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TRAINING CALENDAR 2004-05

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

VISION

*We seek to promote good governance
by providing quality training towards building
a professional and responsive civil service
leading to efficiency and the public good*

THE INSTITUTE

The Himachal Pradesh Institute of Public Administration commonly known as HIPA was set up on 1st January, 1974 at Fairlawns, a building which has a historical past. The original building having serene and picturesque surroundings with well laid out spacious and luxuriant lawns was got constructed by Mr. R. Dixon of the foreign office of British India more than a century ago. It was later taken over by Nawab Muzaffar Ali Khan Quizzalbash of Maler Kotla and on his migration to Pakistan in 1947, it was converted into a Circuit House by the then Govt. of Punjab. During reorganization of States in November, 1966, the building alongwith other assets was transferred to the Govt. of Himachal Pradesh. When Himachal Pradesh became a full fledged State in 1971, need was felt to set up an Administrative Training Institute of its own and this building was considered the appropriate place to set up the Himachal Pradesh Institute of Public Administration keeping in view its ideal location and suitability for such an Institute.

ACTIVITIES

The Himachal Pradesh Institute of Public Administration is a multi-disciplinary organization which aims to promote the capacity of Government functionaries at all levels to help them 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 develop the professional competence of individual officers of not only the State govt. but also its public sector undertakings. HIPA has the responsibility of conducting professional, foundational, specialised courses, E-Governance and Information Technology courses as well as conducting peripatetic programmes in the tribal districts of the State. Training in HIPA covers the areas of Personnel and Office management, Financial management, Revenue Laws and Procedure, Criminal Law, Development Administration, Disaster

Management, Information Technology, etc. HIPA is also conducting training programmes for Non gazetted officers through its 10 Regional/ District Training Centers in the State.

STATUS

HIPA is under the Department of Training and Foreign Assignment, Government of Himachal Pradesh and is headed by a Director who is a senior Officer of the Indian Administrative Service.

LOCATION

HIPA is located at Fairlawns, Shimla and is situated at a distance of 12 Kilometers from ISBT, Shimla and is on Shimla- Mashobra Road.

RESOURCES

HIPA presently has faculty strength of 11 experienced training professionals drawn from various services of the State Government. besides a total support staff of 70 officials.

LIBRARY

The Institute Library is a well equipped one having nearly 38,000 books on different topics such as Management, Public Administration, Rural Development, Financial Administration, Information Technology, Political Science, Economics, Law, etc. Library subscribes to around 75 periodicals besides all important newspapers

INFORMATION TECHNOLOGY CENTRE

HIPA has a state of the art Information Technology Centre for the conduct of E-Governance and other IT related Training programmes with faculty support from NIC, Himachal Pradesh, as well as guest faculty derived from various organizations. The IT Centre is on LAN with VSAT Internet linkage facilities.

ACCOMODATION

Located in picturesque surroundings and embraced by cool, calm and unpolluted environment, the Institute has 2 Hostels and 2 Guest Houses within its campus for trainee officers and faculty members visiting HIPA. 70 double bedded rooms with attached bath rooms and fully equipped to make the stay of visitors comfortable and cosy. Besides the Institute has adequate other accommodations for use of accompanying support staff, etc.

CATERING

The Institute has its own in-campus catering facilities that can cater for upto 200 trainee officers at one time. Institutes cooks are well trained to provide all types of food viz. Indian, Chinese, Continental ,etc. to those coming for training.

COMMUNICATION

1. Transport:

The Institute has its own fleet of buses for use of participants during training programmes. The buses are run daily between the Institute and the city on fixed timings in the morning and evening.

Buses coming to Shimla terminate at Dhalli and taxis can be hired to reach HIPA which is at a distance of about 2 kms. Trainee officers coming by train from Kalka to Shimla can reach HIPA by hiring taxis from Railway Station which is at a distance of 12 kms.



2. Telephones

Telephone services are available in the Institute through Mashobra Exchange. PCO is available at the campus. Besides VCC pay phone facility is also available in the Institute.

TRAINING CALENDAR

The details of the courses being conducted at HIPA are available in the succeeding pages. This Training Calendar is also available on our Web Site ([www.http://himachal.nic.in/hipa](http://himachal.nic.in/hipa))

NOMINATION

The procedure given below is followed:

- Circulars inviting nomination are issued at least 8 weeks in advance of the commencement of each course.
- Nominations should reach the Director Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla 171012. atleast 4 weeks before the commencement of the programme.
- Acceptance of nominations is generally issued 2 weeks in advance of the commencement of the course. The nominees should not be relieved/ move before receipt of acceptance of nomination for the programme.

**HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION
FAIRLAWNS, SHIMLA.**

Exchange Numbers 2740225

(STD Code-0177)

2740294

DIRECTING STAFF & FACULTY

Sr.No.	Name/Designation	Tel. Numbers (Office)	PBX.No. (Office)	Residence
	DIRECTING STAFF			
1.	Sh. Ajay Mittal, IAS, Director	2647855	11	2622928
2.	Sh. B. S. Thakur, HAS, Additional Director	2740275	12	2628359
	FACULTY			
1.	Sh. K.K. Handa, Asstt. Prof. (Economic Admn.)		37	2627127
2.	Sh. B.M. Gupta, Dy. Controller (Fin & Accts.)		13	2740499 PBX-28
3.	Sh. H.K. Sharma, Dy. Controller (Fin & Accts.)		18	2842362
4.	Sh. Rajender Sharma, Dy. Director (Law)		14	
5.	Sh. Neeraj Goel, Pr. Systems Analyst		45	2808802
6.	Ms. Prabha Rajeev, Faculty, SIRD		47	98161-36567
7.	Ms. Pooja Chauhan, Faculty, SIRD		48	98161-40628
8.	Sh. J.R.Sharma, Asstt. Controller (Fin. & Accts.)		40	2620163
9.	Sh. M.L.Chauhan, Asstt. Controller (Fin. & Accts.)		30	2621310
10.	Sh. B.R. Garg, Asstt. Controller (Fin. & Accts.)		36	2624455
11.	Sh. Satish Sharma, Research Officer		15	2647667
	Coordinating Officer			
1.	Sh. M.R. Verma, Superintendent Grade-I (Training)		35	2622877

TRAINING PROGRAMMES 2004-05

Sr. No.	Title	No. of Progs.	Aims and Objectives	Level	Programme Director	From	To	Nominating Deptts.
PROFESSIONAL PROGRAMMES								
1.	Institutional Training for IAS Probationers 2003 Batch	1	<ul style="list-style-type: none"> ➤ Helps to develop values, ideals and attributes desirable in an officer belonging to IAS. ➤ To acquaint Probationers with the State Govt. programmes, local culture and work environment State. ➤ Learn about working of various deptts. of State Govt. and PSUs. 	IAS Probationers of 2003 batch	Sh. B.S. Thakur Add. Director	14-06-2004	03-07-2004	Deptt. of Personnel, H.P. Govt.
2.	Professional Training of HAS Probationers 2003 Batch	1	<ul style="list-style-type: none"> ➤ Maximize the interaction between the probationers and the administration enabling the probationers to acquaint themselves with the state govt. progs, local culture, Institutions and work environment. ➤ Acquisition of IT skills, Motor Driving, Horse Riding and Target Shooting 	HAS Probationers 2003 Batch	Sh. B.S. Thakur Add. Director	29-11-2004	31-01-2005	Deptt. of Personnel, H.P. Govt.
3	Condensed Professional Course for HAS Promotee Officers	1	<ul style="list-style-type: none"> ➤ Understanding of the role as an officer of the HAS within the framework of the Constitution. ➤ Identification of key elements in the new Public Management. ➤ Acquisition of IT skills, Motor Driving and Target Shooting, etc. 	HAS Promotee Officers	Sh. B.S. Thakur Add. Director	29.11.2004	31.01. 2005	Deptt. of Personnel, H.P. Govt.

4.	Subordinate Accounts Service- Part-I	1	<ul style="list-style-type: none"> ➤ To enable the trainees to explain and learn the system and role of Financial Administration in Govt. ➤ To expose and prepare the participants in FR/SR, Constitutional Law, Noting and Drafting and other important Financial Rules in the Govt. for qualifying the SAS Part-I Exams. 	SAS Trainees	Sh. H.K. Sharma Dy. Controller (F&A)-I	28-06-2004	27-11-2004	Treasury & Accounts Deptt.
SPECIALISED PROGRAMMES								
1.	Protection of Consumer Rights	4	<ul style="list-style-type: none"> ➤ To generate awareness of consumer rights among participants. ➤ To acquaint participants with the provisions of consumers protection laws. ➤ To initiate a change of mindset of participants regarding rendering public utilities services in efficient manner. 	Senior/ Middle Level Officers of State Govt. deptts.	Sh. R. Sharma Dy. Dir. (Law)	05-04-2004 27-05-2004 08-11-2004 27-12-2004	07-04-2004 29-05-2004 10-11-2004 29-12-2004	All concerned Deptts.
2.	Democratic Decentralisation of Development*	2	<ul style="list-style-type: none"> ➤ To apprise the participants of the concept and mechanism of decentralisation of power and development ➤ To bring about attitudinal change to appreciate devolution of powers to grass root level. ➤ To sensitize officers towards needs, problems and priorities of development at micro-level. 	Senior and Middle Level Officers of various Sate Govt. deptts.	Sh. K.K. Handa Asth. Prof.(EA) Ms.Prabha Rajeev Faculty SIRD	06-04-2004 08-09-2004	08-04-2004 10-09-2004	All Deptts.

3.	Good Governance	4	<ul style="list-style-type: none"> ➤ To apprise the participants with the emerging trends in good governance. ➤ To highlight the need for improved governance in the changing economic & social circumstances. ➤ To initiate changes in the mindset of the participants in accepting and moulding their roles as good governance. 	Senior and Middle Level Officers of various State Govt. depts.	Sh. K.K. Handa Asth. Prof.(EA) Ms. Pooja Chauhan Faculty, SIRD	19-04-2004 24-05-2004 23-08-2004 20-09-2004	24-04-2004* 29-05-2004 28-08-2004 25-09-2004	All Deptts.
4.	Gender and Development (Training –cum- Interactive Workshop)	4	<ul style="list-style-type: none"> ➤ To acquaint the participants with the concept of gender issues and gender imbalances ➤ To apprise the participants with the policies, programmes and plans of the State Government in the field of gender development 	Senior and Middle Level Officers of various State Govt. depts.	Sh. K.K. Handa Asth. Prof.(EA) Ms. Prabha Rajeev Faculty, SIRD	26-04-2004 12-07-2004 16-08-2004 29-11-2004	30-04-2004* 17-07-2004 21-08-2004 04-12-2004	All Deptts.
5	Office Procedure and Financial Administration	16	<ul style="list-style-type: none"> ➤ To enable the participants to explain the system and role of Finance Administration in Govt. ➤ To expose the participants to the principles, procedures, rules and regulations. ➤ To scrutinize pay, T.A. and other bills for payment. ➤ To familiarize the participants with the budgetary process. ➤ To familiarise the participants with the duties of Head of Office with particular reference to financial rules. 	Middle Level Officers of various Departments of the State Govt.	Shri H.K. Sharma, DC(F&A)-II Sh. J.R. Sharma AC(F&A)-I Shri H.K. Sharma, DC(F&A)-II	26.04.2004 05.07.2004 26.07.2004 23.08.2004 31.08.2004 14.09.2004 20.09.2004 04.10.2004 12.10.2004 02.11.2004 16.11.2004 30.11.2004 14.12.2004 20.12.2004 17.01.2005	30.04.2004 09.07.2004 31.07.2004 27.08.2004 04.09.2004 18.09.2004 24.09.2004 08.10.2004 16.10.2004 06.11.2004 20.11.2004 04.12.2004 18.12.2004 24.12.2004 21.01.2005	All Deptts. Police Deptt. All Deptts. All Deptts.

						22.02.2005	26.02.2005	
6.	Office Procedure and Service Matters	1	<ul style="list-style-type: none"> ➤ To enable the participants to explain the system and role of Financial Administration in Govt. ➤ To expose the participants with the principles, procedures, rules and regulation relating to service matters and important Financial Rules. 	Senior Assistants/ Jr Assistants/ Clerks of H.P. Secretariat.	Sh. H..K.Sharma, DC (F&A)-II	17-05-2004	29-05-2004	Sectt. Admn. Deptt.
7	Pre-retirement Counselling	2	<ul style="list-style-type: none"> ➤ Understanding retirement blues. ➤ Preparing employees for post-retirement life. ➤ Inculcating productivities in retirees. 	Senior & Middle Level Officers of various Departments of the Govt. nearing retirement.	Shri K.K. Handa, Asst. Prof.(EA) Sh. B.M. Gupta DC(F&A)-I	31.05.2004 02.09.2004	02.06.2004 04.09.2004	All Deptts.
8	Court Procedure	3	<ul style="list-style-type: none"> ➤ To generate awareness of the importance of court work and the procedure to be followed in courts while acting as an agent of the State as well as acting as Presiding Officer. 	Tehsildars and Naib Tehsildars in the State.	Sh. R. Sharma, Dy Dir.(Law)	05.05.2004 13.01.2005 28-02-2005	07.05.2004 15.01.2005 02-03-2005	Revenue, Deptt.
9.	Environmental Issues in Economic Development	2	<ul style="list-style-type: none"> ➤ To acquaint participants with the global and national concerns on environmental damages. ➤ To familiarise participants with the International and national laws and conventions governing environmental concerns. ➤ To highlight the role of NGOs in containing environmental damages. 	Senior & Middle Level Officers of various Departments of the Govt.	Sh. K.K. Handa Asst. Prof(EA) Sh. B.M. Gupta, DC(F&A)-I	05.07.2004 09.08.2004	09.07.2004 13.08.2004	All Deptts.
10.	Innovation in Administration	2	<ul style="list-style-type: none"> ➤ Conceptualising the socio-economic and administrative environment in the country. 	Senior & Middle Level Officers of various	Ms Pooja Chauhan, Faculty SIRD	19.07.2004 13.09.2004	21.07.2004 15.09.2004*	All Deptts.

			<ul style="list-style-type: none"> ➤ Understanding the expectation of society. ➤ Understanding new challenges of government system 	Departments of the Govt.				
11	Combating Corruption in Administration	2	<ul style="list-style-type: none"> ➤ To generate awareness among the participants on issues relating to corruption. ➤ To acquaint the participants with the nature and extent of corruption. ➤ Awareness of the provisions of law and machinery in Combating Curruption. 	Senior & Middle Level Officers of various Departments of the Govt.	Sh. K.K. Handa Asstt. Prof(EA)	19.07.2004 01.11.2004	24.07.2004 06.11.2004*	All Deptts.
12.	Training programme for Law Officers of Prosecution Department	2	<ul style="list-style-type: none"> ➤ To impart practical training to the participants to enhance their understanding of court work and cooperation with Govt. offices/deptt. ➤ To improve the success rate of court cases pending in the judicial and revenue court. 	Assistant/Deputy /District Attorneys of Prosecution Department.	Sh. R. Sharma Dy. Dir. (Law)	19-07-2004 31-01-2005	24-07-2004 04-02-2005	Prosecuti- on Deptt.
13	Disaster Management	2	<ul style="list-style-type: none"> ➤ To acquaint officers about impact of disasters on human lives property, ecology and environment ➤ To familiarize the participants with the techniques of early forecasting and warning systems available. ➤ To identify immediate and long-term measures for providing relief and rehabilitation to disaster victims. 	Senior & Middle Level Officers of various Departments of the Govt.	Ms..Prabha Rajeev Faculty, SIRD	26.07 2004 17.01.2005	31.07.2004* 22.01.2005*	All concerned Deptts.
14.	Citizen Charter and Service Delivery	3	<ul style="list-style-type: none"> ➤ To explain the concept of Citizen Charter. ➤ To list out salient features and principles-of Citizen Charter. 	Senior & Middle Level Officers of various Departments of the Govt.	SH. B.S. Thakur, Add. Director	07.07.2004 18.11.2004 05.01.2005	09.07.2004 20.11.2004 07.01.2005 *	All concerned Deptts.

			<ul style="list-style-type: none"> ➤ To identify the areas and applicability of Citizen Charter 					
15	Stress Management	2	<ul style="list-style-type: none"> ➤ To Develop understanding about Stress Management. ➤ Measurement of stress methods and techniques. ➤ To acquaint participants with the work oriented stress ➤ To mentally prepare participants in coping stress. 	Senior & Middle Level Officers of various Departments of the Govt.	Sh. K.K. Handa Asstt. Prof (EA) Ms. Pooja Chauhan Faculty SIRD	16.08.2004 10.01.2005	21.08.2004* 15.01.2005	All Deptts.
16	Conduct Rules and Disciplinary Proceedings	2	<ul style="list-style-type: none"> ➤ By adhering discipline we can have best results from the members of the services of the State by shunning mis-conduct ➤ General and purposeful awareness as required 	Middle Level Officers of various Departments of the Govt.	Sh. R. Sharma Dy. Dir.(Law)	17.08.2004 06.12.2004	21.08.2004 10.12.2004	All Deptts.
17.	Protection of Human Rights	2	<ul style="list-style-type: none"> ➤ To acquaint the participants with the concept of Human Rights & Protection thereof. ➤ How to check the violation of Human Rights through various enactments 	Deputy Superintendents of Police, Public Prosecutors, Superintendents and Dy. Superintendents of Jails, District Welfare-cum - Probationer officers and Police Inspectors	Sh. R.Sharma Dy. Dir.(Law)	08.09.2004 03.01.2005	10.09.2004 05.01.2005	Police, Prosecution and Jail Deptts.
18.	Financial Management in Government	2	<ul style="list-style-type: none"> ➤ To familiarise the participants on various subjects of financial management, Centre State financial relations and resource sharing. ➤ Financial Control: System in Government and Parliamentary financial control. ➤ To develop the attitude for better and improved output at work place. 	Middle Level Officers of various Departments of the Govt.	Sh.M..L. Chauhan AC(F&A)-II	27.09.2004 13.12.2004	01.10.2004* 17.12.2004	All Deptts.

19	Civil Misconduct	15	<ul style="list-style-type: none"> ➤ To apprise the participants with the knowledge of various provisions of Conduct Rules- Do's and Don'ts in services and civil misconduct 	Middle Level & below up to superintendents of various Departments of the Govt.	Sh. R. Sharma Dy. Dir. (Law)	01.07.2004 22.07.2004 29.07.2004 11.08.2004 02.09.2004 16.09.2004 04.10.2004 18.10.2004 08.11.2004 16.11.2004 20.12.2004 20.01.2005 27.01.2005 03.02.2005 21.02.2005	03.07.2004 24.07.2004 31.07.2004 13.08.2004 04.09.2004 18.09.2004 06.10.2004 20.10.2004 10.11.2004 18.11.2004 22.12.2004 22.01.2005 29.01.2005 05.02.2005 23.02.2005	All Deptts.
20	Role of NGOs in Development	2	<ul style="list-style-type: none"> ➤ To acquaint the participants about the role of NGOs in Development at grass-root level ➤ To identify the constraints of Government in achieving fast development ➤ To assess the importance of holistic approach towards overall development 	Project Officers of DRDAs, BDOs, Extension officers of Development Departments and representatives of NGOs.	Sh. S.Sharma Research Officer	13.09.2004 06.12.2004	17.09.2004 10.12.2004	Rural Dev., Hort., Agri., Ind., Etc. Deptts. and NGOs.
21.	Training Programme for Women Councillors of Urban Local Bodies.	6.	<ul style="list-style-type: none"> ➤ To enable the elected women councillors to explain and learn the systems and role of Urban Local Bodies. ➤ To expose the women councillors with various acts, rules governing Urban Local Bodies and how to make resolution etc. 	Women concillors	Sh. K.K. Handa, Asstt. Prof. (EA)	27-09-2004 25-10-2004 22-11-2004 28-12-2004 05-01-2005 24-02-2005	29-09-2004 27-10-2004 24-11-2004 30-12-2004 07-01-2005 26-02-2005	Urban Dev. Deptt.

			<ul style="list-style-type: none"> ➤ To familiarize the participants with their duties and responsibilities towards their voters 					
22.	Foundational Course for HAS & Other Gazetted Officers	1	<ul style="list-style-type: none"> ➤ To acquaint officers with basic understanding of the constitutional, political, socio-economic and legal framework. ➤ To make the officers professional in their approach and aware of the challenges and opportunities within the Civil Service. ➤ To familiarize them with various administrative financial issues through a well defined syllabus. 	HAS Probationers 2003 Batch and all Middle Level Gazetted Officer of various departments of the state.	Sh. R. Sharma Dy. Dir. (Law)	04-10-2004	27-11-2004	Deptt. of Personnel & all other Deptts.
23.	Good Governance	1	<ul style="list-style-type: none"> ➤ To apprise the participants with the emerging trends in good governance. ➤ To highlight the need for improved governance in the changing economic & social circumstances. ➤ To initiate changes in the mindset of the participants in accepting and moulding their roles as good governance. 	Indian Forest Service Officers	Sh. K.K. Handa Asstt. Prof. (EA)	01-11-2004	05-11-2004**	Ministry of Env. & Forests Govt. of India.
24.	Basic Course for Class-IV Employees to be promoted as Clerks	1	<ul style="list-style-type: none"> ➤ To acquaint the Class-IV employees with various Service & financial rules. ➤ To expose the participants with the Office Management, Record Management and Noting and Drafting through exercises. 	Class-IV Employees likely to be promoted as Clerks in various Departments.	Sh. B.R. Garg, AC (F&A)-I	10-01-2005	09-03-2005	All Deptts.

			<ul style="list-style-type: none"> ➤ Learning of English/Hindi Typing ➤ To familiarise and apprise the participants with the basic of computers and Hands on Computers. 					
E-Governance and Information Technology								
1	Basic Computer Course on MS-Word and MS-Excel*	12	<ul style="list-style-type: none"> ➤ To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under windows 	Gazetted and Non-Gazetted officers of state Government Departments	Sh. Neeraj Goel, Pr. Systems Analyst	19.04.2004 17.05.2004 31.05.2004 28.06.2004 12.07.2004 23.08.2004 20.09.2004 11.10.2004 01.11.2004 29.11.2004 13.12.2004 10.01.2005	24.04.2004 22.05.2004 05.06.2004 03.07.2004 17.07.2004 28.08.2004 25.09.2004 16.10.2004 06.11.2004 04.12.2004 18.12.2004 15.01.2005	E & T Deptt. Police Deptt.
2	Presentation and E-Mail/ Internet Handling	11	<ul style="list-style-type: none"> ➤ To apprise Sr. and Middle Level officers with the potential of Information Technology Tools for effective and efficient utilization in E-led Governance 	Additional/ Jt./ Deputy/ Assistant Director or equivalent officers working in various departments of State Govt.	Sh. Neeraj Goel, Pr. Systems Analyst	05.04.2004 05.05.2004 07.06.2004 05.07.2004 03.08.2004 08.09.2004 25-10-2004 08.11.2004 06.12.2004 27.01.2005 07.02.2005	07.04.2004 07.05.2004 09.06.2004 07.07.2004 05.08.2004 10.09.2004 27-10-2004 10.11.2004 08.12.2004 29.01.2005 09.02.2005	All Deptts.

Peripatetic Programmes in Tribal Districts

1.	Office Procedure and Financial Administration at Udaipur for Gos and NGOs.	1	<ul style="list-style-type: none"> ➤ To enable the participants to explain the system and role of Finance Administration in Govt. ➤ To expose the participants with the principles and procedures, rules and regulations for having cash and accounts in govt. and important Financial Tools. ➤ Prepare or scrutinize pay, T.A. and other bills for payment. ➤ Preparing budget estimates and revised estimates. ➤ To familiarise the participants with the duties of Head of Office with particular reference to financial rules. 	DDOs/NGOs Of Udaipur Sub Divn.	Sh. B.R. Garg AC(F&A)-III	16-09-2004	18-09-2004	All Deptts stationed at Udaipur
2	Office Procedure and Financial Administration at Pangri for GOs and NGOs.		<ul style="list-style-type: none"> ➤ To enable the participants to explain the system and role of Finance Administration in Govt. ➤ To expose the participants with the principles and procedures, rules and regulations for having cash and accounts in govt. and important Financial Tools. ➤ Prepare or scrutinize pay, T.A. and other bills for payment. ➤ Preparing budget estimates and revised estimates. ➤ To familiarise the participants with the duties of Head of Office with particular reference to financial rules. 	DDOs/NGOs Of Pangri Sub Divn.	Sh. B.R. Garg AC(F&A)-III	20-09-2004	22-09-2004	All Deptts stationed at Pangri

3.	Basic Computer Course on MS Word & MS Excel for NGOs of Kinnaur District	1	➤ To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under windows	Non Gazetted officer stationed at Reckong Peo.	Sh. Neeraj Goel Pr. Systems Analyst	27-09-2004	01-10-2004	All Deptts stationed at Reckong Peo
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Conferences/ Seminars / Workshops					
1	TNA for Women Concillors	1	Sh. K.K. Handa Asstt.Prof.(EA)	08-06-2004	09-06-2004
2.	National Security		Sh. K.K. Handa Asstt. Prof.(EA)	21-06-2004	
3.	Human Rights	1	Sh. Rajender Sharma Dy. Dir.(Law)	14-07-2004	
4.	Freedom of Information Act, 2003	1.	Sh. Rajender Sharma Dy. Dir. (Law)	03-08-2004	
5.	Consumer Protection	1.	Sh. Rajender Sharma Dy. Dir. (Law)	30-08-2004	
6.	Citizen Charter	1	Sh. B.S. Thakur, Addl Director	17-09-2004	
7.	Use of Hindi in Govt. Offices	1	Sh. J.R. Sharma, AC (F&A)-I	27-12-2004	
Programmes by Other Organisations					
1	Conference of North-West Chapter of IAPM	1	Sh. B.M. Gupta Deputy Controller (F&A)-I	10.04.2004	
2	Disability Workshop	1	Sh. B.M. Gupta Deputy Controller(F&A)-I	24.06.2004	26.06.2004
Departmental Examinations					
	Departmental Exams for IAS/HAS/ All Gazetted Officers of State Govt./ Tehsildars/ Naib Tehsildars/Kanungo/ Patwaries/ ETI	2	Sh. B.S. Thakur, Addl. Director-cum-Secretary BODE	06-08-2004 11-02-2005	13-08-2004 19-02-2005

Note:

While every affords is made to organise the training programmes as scheduled. These can be changed / modified/ cancelled in case of unforeseen contingencies in which event all concerned will be suitably informed in advance.

* Sponsored Programme of DOPT, Govt. of India.

** Sponsored Programme of Ministry of ENV& Forests, Govt. of India.

DECENTRALISED TRAINING IN REGIONAL/DISTRICT TRAINING CENTRES

I- REGIONAL TRAINING CENTRES

Sr.NO.	Name of Programmes	No. of Programmes		
		RTC Mandi	RTC Kangra	RTC Solan
1.	Office Procedure and Financial Administration	08	08	05
2.	Conduct Rules	02	02	02

II-DISTRICT TRAINING CENTRES

Sr. No.	Name of Programme	No. of Programmes						
		DTC Shimla	DTC-Sirmour	DTC-Bilaspur	DTC-Kullu	DTC-Hamirpur	DTC-Una	DTC-Chamba
1.	Office Procedure and Financial Administration	04	01	01	02	05	01	01
2.	Conduct Rules	01	01	01	01	02	01	01

Dates for each programme to be fixed by the ADCs -cum-Coordinators of Regional/District Training Centres in each Districts.



How to contact us:

All communication should be addressed to:

The Director
Himachal Pradesh Institute of Public Administration,
Fairlawns, Shimla-171012.

Web Site: <http://Himachal.nic.in/hipa>

E-Mail: director@hipa.hp.nic.in

Tele-Fax: 0177-2647855