

H P A

TRAINING CALENDAR
2006 - 2007



H. P. INSTITUTE OF PUBLIC ADMINISTRATION
FAIRLAWNS, SHIMLA 171012

TRAINING PROGRAMMES 2006-07

PROFESSIONAL COURSES

Institutional Training for IAS Probationers 2005 batch.

AIMS & OBJECTIVES

- Helps to develop values, ideals and attributes desirable in an officer belonging to IAS.
- To acquaint Probationers with the local laws, local culture, environment and functioning of the State Government and its agencies.
- Learn about working of various Departments of State Govt. and PSUs.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
IAS Probationers of 2005 batch	SCP	12th June to 12th Aug., 2006

Foundational Course for HAS and other Gazetted Officers.

AIMS & OBJECTIVES

- To acquaint officers with basic understanding of the constitutional, political, socio-economic and legal framework.
- To make the officers professional in their approach and make them aware about the challenges and opportunities within the Civil Services.
- To familiarize them with various administrative, financial issues through a well defined syllabus.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS & other Gazetted Officers of the State Government.	SCP	31st July to 23rd Sept., 2006

Professional Training of HAS Officers of 2005 batch.

AIMS & OBJECTIVES

- Enabling the officers to acquaint themselves with the local laws, local culture, Institutional and work environment.
- Acquisition of IT skills, motor driving and target shooting.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS Officers 2005 batch	SCP	25th Sept. to 23rd Dec., 2006

Induction Training for Assistant Engineers (Direct Recruits) of IPH Department.

AIMS & Objectives

- To acquaint the participants with Service Rules including Leave Rules, GPF Rules, CCS Rules, etc.
- Constitutional provisions regarding Civil Services and Safeguards, Good Governance, Gender Issues, Right to Information Act, Water Management, and other emerging areas of contemporary importance.
- Different provisions of Public Works Account, Office Procedure and Financial Management including Income Tax, Human Resource Development, Planning and Development.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Direct Recruit Assistant Engineers of IPH Department.	BMG	20th March to 18th May, 2006

SPECIALIZED PROGRAMMES

Office Procedure & Financial Administration.

AIMS & OBJECTIVES

Indian Financial Administration System, Centre-State Financial Relations and Resource Sharing, Budgeting and Accounting in Govt., Stores Management in Govt., Regulatory mechanism to administering State Finances. Audit, its importance and Role of CAG with respect to audit, Financial Control system in Government, Parliamentary Financial Control and to equip the participants with the required knowledge relating to Financial Management to enable them to discharge their duties effectively and efficiently.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Middle Level Officers of various Departments of the State Govt.	BMG	17- 21 April ,006	24- 28 April, 06	8-12 May,06
	HKS	17-21 July, 06	24-28 July, 2006	01-05 Aug.06
	KKS	28.8.06 to 1-9-06	04-08 Sept.,2006	25-29 Sept-06
	HSS	09-13 Oct.,06	16-20 Oct.,2006	30.10.06 To
	BRG	13-17 Nov.,2006	20-24 Nov.,2006	03.11.06 04-08 Dec.,06
		26-30 Dec., 2006	08-12 January,07	15-19 Jan.,07
		05-09 Feb., 2007	05-09 March, 07	
Non-Teaching Employees of National Institute of Technology, Hamirpur.	KKS	26th June to 08th July 2006	10 -22 July, 2006	

Civil Misconduct.

AIMS & OBJECTIVES

To apprise the participants with various provisions of Conduct Rules and CCS (CCA) Rules.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Middle and Junior level officers up to Superintendents of various Departments of the Government.	KKS	03-05 April, 2006	01-03 May,2006	
	HSS	05-07 July, 2006	17-19 Aug.,2006	
	BRG	24-26 Aug., 2006 18-20 Sept.,2006 06-08 Nov., 2006	04-06 Sept.,2006 03-05 Oct.,2006 27-29 Nov.,2006	11-13 Sept.,06 26-28 Oct.,06

Protection of Human Rights.

AIMS & OBJECTIVES

- To acquaint the participants with the concept of Human Rights and Protection thereof.
- Legal framework and machinery.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
DSPs/ Inspectors/ SHOs of Police, Public Prosecutors / Suptts. of Jails/ Distt. Welfare-cum-Prob. Officers.	KKH	07-09 June, 2006 21-23 Sept.,2006	03-05 July, 2006 16-18 Oct.,2006	17-19 Aug., 06 26-28 Oct., 06

Good Governance.

AIMS & OBJECTIVES

- To apprise the participants with the concept and emerging trends in Good Governance.
To highlight the need for improved Governance in the changing economic and social circumstances.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle Level Officers of State Govt. Departments.	KKH	24-26 April, 2006 12-16 June, 2006 (GOI Sponsored) 04-08 Sept, 2006	18-20 May, 2006 26-28 June, 2006 18-20 Sept., 2006	05-07 June, 2006 17-19 Aug.,06

Protection of Consumer Rights.

AIMS & OBJECTIVES

- To generate awareness of Consumer Rights among participants.
- To acquaint participants with the provisions of consumer protection laws including the duties and obligations of civil servants especially those dealing with the provisions of public service.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle Level Officers of State Govt. Departments.	PK	05-07 July, 2006	17-19 July, 2006	01-06 Aug., 06

Court Procedure.

AIMS & OBJECTIVES

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 of Judicial/Quasi-Judicial forums

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Revenue Officers not below Tehsildars /Naib Tehsildars	SCP	03-07 July, 2006 13-17 Nov., 2006	04-08 Sept.,2006 27.11.06 to 1.12. 2006	09-13 Oct., 06 18-22 Dec., 06

Right to Information Act, 2005

AIMS & OBJECTIVES

■ To equip the participants with the concept of Right to Information Act, 2005.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted Officers of State Government.	SCP	03-05 April, 2006 05-07 June, 2006 04-06 Sept., 2006	27-29 April, 2006 03-05 July, 2006 25-27 Sept., 2006	10-12 May, 06 10-12 July, 06

Combating Corruption in Administration.

AIMS & OBJECTIVE

- 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 for Combating Corruption.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle Officers of various Departments of the State Government.	SCP	20-22 July, 2006 18-20 Oct., 2006	17-19 Aug., 2006	25-27 Sept., 06

Citizen Charter and Service Delivery.

AIMS & OBJECTIVES

- To explain the concept of the Citizen Charter.
- To list out salient features and principles of Citizen Charter.
- To identify areas and applicability of Citizen Charter. (With Practical Exercises)

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle Level Officers of various Deptts	KKH	27-29 April, 2006 24-26 July, 2006.	04-06 May, 2006 21-23 Sept., 2006	15-17 June, 06 09-11 Oct., 06

Disaster Management.

AIMS & OBJECTIVES

- To acquaint officers about impact of Disasters on Human Lives, Property, Ecology and Environment.
- To familiarize the participants with the techniques of earlier forecasting and warning systems available.
- To identify immediate and long term measures for providing relief and rehabilitation to disaster victims

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle Level Officers of various Deptts.	SCS	08-12 May, 2006. 04-08 Sept., 2006.	03-07 July, 2006.	28 August to 01 Sept., 2006

Urban Management.

AIMS & OBJECTIVES

- Resource Mobilization Initiatives
- Improved Tax Administration
- Tax grievance.
- Redressal systems and Municipal Management.
- Private Sector Participants in Municipal Service Delivery
- Waste collection and disposal and water supply treatment, distribution and billing.
- Securing Public Participation
- Fathoming public perception: priority setting and participation in planning: financing and maintaining.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers/officials and Elected Representatives of Urban Local Bodies.	KKH	23-27 May, 2006 17-19 August, 06 18-20 Sept., 2006.	10-14 July, 2006 21-25 Aug., 06.	24-26 July, 06. 27-30 Aug., 06

Stress Management.

AIMS & OBJECTIVES

- To acquaint participants with the work oriented stress
- To acquaint the officers with the techniques of relief from stress.
- To mentally prepare participants in coping Stress

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle Level Officers of various Deptts.	KKH	27-29 July, 2006. 01-03 Jan.,2007	20-22 Nov., 06.	04-06 Dec., 06

Innovation in Urban Management.

AIMS & OBJECTIVES

- To acquaint with the knowledge of:
- **Resource Mobilization Initiatives:**
Improved Tax Administration; Tax Grievance Redressal System and Municipal Management.
- **Private Sector Participation in Municipal Service Delivery:**
Waste Collection and Disposal; Water Supply: Treatment, Distribution and Billing
- **Securing Public Participation:**
Fathoming Public Perception: Priority setting and Participation in Planning and Financing and Maintaining Civic Services.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Officials and Elected Representatives Urban Local Bodies in H.P.	KKH	01-03 May, 2006	08-10 May, 2006

"Urban Renewal Mission" for Municipal Corporation, Shimla.

AIMS & OBJECTIVES

To acquaint with the knowledge of:

- National Urban Renewal Mission.
- Integrated Development of Infrastructural services.
- Asset Creation and Management.
- Delivery of CIIC Amenities with special reference to Urban poor;
- Urban Local Body Reforms.
- City beautification schemes.
- Self Sustaining Civic Services.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Officials and Elected Representatives of Urban Local Bodies in H.P.	KKH	17-19 April, 2006	24-26 April, 2006.

Municipal Reforms for Good Urban Governance.

AIMS & OBJECTIVES

To acquaint the participants with the knowledge of:

- Strengthening the Decentralization Process and Empowerment and Devolution of Powers.
- Improving efficiency of Municipal Management Systems.
- Increasing Transparency and Accountability in the functioning of Municipal Bodies.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Officials and Elected/ Nominated Representatives of Urban Local Bodies in H.P.	KKH	11-13 Sept., 2006.	14-16 Sept., 2006

E-GOVERNANCE AND INFORMATION TECHNOLOGY

Basic Computer Training Programme on MS Word & MS Excel.)

AIMS & OBJECTIVES

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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Departments	NG	17-22 April, 2006*	24-29 April, 2006*	01-06 May, 06
		15-20 May, 2006	22-27 May, 2006	2 May-3 Jun, 06
		12-17 June, 2006.	26 Jun-1 July, 06*	10-15 July, 06*
		17-22 July, 2006*	24-29 July, 2006*	21-26 Aug., 06*
		28 Aug-2 Sept. 06*	11-16 Sept., 2006*	25-30 Sept., 06*
		09- 14 Oct., 2006*	30 Oct-14 Nov, 06*	13-18 Nov., 06*
		20-25 Nov., 2006*	11-16 Dec., 2006*	18-23 Dec., 06*
		01-06 Jan., 2007.	15- 20 Jan., 2007	29 Jan-3 Feb, 07
	05-10 Feb., 2007*			

* 2 programs running simultaneously.

Advance Computer Courses.

AIMS & OBJECTIVES

To apprise the officers with the potential of ICT Tools and Technology for effective and efficient utilization in E-led Governance.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Departments.	NG	03-05 April, 2006. 28- 30 Sept., 2006. 04-06 Dec., 2006	04-06 May, 2006 18-20 Oct., 2006 08-10 Jan., 2007.	13-15 July, 06 26-28 Oct., 06

National Rural Employment Guarantee Act.

AIMS & OBJECTIVES

- To apprise the participants with the concept rational and importance of wage employment programme
- To apprise the participants with the salient feature of National Rural Employment Guarantee Act
- To familiarize them with the National Employment Guarantee Scheme as formulated by and applicable to the State of H.P.
- To acquaint participants with the concept and methodology of Social Audit.
- Maintenance of requisite records under the Act/Scheme.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Gazetted and Non-Gazetted officials and representatives of Panchayati Raj Institutions especially in the Districts which are concerned by National Rural Employment Guarantee Act. In the first phase.	PK	05-07 July, 2006	17-19 Aug., 2006

Statistics and Data Use, Application and Management in Government.

AIMS & OBJECTIVES

- To acquaint participants with basic statistical application for use in Govt. functioning.
- To apprise participants of the utility and usages of data in Govt.
- To make participants familiar of sources of data at various levels.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Research Officers/ Statistical Assistants of all Deptts.	KKH	08-10 Jan., 2007	22-24 Jan., 2007.

TOT for Panchayati Raj Institutions.

AIMS & Objectives

- To understand Decentralization and its linkage with poverty.
- Components and principles of Decentralization.
- Current Status of PRIs and reasons thereof.
- Scope and measures for improvements in the current context.
- The way forward to achieve greater devolution.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Master Trainers identified by RD Department.	SCS	15-19 May, 2006. 03-07 July, 2006 21-26 Aug., 2007 06-10 Nov., 2006	22-26 May, 2006 01-05 Aug., 2006 11-16 Sept., 2006 20-24 Nov., 2006	29 May to 02 June, 2006 09-13 Oct., 06

Rural Credit.

AIMS & OBJECTIVES

- To apprise the participants with the concept and importance of Credit needs and prevalent credit systems.
- To bring attitudinal change in participants dealing with the delivery system of Rural Credit.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Middle level officers of Development Departments.	PK	04-06 Jan., 2007	18-20 Jan, 2007

Double Entry System of Accounting (Refresher programs)

AIMS & OBJECTIVES

- To refresh the knowledge and skills of the RDD officials already trained in the Double Entry system of accounting and to remove the difficulties being faced in its smooth application

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers/Officials of Rural Development Departments.	HKS	17-19 Aug., 2006 26-28 Oct., 2006 30 Nov.-2 Dec., 06 1-3 February, 2007	3-5 Oct., 2006 8-10 Nov., 2006 11-13 Dec., 2006	16-18 Oct., 06 23-25 Nov., 06 1-3 Jan., 2007

Training in Double Entry System of Accounting (Basic)

AIMS & OBJECTIVES

- To train the employees in principles of Double Entry System of Accounting and its advantages over single entry system of accounting.
- To expose the participants to the writing of cashbook and other subsidiary books, ledger posting and preparation of trail balances etc.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers/Officials of RD/UD/Other Departments.	HKS	15 May to 3 June, 2006	10-29 July, 2006	11-30 Sept., 06

Induction Training for PRI functionaries (Zila Parishads/Panchayat Smitis)

AIMS & OBJECTIVES

- To create clarity regarding the existing rules and responsibilities. So that they are able to perform within the devolution made so far.
- To ensure Transparency and Accountability in the functioning of these Institutions and to prepare them to shoulder higher responsibilities in future.
- To enable them to prepare various plans and implement various schemes for economic development and social justice.
- For effective implementation for PRI system to increase participation of people in Gram Sabhas high awareness level among masses to maximize women youth's participation in Development process.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Elected representatives of Panchayati Raj Institutions at Zila Block/Panchayats.	SCS	17-21 July, 2006 4-8 Dec., 2006	24-28 July, 2006	25-29 Sept., 2006

Note:- While every effort shall be made to organize the training programmes as scheduled, there may be changes/modifications/cancellations due to unforeseen circumstances in which event all concerned will be suitably informed in advance.

DEPARTMENTAL EXAMINATIONS

*Departmental Examinations for IAS/HAS/Tehsildars/Naib-Tehsildars/Kanoongo/
Patwaris/ETIS/ other Gazetted Officers of the State Government.*

PARTICIPATION LEVEL	DATES
All Gazetted and other officers required by law to appear in the Departmental Exams	28 July-5 August, 2006 15 -23 February, 2007



LEGEND

1.	SCP	Sh. S.C. Pal, HAS, Joint Director (Admn.)
2.	KKH	Dr. K.K. Handa, Assistant Professor (Eco. Admn.)
3.	BMG	Sh. B.M. Gupta, Joint Controller (F&A)
4.	HKS	Sh. H.K. Sharma, Joint Controller (F&A)
5.	SCS	Sh. Satish C. Sharma, Deputy Director (Research)
6.	PK	Dr.(Mrs.) Pratima Kapoor, Assistant Professor (Public Admn.)
7.	KKS	Sh. K.K. Sharma, Deputy Controller (F&A)
8.	HSS	Sh. H.S. Shandil, Deputy Controller (F&A)
9.	BRG	Sh. B.R. Garg, Assistant Controller (F&A).
10.	NG	Sh. Neeraj Goel, Principal Systems Analyst.
11.	RB	Sh. Rajiv Bansal, Reasearch Officer



**HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION
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Sh.Ajay Mittal, IAS, Director	2647855 6535908	114		2622928
Sh.S.C.Pal, HAS, Joint Director	2740275	102		---
Sh.Satish Sharma, Deputy Director (R)	2647049	105	401	2647667
Dr. K.K.Handa, Asst. Professor (E.A.)	2647036	111		2627127
Sh.B.M.Gupta, Joint Controller (F&A)	6450912	106	400	2740499
Sh.H.K.Sharma, Joint Controller (F&A)	2647534	104		2842362
Sh.Neeraj Goel, Pr.Systems Analyst		113		2808802
Dr.Pratima Kapoor, Asstt.Professor (PA)	6450918	109		2841663
Sh. K.K.Sharma, Deputy Controller (F&A)	2647736	103		2640809
Sh.H.S.Shandil, Deputy Controller (F&A)	6450911	110		2751249
Sh.B.R.Garg, Asstt. Controller (F&A)	6450910	108		2624455
Sh. Rajiv Bansal, Research Officer		107		
Ms. S. Sekhri, Computer Faculty		210		2623516
Ms. K. Kuril, Computer Faculty		210		2623445
Ms. N. Sharma, Computer Faculty		210		2622700
Sstri K.K. Saini, Superintendent	2740225	207	405	2740704





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