

Chapter 1

H.P Institute of Public Administration- An Overview

The H.P. Institute of Public Administration is the state Administrative Training Institute (ATI) in Himachal Pradesh established for providing training to government employees for inculcating a better sense of purpose, greater dedication and more appropriate skills among the officers/officials of the State in discharge of their duties and responsibilities. Significant training needs are felt in all government organizations which arise largely due to new policy initiatives of the government. Additionally, government's agenda of improving governance and modernization programmes also create need for training of employees. In this context, HIPA ensures that these training requirements are addressed appropriately and inculcates increase competence, capability, efficacy, responsiveness and productivity among government functionaries working at different hierarchical levels to improve service delivery of government organizations.

History:

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-Mashobara road. The Institute is located in a building with a historical past, having serene and picturesque surroundings with well laid out spacious and luxuriant lawns which was originally got constructed by Mr. R. Dixon of the Foreign Office of British India. Later, it was purchased by Nawab Muzaffar Ali Khan Quizzalbash of Malerkotla. 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.

Aims & Objectives

This Institute aims at inculcating a sense of purpose, greater dedication and appropriate skills among the officers and officials of the state government in the discharge of their duties and responsibilities. The Vision statement of the Institute summarizes this succinctly and guides the Institute all the time towards this objective.

Vision

"We seek to promote good governance by providing quality training & learning related to performance towards building a professional civil service which is efficient, accountable and responsive"

Activities

To provide training to the IAS officers of H.P. Cadre and HAS officers of the State Govt., elected representatives of Panchayati Raj Institutions and employees of the all government departments/boards/corporations from grass root level to senior level officials. The main functions of the Institute are as under:-

- a) Induction and in-service training
- b) Training at 10 District Training Centers for government employees.
- c) Peripatetic Training
- d) Seminars and Workshops in the area of Rural Development (SIRD)
- e) Conduct of Departmental Examinations as per the provisions of the State Board of Departmental Examinations for government servants.
- f) Research and Documentation activities.
- g) Discrimination and cleaning hose function.

The H.P. Institute of Public Administration has also been designated as the training institution for a number of other cadre/services. The prominent among which are :

STATE ADMINISTRATIVE TRAINING INSTITUTE

HIPA was originally set up as the State Administrative Training Institute. The Institute organizes the following training programs for the IAS officers allocated to the Himachal Pradesh cadre and to the State Administrative Service Officers and other Gazetted Officers of the State Government:

- Foundational Course
- Professional Course
- Induction training for Promoted Officers
- In-Service Training to all officers of the State

STATE INSTITUTE OF RURAL DEVELOPMENT

The SIRD, HP was established in 1982 at the Institute campus. The main functions of the State Institute of Rural Development are:

- To conduct short term and long term training programs for the officials and non- officials engaged in Rural Development and Administration.
- To organize seminars, conferences and workshops for experts, academicians, administrators, researchers and non-officials on various rural development issues and concerns;
- To undertake action oriented research concerning activities of Rural Development agencies and to prepare case studies as an input for the training.

TRAINING CENTRE FOR INFORMATION TECHNOLOGY

One of the strengths of the Institute is to impart basic, advanced and specialized training in the field of information technology to the government employees at different levels. The Institute has its own computer labs fully equipped with latest computers dedicated for the use of the trainees on one-to-one basis at Shimla where 60 trainees can be accommodated in one go. The Institute has established similar facilities at its two

Regional Training Centers located at Mandi, Dharamshala and one IT Training Centre at Chamba.

TRAINING CENTRE FOR THE SUBORDINATE ACCOUNTS SERVICES (SAS)

HIPA also functions as the Training Institute for the Treasury and Accounts Organization of the State government. The trainees are recruited on the basis of tests conducted by the HP Public Service Commission. The Induction training of the selected candidates is consists of two parts (SAS-Part-I & SAS-Part-II) and is completed in a period of one year with examinations conducted at the end of both phases by the HPPSC. The successful trainees are then appointed to the H.P. Subordinate Accounts Service.

REGIONAL TRAINING CENTRES

The HP Institute of Public Administration has also established two Regional Training Centers at Dharamshala and Mandi, besides a new IT Centre at Chamba in partnership with DOEACC (A Government of India Undertaking) to cater the IT training needs of School/College students besides imparting IT related training to government employees.

The objective is to provide in- service training to the class-III and IV officials, working in various departments of the State Government, as close to their places of posting as possible. The centers are providing training pertaining to Office Procedure and Financial Administration, Service Rules, Revenue Administration, Computer Awareness and Rural Development, etc. to the officials and non-officials working at the grass root level.
