

VISION

*We seek to promote good governance
by providing quality training and
learning related to performance
with a view to building
a professional civil service that is
efficient, accountable and responsive*

THE INSTITUTE

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 the Shimla-Mashobara road. The Institute, housed in a building with a historical past is located amidst serene and picturesque surroundings with well laid out spacious and luxuriant lawns. The building was originally got constructed by one Mr. R. Dixon of the foreign office of the British India. Later, it was purchased by Nawab Muzaffar Ali Khan Quizzalbash of Maler Kotla. On his migration to Pakistan in 1947 the property came to the Govt. 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. The location, surroundings and the scenic view of the Institute has been a great attraction for the film units who have been doing location shooting its campus.

The Institute functions under the Department of Training and Foreign Assignment, Govt. of Himachal Pradesh and is headed by a Director who is an officer of the Indian Administrative Service.

ACTIVITIES

The Himachal Pradesh Institute of Public Administration is a multi-disciplinary organization that aims to promote the capacity of Govt. functionaries at all levels to help them to 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. The main concern is to help develop the professional competence of officers of not only the State Govt. departments but also its para-statal organizations. HIPA conducts various types of programmes towards this end. Apart from its own campus at Fairlawns, Shimla, HIPA also conducts a number of training programmes at district headquarters of the State through its network of two Regional Training Centres at Divisional headquarters of Mandi and Dharamshala.

TRAINING CALENDAR

The details of the programmes proposed to be conducted during 2007-08 are available in the succeeding pages. This Training Calendar is also available on our Website (<http://himachal.gov.in/hipa>).

HIPA website also offers a host of other information which may be found useful by those intending to visit the Institute whether for training or otherwise. Any suggestions to make the contents more useful shall be highly welcome.

PARTICIPATION IN TRAINING PROGRAMMES

Circulars inviting nominations issue 8 weeks in advance of the commencement of each programme.

Nominations should reach the Director, H.P. Institute of Public Administration, Fairlawns, Shimla-171012 at least 3 weeks before the date of commencement of the programme. This will facilitate dispatch of acceptance/confirmation and arrangements for reception on arrival.

Acceptance of nominations is generally issued 2 weeks in advance of the commencement of the course. The nominees are advised not to move for training before receipt of acceptance of their nomination for the programme.

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

TRAINING INFRASTRUCTURE

CONFERENCE HALLS

The Institute has two well appointed conference halls with seating capacity of 120 and 60 respectively and having all audio-visual support and teaching aids including Computers / LCD and OH Projectors etc. Facilities for audio recording are also available in the Conference halls.



CLASS ROOMS

The Institute also has 7 well furnished classrooms. Seating capacity of each classroom is about 25–30 trainees. The classrooms have all modern teaching aids e.g. Computers, LCD projectors, white boards, PA system, overhead projector, etc. Facilities for photocopying are available for all programs.



RESIDENCES



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 are well equipped to make the stay of visitors comfortable. The Institute also has provision of suitable accommodation for the use of accompanying support staff, if any.

CATERING

Equipped with a modern kitchen and a spacious Dinning Hall the Institute can provide catering facilities for upto 200 trainee officers at one time. Our cooks are well trained to provide all types of food to those coming for training programmes. Regular medical checkup of staff working in kitchen is ensured. All meals are served in Dinning Hall only. Morning tea is however served in the hostel rooms.



TRANSPORT



The Institute has its own buses and light vehicles to bring participants and guests from the City in the morning and evening. Other trips are made as per requirement. Extra vehicles are also hired as and when the need arises. Institute campus has facility for parking of nearly 60 vehicles.

TELEPHONES

All the office and hostel/guest house rooms have telephone connection having facility of receiving incoming calls only. For outside dialing the Institute has 3 PCOs installed in the campus at convenient locations for the use of visitors and trainees. Mobiles phones of all major operators work in the campus.

LIBRARY

The Institute Library is well equipped having nearly 40,350 volumes on different subjects. In addition, it subscribes to nearly 100 periodicals, Journals and Magazines besides 22 newspapers in Hindi and English. New books are regularly added. The library catalogue is digitized and all the books can be located on the internet. 10 computers with internet facility are installed in the library for the use of visitors, trainees and researchers. Facilities for printing and photocopying



INFORMATION TECHNOLOGY CENTRE

HIPA has a state of the art Information Technology Centre for the conduct of various IT related training programmes. The IT Centre is on LAN with VSAT internet linkage facilities. 2 well-equipped computer labs with dedicated lecture theaters can provide training for up to 60 participants on individual computers at any time. HIPA centres at Mandi and Dharamshala also have IT training facility with individual computers for 25 participants each.



INTERNET

Institute has its own VSAT Internet connection and round the clock free Internet facility is available in all the rooms of the hostel/guest houses and classrooms besides the library and the offices.

TRAINING PROGRAMMES 2007-08

PROFESSIONAL COURSES

Institutional Training for IAS Probationers 2006 batch.

AIMS AND 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 Deptts. of State Govt. and PSUs.
- Courtesy Calls upon Constitutional and other senior functionaries.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
IAS Probationers of 2006 batch	SCP	18 th June to 30 th July, 2007

Foundational course for HAS and other Gazetted Officers.

AIMS AND 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.
- To prepare them for Departmental Examinations.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS and Other Gazetted Officers of the State Government	SCP	17 th Sept. to 17 th November, 2007

Professional training of HAS Officers of 2006 batch.

AIMS AND 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.
- Parliamentary procedures and work.
- Courtesy Calls upon Constitutional and other senior functionaries.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS Officers 2006 batch	SCP	19 th Nov 07 - 16 th Feb. 2008

Subordinate Accounts Service Part-I.

AIMS AND OBJECTIVES

- To enable the trainees to understand and learn the system and role of Fin. Administration in Govt.
- To enable them to understand their role and functions as Financial Advisors to govt. departments.
- To expose and prepare the participants in FR/SR, Constitutional Law, Noting and Drafting and other important Financial Rules in the Government for qualifying the SAS Part-I Examination.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Direct recruits of Subordinate Accounts Services of H.P.	HKS	19 th March to 18 th Aug, 2007

Subordinate Accounts Service Part-II.

AIMS AND OBJECTIVES

- To enhance and upgrade the knowledge and skills of candidates to cope up with dynamics and dimension of financial management in the State Govt. offices and Public Undertakings.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
SAS Officers who have qualified Phase – I Examination of HPPSC	HKS	12 th Nov., to 12 th April, 2008

SPECIAL PROGRAMMES

1. Financial Management and Audit Sensitization for Indian Forest Service Officers.

AIMS AND OBJECTIVES

This Programme, sponsored by the Ministry of Environment and Forests, Govt. of India aims to bring together senior and middle level officers of the Indian Forest Service for a one week vertical interaction training programme from throughout the country.

The officers will be exposed to Indian Financial Management Systems, Centre State financial relations and Parliamentary Control over State Finances in this programme.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
IFS Officers from different States	HKS	04-08 June, 2007

2. TOT Programme for Officers of Indian Ordnance Factories Service.

AIMS AND OBJECTIVES

This programme sponsored by the Indian Ordnance Factories Board brings together senior and middle level officers of I.O.F.S. for a one week vertical interaction training programme from over 39 ordnance factories and training institutions throughout the country. The participants will be exposed to training functions and design, management and evaluation of training techniques during this programme.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior & Middle Level Officers of I.O.F.S Officers from ordnance factories and training institutions in the country.	BMG	21 -26 May, 2007

3. NIRD 'Training of Trainers' Programme on National Rural Employment Guarantee Act.

AIMS AND OBJECTIVES

The programme aims at developing training capabilities in govt. officers/ representatives of PRIs and NGOs with a view to training development functionaries in implementations of the NREGS in selected districts of the State.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officials of Development departments/representatives of PRIs and NGOs.	SCS	09 -12 April, 2007

4. NIRD ‘Training of Trainers’ programme on ‘Positive Thinking and Emotional Intelligence’ for Development Officers.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • Discuss Self Awareness and positive thinking • Expose participants to the concept of emotional intelligence • Assess personality traits and emotional intelligence Quotient • Analyse EQ behaviour in Team Building, Communications, Leadership and conflict resolution 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officials of Development departments.	SCS	23-28 April, 2007

5. NIRD Off Campus Training of Trainers Programme for Members of Village Monitoring Committees.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To discuss the objectives and implementation of SGRY with involvement of VMCs • Sensitization on social audit and role and responsibilities of VMC members • To give an overview of the concept and composition of Vigilance Committees • To develop grievances redressal mechanism • To explain the functions and duties of PRI’s in participatory evaluation • Role of VMCs in implementation and monitoring of various programs 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Members of Village Monitoring Committees.	SCS	05-07 July, 2007

6. Auto CADD Training Programme for Engineers of PWD/Irrigation and Public Health/Housing Departments.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To impart necessary skills to the Graduate Engineers for their day today work related to Design of Structures with the help of Computers. • Expose the participants to various softwares /tools available for design work 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Engineers/Draughtsman from PWD/.IPH/Housing Departments.	NG	16- 28 July, 2007

7. STAAD Pro programme for Engineers of PWD/IPH/Housing departments.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> To impart necessary skills to the Graduate Engineers for their day to day work related to Structural Analysis with the help of Computers. To expose the participants to the various IT tools available for design and analysis work 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Engineers of PWD/IPH/Housing departments.	NG	20 th Aug. to 1 st Sep., 2007

8. Induction Training for Class-IV employees of Departments (likely to be promoted as Clerks)		
<u>AIMS AND OBJECTIVES</u>		
To acquaint the participants with typing, word processing, office work including noting drafting etc. To prepare them for handling higher level of duties and responsibilities consequent upon promotion		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Class-IV Employees of various Govt. Departments.	HKS	21 Jan. – 20 March, 2008

9. Programme on ‘Good Governance’ for elected representatives of Zila Parishads.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> To apprise the participants with the concept of Good Governance To highlight the need for improving Governance To expose the participants to the emerging trends and contemporary developments in governance 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Presidents/ Vice Presidents and Members of Zila Parishads in H.P.	SCS	05 -07 Sept, 2007 22 -24 Oct., 2007 29 -31 Oct., 2007 19 -21 Nov, 2007 28 -30 Nov, 2007 03 -05 Dec, 2007 18 -20 Dec, 2007 03 -05 Jan, 2008 14 -16 Jan, 2008

OTHER PROGRAMMES

Office Procedure and Financial Administration.

AIMS AND OBJECTIVES

Indian Financial Administration System, Centre-State Financial Relations and Resource Sharing, Budgeting and Accounting in Govt., Stores Management in Govt., Regulatory mechanism for administering State Finances. Audit, its importance and Role of CAG with respect to audit, 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
Middle Level Officers of various Departments of the State Govt.	KKS	09-13 April, 2007 07-11 May, 2007
	HSS	09-13 July, 2007 30 July-3 Aug, 07 20-24 Augst,2007
	BMG	10-14 Sept, 2007 24-28 Sept, 2007
	HKS	08-12 Oct., 2007 12-16 Nov., 2007

Civil Misconduct in Government

AIMS AND OBJECTIVES

- To apprise the participants with various provisions of the Conduct Rules and CCS (CCA) Rules.
- To equip the participants to effectively discharge their role as Inquiry/ Presenting officers

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Middle and Junior level officers up to Superintendents of various Departments. of the Govt.	KKS	16-18 April, 2007 03-05 May, 2007
	HSS	16-18 July, 2007 03-05 Oct., 2007 29-31 Oct., 2007 26-28 Dec, 2007

Misconduct (Civil and Criminal) in Government.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To apprise the participants of the concept of misconduct in government (both civil and criminal) • To expose the participants to the legal framework e.g. Constitutional provisions; Conduct/CCS CCA Rules; IPC, Cr. P.C. and Prevention of Corruption Act, Vigilance Manual etc. • To acquaint the participants with the available Institutional framework e.g. CVC/ State Vigilance Machinery/ CBI/ Anti Corruption departments etc. 		
	COURSE DIRECTOR	DATES
Middle and Junior level officers up to Superintendents of various Departments	HKS	10-14 Sept., 2007 15-19 Oct., 2007

Protection of Human Rights.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To sensitise the participants to the concept of Human Rights • To acquaint them with the legal and institutional framework for protection of these rights 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
DSPs/Inspectors/SHOs of Police, Public Prosecutors/Suptds. of Jails/ Distt. Welfare-cum-Prob. Officers.	SCP	19-21 April, 2007 11-13 July, 2007 23-25 Aug., 2007 24-26 Sept., 2007 15-17 Oct., 2007

Good Governance.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To apprise the participants with the concept of Good Governance • To highlight the need for improving Governance • To expose the participants to the emerging trends and contemporary developments in governance 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of State Govt. Departments.	PK	03-05 May , 2007 09-11 July, 2007 05-07 Sept., 2007

Protection of Consumer Rights.**AIMS AND OBJECTIVES**

- To expose participants to the history, concept and rationale of Consumer Protection.
- To acquaint participants with the Legal and Institutional framework for consumer protection
- To sensitise participants about the duties and obligation of government servants especially those dealing with providing public goods and services.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of State Govt. Departments.	PK	09-11 April, 2007 16-18 Aug., 2007 17-19 Dec., 2007 07-09 Jan., 2008

Court Procedure (For Revenue Officers only).**AIMS AND OBJECTIVES**

- To expose participants to the latest developments in various laws and procedures
- To generate awareness of the importance of Court work
- To acquaint them with the procedure to be followed in Courts while acting as an agent of the State
- To sensitise them to the role and conduct expected of a Judicial/Quasi-Judicial Officer in Court.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Revenue Officers not below Tehsildars/ Naib Tehsildars.	SCP	16-20 July, 2007 06-10 Aug., 2007 08-12 Oct., 2007 03-07 Dec., 2007

Right to Information Act, 2005.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To sensitise the participants with the concept, rationale and importance of Information • To acquaint them with the provisions of Right to Information Act, 2005 and the duties and obligations of government officials under the Act 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted Officers of State Government	KKH	12-13 April, 2007 04-05 May, 2007 17-18 Aug., 2007 28-29 Sept., 2007 22-23 Oct., 2007 07-08 Nov., 2007 17-18 Dec., 2007 26-27 Dec., 2007 10-11 Jan., 2008 21-22 Jan., 2008 11-12 Feb., 2008 18-19 Feb., 2008

Combating Corruption in Administration.		
<u>AIMS AND OBJECTIVES</u>		
<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 existing legal and institutional framework for Combating Corruption. ▪ To equip the participants with the knowledge to look at systems and procedures with a view to reducing the scope for corruption in their offices/ departments 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of various Departments . of the State Govt.	SCP	19-21 July, 2007 10-12 Oct., 2007

Citizen Charter and Service Delivery.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To explain the concept of the Citizen Charter. • To list out salient features and principles governing formulation of Charters. • To identify areas and applicability of Citizen Charter (With Practical Exercises) 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of various Departments.	KKH	09-11 July, 2007 27-29 Dec., 2007

Disaster Management.		
<u>AIMS AND OBJECTIVES</u>		
<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 earlier forecasting and warning systems available. • To identify immediate and long term measures for providing relief to and rehabilitation of victims. 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of the various Departments	SCS	02-04 July, 2007 27-29 Aug., 2007

Urban Management and Municipal Reforms		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • Need and rationale for improving governance – Municipal Functions • Resource Mobilization Initiatives – Tax and Non Tax and improving tax administration • Securing Public and Private Participation and latest trends and developments in this regard • Fathoming public perception: Priority Setting; Participatory Planning and Grievance Redressal 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/officials and Elected Representatives of Urban Local Bodies.	KKH	04-06 June, 2007 27-29 September, 2007 15-17 October, 2007 05-07 November, 2007

Gender and Development.

AIMS AND OBJECTIVES

- To expose the participants to the concept of 'Gender' and its importance in development
- To sensitize participants towards gender concerns with a view to strengthening their competency to promote gender equality and sharing of space in development.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted/Non-Gazetted officials of the State Govt. Departments.	PK	04-08 June, 2007 24-28 July, 2007 30 Aug.-1 Sept.07 05-07 Nov., 2007

E-GOVERNANCE AND INFORMATION TECHNOLOGY

Basic Computer Training Programme

AIMS AND 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

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted and Non-Gazetted officers of State Government . Departments	NG/SK	16 -21 April, 2007* 14- 19 May, 2007* 21- 26 May, 2007* 28 May -2 Jun.,07* 02 - 07 July, 2007* 16 - 21 July, 2007* 23- 28 July, 2007* 20 - 25 Aug., 2007 27 Aug -1.Sep.,07 10 -15 Sept. 2007* 17 - 22 Sept. 2007* 15 -20 Oct., 2007* 29Oct.-3 Nov., 07* 26 Nov.-1 Dec.07* 10 - 15 Dec., 2007* 14 - 19 Jan., 2008* 28 Jan.- 2 Feb.,08*
<i>* 2 Programmes running simultaneously</i>		

Advance Computer Programme.

AIMS AND 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
Gazetted and Non-Gazetted officers of State Government. Departments	NG/SK	9 – 11 April, 2007 4 – 6 October, 2007 10 – 12 Oct., 2007

National Rural Employment Guarantee Act.**AIMS AND OBJECTIVES**

- To apprise the participants with the concept, rational and importance of wage employment programmes.
- To apprise the participants with the salient features of National Rural Employment Guarantee Act.
- To familiarize them with the National Employment Guarantee Scheme of 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
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	02- 03 July, 2007 20 -21 July, 2007 03 -04 Aug., 2007 30-31 Aug., 2007 05 -06 Sept., 2007 24- 25 Sept., 2007 03-04 Oct., 2007 08 -09 Oct., 2007 05-06 Nov., 2007 26-27 Nov., 2007 06-07 Dec., 2007 21-22 Jan., 2008

Statistics and Data - Use, Application and Management in Govt.**AIMS AND OBJECTIVES**

- To acquaint participants with basic statistical application for use in Govt. functioning.
- To apprise participants of the utility and usage of data and perils of data overload in Govt.
- To prepare participants for storage, retrieval and use of data appropriately.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Research Officers/ Statistical Assistants of all Departments	RB	26 – 28 July, 2007 24 – 26 Sept., 2007 06 –08 Nov., 2007 21 – 23 Jan., 2008

Rural Credit.		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To apprise the participants with the concept and importance of Credit • To bring attitudinal change in participants dealing with the delivery system of Rural Credit • To equip them with the latest developments in the field of credit especially micro credit. 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Middle level officers of Development Departments	PK	24 – 25 Aug., 2007 17 – 18 Dec., 2007

Training in Double Entry System of Accounting (Refresher Programmes).		
<u>AIMS AND OBJECTIVES</u>		
<ul style="list-style-type: none"> • To refresh knowledge and skills of the RDD officials already trained in the Double Entry System of accounting and to prepare them to face the difficulties being experienced in its application. 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/officials of Rural Development Department who have already undergone a 3 week training on Double Entry System.	HSS/ KKS	27 – 29 August, 2007 05 –07 Sept., 2007 10 – 12 Sept., 2007 13 – 15 Sept., 2007 20 – 22 Sept., 2007 05 –07 Nov., 2007 21 – 23 Nov., 2007

Application software Training on Double entry System of Accounting		
<u>AIMS AND OBJECTIVES</u>		
To enable the participants to be able to keep accounts with the help of software already developed		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/officials of Rural Development Department already trained in Double Entry System.	NG	*24-29 th Sept., 2007 *12-17 th Nov., 2007 * 2 programmes running simultaneously

Training in Double Entry System of Accounting (Basic).

AIMS AND 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 in the Double Entry System

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/officials of RD/ UD/ Other Departments	HKS	16 April–5 May, 07 02 – 21 July, 2007 30 July –18 Aug.,07 01 – 19 Jan., 2008

Stress Management.

AIMS AND 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 with stress at workplace

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of various departments	KKH	05-07 July, 2007 29-31 August, 2007

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

**Exchange (PBX) Numbers : 2647045, 2647453, 2647808 & 2647331
(STD Code 0177)**

STAFF & FACULTY

Name & Designation	Telephone No.	PBX Ext. No.		Residence
		Office	Residence	
Sh. Ajay Mittal, IAS, Director	2647855 6535908	114		2622928
Sh. S.C. Pal, HAS, Joint Director	2647605	102		94180-46765
Sh. Satish C. Sharma, Dy. Director (R)	2647049	105	401	92186-00997
Dr. K.K. Handa, (Asstt. Professor(EA))	2647036	111		2627127
Sh. B.M. Gupta, Joint Controller (F&A)	2647906	106	400	2740499
Sh. H.K. Sharma, Joint Controller(F&A)	2647534	104		2842362
Sh. Neeraj Goel, Pr. Systems Analyst	2647113	113		2808802
Dr. Pratima Kapoor, Asstt. Professor(PA)	2647904	109		2841663
Sh. K.K. Sharma, Dy. Controller(F&A)	2647736	103		2640809
Sh. H.S. Shandil, Dy. Controller (F&A)	2647905	110		2751249
Sh. Rajeev Bansal, Research Officer	2647902	107		2621210
Sh. Sandeep Kumar, Asstt. Professor (IT)	2647113	210		94182-66344
Ms. Kiran Kuril, Instructor IT	2647113	210		2623455
Ms. S. Sekhri, Computer Faculty	2647113	210		2623516
Ms. N. Sharma, Computer Faculty	2647113	210		2622700
Sh. K.K. Saini, Supdt. Grade-I	2740225	207	405	2740704

OFF CAMPUS PROGRAMMES

- | | | |
|-----|---|---|
| 1. | Basic Computer Training Programme at Reckong Peo for officials of Tribal District of Kinnaur. | 04-09 June, 2007 |
| 2. | Basic Computer Training Programme at Bharmour for officials of Chamba District. | 11-16 June, 2007 |
| 3. | Basic Computer Training Programme at Keylong for officials of Lahaul & Spiti District. | 08-13 October, 2007 |
| 4. | Training on National Rural Employment Guarantee Act at Chamba | 11-12 June, 2007
14-15 June, 2007 |
| 5. | Training on National Rural Employment Guarantee Act at Nahan | 18-19 June, 2007
21-22 June, 2007 |
| 6. | Training on National Rural Employment Guarantee Act at Dharamshala | 25-26 June, 2007
28-29 June, 2007 |
| 7. | Training on National Rural Employment Guarantee Act at Mandi | 02-03 July, 2007
05-06 July, 2007 |
| 8. | Training on Right to Information Act, 2005 at Mandi | 6 Programmes |
| 9. | Training on Right to Information Act, 2005 at Hamirpur | 6 Programmes |
| 10. | Training on Right to Information Act, 2005 at other Districts. | 2 Programmes each
(dates to be announced later) |

**PROGRAMMES AT REGIONAL TRAINING CENTRES MANDI
AND DHARAMSHALA**

- | | | |
|----|---|--|
| 1. | Basic Computer Training Programmes | 20 Programmes each |
| 2. | Office Procedure and Financial Administration | 4 Programmes each |
| 3. | Civil Misconduct | 2 Programmes each
(Dates for these
programmes will be
announced later) |

WORKSHOPS/CONFERENCES

1. International workshop on Seismic Evaluation and Strengthening of Existing Structures (SESES) 15-16 June, 2007
2. Workshop on Human Development 29th October, 2007
3. Workshop on Gender Sensitization 12th June, 2007
4. Workshop on Right to Information Act, 2005 5th May, 2007
5. Workshop on Safe Water and Sanitation Issues 30 April-1 May, 2007
6. Workshop on National Security 17th August, 2007
7. Workshop on use of Hindi 23rd July, 2007

DEPARTMENTAL EXAMINATIONS

*Departmental Examinations for IAS/HAS/Tehsildars/Naib Tehsildars/
Kanoongos/Patwaris/ETIs/other Gazetted Officers of the State
Government.*

PARICIPATION LEVEL	DATES
All Gazetted and other officers required by law to appear in the Departmental Examination	23 – 31 August, 2007 17 – 25 April, 2008 03 – 11 October, 2008

**H
I
P
A**

**TRAINING CALENDAR 2007-
2008**

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

*No.HIPA(Trg.)G-21/80-34
Government of Himachal Pradesh
Institute of Public Administration,*

Fairlawns, Shimla – 171012, Dated: March, 2006.

From

*The Director,
H.P.Institute of Public Administration,
Fairlawns, Shimla – 171012.*

To

*The Deputy Controller(Printing),
H.P.Govt. Press,
Ghora Chowki,
Shimla – 171005.*

Subject: Printing of Training Calendar 2006-2007.

Sir,

HIPA Training Calendar for the year 2006-2007 has been finalized and approved. The Training Calendar is required to be sent to all the Administrative Training Institutes in the country as well as to all the heads of Departments in H.P. for their information and advance planning for nominating officers for the training programmes. Accordingly, it is requested that 350 copies of the enclosed Training Calendar may kindly be printed on priority.

The requisition for printing of the Training Calendar alongwith two coloured photographs to be printed on the titlecover/backcover is enclosed for necessary action. I am also enclosing herewith the material on floppy in MS Word file which will facilitate you for early printing of the material. The file name of the same is Training Calendar 2006-2007.

The Training Calendar may very kindly be got printed on of before 10th April, 2006 so that the same are sent to the quarters concerned well in time.

Yours faithfully,

*Joint Controller(F&A),
H.P.Institute of Public Administration,
Fairlawns, Shimla – 171012.*

Encls.:

- 1. Material for printing in hard copy;*
- 2. Material in floppy.*
- 3. Requisition for the printing work.*
- 4. Two coloured photographs*
- 5. Sample copy.*

Form 5

HIMACHAL PRADESH GOVERNMENT

**Requisition for Work
(See Rule 3.4 (i) of Printing and Stationery Manual)**

To

**The Deputy Controller(Printing),
H.P.Govt. Press,
Ghora Chowki,
Shimla – 171005.**

Subject: Printing of Training Calendar 2006-2007.

Reference to previous requisition, if any, No.nil dated nil.

1. Description of work		Printing of HIPA Training Calendar for the year 2006-2007.	
No. of pages	Size of Publication	Styling of Binding	No. of Fair Copies required.
(a)	(b)	©	(d)
	As per sample enclosed	As per sample enclosed	350
2. Proof required on		28th March, 2006.	
3. Fair Copies required on		10th April, 2006.	
4. Special Instructions for press		The titles cover/back cover may please be printed in four colours. The Cover should be in colour and thick paper may be used.	
5. After fair copies have been supplied type to be kept standing		No	

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 Chand 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.	NG	Sh. Neeraj Goel, Principal Systems Analyst
10.	SK	Sh. Sandeep Kumar, Assistant Professor (IT)
11.	RB	Sh. Rajeev Bansal, Research Officer