



**Government of Himachal Pradesh**  
**H.P. INSTITUTE OF PUBLIC ADMINISTRATION**  
**I.A.S. Probationer Training Schedule (Phase-II)**  
**of**  
**(2011-2013 Batch)**



HIPA, SHIMLA



**HIPA, FAIRLAWNS, SHIMLA-171012**

# *Vision*

*We seek to promote good governance by providing quality training and learning for better performance. We also aim to build a professional civil service that is efficient, accountable and responsive*

*Every duty is holy and devotion to duty is the highest form of the worship of God.*

*--Swami Vivekananda*

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# P R E F A C E

## “TRAINING – A MUST FOR PERSONAL GROWTH”

HIPA as state’s apex administrative training institute is catering to the needs of capacity building of officers of the Indian Administrative Services (state cadre) and the officers of the State Civil Services since its inception on 1<sup>st</sup> January, 1974. The role of HIPA has undergone a significant change in the recent past with inclusion of regular training programmes for the different categories of officials of State Government departments and PSUs. This has become more elaborate after the implementation of State Training Policy.

To cope up with the challenges of the times, every government department has to update its human capital to deal with the new technologies and procedures. Training provides a platform for improving capacity and capabilities of the personnel of an organization. Training also fills the gaps of knowledge, experience and techniques, resulting in quality service delivery and motivation of the employees.

The expectation of public from Government has increased many folds with change in socio economic and technological advancements. Government being ideal welfare organization has to come up to the expectation of the public by providing quality services to the public. Government represents a system which continues in perpetuity. To come up to the challenges of the times, every government department has to bring new ideas and techniques in the system of organization, with a view to improve capacity building of the employees to face new challenges of the governance. Training is a tool which fills the gap of knowledge, experience and techniques, resulting in quality service delivery and motivation of the employees.

The training also helps individual to understand need and requirement of human resource development in an organization. Trainers function as “change specialist” with a diagnostic skill. Training also paves way to introduce reforms, focus on priority of the department. Analysis of the performance of the officers/officials leads to short listing of gaps for capacity building of the employees which are then address by providing appropriate training.

I do hope and wish that period of training spend here at HIPA will inculcate sense of belonging and commitment towards service of the people.

**Dinesh Malhotra, IAS,**  
Director, HIPA,  
Fairlawns, Shimla – 171012.

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FAIRLAWN, SHIMLA

**H.P. INSTITUTE OF PUBLIC ADMINISTRATION  
FAIRLAWNS, SHIMLA -12**

## *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, housed in a building with a historical past is located amidst serene and picturesque surroundings with well laid out spacious and luxuriant lawns. The building was originally got constructed by one 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.

## *ACTIVITIES*

The Himachal Pradesh Institute of Public Administration is a multi-disciplinary organization that aims to promote the capacity 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 main concern is to help in develop the professional competence of individual officers of not only of the State government departments but also its para-statal organizations. HIPA conducts, towards this end, various professional foundational, specialized programmes as well as of campus programmes in the Tribal districts of the state. Apart from its campus at Fairlawns Shimla HIPA also conducts a number of training programmes at all non tribal district headquarters of the State through its network of two regional and 2 District Training Centres.

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## ***PARTICIPATION IN TRAINING PROGRAMMES***

Circulars inviting nominations are issued 8 weeks in advance of the commencement of each course.

Nominations should reach the Director, H.P. Institute of Public Administration, Fairlawn's, Shimla-171012 at least 3 weeks before the commencement of the programme. This will facilitate dispatch of acceptance/ confirmation and arrangements for reception on arrival.

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 before receipt of acceptance of their nomination for the programme.

## ***TRAINING CALENDAR***

The details of the training programmes proposed to be conducted during 2012-13 are available on our Website ([www.himachal.gov.in/hipa](http://www.himachal.gov.in/hipa)).

## ***SPECIAL TRAINING***

The institute also organizes special training on the request received from different Government departments or other organization. The training so organized is fully paid by the concerned department or organization. The rates for organizing such trainings are notified by the institute from time to time.



## *TRAINING INFRASTRUCTURE*

### *CONFERENCE HALL*

The Institute has two well equipped and fully furnished conference halls with seating capacity of 120 and 60 respectively having state of art audio-visual support including recording facilities.



MAIN CONFERENCE HALL

### *CLASS ROOMS*

The Institute has also 6 well furnished classrooms each with seating capacity is about 30 trainees. The classrooms have all modern teaching aids e.g. Computers, LCD projectors, White Boards, Digital Boards, PA systems, (Collar, Cordless mikes) OHP, etc. Facilities for photocopying are available for all programs.



SUN ROOM

## *HOSTELS*

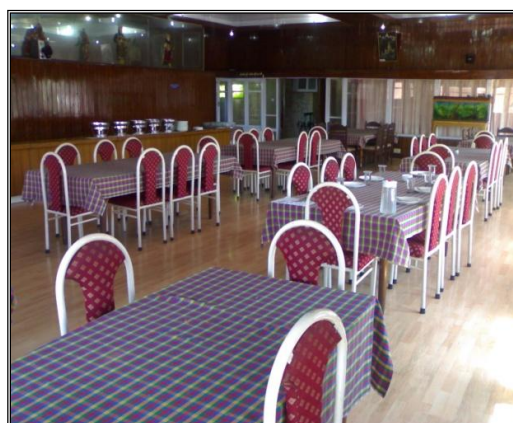
Located in picturesque surroundings and in cool, calm and unpolluted environment, the Institute has two hostels and two guest houses within its campus for trainee and faculty members visiting HIPA. 70 Double bedded rooms with attached bathrooms are well equipped to make the stay of visitors comfortable. The Institute also has provision of suitable accommodation for the use of accompanying support staff, if any.



**KAILASH & CHANDERTAAL HOSTEL**

## *CATERING*

The Institute has a modern kitchen and Dining Hall, and can provide catering facilities for upto 200 trainee officers at one time. Our cooks are well trained to provide all types of food to trainee. All meals are served in Dining Hall only. Morning tea is however served in the hostel rooms.



**DINING HALL**

## ***TRANSPORT***

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



**PARKING AREA**

## ***TELEPHONES***

All rooms in the guest houses have telephone facilities of receiving incoming calls. Mobile phones of all major operators work in the campus.

## ***INTERNET***

The Institute has leased line broadband connection with round the clock internet connectivity. All the rooms of guest houses are provided with independent port for internet connectivity.

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## *LIBRARY*

The Institute library is well equipped with nearly 44,000 books on different subjects. In addition, it subscribes to nearly 100 periodicals, journals and magazines besides 22 newspapers in Hindi and English. New books are regularly added. The library catalogue (digitized) can be located on the internet. 10 computers with internet facility are installed in the library for the use of visitors, trainees and researchers. Facilities for photocopying i.e. (Black & White and Coloured) and laminating machine are also available.



*LIBRARY*

### ***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 Leased Line internet linkage facility. Two well equipped computer labs with dedicated lecture theaters can provide training to 60 participants on individual computers at a given time. HIPA centers at Mandi, Dharamshala, Chamba and Nahan also have IT training facilities with individual computers for 25 participants each.



**IT LAB**

### **TRAINING STRATEGY**

The H.P. Institute of Public Administration is an apex training Institute of the state of Himachal Pradesh and is a multi-disciplinary organization that aims at promoting 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 ATI (Administrative Training Institute), State Institute of Rural Development, Board of Departmental Examination and I.T. Centre. Its Endeavour is 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 in developing the professional competence of officers not only of the State government departments but also of other governmental organizations. HIPA conducts a variety of training programmes(as mentioned in this document) .Apart from its campus at Shimla, the Institute also conducts training programmes at district headquarters of the State through its three Regional/ District Training Centres at Mandi, Dharamshala,Chamba and Sirmaur at Nahan.

## ***STATE TRAINING POLICY***

The H.P. State Training Policy, 2009 of the State Government of H. P. envisage that every personnel from Class-1 to Class-IV is required to undergo training for his/her skill development at the time of induction and thereafter at least once in five years or before promotion. The Training Policy has following important features:-

1. Training for all
2. Training Coverage
3. Training Manual
4. Training Plan.
5. Training Manager
6. Training Methodology.
7. Training Budget

### **FORMULATION OF TRAINING MANUALS BY THE DEPARTMENT**

The H.P. State Training Policy states that training may be imparted at Training Institutions or at the work places or on decentralized basis at District, Sub-District levels by the departments. The training tools would depend on the target group. However, all available modern methods of training like lectures, group discussions, project work, audio visual materials, printed materials, case studies/action learning, brain storming exposure visits etc. shall be used. The departments have been asked to formulate training manuals based on training needs analysis. The departments then are required to communicate and request for arranging appropriate training by the training Institutes. The department may assess the impact of training on each participant and may reflect it through grading system which aspect should be given weightage at the time of promotion of such employee to the next higher post.



## Training Schedule for IAS Probationers ( 2011-2013 batch)

<b>Sr.No.</b>	<b>Particulars</b>	<b>Dates</b>	<b>Duration</b>
1.	Journey days from LBSNAA		1/ ½ Weeks
2.	Institutional training at HIPA <b>(in progress)</b>	19.06.2012 to 21.07.2012	5 Weeks
3.	First Phase of District Training	23.07.2012 to 29.10.2012	10 Weeks
4.	Departmental Exams.	04.10.2012 to 12.10.2012	1½ Weeks
5.	Settlement Training.	15.10.2012 to 07.12.2012	8 Weeks
6.	Second Phase of District Training	10.12.2012 to 29.05.2013	24 ½ Weeks
7.	Journey Days to LBSNAA.		1½ Weeks
	<b>Total:</b>		<b>52 Weeks</b>

### Training Schedule for IAS Probationers of 2011 batch

<b>Sr.No.</b>	<b>Type of Training</b>	<b>Duration</b>
1.	<b>Institutional training at State Administrative Training Institute.</b> <i>Objective: Exposure to Local Laws, Language and Culture of the State.</i>	<b>5 Weeks</b>
2.	<b>Attachment at the Collectorate.</b> <i>Objective: Familiarization with the Administrative Machinery at the District Level.</i>	<b>7 Weeks</b>
3.	<b>Attachment with the Treasury.</b> <i>Objective :Familiarization with the functioning of the treasury.</i>	<b>2 days</b>
4.	<b>Attachment with the District Police Office/Paramilitary Establishment in the District.</b> <i>Objective: Understand Police Magistracy relationship, working of the Police Department</i>	<b>2 Weeks</b>
5.	<b>Departmental Examination</b>	<b>1 ½ Weeks</b>
6.	<b>Attachment with Mofussil Thana</b> <i>Objective: Understand working of Police at grassroot level</i>	<b>3 days</b>
7.	<b>Attachment with Judicial System in the District</b> <i>Objective: To understand Court Procedure and Working of Judiciary</i>	<b>1 Week</b>
8.	<b>Attachment with Zilla Parishad/DRDA</b> <i>Objective: To understand functioning of Panchayati Raj Institutions and Rural Development Schemes</i>	<b>2-weeks</b>
9.	<b>Attachment with Tourism Department</b> <i>Objective: To know about the tourism industry in the state and tourism potential in H.P.</i>	<b>1-Week</b>
10.	<b>Attachment with Forest Department /DFO</b> <i>Objective : To understand Coordination issues between district administration and forest department</i>	<b>3 day</b>
11.	<b>Attachment with Education Department</b> <i>Objective : To understand the working of the department</i>	<b>3 day</b>
12.	<b>Attachment with Health Department</b> <i>Objective : To understand the working of health department</i>	<b>3 day</b>
13.	<b>Attachment with the Civil Supplies Department</b> <i>Objective: To familiarize with functioning of the food security system, especially in the backward areas of the district. Study of PDS shop in rural area.</i>	<b>2 days</b>
14.	<b>Attachment with social welfare/SC/ST/Welfare Department /ITDA</b> <i>Objective : To understand how social sector schemes for the disadvantaged are organized and implemented</i>	<b>3 days</b>
15.	<b>Attachment with line departments like PWD/IPH/Cooperatives/Municipal Corporation/Committee.</b> <i>Objective: To understand Coordination issues with various departments in the District</i>	<b>6 days</b>
16.	<b>Independent charge of Village Level Worker /Panchayat Secretary</b> <i>Objective: To under Stand the function of the grassroot level implementation of government programmes</i>	<b>1 Week</b>

<b>Sr.No.</b>	<b>Type of Training</b>	<b>Duration</b>
17.	<b>Attachment with Patwari/Kanungo</b> <b>Objective :</b> To understand how the grassroot level revenue office functions .During District Training ,Work of Partition, Mutation, Girdawri etc. be done independently as per as possible in his /her hands	<b>2 Weeks</b>
18.	<b>Independent Charge of Block</b> <b>Objective:</b> To understand the working of a block office and the constraints, if any, in implementation of Govt. Programmes	<b>5 Weeks</b>
19.	<b>Independent Charge of Tehsil /Sub-Tehsil</b> <b>Objective:</b> To understand the working of subordinate revenue office .During this period ,the officer will be required to do maximum court work including minimum of 50 mutations and 10 demarcations independently	<b>8 Weeks</b>
20.	<b>Attachment with Sub-Division Office /SDM</b> <b>Objective :</b> To understand functioning of SDO/SDM Office	<b>3 Weeks</b>
21.	<b>Secretariat Training</b> <b>Objective:</b> To get familiarized with the working of various state level departments and to understand coordination issues with the Districts	<b>1 Week</b>
22.	<b>Survey and Settlement</b> <b>Objective:</b> Get a thorough knowledge of settlement operations maintenance o land records, land revenue system etc. Independent charge of patwari may be given after Settlement Training	<b>8 Weeks</b>
23.	<b>Journey days to LBSNNA</b>	<b>1 ½ Weeks</b>

**HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION  
FAIRLAWNS, SHIMLA-171012**

Exchange (PBX) Numbers: 2647045, 2647453, 2647808 and 2647331

Fax No. 2647172, 2740225 (STD Code 0177)

**OFFICERS AND FACULTY**

Name & Designation	Telephone No.	PBX Ext. No.	Telephone No.	e-mail address
	Office	Office/Resi.	Residence	
Sh. Dinesh Malhotra, IAS, Director	2647855	114	2626745	<a href="mailto:hipa-hp@nic.in">hipa-hp@nic.in</a> <a href="mailto:dir.hipa@hp.gov.in">dir.hipa@hp.gov.in</a>
Dr. Man Singh, HAS, Additional Director	2647605	102	2620170 9418003256	<a href="mailto:ad.hipa@hp.gov.in">ad.hipa@hp.gov.in</a>

**Other Faculty Members**

Dr. K. K. Handa, Principal, College Cadre	2647534	104	2627127 9418488055	
Dr. Gopal K.Sanghaik, Asstt. Professor (Pub. Admn)	2647036	111	9418049203	<a href="mailto:ati1.hipa@hp.gov.in">ati1.hipa@hp.gov.in</a>
Dr. Rakesh Sharma, Asstt. Professor (Eco. Admn)	---	400	2621808 9418095808	<a href="mailto:ati2.hipa@hp.gov.in">ati2.hipa@hp.gov.in</a>

**Finance Faculty Members**

Sh. H.K. Sharma, Controller (F&A)	---	515	9318502508	<a href="mailto:fa1.hipa@hp.gov.in">fa1.hipa@hp.gov.in</a>
Sh. D.R.Negi, Joint Controller (F&A)	---	112	9418396151	<a href="mailto:fa2.hipa@hp.gov.in">fa2.hipa@hp.gov.in</a>
Sh. K.T. Bodh, Dy. Controller (F&A)	2647906	103/215	9418402745	<a href="mailto:fa3.hipa@hp.gov.in">fa3.hipa@hp.gov.in</a>

**DMC Faculty Members**

Dr. R.K. Sood, Head (DMC)	2740225	207		<a href="mailto:dm2.hipa@hp.gov.in">dm2.hipa@hp.gov.in</a>
Dr. (Mrs.) G.P.Kapoor, Professor (DMC)	2647903	106	2620676 9418014653	<a href="mailto:dm1.hipa@hp.gov.in">dm1.hipa@hp.gov.in</a>
Sh. Desh Bandhu, Research & Doc. Officer	--	225	9816020434	<a href="mailto:dm3.hipa@hp.gov.in">dm3.hipa@hp.gov.in</a>

**SIRD. Faculty Members**

Sh. Satish C. Sharma, Deputy Director(Research)	2647049	105/401	9459582482	<a href="mailto:sird1.hipa@hp.gov.in">sird1.hipa@hp.gov.in</a>
Sh. Rajeev Bansal, Research Officer	2647902	107	---	<a href="mailto:sird2.hipa@hp.gov.in">sird2.hipa@hp.gov.in</a>

**I.T. Faculty Members**

Sh. Sandeep Kumar, Asstt. Professor (IT)	2647113	113/402	9418266344	<a href="mailto:it1.hipa@hp.gov.in">it1.hipa@hp.gov.in</a>
Ms. Kiran Kuril, Instructor(IT)	--	210	9857185163	<a href="mailto:it2.hipa@hp.gov.in">it2.hipa@hp.gov.in</a>

## Important Telephone Numbers

Sr.No.	Name & Designation	Contact Nos.
1.	Smt.Manisha Nanda, IAS The Principal Secretary(Personnel) to the Government of Himachal Pradesh	0177-2621195 Mob.:094185-00018
2.	The Secretary(Training) to the Government of Himachal Pradesh, Shimla – 171002.	0177-2621586
3.	Sh.Arun Kumar, IAS Deputy Commissioner, Shimla	0177-2655988
4.	Sh.Chander Shekhar Pandit, IPS Superintendent of Police, Shimla	0177-2656535
5.	The Additional Secretary(Personnel) to the Government of Himachal Pradesh, Shimla – 171002	0177-2621855 Mob.:094180-40609
6.	The Controller(Fin.&Accounts), Department of Personnel(Accounts) H.P. Secretariat, Shimla -171002.	0177-2628495
7.	The Section Officer, Personnel-I	0177-2880445
<b>Important Nos.</b>		
8.	IGMC Hospital	0177-2803073 2814725
9.	Ambulance	<b>108 (for emergency only)</b> 0177-2804648
10.	Railway Inquiry	0177-2652915
11.	HTRC Control Room	0177-2656326
12.	Bus Stand Inquiry	2658765
13.	HRTC Computer Reservation	2658304
14.	HRTC Inquiry Delhi	011-23868694
15.	ISBT Delhi	23863473
16.	ISBT Chandigarh	0172-2704015

## Useful websites

Sr.No.	Name of websites	URL
1.	HIPA	<a href="http://www.himachal.nic.in/hipa">http://www.himachal.nic.in/hipa</a>
2.	Govt. of H.P.	<a href="http://www.himachal.nic.in">http://www.himachal.nic.in</a>
3.	HRTC	<a href="http://hrtc.gov.in">http://hrtc.gov.in</a>
4.	Deptt. of Public Relation	<a href="http://himachalpr.gov.in/">http://himachalpr.gov.in/</a>



**GOVERNMENT OF HIMACHAL PRADESH  
INSTITUTE OF PUBLIC ADMINISTRATION**

**Important & Contemporary Reading Recommended  
by HIPA**



**FOR IAS, HAS & OTHER OFFICERS TRAINEE**

Sr. No.	Authors	Title	Publishers
<b>Recommended in 2011</b>			
1.	Nandan Nilekani	Imagining India-The Idea of a Renewed Nation	
2.	Stephen R. Covey	7 Habits of Highly Effective People	
3.	Narayana Murthy	A Better India, a better World	
4.	Dr. Bimal Jalan	The Future of India : Politics, Economics & Governance	
<b>Recommended in 2012</b>			
1	Kautilya	The Arthashastra (1992)	Penguin Books
2.	Noam Chomsky	The Essential Chomsky, (2008)	Penguin Books, India
3.	Jaijit Bhattacharya	e- Govt. 2.0. (2012)	Tata MacGraw Hill Education
4.	Bibek Debroy	Agenda for Improving Governance (2004)	Academic Foundation
5.	Alvin & Heidi Toffer	Revolutionary Wealth (2006)	Currency Book
6.	Kahlil Gibran	The Greatest Works of Kahlil Gibran	Jaico Publishing House
7.	Fareed Zakaria	The Post American World (2008)	Penguin Books
8	Rajeev Malhotra	A critical decade – Policies for India's Development (2012)(Edited)	Oxford University Press
9.	Jeffrey Sachs	The End of Poverty (2005)	Penguin Books
10.	Jagdish Bhagwati	In Defense of Globalization (2004)	Oxford University Press
11.	Thomes Friedman	The World Flat (2005)	Penguin Books
12.	Kishore Mahbubani	Can Asians Think (2004)	Penguin Books
13.	Fareed Zakaria	The Future of Freedom (2003)	Penguin Books
14.	V.S. Naipaul	India: A Wounded Civilization (1988)	Picador
15.	Samuel P. Huntington	The Clash of Civilizations & the Remaking of World Order (1996)	Penguin Books
16.	Amartya Sen	Development as Freedom (2006) & Other Works/Books	Oxford University Press
17.	Wendy Doniger	The Hindus–An Alternative History(2009)	Penguin
18.	Ramachandra Guha	India After Gandhi (2007)	Picador
19.	Essential Reading	Indian History, World History, History of Middle East	Various sources
20.	Essential Reading	Works of Amartya Sen	Oxford University Press

**DIRECTOR, HIPA**

**Website: <http://himachal.nic.in/hipa>**

**\* MOST OF THE BOOKS ARE AVAILABLE IN HIPA LIBRARY**



# Institutional Training for IAS Probationers of 2011-2013 Batch

19.06.2012 to 21.07.2012

## Working Schedule(1<sup>st</sup> Week)

Venue : Sun Room

Course Director : Dinesh Malhotra, IAS  
Director, HIPA

Co-Course Director : Dr.Man Singh,HAS  
Addl. Director, HIPA

Date	Session	Topic	Faculty
19.06.2012	I	<b>Joining &amp; Registration</b>	
	II	About the Institute.	Director/Additional Director, HIPA
	III & IV	Documentary 'Shimla – Past and Present'	
20.06.2012	I & II	An overview of Himachal Pradesh	Sh.S.N.Joshi, IAS (Retd.) Village Kanen, Shimla
	III & IV	Library Session – Introduction to e-Journal.	Asstt.Professor(IT)/ Librarian.
21.06.2012	I & II	Demographic Features of H.P.	Sh.Pradeep Chauhan Economic Advisor, H.P.
	III & IV	Documentary on Time Management.	
22.06.2012	I & II	Cultural Heritage of H.P – Hindi as <i>Rajbhasha</i> .	Sh.Tulsi Raman Editor, Language and Culture Department, H.P.
	III & IV	Library Session	
23.06.2012	I & II	Visit to State Museum, Shimla	
	III & IV	Visit to Indian Institute of Advance Studies, Shimla	
24.06.2012		<b>Sunday</b>	

# Institutional Training for IAS Probationers of 2011-2013 Batch

**19.06.2012 to 21.07.2012**

## Working Schedule(2<sup>nd</sup> Week)

**Venue : Sun Room**

**Course Director : Dinesh Malhotra, IAS  
Director, HIPA**

**Co-Course Director : Dr.Man Singh,HAS  
Addl. Director, HIPA**

<i>Date</i>	<i>Session</i>	<i>Topic</i>	<i>Faculty</i>
25.06.2012	I & II	An overview of Himachal Pradesh- With Emphasis on Administrative Set-up.	Shri Ajay Mittal, IAS Principal Secretary to the Chief Minister, Principal Secy. (Information and Public Relations)
	III & IV	Rural Development Scenario of H.P.	Dr. R.N. Batta, IAS Director RD & PR
26.06.2012	I	Good Governance	Sh.Dinesh Malhotra,IAS Director, HIPA
	II	Pay, Allowances, Travelling Allowance-queries thereof	Sh. K.T. Bodh JC(F&A), HIPA
	III & IV	Curtsey call to Administrative Secretaries at HP Secretariat	Dr. Man Singh, HAS Addl. Director, HIPA
27.06.2012	I & II	Visit to Panchayti Raj Institute Mashobra	
	III & IV	Visit to Regional Fruit Research Centre Craignano, Mashobra	
28.06.2012	I&II	An overview of Himachal Pradesh,-with reference to tourism and cultural heritage	Smt. Manish Nanda,IAS Pr. Secretary(Personnel) to the Govt. of H.P.
	III & IV	Special Legal Provision with respect of women and children	Sh. S.R. Mardi, IPS ADGP, H.P.
29.06.2012	I & II	An overview of H.P. – With specific reference to Power Sector.	Smt.Asha Swaroop, IAS(Retd.) Former Chief Secretary, H.P.
	III & IV	Natural Resources and Hazards profile of H.P.	Dr. R.K. Sood Prof.& Head DMC, HIPA
30.06.2012		Visit to Naldehra and Tatapani	
<b>01.07.2012</b>		<b>Sunday</b>	

# Institutional Training for IAS Probationers of 2011-2013 Batch

19.06.2012 to 21.07.2012

## Working Schedule(3<sup>rd</sup>Week)

Venue : Sun Room

Course Director : Dinesh Malhotra, IAS  
Director, HIPA

Co-Course Director : Dr.Man Singh, HAS  
Addl. Director, HIPA

<i>Date</i>	<i>Session</i>	<i>Topic</i>	<i>Faculty</i>
02.07.2012	I & II	Genesis of Land Revenue System in H.P. AND Dynamics of Land Reforms initiatives after 1948.	Sh.Deepak Sanan, IAS Pr.Secretary(Rev.), H.P.
	III & IV	Development of Revenue System in H.P. – A historical perspective.	Dr.Man Singh, HAS Addl.Director, HIPA
03.07.2012	I & II	H.P. Land Revenue Acts and its salient features.	Dr.J.N.Barowalia Former Pr.Secretary(Law), Govt. of H.P.
	III & IV	The H.P. Ceiling on Land Holding Act, 1973 – A step towards Equalitarian Society.	Sh.Chaman Dilta, HAS Addl.Director, Rural Development Department, H.P.
04.07.2012	I & II	H.P. Land Revenue Salient Features.	Dr.J.N.Barowalia Former Pr.Secretary(Law)
	III & IV	Visit to H.P. University Shimla and Institute of Advance Studies, Shimla	
05.07.2012	I & II	H.P. Village Common Land (Vesting & Utilization) Act, 1974.	Sh.I.S.Chandel, IAS (Retd.)
	III & IV	Scheme being implemented by the Horticulture Department.	Dr.I.D.Gupta Sr.Plant Protection Officer, Horticulture Department.
06.07.2012	I & II	Land Revenue Officers and their Powers.	Sh.I.S.Chandel, IAS (Retd.)
	III & IV	Exposure visit to Agriculture and Animal Husbandry Departments.	Dr.K.K.Handa Core Faculty
07.07.2012	I & II	Record of Rights and its preparation procedure.	Dr.Man Singh, HAS Addl.Director, HIPA
	III & IV	Visit to Shimla Town	
08.07.2012		<b>Sunday</b>	

**Institutional Training for IAS Probationers of 2011-2013 Batch**  
**19.06.2012 to 21.07.2012**  
**Working Schedule(4<sup>th</sup>Week)**

**Venue : Sun Room**

**Course Director : Dinesh Malhotra, IAS  
Director, HIPA**

**Co-Course Director : Dr.Man Singh, HAS  
Addl. Director, HIPA**

<b>Date</b>	<b>Session</b>	<b>Topic</b>	<b>Faculty</b>
09.07.2012	I & II	An overview of H.P. Financial Rules.	Sh.H.K.Sharma Controller(Fin.&Accts.) HIPA
	III & IV	An overview of Pension Rules and Contributory Pension Scheme and Commutation Rules.	Sh.K.K.Sharma Joint Controller(Fin.&Accts.) HIPA
10.07.2012	I & II	CCS(Leave) Rules – An overview.	Sh.D.R.Negi Joint Controller(Fin.&Accts.) HIPA
	III & IV	An overview of Pay Fixation Rules and CCS(Conduct) Rules, 1964. <b>(Courtesy Call with Hon'ble Chief Justice of H.P. at 05.00 PM)</b>	Sh.H.K.Sharma Controller(Fin.&Accts.) HIPA
11.07.2012	I & II	CCS(CCA) Rules, 1965 – Penalty, Review and Revision.	Sh.J.C.Chauhan, IAS Commissioner, Departmental Inquiries and Special Secretary(Tech.Edu.)
	III & IV	Travelling Allowance Rules and Leave Travel Concession (LTC) – An overview. <b>(Appointment with CS at 04.30 PM)</b>	Sh.K.K.Sharma Joint Controller(Fin.&Accts.) HIPA
12.07.2012	I & II	Family Pension Scheme and GPF & CPF Rules, 1960. <b>(Meeting with Accountant General, H.P. at 11.00 am)</b>	Sh.T.C.Dhiman Sr.Dy.Accountant General, Himachal Pradesh (Retd.)
	III & IV	Rules of Business of Himachal Pradesh Government.	Sh.J.C.Chauhan, IAS Commissioner, Departmental Inquiries and Special Secretary(Tech.Edu.)
13.07.2012	I & II	Treasury Rules – As applicable in the case of Himachal Pradesh.	Sh.Deepak Bhardwaj Joint Director, Treasury Accounts and Lotteries Department, H.P.
	III & IV	Library Session.	
<b>14.07.2012</b>		<b>Public Holiday</b>	
<b>15.07.2012</b>		<b>Sunday</b>	

**Institutional Training for IAS Probationers of 2011-2013 Batch**  
**19.06.2012 to 21.07.2012**  
**Working Schedule(5<sup>th</sup>Week)**

**Venue : Sun Room**

**Course Director : Dinesh Malhotra, IAS**  
**Director, HIPA**

**Co-Course Director : Dr.Man Singh, HAS**  
**Addl. Director, HIPA**

<b><i>Date</i></b>	<b><i>Session</i></b>	<b><i>Topic</i></b>	<b><i>Faculty</i></b>
16.07.2012	I & II	Lease Rules.	Sh.Gopal Chand, HAS Addl.Secretary(Rev.) to the Govt. of H.P.
	III & IV	An overview of State finance of H.P.	Dr.Shrikant Baldi, IAS Pr.Secretary(Finance) to the Govt. of H.P.
17.07.2012	I & II	IT initiatives in Excise & Taxation Department	Sh.Jagdish C.Sharma, IAS Excise & Taxation Commissioner, H.P.
	III & IV	Library Session	
18.07.2012	I & II	<ul style="list-style-type: none"> <li>• Role and Conduct of Presiding Officer.</li> <li>• Judgement Writing.</li> </ul>	Dr.J.N.Barowalia Former Pr.Secretary(Law), Govt. of H.P.
	III & IV	Film on Time Management	
19.07.2012	I & II	Election Laws.	Sh.Narinder Chauhan, IAS Pr.Secretary(Elections) and Chief Electoral Officer, H.P.
	III & IV	Film on Leadership	
20.07.2012	I & II	Experience sharing on Service Delivery to the People.	Sh.A.R.Kohli Former Governor of Mizoram
	III & IV	Library Session	
21.07.2012	I & II	Good Governance.	Sh.A.R.Kohli Former Governor of Mizoram
	III & IV	<b>Valedictory Session</b>	
<b>15.07.2012</b>		<b>Sunday</b>	



**H.P. INSTITUTE OF PUBLIC ADMINISTRATION**  
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