



TRAINING PROGRAMME

2000-2001



H.P. Institute of Public Administration
Fairlawns, Shimla-12

TRAINING CALENDAR FOR THE YEAR 2000-2001

Sr.No.	Title of the Programme	Dates
1.	PROFESSIONAL COURSES	
1.	Institutional Training of IAS(P) of 1999 batch.	26/06/2000 to 15/07/2000
2.	Professional Course for HAS Direct Recruits and Promotees.	01/12/2000 to 28/02/2001
2	SPECIALISED AND PROFESSIONAL COURSES	
1.	Course on Budget Preparation for Gazetted Officers.	19/04/2000 to 20/04/2000
2.	Course on Recovery of Land Revenue Arrears for Forest Officers.	24/04/2000 to 27/04/2000
3.	Course on OPFA for Gazetted Officers.	24/04/2000 to 29/04/2000
4.	Course on Addressing Fiscal Stress in HP Reforms- Imperative Approach and Process.	04/05/2000
5.	Course on Addressing Fiscal Stress in HP Reforms- Imperative Approach and Process.	05/05/2000
6.	Course on Addressing Fiscal Stress in HP Reforms- Imperative Approach and Process.	06/05/2000
7.	Course on Addressing Fiscal Stress in HP Reforms- Imperative Approach and Process.	09/05/2000
8.	Course on Addressing Fiscal Stress in HP Reforms- Imperative Approach and Process.	10/05/2000
9.	Course on Addressing Fiscal Stress in HP Reforms- Imperative Approach and Process.	11/05/2000

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| 10. | Course on Addressing Fiscal Stress in HP Reforms- Imperative Approach and Process. | 12/05/2000 |
| 11. | Course on Departmental Enquiry. | 29/05/2000 to 30/05/2000 |
| 12. | Course on OPFA for Gazetted Officers. | 03/07/2000 to 07/07/2000 |
| 13. | Revenue Administration for Tehsildars and Naib-Tehsildars. | 10/07/2000 to 15/07/2000 |
| 14. | Orientation course for Law officers & Prison officers. | 17/07/2000 to 21/07/2000 |
| 15. | Course for Newly recruited Dy.S.P.'s. | 11/07/2000 to 15/07/2000 |
| 16. | Course on OPFA for Gazetted Officers. | 01/08/2000 to 05/08/2000 |
| 17. | Course on Human Rights for Police Officers and Prosecutors. | 28/08/2000 to 31/08/2000 |
| 18. | Course on OPFA for Gazetted Officers. | 18/09/2000 to 23/09/2000 |
| 19. | Course on Delegation of Powers. | 25/09/2000 to 26/09/2000 |
| 20. | TOT Course on Office Procedure for HIPA Faculty Members. | 25/09/2000 to 28/09/2000 |
| 21. | Foundational Course for HAS and other Gazetted Officers | 03/10/2000 to 30/10/2000 |
| 22. | Course on HRD for Middle Level officers on R&P Rules. | 03/10/2000 to 06/10/2000 |
| 23. | Course on OPFA for Gazetted Officers. | 03/10/2000 to 06/10/2000 |
| 24. | Course for Town and Country Planning Department on Planning Law, Legislation and transparency | 09/10/2000 to 13/10/2000 |
| 25. | Course on Public Relations for DPROs/APROs | 18/10/2000 to 21/10/2000 |
| 26. | Course on OPFA for Gazetted Officers. | 13/11/2000 to 18/11/2000 |
| 27. | Course on Disaster Management. | 27/11/2000 to 30/11/2000 |
| 28. | Training of Trainers course for Police Officers. | 20/11/2000 to 25/11/2000 |
| 29. | Course on Implementation of Industrial Policy Guidelines for GMs/Manager/IPO. | 27/11/2000 to 28/11/2000 |
| 30. | Course on Pension Policy. | 01/12/2000 to 02/12/2000 |

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| 31. | Revenue Administration for Tehsildars and Naib-Tehsildars. | 04/12/2000 to 08/12/2000 |
| 32. | Course on Elementary Statistics for all departments. | 11/12/2000 to 16/12/2000 |
| 33. | Foundational course for Newly Recruited Clerks. | 11/12/2000 to 24/12/2000 |
| 34. | Course on OPFA for Gazetted Officers. | 01/01/2001 to 06/01/2001 |
| 35. | Course on Excise Law for Excise and Taxation Officers. | 08/01/2001 to 12/01/2001 |
| 36. | Course on OPFA for Gazetted Officers. | 05/02/2001 to 10/02/2001 |

3. COMPUTER COURSES

- 30 courses(10 HIPA + 20 NIC)**
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| 1. | Course on CRISP and related softwares for Rural Development Department and NIC staff | 05/04/2000 to 07/04/2000 |
| 2. | Course on Computer Awareness on Word Processing and Computer Graphics | 02/05/2000 to 06/05/2000 |

Note: The dates for forthcoming courses will be decided later on as per the request from the concerned Departments.

4. S.A.S. COURSES

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| 1. | Professional course for S.A.S.Part-I | 16/10/2000 to 31/03/2001 |
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- 5 COURSES AT H.P. SECRETARIAT TRAINING HALL**
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| 1. | Course on OPFA for Secretariat Clerks. | 24/04/2000 to 29/04/2000 |
| 2. | Course on OPFA for Supdts./Sr.Asstt.s of Directorates at H.P.Sectt. | 05/06/2000 to 09/06/2000 |
| 3. | Course on OPFA for Supdts./Sr.Asstt.s of Directorates at H.P.Sectt | 17/07/2000 to 22/07/2000 |
| 4. | Course for Superintendents on OPFA for H.P.Sectt. | 07/08/2000 to 11/08/2000 |
| 5. | Course for Clerks of Directorates stationed at Shimla. | 04/09/2000 to 08/09/2000 |
| 6. | Course for Sr. Assistants of H.P.Sectt. | 17/10/2000 to 21/10/2000 |



7.	Course on Office Procedure and Financial Administration for Sr. Asstts. of H.P. Sectt.	20/11/2000 to 25/11/2000
8.	Course for Jr.Assistants/Clerks on OPFA for H.P.Sectt.	04/12/2000 to 08/12/2000
9.	Foundational course for Newly Recruited Clerks of Directorates stationed at Shimla.	08/01/2001 to 20/01/2001
10.	Course for Sr.Assistants on OPFA of H.P.Sectt.	05/02/2001 to 10/02/2001
6.	CONFERENCES/SEMINARS/WORKSHOPS	
1.	Seminar on Income Tax.	02/05/2000
2.	Conference of College Principals	09/05/2000 to 12/05/2000
3.	Seminar on Income Tax.	02/09/2000
4.	Seminar on Pay Fixation.	29/01/2001 to 31/01/2001
7.	COURSES UNDER CENTRE FOR MANAGEMENT STUDIES(CMS)	
1.	Course for Personnel Management for the Executives of PSU's.	29/05/2000 to 31/05/2000
2.	Course on Admn.Vigilance and Legal Aspects for HPSEB.	16/06/2000 to 17/06/2000
3.	Computer course for HPSEB	04/07/2000 to 09/07/2000
4.	Course for PO's of PSU's/Coop.Deptt./Corporations	04/09/2000 to 06/09/2000
5.	Course on Project Implementation Monitoring and Evaluation for Executives.	09/10/2000 to 13/10/2000
6.	Course on OPFA for AO's/AAO's for HPSEB	17/10/2000 to 21/10/2000
7.	Cash Management.	30/10/2000 to 31/10/2000
8.	Computer Course for HPSEB	14/11/2000 to 18/11/2000
9.	Commercial Accounting for Sr.Officers of PSU's.	12/12/2000 to 14/12/2000
10.	Cash Management.	04/01/2001 to 05/01/2001

8.	COURSES UNDER STATE INSTITUTE OF RURAL DEVELOPMENT (SIRD)	
1.	Course on Micro Planning for Block Level Functionaries for SEBPO's/Gram Sevikas/Panchayat Inspectors.	30/05/2000 to 03/06/2000
2.	Course on Watershed Management for GO's of Development Departments.	03/07/2000 to 07/07/2000
3.	Course for BDO's/PO's.	24/07/2000 to 29/07/2000
4.	Course for Panchayat Inspectors/Sub-Inspectors/Panchayat Auditors.	24/08/2000 to 28/08/2000
5.	Course for Block Accountants.	24/08/2000 to 26/08/2000
6.	Course for GPVA's.	28/08/2000 to 31/08/2000
7.	Course for SEBPO's on SGSY	13/09/2000 to 16/09/2000
8.	Course on OPFA for BDOs/Supdt./of Development Departments.	18/09/2000 to 23/09/2000
9.	Course for AE's/JE's for R.D. Deptt.on Development Works.	16/10/2000 to 19/10/2000
10.	Course on Self Help Groups for the functionaries of development departments	30/10/2000 to 31/10/2000
11.	Course for GPVA's.	01/11/2000 to 04/11/2000
12.	Course on Self Help Groups for the functionaries of development departments	29/11/2000 to 30/11/2000
13.	Course on Panchayat Inspectors/Sub-Inspectors/Panchayat Auditors.	05/12/2000 to 08/12/2000
14.	Training of Trainers for Panchayati Raj Training Centre	12/12/2000 to 16/12/2000
15.	Course for Block Accountants.	03/01/2001 to 06/01/2001
16.	Course for AE's/JE's for R.D.Deptt. on Development Works.	08/01/2001 to 12/01/2001
17.	Course on Self Help Groups for the functionaries of development departments	06/02/2001 to 08/02/2000
18.	Course for GPVA's.	19/02/2001 to 22/02/2001

19.	Course for GPVA's.	05/03/2001 to 09/03/2001
20.	Course on Employment Generation for EOs of Industries Department	12/02/2001 to 14/02/2001
9.	SPONSORED PROGRAMMES (Govt. of India)	
1.	Planning and Management of Watershed.	08/05/2000 to 12/05/2000
2.	Gender in Rural Development.	22/06/2000 to 24/06/2000
3.	Decentralised Planning for Women Functionaries.	26/06/2000 to 30/06/2000
4.	Course for District Sectoral Officers.	05/06/2000 to 09/06/2000
5.	Course on Watershed for Heads of Departments.	16/06/2000 to 17/06/2000
6.	Issues related to Family Welfare-Women and Children.	18/07/2000 to 21/07/2000
7.	Population Growth, Poverty and Un-employment.	07/08/2000 to 11/08/2000
8.	Departmental Proceedings.	17/08/2000 to 19/08/2000
9.	Using the Internet and Creating Web Pages.	04/09/2000 to 08/09/2000
10.	Windows Net and Network Management.	07/08/2000 to 11/08/2000
11.	Course on People's Participation in Watershed for IFS Officers.	14/11/2000 to 18/11/2000
10	OTHER SPONSORED PROGRAMMES	
1.	Project Formulation, Implementation of UDSMT Delhi.	18/04/2000 to 20/04/2000
2.	Seminar on Indian Germologist.	10/05/2000
3.	Workshop of NJPC	18/04/2000 to 19/04/2000
4.	Talk on E-Commerce for Bankers and others	15/05/2000 to 20/05/2000
5.	Workshop on Fisheries Co-operatives – Their Status and Performance.	19/05/2000

**DETAILS OF COURSES PROPOSED
IN
10 DISTRICT TRAINING CENTRES**

Sr.No.	Name of DTC	General Courses	Rural Development Courses	Computer Courses (4 HIPA & 4 NIC)	Total
1.	Shimla	7	9	8	24
2.	Mandi	9	12	8	29
3.	Kangra	8	13	8	29
4.	Chamba	3	5	8	16
5.	Solan	7	9	8	24
6.	Nahan	4	5	8	17
7.	Hamirpur	5	5	8	18
8.	Bilaspur	3	4	8	15
9.	Una	2	4	8	14
10.	Kullu	2	4	8	14
	Total	50	70	80	200
	Courses proposed at HIPA	79	20	30	129
	Grand Total	129	90	110	329