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## Editorial Committee :

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Jyoti Rana, HAS

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Dr. Rajeev Bansal

## Civil Services Day Celebrations

On the occasions of Civil Services Day, 21<sup>st</sup> April, 2018, Hon'ble Chief Minister, Sh. Jai Ram Thakur launched the following initiatives of the Institute at H.P. Secretariat, Shimla.

1. Online Trainee Registration Portal.
2. e-Newsletter - Fairlawn Updates.
3. Released new issue of 'Administrative Development', a journal of the Institute.
4. Platform for Innovators-a Step towards Incubation Centre.



In his message Sh. Jai Ram Thakur, Hon'ble Chief Minister appreciated the efforts of Institute and stressed upon their sustainability. Further, Hon'ble CM, addressing the civil servants asked to accomplish the work on the same day without postponing it for tomorrow as a key note for Civil Services Day. Sh. Vinit Chawdhary, Chief Secy. Dr. Shrikant Baldi, ACS(Finance) Dr. R. N. Batta, Secy. (RD&PR), Dr. Purnima Chauhan, Secy.(AR), Sh. C.P. Verma, Director (HIPA) and Sh. R.N. Sharma, Jt. Director (HIPA) besides the Faculty Members of Institute were present at the occasion.



This event followed a programme at HIPA in which Sh. Deepak Sanan, IAS (Retd.) highlighted the duties and responsibilities of Civil Services towards the society. Dr. Purnima Chauhan, Secy. (AR) also addressed the participants stressing upon the citizen centric minimum government to maximize the governance. Sh. C.P. Verma, IAS, Director HIPA invited the Civil Servants towards their duties towards the public and the responsibilities assigned to them to come up to the expectations of the people, at large. The Innovators who have done remarkable work towards the society were also invited for the event who shared their experiences in detail.

**Contributor:** Dr. Rajeev Bansal, Dy. Director (Res.), email: rajeev.bansal@nic.in

## Panchayati Raj Day Celebrations

H.P. State Institute of Rural Development (SIRD), under the umbrella organization-HIPA, celebrated Panchayati Raj Day on 24th April, 2018 at GP Kot, Development Block Mashobra, Shimla to commemorate 25 years of 73rd Constitutional Amendment Act which bestowed powers and rights to Panchayati Raj Institutions. The celebration included Gram Swaraj Abhiyan fortnight from 14-04-2018 to 05.05.2018. The SIRD, H.P. has adopted GP Kot to be developed as a model village in collaboration with National Institute of Rural Development & Panchayati Raj, Hyderabad. On the day, a special Gram Sabha was convened for public awareness on the flagship programmes of development.



In the Special Gram Sabha, the officers and officials from all the development departments presented the details of the programmes of their departments for the benefits for rural people. The members of Gram Sabha participated in the programme vibrantly and raised queries to settle their curiosities. A painting competition on the theme, Swachh Bharat Mission-Gramin was organized at Senior Secondary School, Kot for senior and junior sections of the students. The outstanding students were awarded with prizes for their paintings. The cultural group sent by Sh. Anupam Kashyap, HAS, Director, Information & Public Relation, H.P. engaged the GP residents with their informative cultural programmes.

Contributor: Dr. Rajeev Bansal, Dy. Director(Res.), email:rajeev.bansal@nic.in

### Transfers and Postings

- *Sh. R.N. Sharma, HAS, Jt. Director transferred from Himachal Institute of Public Administration, Shimla*
- *Ms. Jyoti Rana, HAS joined as Joint Director, Himachal Institute of Public Administration, Shimla*

## Sansad Adarsh Gram Yojna

To expedite the implementation of Sansad Adarsh Gram Yojna in the Gram Panchayats adopted by Hon'ble MPs, on the request of Rural Development Department, action oriented training programmes were organized at Development Blocks Shillai, Sirmour and Bhawarna, Kangra. The SIRD-Off Campus training programme was organized from 10.04.2018 to 12.04.2018 for 03 days at Development Block Shillai, Sirmour whereas the training programme at Development Blocks Shillai, Sirmour and Bhawarna, Kangra was organized 17.04.2018 to 20.04.2018. The

### बाली कोटि में सांसद आदर्श ग्राम योजना का कार्य शुरू

■ निम्न संवाददाता, शिल्लै

सांसद आदर्श ग्राम योजना के तहत विकास खंड शिल्लै की बाली कोटि पंचायत में सांसद आदर्श ग्राम योजना का कार्य प्रारंभ हो गया। बतते चले जिला सिरमौर में मात बाली कोटि पंचायत को ही सांसद आदर्श ग्राम योजना के लिए चयनित किया गया है। मंगलवार को हिप्पा से पहुंचे प्रदेश ट्रेनर रविंद्र कुमार ने पंचायत प्रतिनिधियों और विभिन्न विभागों के अधिकारियों को इस कार्यशाला में सांसद आदर्श ग्राम योजना को जानकारी इस कार्यशाला में पांच दर्जन से ज्यादा विभिन्न विभाग के अधिकारियों व जनप्रतिनिधि ने भाग लिया। विकास खंड कार्यालय में आयोजित

एकदिवसीय कार्यशाला में शिक्षा, स्वास्थ्य, बाल विकास, सिंचाई विभाग, लोक निर्माण विभाग, ग्रामीण प्राधिकरण एतदसील कल्याण, बिजली विभाग सहित ग्राम पंचायत बाली कोटि के नौ वार्ड के वार्ड सदस्य बीडीसी सदस्य प्रधान प्रधान व अन्य जनप्रतिनिधि ने भाग लिया। शिमला हिप्पा से पहुंचे प्रदेश मास्टर ट्रेनर रविंद्र कुमार ने जानकारी देते हुए बताया कि इस योजना का मुख्य उद्देश्य ग्राम पंचायत को आदर्श बनाना जिस पर स्वास्थ्य भारत मिशन के तहत बेहतर कार्य करना आदर्श शिक्षा देना है। उन्होंने इस अवसर पर भारत देश की आदर्श पंचायतों को डाक्यूमेंट्री फिल्म भी कार्यशाला में आए सभी लोगों को दिखाए।

courses were attended by the Officers and Officials from line departments including PRIs. The course contents included the topics viz. Introduction to the SAGY, Goals & Objectives, Village Development Plan- Concept & Need, Practice of Participatory tools and techniques in the field, Preparation and approval of Village Development Plan. The trainings were not confined to classroom teaching only but also the participants went to the respective Gram Panchayats, undertook people's expectations through participatory rural appraisal for preparation of Village Development Plans.

The trainings resulted into preparation of Draft Village Development Plan through participatory approach for GP Bali Koti and GP Chachian. The courses were sponsored by Rural Development Department HP.

Course Director: Sh. Ravinder Kumar, Core Faculty, email: ravi77msw@gmail.com



भवारना : सांसद आदर्श ग्राम योजना के तहत बैठक में भाग लेते अधिकारी। (अतुल)

### ग्राम पंचायत चर्चियां सांसद आदर्श ग्राम योजना के लिए चयनित

भवारना, 17 अप्रैल (अतुल): सांसद आदर्श ग्राम योजना के लिए जिला कांगड़ा से चयनित हुई विकास खंड भवारना की ग्राम पंचायत चर्चियां में योजना का प्रारूप तैयार करने के लिए 4 दिवसीय कार्यशाला का आयोजन विकास खंड भवारना में मंगलवार से प्रारंभ हुआ। इस कार्यक्रम में 41 अधिकारियों व कर्मचारी उपस्थित थे जोकि विभिन्न विभागों की प्रतिनिधित्व कर रहे थे। मंगलवार को हिप्पा शिमला से आए प्रदेश प्रशिक्षक रविंद्र कुमार ने

पंचायत प्रतिनिधियों तथा सभी प्रतिभागियों को सांसद आदर्श ग्राम योजना के मुख्य उद्देश्य के बारे में जानकारी दी। उन्होंने ग्राम विकास योजना कैसे तैयार की जाती है उसके बारे में भी बताया। सत्र के दौरान 3 विभिन्न ग्राम पंचायतें जोकि आदर्श पंचायत बन चुकी हैं, उनकी डाक्यूमेंट्री फिल्म भी दिखाई। अगले 2 दिन सभी प्रतिभाग चर्चियां पंचायत का दौरा करेंगे। इस ग्राम पंचायत को आदर्श पंचायत बनाने के लिए सभी विभाग एकजुट होकर कार्य करेंगे।

पंजाब केसरी Wed, 18 April 2018  
ई-पेपर epaper.punjabkesari.in/c/27976598



### Forthcoming Programmes for April – June Quarter

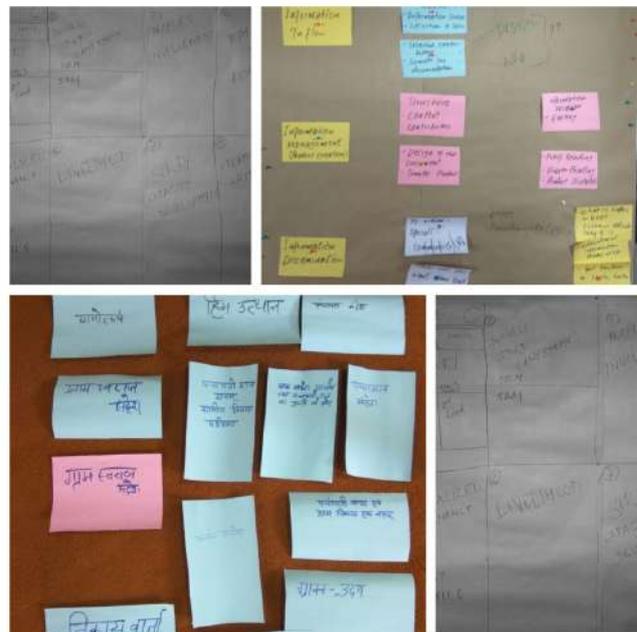
- Capacity Building Programme for Officers of Central Tibetan Administration
- Right to Information Act, 2005 and HP. Service Guarantee Act, 2011
- Specialized Training in the field of Disaster Management
- Training Programme on Rural Engineering Works
- Workshop on Research Articles.
- Office Procedure & Financial Admn.
- Information and Communication Technology
- Course on Basic/advance Computer, MIS for RD Applications and IFMS (e-salary, e-vitrans, e-pension, budget processing, NPS
- Pradhan Mantri Krishi Sinchay Yojna
- Disciplinary Proceeding/ Conduct Rules/ Departmental Enquiry
- MGNREGA Training Programmes
- Planning & Management of Development Programmes
- Data & Statistics Management.

## Workshop on 'Best Practices Documentation'

On the demand of Department of Rural Development and Panchayati Raj, H.P., a two days workshop on Best Practices Documentation was organized on 16-17 April, 2018 which was attended by 16 participants including BDOs, DPOs, DAOs and other officials. The workshop, organized with participatory training techniques, clarified the concept of documentation and spelled out the indicators on which a practice is adjudged as good or best practice.

Sh. Rakesh Kanwar, IAS, Director(RD&PR) spared his valuable time both days, explained his expectations from the workshop. Further, the Newsletter of the department was conceived and framework/structure was firmed up as a take away from the two days workshop.

**Contributor:** Dr. Rajeev Bansal, Dy. Director(Res.) , email: rajeev.bansal@nic.in



## SIRD Proposed 129 Training Programmes during 2018-19

HIPA is a composite unit which combines both Administrative Training Institute (ATI) and State Institute of Rural Development (SIRD). SIRD-H.P. has finalized its training calendar for 2018-19 based on the Training Needs Assessment (TNA) of the Department of Rural Development and Panchayati Raj, Revised Guidelines of Ministry of Rural Development, Govt. of India and in consultation with the officers of the Department. The SIRD-H.P. has proposed total 129 training programmes for 3381 officers/officials including elected representatives of PRIs who are engaged in rural development sector in the State. The major training programmes which are proposed during 2018-19 include courses on Natural Resource Management, Sustainable Rural Livelihood, Rural Civil Works, Planning and Management of Rural Dev. Programmes/Schemes, Management

Development Programmes, Participatory Planning, Women Empowerment, MGNREGA, PMKSY/IWMP, SBM (Gramin), Drinking Water and Sanitation, Technical Training for Non Technical Staff of Rural Dev. & Panchayati Raj, Information and Communication Technology (ICT) in Rural Development, MIS for Rural Development and Professional Training for BDOs. The vision of this training calendar is to facilitate the Department of Rural Dev. & Panchayati Raj and other Development/Line Departments in execution of Govt. Programmes/Schemes and policies so that the benefits of Govt. Programmes/ Schemes and Policies could reach to their target beneficiaries.

**Contributor:** Sh. Satish Chand Sharma, Joint Director (T&R), email: satishsird@rediffmail.com

## Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry

A training programme on Disciplinary Proceedings /Conduct Rules/Departmental Enquiry was organized from 19.04.2018 to 21.04.2018 for 3 days. The course was attended by 38 participants including School Cadre Principals, Assistant Professors, Medical Superintendents, Dy. D.A, Tehsildars, Assistant Secretary Edu. Board, Pvt. Secretary, Manager DIC, Superintendent Gr.-II , Statistical Assistants, CDPOs, Sr. Assistants, Jr. Assistants and Clerks. The course contents included the topics viz. Constitutional Provisions relating to Civil Service, CCS(Conduct) Rules, 1964, Suspension, Reinstatement & Entitlement during Suspension, Disciplinary Proceeding Proceeding and Framing of Charge Sheet, CCS (CCA) Rules, 1965, Imposition of penalties and Effects of Penalty on pay. The participants highly appreciated the contents of the course and practical orientation such as framing of Charge sheet in the class by forming small groups of the participants. They appreciated the programme in totality.

**Course Director:** Sh. Tulsiram Azad , Deputy Controller (F&A), email:tulsiramazad@yahoo.co.in

## Office Procedure and Financial Administration

A five days training programme on Office Procedure and Financial Administration was organized from 02.04.2018 to 06.04.2018. The course contents included the topics viz. Office Manual, Noting, Drafting, Overview of CCS (Leave) Rules, 1972, CCS(Pension) Rules, 1972, National Pension Scheme, Fundamental Rules, Protection of interest of depositors in Non Banking Financial Companies, Procurement of Goods and Services in Govt., Overview of HPFR 2009 and TA Rules. The participants observed the training to be very good and useful.

**Course Director:** Sh. Diwaker Sharma , Assistant Controller (F&A), email: oshodiwaker@yahoo.co.in

## Noting & Drafting

A training programme on Noting & Drafting for Non-Gazetted officials of H.P. Government was organized from 26.04.2018 to 28.04.2018 for 3 days. The course was attended by 65 participants i.e. Clerks, Jr. Clerks, Sr. Assistants, JOAs, Suprintendents, Restorer, Head Constables, Steno Typists, etc.. The course contents included the topics viz. Noting- a key decision making in Government, Drafting of various types of Communications, Record Management and Importance of IT Tools and Use thereof. The participants highly appreciated this course, especially practical training of Noting and Drafting.

**Course Director:** Sh. Tulsiram Azad , Deputy Controller (F&A), email:tulsiramazad@yahoo.co.in



## Cashless Transactions

**A** one day training programme on Cashless Transaction was organized on 13.04.2018. The course was attended by 17 Gazetted and Non Gazetted officers of State Government. The course contents included the topics viz. Digital Banking System, Various Modes of Digital Payments, Security Precautions for Online Transactions.



**Course Director:** Sh. Sandeep Kumar, Assistant Professor(IT), email: sandeep.nhn@gmail.com

## Information and Communication Technology (ICT)

A training programme on Information and Communication Technology (ICT) was organized from 23.04.2018 to 27.04.2018 for 5 days. The course was attended by 15 participants including Block Development Officers, District Welfare Officers, Tehsil Welfare Officers, Sub-Inspector Panchayat and Panchayat Secretaries. The course contents included the topics viz. Data Collection, Analysis and presenting the Information, Implementation of Digital Payments in Rural India, Digital India & e-Governance, Latest technologies like Cloud and M-Computing for Government upliftment and Do's and Don't's while surfing online. The participants found the training to be quite informative.

**Course Director:**  
Sh. Manu Mahajan,  
Core Faculty (Programmer),  
email: manu.mahajan@nic.in



## Community Based Disaster Management

A training programme on “Community Based Disaster Management” was organized for 3 days from 05.04.2018 to 07.04.2018. The course was attended by 60 participants. The course contents included the topics viz. An Overview of Disaster Management; Disaster Profile of Himachal Pradesh; Responsive & Non Responsive Preparedness & Uses of IT Tools in Disaster Management; Fire Risk Mitigation & Management, Basics of Search & Rescue Operation; Community Based Disaster Management Plan : Need, Framework and Process; Medical First Aid and Triage with Practical Demonstration. The participants were taken out for one day field visit at Fire Training Centre Baldeyan for providing theoretical and hands on practice on Fire Risk Mitigation & Basics of Search & Rescue



Operation. The participants found the training to be excellent and suggested that such programme should also be organized at Schools and Gram Panchayat level and some have also suggested that duration of the programme should be five days. During the Valedictory session, Participation Certificates were distributed to the participants Dr. Anjali Chauhan, Hospital Administrator, Indira Gandhi Medical College & Hospital, Shimla. The course was sponsored by Himachal Pradesh State Disaster Management Authority, Shimla.

**Course Director:** Sh. Desh Bandhu Kaith, R&D Officer, email: dbkaith@gmail.com

## Boot Camp on ICTs for Disaster Risk Management

A training programme on “Boot Camp on ICTs for Disaster Risk Management” was organized from 27.04.2018 to 28.04.2018 for 2 days. The course was attended by 26 participants. The course contents included the topics viz.



ICTs for Disaster Risk Reduction: An Overview ;Using customized maps for contextual awareness for disaster preparedness and response; Integrated micro-mapping of critical facilities, infrastructure and resources for DEOCs; Smart and swift data collection for damage, needs and capacity assessments; Harnessing the power of internet and social media for effective Disaster Management; Elementary graphic design for IEC and Social Networking Platforms to make the content more sharable.

**Course Director:** Sh. Desh Bandhu Kaith, R&D Officer, email: dbkaith@gmail.com

## Comprehensive School Safety



A training programme on “Comprehensive School Safety” was organized from 23.04.2018 to 25.04.2018 for 3 days. The course was attended by 26 participants. The course contents included the topics viz. School Safety: Background and Concerns; Understanding Disaster Risk Reduction in context of School Safety (with activities); Basic Structural Hazards and Fire Safety at school; Non Structural Hazards in schools: Assessment and Mitigation; Formulation of School Disaster Management Plan (with activity); Layout Evacuation Planning and Mock Drill at School (Group exercise); Key Considerations for Child-focused Psychosocial Care; Providing Basic Life Support; First Aid for common injuries (Demonstration and activity). The participants found the training excellent and requested to provide such type of trainings at District and Tehsil headquarters. The course was sponsored by Himachal Pradesh State Disaster Management Authority, Shimla

**Course Director:** Sh. Desh Bandhu Kaith, R&D Officer, email: dbkaith@gmail.com

### Training programmes attended by Faculty Members

**Sh. Pravesh Sharma, CF(WM) on NRM & Convergence with MGNREGA at NIRD&PR, Hyderabad.**

**Ms. Tulsi Devi, CF(PR) attended a programme on National Conclave on 25years of Panchayati Raj at Trivanthpuram, Kerala**

**Sh. Ravinder Kumar, CF(SW&CD) attended training programme on SAGY at**

## Works MIS Web Application

Training programmes on Works MIS Web Application of different durations varying from one to three days, in total 9 programmes were organized in the month of April, 2018. The courses were attended by Sub Divisional Clerks, Water Works Clerks, correspondence Branch, Technocal support persons, SDOs and Executive Engineers of IPH Department.

The course contents included the topics viz. Introduction about Works MIS, Generation of Online Running Bills, Entry of Payment Vouchers, Entry of receipt Vouchers, Backlog entries of Payment and Receipt Vouchers, Tallying of Sub. Div. Account, Working on various components of Online Water

Billing Module , Do's and Don'ts while

working on various components of Online Water Billing Module's.

The Valedictory functions of these courses were attended by Sh. Sanjay Kumar, Technical Director, NIC to sort out all the queries and such other issues. The courses were sponsored by NIC.



**Course Director:** Sh. Sandeep Kumar, Assistant Professor(IT), email: sandeep.nhn@gmail.com

## Computer Course on Power Point

A training programme on Computer Course on Power Point was organized from 26.04.2018 to 28.04.2018 for 3 days. The course was attended by 21 Gazetted and Non Gazetted officers of State Government. The course contents included the topics viz. Concept of slides, slide background, Do's & Don'ts in Making Presentations, Slide design, insert picture, slide transition, insert sound in transition slides, action buttons, Creating hyperlink, slide sorter, Insert movie, sound, shapes, custom animation, Master Slide, Setup show, rehears timing, custom slide show, Using charts in presentation, Insert header, footer, slide number, date & time, object, Printing option in PowerPoint, using pen colour, demonstration of power point presentation by each participant. The participants found the training to informative and adding value to their knowledge bases. The Valedictory function was attended by Smt. Jyoti Rana, HAS, Joint Director, HIPA.

**Course Director:** Sh. Sandeep Kumar, Assistant Professor(IT), email: sandeep.nhn@gmail.com



## Public Service Delivery System/Citizen Charter under “Sevottam”

A training programme on Public Service Delivery System/Citizen Charter under “Sevottam” Project was organized from 19.04.2018 to 21.04.2018 for 3 days. The course was attended by 11 participants comprising Principals, Jt. Controller, Sr. MS, Supdt. etc. The course contents included the topics viz. Citizen Friendly Administration, Grievance Redressal system, Sevottam compliant Citizen Charter and process re-

engineering for better service delivery. The course was sponsored by DARPG,GoI.



**Course Director:** Sh. R.S. Kapoor, Assistant Professor (Pub. Admin), email: rskapoor67@gmail.com

## HP Public Service Guarantee Act-2011

A training programme on Public Service Guarantee Act-2011 was organized from 23.04.2018 to 24.04.2018 for 2 days. The course was attended by 11 participants comprising BMO, Executive Officer, Principals, JEs and Accountants. The course contents included the topics viz. H.P. Public Service Guarantee Act, 2011, Powers



and responsibilities of Designated Officers/ FAAs under Public Service Guarantee Act. 2011, H.P. Public Service Guarantee Rules 2011, Discussions on Important Judgments, Order writing under HP PSG Act 2011, Sevottam: A Framework of Excellence in Public Service Delivery. The participants found the training to be useful for dealing the cases under HPPSG.

**Course Director:** Sh. R.S. Kapoor, Assistant Professor (Pub. Admin), email: rskapoor67@gmail.com

## AIB INDIA, 2018 CONFERENCE



AIB INDIA, 2018 CONFERENCE was hosted at Himachal Institute of Public Administration from 09.04.2018 to 11.04.2018 for 3 days. The course was attended by 50 participants. The course was sponsored by Indian Institute of Foreign Trade, MSME Centre, Shimla. Academy of International Business (AIB) is a leading association of scholars and specialists in the field of international business with 3152 members in 78 different countries around the world including scholars from the leading academic institutions, consultants and researchers with interest in international business. About 43 papers were presented by the scholars in parallel sessions on 9-11 April 2018. Various scholars from reputed national and international



institutions enriched the deliberations. India Chapter of the Academy of International Business (AIB) in association with the Indian Institute of Foreign Trade (IIFT), MSME Centre, Shimla organized AIB INDIA 2018 CONFERENCE.

**Conference Coordinator:** Dr. Rakesh Sharma, Associate Professor (Econ. Admn.), email: [rakeshinshimla@gmail.com](mailto:rakeshinshimla@gmail.com)