around Shimla	Socially Vulnerable Groups	07.06.2017	DMC	40	40	DBK
11	Course on working with Tablet/Smartphone	Gazetted and Non Gazetted officials	07-06-2017 to 08-06-2017	STATE	25	50	SK
12	Office Procedure and Financial Administration	Gazetted officers	12-6-2017 to 17-6-2017	STATE	25	150	VG
13	Basic Computer Training Programme	Gazetted and Non Gazetted officials	12-06-2017 to 16-06-2017	STATE	25	100	SK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
14	Training Programme on Management Development Programme	Officers / Officials of Line and Development Deptt.	12/06/2017 to 16/06/2017	SIRD	25	125	RB
15	Training Programme on Women and Child Development	Officers / Officials of Line and Development Department	12/06/2017 to 16/06/2017	SIRD	25	125	TD
16	Training Programme on Pradhan Mantri Awaas Yojna	DRDA/Block level Officers including PRIs	15/06/2017 to 17/06/2017	SIRD	25	75	RK
17	Service Delivery / Citizen Charter under Sevottam	Senior and Middle level officers	15-06-2017 to 17-06-2017	SEVOTTAM	20	60	HKS
18	Training Programme on Emerging Climate Risks and Planning	Environment Sector: Department & Council of Environment Science & Technology; Agriculture, Horticulture, Forest, Water Resources, Energy, UD, Tourism, Snow & Glacier, Bio-Diversity	15.06.2017 to 17.06.2017	DMC	30	90	DBK
19	Sevottam for Cutting Edge Level Staff	Staff level	19-06-2017 to 23-06-2017	SEVOTTAM	25	125	HKS
20	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	19.06.2017 to 21.06.2017	STATE	30	90	RK
21	Training Programme on Rural Civil Works	Asstt/ Junior Engineer of RD & PR Department	19/06/2017 to 21/06/2017	SIRD	25	75	PK
22	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	19/06/2017 to 21/06/2017	SIRD	25	75	SCS
23	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	22/06/2017 to 24/06/2017	SIRD	25	75	MM
24	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	22/06/2017 to 24/06/2017	SIRD	25	75	RK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
25	Training Programme on Planning and Management	Officers / Officials of Line and Development Deptt	27/06/2017 to 01/07/2017	SIRD	25	125	RB
26	Disciplinary Proceedings/ Conduct Rules/Departmental Enquiry	Gazetted and Non Gazetted officials	27-6-2017 to 29-6-2017	Gol	25	75	VS
27	Department Specific Workshop for Police Department	Senior and Middle Level Officer and Stakeholders	27-06-2017 to 28-06-2017	SEVOTTAM	20	40	HKS
28	Communication and Presentation Skills	Gazetted and Non Gazetted officials	28.06.2017 to 30.06.2017	STATE	20	60	VS
29	Training Programme on Comprehensive Disaster Preparedness	Management and Coordination Sector officers from District Administrations ,SDMs/ Revenue, PWD, IPH, Electricity, I&PR, Agriculture, Horticulture, Forest,Animal Husbandry, Water Resources, Energy, Tourism, Food & Civil Supplies, Police, Home Guard &Fire Department	28.06.2017 to 30.06.2017	DMC	35	105	DBK
30	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	28.06.2017 to 30.06.2017	STATE	30	90	RK
31	Computer Course on Power Point	Gazetted and Non Gazetted officials	29-06-2017 to 01-07-2017	Gol	20	60	SK
TOTAL					765	4225	

JULY, 2017

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Professional Course for HAS and other Gazetted Officers	HAS and other Gazetted Officers	15-05-2017 to 29-07-2017	STATE	15	435	RNS
2	SAS-(Part-II)	Direct recruits of Subordinate Accounts Services of H.P.	22-05-2017 to 21-10-2017	STATE	30	900	PKC
3	Basic Computer Course	Gazetted and Non Gazetted officials	03-07-2017 to 07-07-2017	Gol	25	100	SK
4	Training Programme on Office Procedure, Financial Administration and Service Delivery	Officers / Officials of Rural Development and Panchayti Raj Department	03/07/2017 to 05/07/2017	SIRD	25	75	SCS
5	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM programme	03/07/2017 to 12/07/2017	SIRD	25	250	RK
6	Department Specific Workshop for Urban Development Department	Senior and Middle Level Officer and Stakeholders	03-07-2017 to 04-07-2017	SEVOTTAM	20	40	HKS
7	Noting and Drafting	Non Gazetted officials	03-7-2017 to 05-7-2017	Gol	25	75	VS
8	Training Programme on Pradhan Mantri Awaas Yojna	DRDA/Block level Officers including PRIs	05/07/2017 to 07/07/2017	SIRD	25	75	RK
9	Court Procedure	Revenue Officers of State Govt.	05-7-2017 to 07-7-2017	Gol	25	75	
10	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	05.07.2017 to 07.07.2017	STATE	30	90	RK
11	Office Procedure and Financial Administration	Non Gazetted Officers	10-7-2017 to 15-7-2017	Gol	25	150	VG
12	ToT on Community Based Disaster Management	Management /Social /Public Representative Sector: Coordinators of	10.07.2017 to 14.07.2017	DMC	30	150	DBK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
		/NCC/NSS/Scout & Guides/ NYKS/ Mahila Mandals Police, Fire, RD, PRIs/ULBs, Forest, WCD, District Administrations & NGOs					
13	Training Programme on Data Management	Statistical Officers / Officials of different Department	10/07/ to 15/07/2017	SIRD	25	150	RB
14	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	10/07/2017 to 12/07/2017	SIRD	25	75	RK
15	Sevottam for Cutting Edge Level Staff	Staff level	10-07-2017 to 14-07-2017	SEVOTTAM	25	125	HKS
16	Course on Cashless	Gazetted and Non Gazetted officials	11-07-2017	STATE	25	25	SK
17	Training on Importance of Ethics and Value	Gazetted and Non Gazetted officers	13.7.2017 TO 15.7.2017	STATE	24	72	VS
18	Training Programme on Pradhan Mantri Krishi Sinchai Yojna	DRDA/Block level Officers including PRIs	13/07/2017 to 15/07/2017	SIRD	25	75	PK
19	Computer Course on Excel	Gazetted and Non Gazetted officials	14-07-2017 to 15-07-2017	STATE	25	50	SK
20	Right to Information Act, 2005 (Institute level Workshops)	FAAs, PIOs, APIO's & other officials dealing with RTI	17-07-2017	STATE	30	30	RK
21	Training Programme on Participatory Planning	Officers / Officials of Line and Development Department including RD&PR	17/07/2017 to 21/07/2017	SIRD	25	125	PK
22	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	17/07/2017 to 19/07/2017	SIRD	25	75	MM

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
23	State Course on Gender Budgeting	Officers/Officials from Various Districts	20.07.2017 to 22.07.2017	DMC	25	75	DBK
24	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry	Gazetted and Non Gazetted officials	20.07.17 to 22.07.2017	STATE	24	72	VS
25	Good Governance	Gazetted Officers	20-07-2017 TO 22-07-2017	STATE	25	75	RK
26	Audit and Budget	Gazetted and Non Gazetted officials	20-7-2017 to 22-7-2017	Gol	25	75	PKC
27	National Level Training-cum-Senssitization training programme on "Swachh Bharat Mission – Urban"	Technical and Non Technical officers of Urban Sector Deptt.	20.07.2017 to 22.07.2017	HUDCO	40	120	ANG
28	Service Delivery / Citizen Charter under Sevottam	Senior and Middle level officers	20-07-2017 to 22-07-2017	SEVOTTAM	20	60	HKS
29	Office Procedure and Financial Administration	Gazetted officers	24-07-2017 to 29-07-2017	Gol	25	150	VG
30	Computer Course on Power Point	Gazetted and Non Gazetted officials	24-07-2017 to 26-07-2017	Gol	20	60	SK
31	Training Programme on Panchayti Raj Act, Rules and Programmes	Officers / Officials of Panchayti Raj Department	24/07/2017 to 26/07/2017	SIRD	25	75	TD
32	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	24/07/2017 to 26/07/2017	SIRD	25	75	SCS
33	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	27/07/2017 to 29/07/2017	SIRD	25	75	RK
34	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	27.07.2017 to 29.07.2017	STATE	30	90	RK
35	Training Programme on Festival Disaster Management in Association with HPSDMA & UNDP	Administrative Sector: District Administrations, Police, PWD,I & PH, Health, Fire, Home Guards, Forest, Agriculture	27.07.2017 to 29.07.2017	DMC	25	75	DBK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
		Horticulture, Environment, Geological & Industries					
36	Course on Working With Tablet/Smartphone	Gazetted and Non Gazetted officials	28-07-2017 to 29-07-2017	STATE	25	50	SK
37	Department Specific Workshop for Department of Treasuries	Senior and Middle Level Officer and Stakeholders	28-07-2017 to 29-07-2017	SEVOTTAM	20	40	HKS
38	Training Programme on Management Development Programme	Officers / Officials of Line and Development Department	31/07/2017 to 04/08/2017	SIRD	25	125	RB
39	Training Programme on Information and Communication Technology	Officers / Officials of Line and Development Department	31/07/2017 to 04/08/2017	SIRD	25	125	MM
TOTAL					983	4634	

AUGUST, 2017

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	SAS-(Part-II)	Direct recruits of Subordinate Accounts Services of H.P.	22-05-2017 to 21-10-2017	STATE	30	900	PKC
2	Right to Information Act, 2005 (Institute level Workshops)	FAAs, PIOs, APIO's & other officials dealing with RTI	04-08-2017	STATE	30	30	RK
3	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM programme	07/08/2017 to 16/08/2017	SIRD	25	250	RK
4	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	07/08/2017 to 09/08/2017	SIRD	25	75	RK
5	Training Programme on Pradhan Mantri Krishi Sinchai Yojna	DRDA/Block level Officers including PRIs	07/08/2017 to 09/08/2017	SIRD	25	75	PK
6	Basic Computer Course	Gazetted and Non Gazetted officials	07-08-2017 to 11-08-2017	Gol	25	100	SK
7	Noting and Drafting	Non Gazetted officials	09-08-2017 to 11-08-2017	Gol	25	75	VS
8	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	09.08.2017 to 11.08.2017	STATE	30	90	RK
9	Training Programme on Pradhan Mantri Awaas Yojna	DRDA/Block level Officers including PRIs	09/08/2017 to 11/08/2017	SIRD	25	75	RK
10	Training Programme on Women and Child Development	Officers / Officials of Line and Development Department	16/08/2017 to 19/08/2017	SIRD	25	100	TD
11	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	16/08/2017 to 18/08/2017	SIRD	25	75	MM
12	Communication and Presentation Skills	Gazetted and Non Gazetted officials	16.08.2017 to 18.08.2017	STATE	20	60	VS
13	Importance of Ethics and Value	Gazetted and Non Gazetted officers	17-08-2017 to 19-08-2017	Gol	25	75	VS

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
14	Service Delivery / Citizen Charter under Sevottam	Senior and Middle level officers	17-08-2017 to 19-08-2017	SEVOTTAM	20	60	HKS
15	Good Governance	Gazetted Officers	17-08-2017 to 19-07-2017	STATE	25	75	RK
16	Computer Course on Excel	Gazetted and Non Gazetted officials	18-08-2017 to 19-08-2017	STATE	25	50	SK
17	Training Programme on Planning and Management	Officers / Officials of Line and Development Department	21/08/2017 to 25/08/2017	SIRD	25	125	RB
18	Training Programme on Geo-Hazard Risk Mitigation & Management	SDMs, Revenue, Planning, Police, PWD , I & PH, Health, T & CP Fire & Home Guards	21.08.2017 to 23.08.2017	DMC	30	90	DBK
19	Course on Working With Tablet/Smartphone	Gazetted and Non Gazetted officials	21-08-2017 to 22-08-2017	STATE	25	50	SK
20	Office Procedure and Financial Administration	Non Gazetted Officers	21-8-2017 to 26-8-2017	STATE	25	150	VG
21	Sevottam for Cutting Edge Level Staff	Staff level	21-08-2017 to 25-08-2017	SEVOTTAM	25	125	HKS
22	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry	Gazetted and Non Gazetted officials	24.08.to 26.08.2017	STATE	24	72	vs
23	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	24/08/2017 to 26/08/2017	SIRD	25	75	MM
24	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	28.08.2017 to 30.08.2017	STATE	30	90	RK
25	Community Based Disaster Management	Social /Public Representative Sector:: Coordinators of NGOs /NCC/NSS/Scout & Guides/ NYKS/Mahila Mandals/PRIs/ULBs	28.08.2017 to 30.08.2017	DMC	25	75	DBK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
26	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	28/08/2017 to 30/08/2017	SIRD	25	75	RK
27	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	31/08/2017 to 01/09/2017	SIRD	25	50	SCS
28	Two days Workshop for Class-I & II officers at Induction Level under DARPG	Class-I & II officers	31-08-2017 to 01-09-2017	Gol	30	60	VS
TOTAL					719	3202	

SEPTEMBER, 2017

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	SAS-(Part-II)	Direct recruits of Subordinate Accounts Services of H.P.	22-05-2017 to 21-10-2017	STATE	30	900	PKC
2	ToT on Right to Information Act, 2005 (Institute level Workshops)	Senior Level officers	04.09.2017 to 05.09.2017	Gol	30	60	RK
3	Basic Computer Course	Gazetted and Non Gazetted officials	04-09-2017 to 08-09-2017	Gol	25	100	SK
4	Sevottam for Cutting Edge Level Staff	Staff level	04-09-2017 to 08-09-2017	SEVOTTAM	25	125	HKS
5	Training Programme on Participatory Planning	Officers / Officials of Line and Development Department including RD&PR	04/09/2017 to 08/09/2017	SIRD	25	125	PK
6	Training Programme on Panchayti Raj Act, Rules and Programmes	Officers / Officials of Panchayti Raj Department	04/09/2017 to 06/09/2017	SIRD	25	75	TD
7	Right to Information Act, 2005 (Institute level Workshops)	FAAs, PIOs, APIO's & other officials dealing with RTI	11.09.2017	Gol	40	40	RK
8	TOT For Potential Participants	Out of The Data Base	11-09-2017 to 16-09-2017	SEVOTTAM	20	100	HKS
9	Training Programme on Road Accident Mitigation & Management	Administrative Sector: SDMA/DDMA, SDMs, Transport Department, HRTC & Pvt. Transporters, Police, HPPWD, Police, Home Guards & Health	11.09.2017 to 13.09.2017	DMC	30	90	DBK
10	Training Programme on Data Management	Statistical Officers / Officials of different Department	11/09/2017 to 16/09/2017	SIRD	25	150	RB
11	Training Programme on Rural Civil Works	Asstt/ Junior Engineer of RD & PR Department	11/09/2017 to 13/09/2017	SIRD	25	75	PK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
12	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	11/09/2017 to 13/09/2017	SIRD	25	75	MM
13	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM programme	11/09/2017 to 20/09/2017	SIRD	25	250	RK
14	Court Procedure	Revenue Officers of State Govt.	14-9-2017 to 16-9-2017	Gol	25	75	
15	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	14/09/2017 to 16/09/2017	SIRD	25	75	RK
16	Training Programme on Office Procedure, Financial Administration and Service Delivery	Officers / Officials of Rural Development and Panchayti Raj Department	18/09/2017 to 20/09/2017	SIRD	25	75	SCS
17	Office Procedure and Financial Administration	Gazetted officers	18-9-2017 to 23-9-2017	Gol	25	150	VG
18	One day Workshop on Disaster Management	Administrative Sector: SDMA/All HoDs from Departments & Institutions/ Corporations/ Boards	18.09.2017	DMC	50	50	DBK
19	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	21/09/2017 to 23/09/2017	SIRD	25	75	MM
20	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry	Gazetted and Non Gazetted officials	21.09.2017 to 23.09.2017	STATE	24	72	vs
21	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	21.09.2017 to 23.09.2017	STATE	30	90	RK
22	Training Programme on Integrated Response System in Disaster Management in Association with HPSDMA & UNDP	Management & Coordinator Sector: : District Administration, Revenue, Planning, Police, I & PH, Health, Police,	21.09.2017 to 23.09.2017	DMC	30	90	DBK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
		Fire, Home Guards, Electricity, I&PR, Agriculture, Horticulture, Forest, Animal Husbandry, Water Resources, Energy, Tourism, Food & Civil Supplies & Nodal Officers from all Departments					
23	Refresher Course on IFMS (e-salary, e-vitrans, e-pension, budget processing, NPS)	DDO and Accountants	23-09-2017	STATE	25	25	SK
24	One Day Prog. for Class-III officials at Induction Level under DARPG	Class-III officials	23-09-2017	Gol	30	30	VS
25	Training Programme on Pradhan Mantri Krishi Sinchai Yojna	DRDA/Block level Officers including PRIs	25/09/2017 to 27/09/2017	SIRD	25	75	PK
26	Three Days Training Programme on "Urban Planning & Management"	Technical and Non Technical officers of Urban Sector Deptt.	25.09.2017 to 27.09.2017	HUDCO	30	90	ANG
27	Audit and Budget	Gazetted and Non Gazetted officials	25-9-2017 to 27-9-2017	Gol	25	75	PKC
28	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	27.09.2017 to 29.09.2017	STATE	30	90	RK
29	Training Programme on Pradhan Mantri Awaas Yojna	DRDA/Block level Officers including PRIs	28/09/2017 to 29/09/2017	SIRD	25	50	RK
TOTAL					799	3352	

OCTOBER, 2017

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	SAS-(Part-II)	Direct recruits of Subordinate Accounts Services of H.P.	22-05-2017 to 21-10-2017	STATE	30	630	PKC
2	Basic Computer Training Programme	Gazetted and Non Gazetted officials	09-10-2017 to 13-10-2017	STATE	25	125	SK
3	Training Programme on Pradhan Mantri Krishi Sinchai Yojna	DRDA/Block level Officers including PRIs	09/10/2017 to 11/10/2017	SIRD	25	75	PK
4	Training Programme on Participatory Planning	Officers / Officials of Line and Development Department including RD&PR	09/10/2017 to 13/10/2017	SIRD	25	125	PK
5	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	09.10.2017 to 11.10.2017	STATE	30	90	RK
6	State Level Training Programme on Gender Responsive Budget in H.P.	All State level Departments	11.10.2017 to 13.10.2017	DMC	50	150	DBK
7	Training Programme on Panchayati Raj Act, Rules and Programmes	Officers / Officials of Panchayati Raj Department	16/10/2017 to 18/10/2017	SIRD	25	75	TD
8	Training Programme on Rural Civil Works	Asstt/ Junior Engineer of RD & PR Department	16/10/2017 to 18/10/2017	SIRD	25	75	PK
9	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Deptt of RD	16/10/2017 to 18/10/2017	SIRD	25	75	MM
10	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry	Gazetted and Non Gazetted officials	16.10.17 to 18.10.2017	STATE	24	72	vs
11	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	16.10.2017 to 18.10.2017	STATE	30	90	RK
12	Computer Course on Power Point	Gazetted and Non Gazetted officials	16-10-2017 to 18-10-2017	Gol	25	75	SK
13	National Level Training-cum-Sensitization training programme on "Shayama Prasad	Technical and Non Technical officers of Urban	16.10.2017 to 18.10.2017	HUDCO	40	120	ANG

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
	Mukharji National Rurban Mission"	Sector Deptt.					
14	Good Governance	Gazetted Officers	23-10-2017 to 25-10-2017	STATE	25	75	RK
15	Office Procedure and Financial Administration	Non Gazetted Officers	23-10-2017 to 28-10-2017	STATE	25	150	VG
16	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	23/10/2017 to 25/10/2017	SIRD	25	75	RK
17	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	23/10/2017 to 25/10/2017	SIRD	25	75	SCS
18	Forest Fire Disaster Risk Prevention, Mitigation, Preparedness, Response & Management Strategies	Forest Sectors : Forest Department, Forest Corporations, PRIs, Revenue, RD, Fire/Police Departments, I & PH, Horticulture, Agriculture	23.10.2017 to 25.10.2017	DMC	30	90	DBK
19	Training Programme on Pradhan Mantri Krishi Sinchai Yojna	DRDA/Block level Officers including PRIs	26/10/2017 to 28/10/2017	SIRD	25	75	PK
20	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	26/10/2017 to 28/10/2017	SIRD	25	75	MM
21	Noting and Drafting	Non Gazetted officials	26.10.2017 to 28.10.2017	State	30	90	vs
22	Training on Importance of Ethics and Value	Gazetted and Non Gazetted officials	26.10.2017-28.10.2017	STATE	24	72	VS
23	One Day Prog. for Class-III officials at Induction Level under DARPG	Class-III officials	27-10-2017	GoI	30	30	VS
24	Training Programme on Management Development Programme	Officers / Officials of Line and Development Department	30/10/2017 to 03/11/2017	SIRD	25	125	RB
25	ToT on Right to Information Act, 2005 (Institute level Workshops	Senior Level officers	30.10.2017 to 31.10.2017	GoI	30	60	RK
TOTAL					698	2769	

NOVEMBER, 2017

Sr. No.	Title of The Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Course on Manav Sampada (E-Service Book, Mis Reporting, Mobile Applications)	Gazetted and Non Gazetted Officials	01-11-2017 to 02-11-2017	STATE	25	50	SK
2	Training Programme on Office Procedure, Financial Administration and Service Delivery	Officers / Officials of Rural Development and Panchayti Raj Department	06/11/2017 to 08/11/2017	SIRD	25	75	SCS
3	Basic Computer Course	Gazetted and Non Gazetted Officials	06-11-2017 to 10-11-2017	GOI	20	100	SK
4	One Day Workshop on Disaster Management	SDMA/All Departments & Institutions/ Corporations/ Boards (Middle Level Officers)	06.11.2017	DMC	50	50	DBK
5	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	08.11.2017 to 10.11.2017	STATE	30	90	RK
6	Basic Training Programme on Incident Response System In Association With HPSDMA & UNDP	Administrative Sector: District Administrations, Revenue, Planning, Police, Health, Police, Home Guards, Animal Husbandry	08.11.2017 to 10.11.2017	DMC	25	75	DBK
7	Course on IT For Effective Office Management	Gazetted and Non Gazetted Officials	13-11-2017 to 14-11-2017	STATE	25	50	SK
8	Office Procedure and Financial Administration	Gazetted officers	13-11-17 to 18-11-2017	STATE	25	150	VG
9	Training Programme on Data Management	Statistical Officers / Officials of different Department	13/11/2017 to 18/11/2017	SIRD	25	150	RB
10	Training Programme on Panchayti Raj Act, Rules and Programmes	Officers / Officials of Panchayti Raj Department	13/11/2017 to 15/11/2017	SIRD	25	75	TD

Sr. No.	Title of The Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
11	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	16/11/2017 to 18/11/2017	SIRD	25	75	MM
12	One Day Prog. for Class-III officials at Induction Level under DARPG	Class-III officials	17-11-2017	Gol	30	30	VS
13	Consultative Workshop on Regional Planning & Development Scenario In Hill State of H.P.	Technical and Non Technical officers of Urban Sector Deptt.	17.11.2017 to 18.11.2017	HUDCO	30	60	ANG
14	Right to Information Act, 2005 (Institute Level Workshops)	Nodal Officers RTI	18.11.2017	Gol	40	40	RK
15	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	20/11/2017 to 22/11/2017	SIRD	25	75	RK
16	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	20/11/2017 to 22/11/2017	SIRD	25	75	SCS
17	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry	Gazetted and Non Gazetted Officials	20.11.2017 to 22.11.2017	STATE	24	72	VS
18	Training Programme on Post Disaster Needs Assessment In Association With HPSDMA & UNDP	District Administrations, Revenue, Planning, Police & PWD, PRIs, I & PH, Health, Agriculture, Horticulture, Police, Fire, Home Guards, Animal, Husbandry, RD, Education, Electricity, Fisheries etc.	20.11.2017 to 22.11.2017	DMC	30	90	DBK
19	Training Programme on Rural Civil Works	Asstt/ Junior Engineer of RD & PR Department	23/11/2017 to 25/11/2017	SIRD	25	75	PK
20	Training Programme on Pradhan Mantri Krishi Sinchai Yojna	DRDA/Block level Officers including PRIs	23/11/2017 to 25/11/2017	SIRD	25	75	PK
21	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	27/11/2017 to 29/11/2017	SIRD	25	75	RK
22	Office Procedure and Financial Administration	Non Gazetted Officers	27-11-2017 to 2-12-2017	STATE	25	150	VG

Sr. No.	Title of The Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
23	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	27.11.2017 to 29.11.2017	STATE	30	90	RK
24	Noting and Drafting	Non Gazetted Officials	28.11.2017 to 30.11.2017	STATE	30	90	VS
25	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	30/11/2017 to 02/12/2017	SIRD	25	75	MM
26	Training Programme on Pradhan Mantri Krishi Sinchai Yojna	DRDA/Block level Officers including PRIs	30/11/2017 to 02/12/2017	SIRD	25	75	PK
27	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
28	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
TOTAL					774	2207	

DECEMBER, 2017

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
1	Right to Information Act, 2005 (Institute Level Workshops)	FAAs, PIOs, APIO's & other officials dealing with RTI	02-12-2017	GOI	40	40	RK
2	Three Days District Level Training Programme on "Gender Responsive Budgeting"	District level Officials & Representatives of PRIs and ULBs & Civil Society	04.12.2017 to 06.12.2017	DMC	30	90	DBK
3	Basic Computer Training Programme	Gazetted and Non Gazetted Officials	04-12-2017 to 08-12-2017	STATE	20	100	SK
4	Training Programme on Planning and Management	Officers / Officials of Line and Development Department	04/12/2017 to 08/12/2017	SIRD	25	125	RB
5	Course on Manav Sampada (E-Service Book, Mis Reporting, Mobile Applications)	Gazetted and Non Gazetted Officials	11-12-2017 to 12-12-2017	STATE	25	50	SK
6	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	11/12/2017 to 13/12/2017	SIRD	25	75	RK
7	Training Programme on Mahatma Gandhi National Rural Employment Guarantee Act	Officers/Officials of RD including Line Departments and PRIs	11/12/2017 to 13/12/2017	SIRD	25	75	SCS
8	Training Programme on Office Procedure, Financial Administration and Service Delivery	Officers / Officials of Rural Development and Panchayati Raj Department	14/12/2017 to 16/12/2017	SIRD	25	75	SCS
9	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	14/12/2017 to 16/12/2017	SIRD	25	75	MM
10	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	14.12.2017 to 16.12.2017	STATE	30	90	RK
11	Training Programme on Community Based Disaster Management	Social/PRI Sector :: PRIs, ULBs, NGOs & NKYs, Mahila Mandals, Community Volunteers,	14.12.2017 to 16.12.2017	DMC	40	120	DBK

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
		NCC, NSS, Scout & Guides & Ex-Serviceman, Social Justice and Empowerment, Social Welfare & ICDS					
12	One Day Prog. for Class-III officials at Induction Level under DARPG	Class-III officials	15-12-2017	Gol	30	30	VS
13	Office Procedure and Financial Administration	Gazetted officers	18-12-17 to 23-12-2017	STATE	25	150	VG
14	Training Programme on Women and Child Development	Officers / Officials of Line and Development Department	18/12/2017 to 22/12/2017	SIRD	25	125	TD
15	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	21/12/2017 to 23/12/2017	SIRD	25	75	MM
16	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry	Gazetted and Non Gazetted Officials	21.12.18 to 23.12. 18	STATE	24	72	VS
17	National Level Training-Cum-Sensitization Training Programme on "Pradhan Mantri Awas Yojna-Urban"(Pmay-U) / Amrut	Technical and Non Technical officers of Urban Sector Deptt.	22.12.2017 to 23.12.2017	HUDCO	40	120	ANG
18	Training Programme on Information and Communication Technology	Officers / Officials of Line and Development Department	26/12/2017 to 30/12/2017	SIRD	25	125	MM
19	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	28.12.2017 to 30.12.2017	STATE	30	90	RK
20	Training Programme on Seismic Safety of Buildings/ Infrastructures In Association With HPSDMA & UNDP	Engineering Sector: Engineers of HPPWD/HIMUDA/HPSEB /HydroPower/SSA/RD/Block/T&CP/MC/ I&PH & Energy Etc.	28.12.2017 to 30.12.2017	DMC	30	90	DBK

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
21	Course on IT For Effective Office Management	Gazetted and Non Gazetted Officials	28-12-17 to 29-12-2017	STATE	25	50	SK
22	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
23	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
24	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
25	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
TOTAL					709	2082	

JANUARY, 2018

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
1	Basic Computer Training Programme	Gazetted and Non Gazetted officials	01-01-2018 to 05-01-2018	STATE	25	100	SK
2	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	01/01/2018 to 03/01/2018	SIRD	25	75	RK
3	Training Programme on Participatory Planning	Officers / Officials of Line and Development Department including RD&PR	01/01/2018 to 05/01/2018	SIRD	25	125	PK
4	One Day Workshop on Gender Budgeting	All HoDs & Nodal Officers State level Departments	03.01.2018	DMC	50	50	DBK
5	Training Programme on Office Procedure, Financial Administration and Service Delivery	Officers / Officials of Rural Development and Panchayti Raj Department	04/01/2018 to 06/01/2018	SIRD	25	75	SCS
6	Training Programme on Cross Cutting Issues In Disaster Management In Association With HPSDMA & UNDP	PRIs ,ULBs, NGOs & NKYs, Mahila Mandlas, Community Volunteers, NCC, NSS, Scout & Guides & Ex-Serviceman, Social Justice and Empowerment, Social Welfare & ICDS	08.01.2018 to 10.01.2018	DMC	25	75	DBK
7	Training Programme on Panchayti Raj Act, Rules and Programmes	Officers / Officials of Panchayti Raj Deptt.	08/01/2018 to 10/01/2018	SIRD	25	75	TD
8	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	10/01/2018 to 12/01/2018	SIRD	25	75	MM
9	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	15/01/2018 to 17/01/2018	SIRD	25	75	SCS

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
10	Training Programme on Swachh Bharat Mission - Gramin	DRDA/Block level officials including PRIs	15/01/2018 to 17/01/2018	SIRD	25	75	RK
11	Office Procedure and Financial Administration	Non Gazetted Officers	15-1-2018 to 20-01-2018	STATE	25	150	VG
12	Off Campus Training Programme on Community Based Disaster Management In District Sirmour	Officers & Officials from District Sirmour	17.01.2018 to 19.01.2018	DMC	50	150	DBK
13	Training Programme on Rural Civil Works	Asstt/ Junior Engineer of RD & PR Department	18/01/2018 to 20/01/2018	SIRD	25	75	PK
14	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	18/01/2018 to 20/01/2018	SIRD	25	75	MM
15	Course on Manav Sampada (E-Service Book, MIS Reporting, Mobile Applications)	Gazetted and Non Gazetted Officials	22-01-2018 to 23-01-2018	STATE	25	50	SK
16	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry	Gazetted and Non Gazetted Officials	22.01.18 to 24.01.18	STATE	24	72	VS
17	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	22.01.2018 to 24.01.2018	STATE	30	90	RK
18	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	29.01.2018 to 31.01.2018	STATE	30	90	RK
19	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	29/01/2018 to 31/01/2018	SIRD	25	75	MM
20	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	31/01/2018 to 02/02/2018	SIRD	25	75	SCS
21	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
22	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
TOTAL					619	1822	

FEBRUARY, 2018

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
1	Off Campus Training Programme on Community Based Disaster Management In District Bilaspur	Officers & Officials from District Bilaspur	05.02.2018 to 07.02.2018	DMC	40	120	DBK
2	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	05.02.2018 to 07.02.2018	STATE	30	90	RK
3	Training Programme on Management Development Programme	Officers / Officials of Line and Development Department	05/02/2018 to 09/02/2018	SIRD	25	125	RB
4	Training Programme on Office Procedure, Financial Administration and Service Delivery	Officers / Officials of Rural Development and Panchayti Raj Department	05/02/2018 to 07/02/2018	SIRD	25	75	SCS
5	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	07/02/2018 to 09/02/2018	SIRD	25	75	MM
6	Training Programme on Data Management	Statistical Officers / Officials of different Department	12/02/2018 to 17/02/2018	SIRD	25	150	RB
7	Office Procedure and Financial Administration	Gazetted officers	12-02-2018 to 17-02-2018	STATE	25	150	VG
8	Landslide Mitigation By Modern Techniques (NIDM Sponsd. Prog.)	Engineering Sector: Engineers of HPPWD/HIMUDA/HPSEB /Hydro Power/SSA/ RD/Block/T&CP/MC/ I&PH & Energy Etc.	15.02.2018 to 17.02.2018	DMC	30	90	DBK
9	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	19/02/2018 to 21/02/2018	SIRD	25	75	MM

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
10	Training Programme on Participatory Planning	Officers / Officials of Line and Development Department including RD&PR	19/02/2018 to 23/02/2018	SIRD	25	125	PK
11	Training Programme on Mahatma Gandhi National Rural Employment Gurantee Act	Officers/Officials of RD including Line Departments and PRIs	22/02/2018 to 24/02/2018	SIRD	25	75	SCS
12	One Day Workshop on Gender Budgeting	All HoDs & Nodal Officers State level Departments	23.02.2018	DMC	50	50	DBK
13	Course on E-Governance	Gazetted and Non Gazetted Officials	23-02-2018 to 24-02-2018	STATE	25	25	SK
14	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	26.02.2018 to 28.02.2018	STATE	30	90	RK
15	Course on IT For Effective Office Management	Gazetted and Non Gazetted Officials	26-02-2018 to 27-02-2018	STATE	25	50	SK
16	Training Programme on Planning and Management	Officers / Officials of Line and Development Department	26/02/2018 to 02/03/2018	SIRD	25	125	RB
17	Office Procedure and Financial Administration	Non Gazetted Officers	26-2-17 to 3-3-17	STATE	25	150	VG
18	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
19	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	HKS
TOTAL					540	1760	

MARCH, 2018

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Course on Tally	Accounts Level officials	02-03-2018 to 03-03-2018	STATE	25	50	SK
2	Training Programme on Psycho social Support in Disaster Management	Administrative Sector: SDMA/DDMA ,SDMs, Revenue, Planning,Police , I&PH, Health & Police,Fire, Home Guards	05.03.2018 to 07.03.2018	DMC	30	90	DBK
3	Training Programme on Information and Communication Technology	Officers / Officials of Line and Development Department	05/03/2018 to 09/03/2018	SIRD	25	125	MM
4	Training Programme on Women and Child Development	Officers / Officials of Line and Development Department	05/03/2018 to 09/03/2018	SIRD	25	125	TD
5	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	12.03.2018 to 14.03.2018	STATE	30	90	RK
6	Off Campus Training Programme on Preparation of Village Disaster Management Plan in District Kullu/Chamba	Officers & Officials from District Kullu/Chamba	13.03.2018 to 15.03.2018	DMC	50	150	DBK
7	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	14/03/2018 to 16/03/2018	SIRD	25	75	MM
8	Training Programme on Participatory Planning	Officers / Officials of Line and Development Department including RD&PR	19/03/2018 to 23/03/2018	SIRD	25	125	PK
9	Training Programme on Panchayti Raj Act, Rules and Programmes	Officers / Officials of Panchayti Raj Deptt.	19/03/2018 to 21/03/2018	SIRD	25	75	TD

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
10	Training Programme on Management Information System on Rural Development Applications	Computer / Data Entry Operator/ Jr. Accountant and GRS of Department of Rural Development	22/03/2018 to 24/03/2018	SIRD	25	75	MM
11	Training Programme on Management Development Programme	Officers / Officials of Line and Development Department	26/03/2018 to 30/03/2018	SIRD	25	125	RB
12	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	26.03.2018 to 26.03.2018	STATE	30	90	RK
13	Office Procedure and Financial Administration	Gazetted officers	19-3-2017 to 24-3-2017	STATE	25	150	VG
TOTAL					365	1345	

PROGRAMMES AT REGIONAL TRAINING CENTRES/ DISTRICT TRAINING CENTRES**(Dates for these programmes will be decided by the Coordinators concerned)**

DHARAMSALA			
S.No.	Programmes	No. of Prog.	Duration
1.	Course on Office Automation	06	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
5.	Office Procedure and Financial Administration	05	5 days
	Total	17	
MANDI			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Office Automation	06	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
5.	Office Procedure and Financial Administration	05	5 days
	Total	17	
CHAMBA			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Office Automation	06	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
	Total	12	
NAHAN			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Office Automation	06	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
	Total	12	

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NG	Sh. Neeraj Goel, Technical Director, NIC
SCS	Sh. Satish Chand Sharma, Deputy Director (Research)
RDS	Sh. Rajinder Dutt Shama, Joint Controller(F&A)
TCS	Sh. Tek Chand Sharma, Joint Controller(F&A)
PKC	Sh. Praveen Kumar Chaudhary, Joint Controller, (F&A)
VS	Sh. Vijay Sofra, Dy. Controller (F&A)
VG	Sh. Vikas Gupta, Asstt. Controller(F&A)
RB	Sh. Rajeev Bansal, Research Officer
TD	Smt. Tulsi Devi, Core Faculty Panchayati Raj
RK	Sh. Rajinder Kapoor, Asstt. Professor (Pub. Admn.)
DB	Sh. Desh Bandhu, Research & Documentation Officer
SK	Sh. Sandeep Kumar, Asstt. Professor(IT)
PK	Sh. Parvesh Kumar, Core Faculty Watershed
RK	Sh. Ravinder Kumar, Core Faculty (SW&CD)
MM	Sh. Manu Mahajan, Programmer
ANG	Sh. A. N. Gautam, Consultant(HUDCO)
HKS	Sh. H.K. Sharma, Consultant(Sevottam)

ABBREVIATION

ATI	Administrative Training Institute	NGO	Non Government Organization
CD	Course Director	NIDM	National Institute of Disaster Management
DARPG	Department of Administrative Reforms and Public Grievances	PR	Panchayti Raj
DDO	Drawing and Disbursing Officer	PRI	Panchayati Raj Institute
DMC	Disaster Mangaement Centre	RD	Rural Development
DRDA	District Rural Development Agency	RTC	Regional Training Centre
DTC	District Training Centre	RTI	Right to Information
FAA	First Appellate Authority	SAS	Subordinate Accounts Services
GOI	Government of India	SIRD	State Institute of Rural Development
HAS	Himachal Administrative Services	TOT	Training of Trainers
HIMUDA	Himachal Housing and Urban Development Authority	UD	Urban Development
HOD	Head of Department	ULB	Urban Local Bodies
HPPWD	Himachal Pradesh Public Works Department		
HUDCO	Housing and Urban Development Corporation Limited		
I&PH	Irrigation And Public Health		
IAS	Indian Administrative Services		
ICDS	Integrated Child Development Services		
IT	Information Technology		
MC	Municipal Corporation		