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1. ABOUT HIPA

1.1 THE INSTITUTE

The Himachal Pradesh Institute of Public Administration, popularly known as HIPA, was established on January 1, 1974 at 'FAIRLAWN', a place about 12 kms. from Shimla on Dhalli-Mashobra road. The Institute is located at an elevation of 2,398 meters Above Mean Sea Level. It is located amidst serene and picturesque surroundings with well laid out spacious lawns. The building was originally constructed by Mr. R. Dixon of the foreign office of 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 Government 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 Institute functions under the Department of Training and Foreign Assignment, Government of Himachal Pradesh. HIPA is headed by a Director who is an officer of the Indian Administrative Service.

1.2 ACTIVITIES

The Himachal Pradesh Institute of Public Administration is a multi-disciplinary organization that aims to promote the capacity building of Government functionaries at all levels. Training helps them to improve their working which ultimately facilitate the economic and social well being of the people. Its endeavour is to inculcate a better sense of purpose, dedication and appropriate skills among the officers of the State in discharging their duties and responsibilities. HIPA's main concern is to help in developing professional competence of individual officers not only of the State Government departments but also its parastatal organizations. Towards this end, HIPA conducts various professional, foundational, specialized programmes as well as off-campus programmes in the Tribal districts of the State. Apart from its campus at Fairlawn, Shimla, HIPA training programmes reach all non-tribal district headquarters of the State through its network of two Regional/Divisional Training Centres at Dharamshala and Mandi, two District Training Centres at Chamba and Nahan. Video Conferencing facility is also available in the Institute.

1.3 TRAINING INFRASTRUCTURE

1.3.1 CONFERENCE HALLS

The Institute has two well-equipped Conference Halls.

(i) Main Conference Hall with seating capacity of 120

(ii) Kailash Conference Hall with seating capacity of 60.

Both the Conference Halls have state of art facility required nowadays for conducting training/conferences.



1.3.2 CLASS ROOMS

The Institute also has 6 well- furnished class rooms, (Sun Room, Ivy Room, Silver Moon, Sevottam Room & IT. Room each with seating capacity of about 25-30 trainees) and a Reception Hall with a seating capacity of about 70 trainees. All the classrooms have modern teaching aids e.g. Computers, LCD screen/projectors, White Boards, PA systems (Collar/Cordless mikes), Overhead Projector etc. Facility for photocopying is also available.



1.3.3 HOSTEL FACILITY

Located in picturesque surroundings and calm environment, the Institute has two hostels (Kailash and Dhauladhar). 70 rooms (Twin Sharing) are available to make the stay of visitors comfortable. There is one Guest House (Suraj Tal) with a capacity of 4 rooms within the campus which is exclusively for the visiting faculty and special guests. Similar another Guest House is temporarily provided to MSME Centre of IIFT. The institute also has an Exquisite Lounge with a seating capacity of about 25 persons at the Reception Area. The Institute also provides suitable accommodation for accompanying support staff on need basis.



1.3.4 CATERING

The modern kitchen and dining hall of the Institute caters to about 70 trainees at a time. The cooks are well- trained to provide different cuisines for national/international participants. All meals are served in designated dining area only. Morning tea is, however, served in the hostel rooms.



1.3.5 TRANSPORT

The Institute has 2 buses and 4 light vehicles to bring participants and guests from the city to Institute and take them back. Others trips are made as per requirement. Extra vehicles are hired on need basis. Institute campus has parking facility for nearly 50 vehicles.



1.3.6 INTERNET

The Institute has high speed internet connectivity provided through the National Knowledge Network (NKN). All the rooms of guest houses are provided with independent port for internet connectivity. Wi-Fi facility for internet is also available in most parts of the Institute. For uninterrupted power supply, the entire campus is automatically connected to Genset power output.

1.3.7 RECREATION FACILITY

Sports and fitness facilities are available in the campus that enables participants and faculty members to pursue a regular fitness regimen. Indoor & outdoor games/ recreation like Croquet, Billiards, Table Tennis, Cycling, Indoor Badminton, Gym, Karaoke singing and other musical instruments are available in the campus.

1.3.8 ATM FACILITY

For the convenient of everyone within the HIPA Campus, a PNB ATM is established near the Reception Desk.

1.3.9 LIBRARY

The Institute library has about 45,475 books on different subjects. In addition, it subscribes to nearly 64 periodicals, journals and magazines besides 22 newspapers in Hindi and English are placed on stands for convenient daily reading. New books are regularly added. The library catalogue is digitized and can be located on our website. 5 computers with internet facility are installed in library for the use of visitors, trainees and researchers. Facility of photocopying (Black & White and Coloured) and lamination is also available.



1.3.10 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 internet facility. Two well equipped computer labs with dedicated lecture theaters can provide training up to 60 participants on individual computers at a time. HIPA Centres at Mandi, Dharamshala, Chamba and Nahan also have IT training facilities with individual computers for 25-30 participants each and such centres at other districts would also coming up in near future.



1.4 PUBLICATIONS

H. P. Institute of Public Administration has started the publication of a bi-annual Journal ‘Administrative Development’ (ISSN 2319-2976) since 2012. The journal is serving as an important platform for linking the research and policy and provides an opportunity to researchers and people in policy making to share their observations. From this year, a quarterly e-newsletter ‘Fairlawn Updates’ has been started in order to record and showcase the important activities of HIPA.

1.5 REACHING HIPA

1. Rail:- Shimla Railway station is just 12 Kilometers away from the HIPA and is connected to Kalka by a narrow gauge UNESCO Heritage rail track. The famous Heritage toy train of Shimla runs between Kalka and Shimla, covering a distance of 96 kilometers in about 6 hours. One can easily get a taxi from the Railway Station to HIPA.
2. By Road:- There are several bus services, including that of Himachal Road Transport Corporation buses, as well as private operators connecting Shimla to the major cities in North India. Chandigarh is at a distance of 117 Kilometers, Manali at 260 kilometers and Delhi at 343 kilometers. One can easily get a taxi from the new ISBT at Tutikandi, Shimla to HIPA.
3. Air:- Jubbarhatti, which is about 35 kilometers from the Institute, is the nearest airport. There are regular flights going from Jubbarhatti (Shimla) to Delhi. One can easily get a taxi from the airport to Shimla-HIPA.
4. HRTC Taxi:- The HRTC taxi service in Shimla connects The Mall from various suburbs of Shimla city.
5. Our Own Transport Resources:- The Institute has 2 buses and 4 light vehicles to bring participants and guests from the city to HIPA. Other trips are made as per requirement.

2. TRAINING DOMAIN

2.1 CENTRES

Himachal Institute of Public Administration comprises Administrative Training Institute (ATI), State Institute of Rural Development (SIRD), Himachal Pradesh Finance & Accounts Services (HPFAS) Training Centre, Information Technology (IT) Centre, Disaster Management Centre (DMC), HUDCO-CHAIR, Sevottam, and Board of Departmental Examination (BODE). It is the endeavor of the Institute to inculcate a better sense of purpose, dedication and appropriate skills among the officers/ officials of the State in discharging of their duties and responsibilities. The main concern is to help officers of the State government departments and semi- governmental organizations in acquiring professional competence. HIPA conducts a variety of training programmes. Apart from its campus at Shimla, the Institute also conducts training programmes at district headquarters of the State through its four Regional/ District Training Centres at Mandi, Dharamshala, Chamba and Nahan.

2.2 TRAINING NEEDS ANALYSIS

Continuous and speedy changes in the economic, political, social and technological scenarios, know-how, skills and attitudes of the State Govt. employees have to be modified so as to increase efficiency in service delivery. For identify inefficiency gaps, Training Needs Analysis (TNA) is an important part of the training process and is valuable to employees and employers. Constant capacity building helps to keep employees motivated and also prove a welcome break from the normal routine. Some people sit in the same office for years doing the same things in a similar fashion over the years. Training can help them to go beyond the daily routine and energize them to perform more efficiently and effectively. Training Sessions help in strengthening the team spirit which is essential for the work environment in public offices. Training also offers an opportunity to network and connect with other professionals.

2.3 TRAINING MODULES AS PER REQUIREMENT/DEMAND OF THE DEPARTMENTS

Courses in the Annual Training Calendar are included with necessary feedback from the different departments. The level of target group and the course content is designed accordingly. Apart from State's own training programmes, some of the training programmes also get funding from the Central Government Departments. In view of the special training demand/request by some departments, HIPA also provides training slots/logistic/faculty support for conducting department specific trainings.

2.4 TRAINING CALENDAR

The details of the training programmes proposed to be conducted during the year are presented in a detailed document known as 'Training Calendar'. The Training Calendar is also uploaded on our website (<http://hipashimla.nic.in>). However, for the nominations, monthly training notifications on the website may be followed.

2.4.1 TRAINING CIRCULARS

Circulars inviting nominations are issued 8 weeks in advance, before the commencement of each course. Nominations through the department should reach the Director, H.P. Institute of Public Administration, Fairlawn, Shimla-171012 at least 3 weeks before the commencement of the programme. This will facilitate dispatch of acceptance/ confirmation and arrangements for the course. 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 without confirming acceptance of their nomination for the programme as some programmes might get postponed due to less number of nominations and administrative reasons.

2.4.1 HIPA ONLINE TRAINING APPLICATION PROCESS:

Online Training Application/Nomination/Registration Portal has been launched on 21st April, 2018. For more detail visit: <http://admis.hp.nic.in/genpms/HIPA.pdf>

2.4.2 GENERAL TRAINING TO BE CONDUCTED BY HIPA

The following training programmes will be conducted by the Institute during the year 2018 -2019:

- Institutional training for IAS Probationers
- Foundation Course for HAS & Other Gazetted Officers
- Professional Course for HAS Officers
- Himachal Pradesh Finance & Accounts Services (HPFAS)
- SIRD Programmes for District /Block Level Officers
- Office Procedure and Financial Administration
- Disciplinary Proceedings/Conduct Rules/Departmental Inquiry
- Right to Information Act, 2005 & H.P. Public Guarantee Act, 2011
- Communication and Presentation Skills
- Audit and Performance Budget
- Noting and Drafting
- Court Procedure
- Good Governance for Transparency and Accountability
- Sevottam/ Service Delivery /Citizens Charter/Grievance Redressal
- Disaster Management.
- Ethics and Values in Government Service.
- Public-Private Partnership
- E-Governance & Information Technology related trainings

TRAINING PROGRAMMES 2018-19

S.NO.	MONTH	NO. OF PROG.	EXPECTED PARTICIPANTS	EXPECTED TRG MANDAYS
1.	APRIL, 2018	14	399	1192
2.	MAY, 2018	29	742	2973
3.	JUNE, 2018	22	557	3355
4.	JULY, 2018	32	806	4171
5.	AUGUST, 2018	27	680	3487
6.	SEPTEMBER, 2018	25	654	3412
7.	OCTOBER, 2018	28	759	3497
8.	NOVEMBER, 2018	24	679	2367
9.	DECEMBER, 2018	27	754	2557
10.	JANUARY, 2019	28	744	2577
11.	FEBRUARY, 2019	23	615	1985
12.	MARCH, 2019	16	434	1262
TOTAL		294	7778	32835
RTCs/DTCs		58	1160	1162
		352	8938	33997

Note: In addition to the above, Institute also organizes paid programs on demand basis for the various Departments/Organizations.

Tentative Training Calendar of HIPA 2018-19

APRIL, 2018

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Office Procedure and Financial Administration	Non Gazetted Officers	02.04-2018 to 06.04.2018	STATE	25	125	DS
2	Training Programme on “Community Based Disaster Management”	Social /Public Representative Sector:: Coordinators of NGOs /NCC/NSS/Scout & Guides/ NYKS/Mahila Mandals/PRIs/ULBs	05.04.2018 to 07.04.2018	DMC	30	90	DBK
3	Course on Cashless Transaction	Gazetted and Non Gazetted officials	13-04-2018	STATE	25	25	SK
4	Workshop on Best Practices/ Documentation in Rural De. & Panchayati Raj	District and Block level officials of Rural Dev. & Panchayati Raj	16.04.2018 17.04.2018	SIRD	25	50	RB
5	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	Gazetted and Non Gazetted officials	19.04.2018 to 21.04.2018	STATE	24	72	TRA
6	Service Delivery / Citizen Charter/ Sevottam	Senior and Middle level officers	19.04.2018 to 21.04.2018	SEVOTTAM	20	60	RSK
7	Training Programme on SECURE Software	Engineers of Rural Dev. & PR Department	20.04.2018 21.04.2018	SIRD	50	100	PK
8	Training Programme on “ Comprehensive School Safety” in Association with HPSDMA		23.04.2018 to 25.04.2018	DMC	25	75	DBK
9	Public Service Guarantee Act, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	23.04.2018 to 24.04.2018	STATE	30	60	RSK
10	Training Programme on Information and Communication Technology in Rural Development.	Officers/ Officials of Rural Dev. & PR Department and Line / Dev. Departments	23.04/2018 27.04.2018	SIRD	25	125	MM
11	Training Programme on SECURE Software	Engineers of Rural Dev. & PR Department	23.04.2018 24.04.2018	SIRD	50	100	PK
12	Noting and Drafting	Non Gazetted officials	26.04.2018 to 28.04.2018	STATE	30	90	TRA
13	Computer Course on Power Point	Gazetted and Non Gazetted officials	26-04-2018 to 28-04-2018	STATE	20	60	SK
14	Audit and Performance Budget.	Gazetted and Non Gazetted officials	26-04-2018 to 28-04-2018	STATE	20	60	PCJ
TOTAL					399	1092	

MAY, 2018

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Computer Course on Power Point	Gazetted and Non Gazetted officials	01.05.2018 to 03.05.2018	STATE	25	75	SK
2	Training Programme on Pradhan Mantri Krishi Sinchai Yojana (PMKSY)	DRDA/ Block level Officials	01/05/2018 to 05.05.2018	SIRD	25	125	PK
3	Training Programme on Women Empowerment through RDD and other Line / Dev. Department Programmes/Schemes	Officers/ Officials of Line/Development Departments	01.05/2018 to 05.05.2018	SIRD	25	125	TD
4	Training Programme on "Forest Fire Risk Mitigation & Management"		03.05.2018 to 05.05.2018	DMC	30	90	DBK
5	Computer Course on Excel	Gazetted and Non Gazetted officials	07.05.2018 to 08.05.2018	STATE	25	50	SK
6	Workshop on Documentation of Case Studies in Rural Dev PR	District/Block Level Officers of Rural Dev. & PR Department	07.05/2018 to 08.05.2018	SIRD	25	125	RB
7	Office Procedure and Financial Administration	Non Gazetted Officers	07.05-2018 to 11.05.2018	STATE	25	150	DS
8	Service Delivery/Citizen Charter under Sevottam	Senior and Middle level officers	07.05.2018 to 09.05.2018	SEVOTTA M	20	60	KRN
9	Good Governance for Transparency and Accountability.	Gazetted Officers	09.05.2018 to 11.05.2018	STATE	25	75	RK
10	Training Programme on MGNREGA	DRDA/ Block level officers/ Officials including PRIs	09/05/2018 to 11.05.2018	SIRD	25	75	SCS
11	Computer Course on Cashless Transaction.		09.05.2018	STATE	25	25	SK
12	Foundation Course for HAS and Allied Services Officers	Newly Recruited HAS and Allied Services Officers	14.05.2018 to 13.07.2018	STATE	27	513	RNS
13	Noting and Drafting	Non Gazetted officials	14.05.2018 to 16.05.2018	STATE	25	75	TRA
14	Management Development Programme	Officers/ Officials of Rural Dev & PR Department and Line /Dev. Departments	14/05/2018 to 18.05.2018	SIRD	25	125	RB
15	Training Programme on Double Entry System of Accounting	Supdt./ Accountant/ Progress Assistant/ Sr. Assistant/ Jr. Assistant and Clerks working at DRDA/ Block level	14/05/2018 to 18.05.2018	SIRD	25	125	MM
16	Basic Computer Course	Gazetted and Non Gazetted officials	14.05.2018 to 18.05.2018	GOI	25	125	SK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
17	Institutional Training for IAS Probationers of 2017 batch	IAS Probationers of 2017 batch allotted H.P. Cadre	21.05.2017 to 15.06.2018	STATE	5	55	CPV
18	Training Programme on Participatory Planning with special reference to GPDP	Block & Grass root level Officers/Officials of Line /Dev. Departments including Rural Dev. & PR Deptt.	21.05.2018 to 25.05.2018	SIRD	25	125	TD
19	Training Programme on Sustainable Rural Livelihood through the Programmes/ Schemes of Rural Dev & PR Deptt. and other Line/Dev. Departments	Officers/ Officials of Rural Dev. & PR Deptt. and other Line/Dev. Departments.	21.05.2018 to 25.05.2018	SIRD	25	125	RK
20	Training Programme on "Earthquake Risk Mitigation for Safe Built Environment"		24.05.2018 to 26.05.2018	DMC	30	90	DBK
21	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	28.05.2018 to 30.05.2018	STATE	30	90	RSK
22	Computer Course on Manav Sampda		28.05.2018 to 29.05.2018	STATE	25	50	SK
23	Training Programme on Management Information System (MIS) in Rural Development	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	28/05/2018 to 30.05.2018	SIRD	25	75	MM
24	Technical Training on Rural Civil Works for Non-Technical Staff of Rural Dev. & PR Department.	BDOs, SEBPOs, Progress Assistants, Accountants, Panchayat Inspectors Auditors and Panchayat Secretaries/ Shayaks etc.	28.05.2018 to 30.05.2018	SIRD	25	75	PK
25	Office Procedure and Financial Administration	Non Gazetted Officers	28.05.2018 to 01.06.2018	State	25	125	DS
26	Disciplinary Proceedings/ Conduct Rules/Departmental Inquiry	Gazetted and Non Gazetted officials	31.05.2018 to 02.06.2018	STATE	25	75	TRA
27	Training Programme on Swachh Bharat Mission-Gramin	DRDA/ Block level Officials including PRIs	31/05/2018 to 02.06.2018	SIRD	25	75	RK
28	Training Programme on Office Management.	BDOs, Supdt., accountant, Assistants and other Staff working at Block & Distt. Level	31.05.2018 to 02.06.2018	SIRD	25	75	SCS
29	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RSK
TOTAL					742	2973	

JUNE, 2018

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Institutional Training for IAS Probationers	IAS Probationers	21.05.2018 to 15.06.2018	STATE	5	75	CPV
2	Foundation Course for HAS and Allied Services Officers	Newly Recruited HAS and Allied Services Officers	14.05.2018 to 13.07.2018	STATE	27	810	RNS
3	Himachal Pradesh Finance & Accounts Services (HPFAS)-(Part-I)	Direct recruits of Subordinate Accounts Services of H.P.	01.06.2018 to 31.10.2018	STATE	30	900	PCJ
4	Noting and Drafting	Non Gazetted officials	04-06-2018 to 06-06-2018	GOI	25	75	TRA
5	Training Programme on "Earthquake Risk Mitigation for Safe Built Environment"	Middle Level Engineers & Technical Officers from Different Sectoral Departments	04.06.2018 to 06.06.2018	DMC	20	60	DBK
6	Training Programme on Rural Civil Works	Engineers of Rural Dev. & PR Deptt. and Line /Dev. Departments	04/06/2018 to 08.06.2018	SIRD	25	125	PK
7	Training Programme on Planning & Management of Rural Dev Programmes / Schemes	Officers/ Officials of Rural Dev Department and other Line/Dev. Departments.	04/06/2018 to 08.06.2018	SIRD	25	125	RB
8	Service Delivery/Citizen Charter under Sevottam	Senior and Middle level officers	06.06.2018 to 08.06.2018	SEVOTTAM	20	60	KRN
9	Training Programme on Court Procedure	BDOs/P Os DRDAs/ DPOs and other Officers of Rural Dev. & PR Deptt.	11/06/2018 to 12.06.2018	SIRD	25	50	SCS
10	Training Programme on Panchayati Raj Act, Rules, Programmes & Procedure	Officers/ Officials of PR Department	11/06/2018 to 15.06.2018	SIRD	25	125	TD
11	Training Programme on Information and Communication Technology in Rural Development.	Officers/ Officials of Rural Dev. & PR Department and Line / Dev. Departments	11/06/2018 to 15.06.2018	SIRD	25	125	MM
12	Training Programme on Social Audit	Trainers/ Resource Persons of Social Audit Unit	18/06/2018 to 22.06.2018	SIRD	25	125	RK
13	Training Programme on Statistics and Data Management in Development Sector	Officers/ Officials of Rural Dev Department and other Line/Dev. Departments.	18/06/2018 to 22.06.2018	SIRD	25	125	RB
14	Training Programme on MGNREGA	Officers/Officials working at DRDA/Block level including PRIs	21/06/2018 to 23.06.2018	SIRD	25	75	SCS
15	Mid Day Meals Automated Reporting &	Gazetted and Non-	23.06.2018	STATE	25	25	SK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
	Management System for Elementary Education Department	Gazetted Officials of Elementary Education Department					
16	Communication and Presentation Skills	Gazetted and Non Gazetted officials	25.06.2018 to 27.06.2018	STATE	20	60	RKS
17	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	25.06.2018 to 27.06.2018	STATE	30	90	RSK
18	Training Programme on Swachh Bharat Mission-Gramin	DRDA/ Block level Officials including PRIs	25/06/2018 27.06.2018	SIRD	25	75	RK
19	Computer Course on Excel	Gazetted and Non Gazetted officials	29.06.2018 to 30.06.2018	STATE	25	50	SK
20	Training Programme on Management Information System (MIS) in Rural Development	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	29/06/2018 30.06.2018	SIRD	25	50	MM
21	Workshop on Documentation of Research Articles	Distt./Block level Officers of Rural Dev. & PR Department	29/06/2018 30.06.2018	SIRD	25	50	RB
22	2-Day District Level Workshop on RTI Act, 2005.	District level officers/officials	-	-	50	100	RSK
TOTAL					552	3355	

JULY, 2018

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Foundation Course for HAS and Allied Services Officers	Newly Recruited HAS and Allied Services Officers	14.05.2018 to 13.07.2018	STATE	27	351	RNS
2	Himachal Pradesh Finance & Accounts Services (HPFAS)-(Part-I)	Direct recruits of Subordinate Accounts Services of H.P.	01.06.2018 to 31.10.2018	STATE	30	930	PCJ
3	Management Development Programme	Officers/ Officials of Rural Dev Department and other Line/Dev. Departments.	02/07/2017 06.07.2018	SIRD	25	125	RB
4	Training Programme on Sustainable Rural Livelihood through the Programmes/ Schemes of Rural Dev & PR Deptt. and other Line/Dev. Departments	Officers/ Officials of Rural Dev. & PR Deptt. and other Line/Dev. Departments.	02/07/2017 06.07.2018	SIRD	25	125	RK
5	Department Specific Workshop	Senior and Middle Level Officer and Stakeholders	02-07-2018 to 03-07-2018	SEVOTTAM	20	40	KRN
6	Court Procedure	Revenue Officers of State Govt.	05-7-2018 to 07-7-2018	STATE	25	75	DS
7	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	05.07.2018 to 07.07.2018	STATE	30	90	RSK
8	Automated Mid day meal online reporting system	Elementary education	07.07.2018	STATE	25	25	SK
9	Office Procedure and Financial Administration	Non Gazetted Officers	09-7-2018 to 13-7-2018	STATE	25	150	DS
10	Basic & Intermediate Course of Incident Response System	Major Line Departments	09.07.2018 to 11.07.2018	DMC	30	90	DBK
11	Training Programme on Information and Communication Technology in Rural Development.	Officers/ Officials of Rural Dev. & PR Department and Line / Dev. Departments	09/07/2018 13.07.2018	SIRD	25	125	MM
12	Training Programme on Pradhan Mantri Krishi Sinchai Yojana (PMKSY)	DRDA/ Block level Officials	09/07/2018 13.07.2018	SIRD	25	125	PK
13	Ethics and Values in Government Services.	Gazetted and Non Gazetted officers	11.07.2018 13.07.2018	STATE	24	72	RKS
14	Professional Course for HAS and other Gazetted Officers	HAS and other Gazetted Officers	16.07.2018 to 29.09.2018	STATE	15	240	RNS
15	Professional Course for BDOs	BDO Probationers	16.07.2018 10.08.2018	SIRD	06	96	SCS
16	Good Governance for Transparency and Accountability.	Gazetted Officers	16-07-2018 to 18.07.2018	GOI	25	75	RKS
17	Training Programme on Natural Resource Management (NRM) through RDD & Line/Dev. Department Programmes.	Officers/ Officials of Rural Dev. & PR Department and Line/	16/07/2018 20.07.2018	SIRD	25	125	PK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
		Dev. Departments					
18	Training Programme on Women Empowerment through RDD and other Line / Dev. Department Programmes/Schemes	Officers/ Officials of Line /Development Departments	16/07/2018 20.07.2018	SIRD	25	125	TD
19	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	Gazetted and Non Gazetted officials	16.07.18 to 18.07.2018	STATE	24	72	TRS
20	Audit and Budget	Gazetted and Non Gazetted officials	19-7-2018 to 21-7-2018	STATE	25	75	TCS
21	National Level Training-cum-Sensitization training programme on "Swachh Bharat Mission – Urban"	Technical and Non Technical officers of Urban Sector Deptt.	19.07.2018 to 21.07.2018	HUDCO	40	120	RKS
22	Service Delivery/Citizen Charter under Sevottam	Senior and Middle level officers	19-07-2018 to 21-07-2018	SEVOTTAM	20	60	KRN
23	Office Procedure and Financial Administration	Gazetted officers	23-07-2018 to 28-07-2018	State	25	150	DS
24	Training Programme on Management Information System (MIS) in Rural Development	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	23/07/2018 25.07.2018	SIRD	25	75	MM
25	Computer Course on Power Point	Gazetted and Non Gazetted officials	23-07-2018 to 25-07-2018	State	20	60	SK
26	Training Programme on Drinking Water and Sanitation (SBM-G)	Officers/ Officials of Rural Dev & PR Department and Public Health Department	23/07/2018 27.07.2018	SIRD	25	125	RK
27	Three days ToT on Strengthening of Techno Legal Regime to Ensure Structural Safety for Structural Engineer	Registered Structural Engineers in TCP/UD/RD	26.07.2018 to 28.07.2018	DMC	25	75	DBK
28	Department Specific Workshop	Senior and Middle Level Officer and Stakeholders	26-07-2018 to 28-07-2018	SEVOTTAM	20	60	KRN
29	Training Programme on MGNREGA	DRDA/ Block level officers/ officials including PRIs	26/07/2018 28.07.2018	SIRD	25	75	SCS
30	Gender Issue		30.07.2018 to 01.08.2018	GOI	25	75	DBK
31	Training Programme on Court Procedure	BDOs/P Os DRDAs/ DPOs and other Officers of Rural Dev. & PR Deptt.	30/07/2018 31.07.2018	SIRD	25	50	SCS
32	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RSK
TOTAL					806	4156	

AUGUST, 2018

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Professional Course for HAS and other Gazetted Officers	HAS and other Gazetted Officers	16.07.2018 to 29.09.2018	STATE	15	465	RNS
2	Professional Course for BDOs	BDO Probationers	16.07.2018 10.08.2018	SIRD	06	60	SCS
3	Himachal Pradesh Finance & Accounts Services (HPFAS)-(Part-I)	Direct recruits of Subordinate Accounts Services of H.P.	01.06.2018 to 31.10.2018	STATE	30	930	PCJ
4	Three days ToT on Strengthening of Techno Legal Regime to Ensure Structural Safety for Urban Planners	Registered Urban Planners in TCP/UD/RD	02.08.2018 04.08.2018	DMC	25	75	DB K
5	Training Programme on Swachh Bharat Mission (Gramin)	DRDA/ Block level Officials including PRIs	01.08.2018 03.08.2018	SIRD	25	75	RK
6	Training Programme on Financial Management	Officers / Officials working at Block/ Distt. level	02.08.2018 04.08.2018	SIRD	25	75	SCS
7	Basic Computer Course	Gazetted and Non Gazetted officials	06-08-2018 to 10-08-2018	STATE	25	100	SK
8	Noting and Drafting	Non Gazetted officials	06.08.2018 to 08.08.2018	STATE	25	75	TRA
9	Training Programme on Training Skills, Techniques and Methodology	Faculty/ Resource Persons / Trainers/ Instructors of ETCs/PRTIs and other Departmental Institutions	06.08.2018 10.08.2018	SIRD	25	125	MM
10	Training Programme on Rural Civil Works	Engineers of Rural Dev & PR Department and other Line Dev. Departments including Agriculture, IPH and PWD etc.	06/08/2018 10.08.2018	SIRD	25	125	PK
11	Computer Course on Excel	Gazetted and Non Gazetted officials	13-08-2018 to 14-08-2018	STATE	25	50	SK
12	Training Programme on Management Information System (MIS) in Rural Development	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	13/08/2018 14.08.2018	SIRD	25	50	MM
13	ToT on Right to Information Act, 2005 (Institute level Workshops)	Senior Level officers	13.08.2018 to 14.08.2018	GOI	30	60	RK
14	Ethics and Values in Government Services.	Gazetted officers	16.08.2018 to 18.08.2018	STATE	25	75	RKS
15	Technical Training on Rural Civil Works for Non-Technical Staff of Rural Dev. & PR	BDOs, SEBPOs, Progress Assistants, Accountants,	16.08.2018 18.08.2018	SIRD	25	75	PK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
	Department.	Panchayat Inspectors Auditors and Panchayat Secretaries/ Shayaks etc.					
16	Service Delivery / Citizen Charter under Sevottam	Senior and Middle level officers	16-08-2018 to 18-08-2018	SEVOTTAM	20	60	KRN
17	Training Programme on Swachh Bharat Mission (Gramin)	DRDA/ Block level Officials including PRIs	16/08/2018 18.08.2018	SIRD	25	75	RK
18	Office Procedure and Financial Administration	Non Gazetted Officers	20-8-2018 to 25-8-2018	STATE	25	150	DS
19	Training Programme on MGNREGA	Officers/Officials working at DRDA/Block level including PRIs	20/08/2018 21.08.2018	SIRD	25	50	SCS
20	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	Gazetted and Non Gazetted officials	23.08.2018 to 25.08.2018	STATE	24	72	TRA
21	E-Procurement	All department	24.08.2018 25.08.2018	STATE	25	50	SK
22	Training Programme on Office Management	BDOs, Supdt., Accountant, Assistants and other Staff working at Block & Distt. Level	23.08.2018 25.08.2018	SIRD	25	75	SCS
23	Research Method for Policy and Administration		27.08.2018 to 29.08.2018	GOI	25	75	RKS
24	Training Programme on Panchayati Raj Act, Rules, Programmes & Procedure	Officers/ Officials of PR Department	27/08/2018 31.08.2018	SIRD	25	125	TD
25	Training Programme on Social Audit	Trainers/ Resource Persons of Social Audit Unit	27/08/2018 31.08.2018	SIRD	25	125	RK
26	Basic & Intermediate Course of Incident Response System	Major line departments	27.08.2018 to 29.08.2018	DMC	30	90	DBK
27	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RSK
TOTAL					680	3462	

SEPTEMBER, 2018

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Professional Course for HAS and other Gazetted Officers	HAS and other Gazetted Officers	16.07.2018 to 29.09.2018	STATE	15	435	RNS
2	Himachal Pradesh Finance & Accounts Services (HPFAS)-(Part-I)	Direct recruits of Subordinate Accounts Services of H.P.	01.06.2018 to 31.10.2018	STATE	30	900	PCJ
3	Service Delivery / Citizen Charter under Sevottam	Senior and Middle level officers	04.09.2018 to 06.09.2018	SEVOTTAM	20	60	KRN
4	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIO's & other officials dealing with RTI	04.09.2018 to 06.09.2018	STATE	30	90	RSK
5	Training Programme on Management Information System (MIS) in Rural Dev.	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	04.09.2018 to 06.09.2018	SIRD	25	75	MM
6	Three Days Training Programme on "Urban Planning & Management"	Technical and Non Technical officers of Urban Sector Deptt.	06.09.2018 to 07.09.2018	HUDCO	30	90	RKS
7	Workshop on Role of Distt. Level officers of Rural Dev. & PR Department.	PDS/ PO DRDAs & DPOS of the Rural Dev. & PR Deptt.	06.09.2018 to 07.09.2018	SIRD	25	50	SCS
8	Training Programme on Rural Civil Works	Engineers of Rural Dev & PR Department and other Line Dev. Departments including Agriculture, IPH and PWD etc.	10.09.2018 to 14.09.2018	SIRD	25	125	PK
9	Training Programme on Planning & Management of Rural Dev Programmes / Schemes	Officers/ Officials of Rural Dev Department and other Line/Dev. Departments.	10.09.2018 to 14.09.2018	SIRD	25	125	RB
10	State Level ToT on Community Based Disaster Risk Reduction	Line Departments & NGO	10.09.2018 TO 12.09.2018	DMC	30	90	DB K
11	E-Governance		13.09.2018 TO 15.09.2018	GOI	25	75	SK
12	Court Procedure	Revenue Officers of State Govt.	13-9-2018 to 15-9-2018	STATE	25	75	DS
13	Office Procedure and Financial Administration	Gazetted officers	17-9-2018 to 22-9-2018	STATE	25	150	DS
14	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	Gazetted and Non Gazetted officials	17.09.2018 to 19.09.2018	STATE	24	72	vs
15	Training Programme on MGNREGA	Officers/Officials working at DRDA/Block level	17/09/2018 to 19.09.2018	SIRD	25	75	SCS

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
		including PRIs					
16	Basic & Intermediate Training Programme On Incident Response System Organized by NIDM in Association with DMC, HIPA	Major line departments	17.09.2018 20.09.2018	DMC	30	120	DB K
17	Training Programme on Swachh Bharat Mission –Gramin	DRDA/ Block level Officials including PRIs	17/09/2018 19.09.2018	SIRD	25	75	RK
18	Technical Training on Rural Civil Works for Non-Technical Staff of Rural Dev. & PR Department.	BDOs, SEBPOs, Progress Assistants, Accountants, Panchayat Inspectors Auditors and Panchayat Secretaries/ Shayaks etc.	18/09/2018 20.09.2018	SIRD	25	75	PK
19	Refresher Course on IFMS (e-salary, e-vitran, e-pension, budget processing, NPS)	DDO and Accountants	22-09-2018	STATE	25	25	SK
20	Basic Computer Course	Gazetted and Non Gazetted officials	24-09-2018 to 28-09-2018	STATE	25	125	SK
21	Sevottam for Cutting Edge Level Staff	Staff level	24-09-2018 to 28-09-2018	SEVOTTAM	25	125	KRN
22	Audit and Budget	Gazetted and Non Gazetted officials	24-9-2018 to 26-9-2018	STATE	25	75	TCS
23	Training Programme on Sustainable Rural Livelihood through the Programmes/ Schemes of Rural Dev & PR Deptt. And other Line/Dev. Departments	Officers/ Officials of Rural Dev. & PR Deptt. And other Line/Dev. Departments.	24/09/2018 28.09.2018	SIRD	25	125	RK
24	Training Programme on Double Entry System of Accounting	Supdt./ Accountant/ Progress Assistant/ Sr. Assistant/ Jr. Assistant and Clerks working at DRDA/ Block level	24.09.2018 28.09.2018	SIRD	25	125	MM
25	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RSK
TOTAL					659	3457	

OCTOBER, 2018

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Himachal Pradesh Finance & Accounts Services (HPFAS)-(Part-I)	Direct recruits of Subordinate Accounts Services of H.P.	01.06.2018 to 31.10.2018	STATE	30	930	PCJ
2	Training Programme on MGNREGA	Officers/Officials working at DRDA/Block level including PRIs	03.10.2018 05.10.2018	SIRD	25	75	SCS
3	Three days National Level Workshop on "Scenario of Urban Transport in Hilly Region of India, Development, Problems and Suggestions"		04.10.2018 to 06.10.2018	HUDCCO	30	90	RKS
4	Training Programme on Swachh Bharat Mission-Gramin	DRDA/ Block level Officials including PRIs	04/10/2018 06.10.2018	SIRD	25	75	RK
5	ToT Programme on Landslide Mitigation	Stakeholder Departments and Technical Institutions including GSI, NRSC, IIRS etc.	04.10.2018 to 06.10.2018	DMC	25	75	DBK
6	Good Governance for Transparency and Accountability.	Gazetted Officers	04.10.2018 to 06.10.2018	STATE	25	75	RKS
7	Training Programme on Participatory Planning with special reference to GPDP	Block & Grass root level Officers / Officials of Line / Dev. Departments including Rural Dev. & PR Deptt.	08.10.2018 12.10.2018	SIRD	25	125	TD
8	Training Programme on Office Management	BDOs, Supdt., Accountant, Assistants and other Staff working at Block & Distt. Level	08.10.2018 10.10.2018	SIRD	25	75	SCS
9	Training Programme on Sustainable Development Goals	Officers/ Officials of Rural Dev & PR Department and Line /Dev. Departments	08.10.2018 12.10.2018	SIRD	25	125	RB
10	Public Private Partnership for Gazetted Officers	Gazetted Officers	10.10.2018 to 12.10.2018	State	25	75	RKS
11	Computer Course on Power Point	Gazetted and Non Gazetted officials	10-10-2018 to 12.10.2018	STATE	25	75	SK
12	Disciplinary Proceedings/ Conduct Rules/Departmental Inquiry		15.10.2018 to 17.10.2018	STATE	25	75	TRA
13	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM Programme	15.10.2018 23.10.2018	SIRD	25	225	RK
14	Training Programme on Natural Resource Management (NRM) through RDD &	Officers/ Officials of Rural Dev. & PR Department and	15.10.2018 18.10.2018	SIRD	25	125	PK

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
	Line/Dev. Department Programmes.	Line / Dev. Departments					
15	Office Procedure and Financial Administration	Non Gazetted Officers	15-10-2018 to 20-10-2018	STATE	25	150	DS
16	Ethics and Values in Government Services.	Gazetted officers	15.10.2018-17.10.2018	STATE	24	72	RKS
17	Training Programme on Management Information System (MIS) in Rural Development	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	22/10/2018 23.10.2018	SIRD	25	50	MM
18	Training Programme on Disciplinary Proceeding	Officers/ Officials of the Rural Dev. & PR Department	22.10.2018 23.10.2018	SIRD	25	50	SCS
19	Computer Course on Excel	Gazetted and Non Gazetted officials	22.10.2018 to 23.10.2018	STATE	25	50	SK
20	ToT on Right to Information Act, 2005 (Institute level Workshops)	Senior Level officers	25.10.2018 to 27.10.2018	GoI	30	90	RSK
21	Technical Training on Rural Civil Works for Non-Technical Staff of Rural Dev. & PR Department.	BDOs, SEBPOs, Progress Assistants, Accountants, Panchayat Inspectors Auditors and Panchayat Secretaries/ Shayaks etc.	25.10.2018 27.10.2018	SIRD	25	75	PK
22	Training Programme on Swachh Bharat Mission-Gramin	DRDA/ Block level Officials including PRIs	25/10/2018 27.10.2018	SIRD	25	75	RK
23	Basic Computer Training Programme	Gazetted and Non Gazetted officials	29-10-2018 to 02-11-2018	STATE	25	125	SK
24	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM Programme	29/10/2018 06.11.2018	SIRD	25	225	RK
25	Training Programme on Statistics and Data Management in Development Sector	Officers/ Officials of Rural Dev Department and other Line/Dev. Departments.	29/10/2018 02.11.2018	SIRD	25	125	RB
26	Three days ToT on Strengthening of Techno Legal Regime to Ensure Structural Safety	Registered Draftsmen in TCP/UD/RD	29.10.2018 to 31.10.2018	DMC	25	75	DBK
27	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RSK
TOTAL					714	3452	

NOVEMBER, 2018

Sr. No.	Title of The Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1.	Noting and Drafting	Non Gazetted officials	01.11.2018 to 03.11.2018	STATE	30	90	TRA
2.	Course on Manav Sampada (E-Service Book, Mis Reporting, Mobile Applications)	Gazetted and Non Gazetted Officials	01-11-2018 to 02-11-2018	STATE	25	50	SK
3.	Right to Information Act, 2005 & Public Service Guarantee Act, 2011	Nodal Officers RTI	01.11.2018 to 03.11.2018	STATE	25	75	RSK
4.	Training Programme on Management Information (MIS) in Rural Development	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	05.11.2018 06.11.2018	SIRD	25	50	MM
5.	Training Programme on Swachh Bharat Mission (Gramin)	DRDA/ Block level Officials including PRIs	05.11.2018 06.11.2018	SIRD	25	50	RK
6.	E-Procurement	All department	05.11.2018 06.11.2018	STATE	25	50	SK
7.	Training Programme on Disciplinary Proceedings	Officers/ Officials of the Rural Dev. & PR Department	12.11.2018 13.11.2018	SIRD	25	50	SCS
8.	Office Procedure and Financial Administration	Gazetted officers	12.11.2018 to 17.11.2018	STATE	25	150	DS
9.	Basic Computer Course	Gazetted and Non Gazetted Officials	12.11-2018 to 16.11.2018	GOI	20	100	SK
10.	Training Programme on Sustainable Development Goals	Officers/ Officials of Rural Dev & PR Department and Line /Dev. Departments	12.11.2018 16.11.2018	SIRD	25	125	RB
11.	Training Programme on Pradhan Mantri Krishi Sinchai Yojana (PMKSY)	DRDA/ Block level Officials	12.11.2018 16.11.2018	SIRD	25	125	PK
12.	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	Gazetted and Non Gazetted Officials	19.11.2018 to 21.11.2018	STATE	24	72	TRS
13.	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM Programme	19.11.2018 27.11.2018	SIRD	25	225	RK
14.	Three days National Level Training Programme –cum-Sensitization training programme on PMAY-U		19.11.2018 to 21.11.2018	HUDCCO	40	120	RKS
15.	State Level Programme on Gender responsive Budgeting	Officers/Officials from different Government departments	19.11.2018 to 21.11.2018	DMC	50	150	DBK

Sr. No.	Title of The Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
16.	Training Programme on Natural Resource Management (NRM) through RDD & Line/Dev. Department Programmes.	Officers/ Officials of Rural Dev. & PR Department and Line / Dev. Departments	19.11.2018 22.11.2018	SIRD	25	100	PK
17.	Office Procedure and Financial Administration	Non Gazetted Officers	26-11-2018 to 01-12-2018	STATE	25	150	DS
18.	Noting and Drafting	Non Gazetted Officials	26.11.2018 to 28.11.2018	STATE	30	90	TRA
19.	Training Programme on Drinking Water and Sanitation (SBM-G)	Officers/ Officials of Rural Dev & PR Department and Public Health Department	26.11.2018 30.11.2018	SIRD	25	125	RK
20.	Training Programme on Panchayati Raj Act, Rules, Programmes & Procedure	Officers/ Officials of PR Department	26.11.2018 30.11.2018	SIRD	25	125	TD
21.	Training Programme on Financial Management	Officers / Officials working at Block/ Distt. level	28.11.2018 30.11.2018	SIRD	25	75	SCS
22.	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
23.	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
24.	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RS K
TOTAL					679	2367	

DECEMBER, 2018

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
1	Basic Computer Training Programme	Gazetted and Non Gazetted Officials	03.12.2018 to 07.12.2018	STATE	20	100	SK
2	Management Development Programme	Officers/ Officials of Rural Dev Department and other Line/Dev. Departments.	03.12.2018 to 07.12.2018	SIRD	25	125	RB
3	Training Programme on Information and Communication Technology in Rural Development.	Officers/ Officials of Rural Dev. & PR Department and Line / Dev. Departments	03.12.2018 to 07.12.2018	SIRD	25	125	MM
4	Right to Information Act, 2005 (Institute Level Workshops)	FAAs, PIOs, APIO's & other officials dealing with RTI	03.12.2018	GOI	40	40	RK
5	District Level Training Programme on "Gender Budgeting"		05.12.2018 to 07.12.2018	DMC	50	150	DBK
6	Public Private Partnership for Gazetted Officers	Gazetted Officers	05.12.2018 to 07.12.2018	GOI	25	75	RKS
7	Course on Manav Sampada (E-Service Book, Mis Reporting, Mobile Applications)	Gazetted and Non Gazetted Officials	10-12-2018 to 11-12-2018	STATE	25	50	SK
8	Training Programme on Rural Civil Works	Engineers of Rural Dev & PR Department and other Line Dev. Departments including Agriculture, IPH and PWD etc.	10.12.2018 to 14.12.2018	SIRD	25	125	PK
9	Training Programme on Financial Management	Officers / Officials working at Block/ Distt. level	10.12.2018 to 12.12.2018	SIRD	25	75	SCS
10	Training Programme on Social Audit	Trainers/ Resource Persons of Social Audit Unit	10.12.2018 to 14.12.2018	SIRD	25	125	RK
11	Three days ToT on Strengthening of Techno Legal Regime to Ensure Structural Safety for Architects	Registered Architects in TCP/UD/RD	13.12.2018 to 15.01.2018	DMC	25	75	DBK
12	Employment exchange MIS		14.12.2018 to 15.12.2018	STATE	25	50	SK
13	Office Procedure and Financial	Gazetted officers	17-12-18 to	STATE	25	150	DS

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
	Administration		22-12-2018				
14	Training Programme on Training Skills, Techniques and Methodology	Faculty/ Resource Persons / Trainers/ Instructors of ETCs/PRTIs and other Departmental Institutions	17/12/2018 21.12.2018	SIRD	25	125	MM
15	Training Programme on Sustainable Development Goals	Officers/ Officials of Rural Dev & PR Department and Line /Dev. Departments	17/12/2018 21.12.2018	SIRD	25	125	RB
16	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	Gazetted and Non Gazetted Officials	20.12.18 to 22.12. 18	STATE	24	72	TRA
17	Three days ToT on Strengthening of Techno Legal Regime to Ensure Structural Safety for Structural Engineer	Registered Structural Engineers in TCP/UD/RD	20.12.2018 to 22.12.2018	DMC	25	75	DBK
18	Three Days Training Programme on "Urban Planning & Management"	Technical and Non Technical officers of Urban Sector Deptt.	26.12.2018 28.12.2018	HUDCO	30	90	RKS
19	Technical Training on Rural Civil Works for Non-Technical Staff of Rural Dev. & PR Department.	BDOs, SEBPOs, Progress Assistants, Accountants, Panchayat Inspectors Auditors and Panchayat Secretaries/ Shayaks etc.	26.12.2018 28.12.2018	SIRD	25	75	PK
20	Course on IT For Effective Office Management	Gazetted and Non Gazetted Officials	26.12.2018 to 28.12.2018	STATE	25	50	SK
21	Training Programme on National Rural Livelihood Mission	BRPs/CRPs of NRLM Programme	26.12.2018 04.01.2019	SIRD	25	250	RK
22	Training Programme on Management Information System (MIS) in Rural Dev.	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	26.12.2018 28.12.2018	SIRD	25	75	MM
23	Research Method for Policy and Administration		27.12.2018 to 29.12.2018	GOI	25	75	RKS
24	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
25	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
26	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
27	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RSK
TOTAL					754	2557	

JANUARY, 2019

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
1	Training Programme on Swachh Bharat Mission (Gramin)	DRDA/ Block level Officials including PRIs	31.12.2018 02.01.2019	SIRD	25	75	RK
2	Training Programme on MGNREGA	DRDA/ Block level Officials including PRIs	31.12/2018 02.01.2019	SIRD	25	75	SCS
3	Basic Computer Training Programme	Gazetted and Non Gazetted officials	01.01.2019 05.01.2019	STATE	25	100	SK
4	Training Programme on Women Empowerment through RDD and other Line / Dev. Department Programmes/Schemes	Officers/ Officials of Line /Development Departments	01.01.2019 05.01.2019	SIRD	25	125	TD
5	Training Programme on Planning & Management of Rural Dev Programmes / Schemes	Officers/ Officials of Rural Dev Department and other Line/Dev. Departments.	01.01.2019 05.01.2019	SIRD	25	125	RB
6	Training Programme on Sustainable Rural Livelihood through the Programmes/ Schemes of Rural Dev & PR Deptt. and other Line/Dev. Departments	Officers/ Officials of Rural Dev. & PR Deptt. and other Line/Dev. Departments.	07.01/2018 11.01.2019	SIRD	25	125	RK
7	Sustainable Development		07.01.2019 to 09.01.2019	GOI	25	75	RB
8	Technical Training on Rural Civil Works for Non-Technical Staff of Rural Dev. & PR Department.	BDOs, SEBPOs, Progress Assistants, Accountants, Panchayat Inspectors Auditors and Panchayat Secretaries/ Shayaks etc.	07.01.2019 11.01.2019	SIRD	25	125	PK
9	Cooperation MIS		07.01.2019 08.01.2019	STATE	25	50	SK
10	E-Governance	All Department	09.01.2019 10.01.2019	STATE	25	50	SK
11	Communication and Presentation Skills	Gazetted and Non Gazetted officials	09.01.2019 to 11.01.2019	STATE	20	60	RKS
12	Office Procedure and Financial Administration	Non Gazetted Officers	14-1-2019 to 19-01-2019	STATE	25	150	DS
13	Training Programme on Double Entry System of Accounting	Supdt./ Accountant/ Progress Assistant/ Sr. Assistant/ Jr. Assistant and Clerks working at DRDA/ Block level	14/01/2019 18.01.2019	SIRD	25	125	MM

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
14	Training Programme on Management Information System in Rural Dev.	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	14/01/2019 16.01.2019	SIRD	25	75	MM
15	Off Campus Training Programme on Incident Response System	Kangra / Chamba District level officers	16.01.2019 to 18.01.2019	DMC	40	120	DBK
16	Training on MGNREGA	DRDA/ Block level Officials including PRIs	17.01.2019 19.01.2019	SIRD	25	75	SCS
17	Course on Manav Sampada (E-Service Book, MIS Reporting, Mobile Applications)	Gazetted and Non Gazetted Officials	21-01-2019 to 22-01-2019	STATE	25	50	SK
18	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	Gazetted and Non Gazetted Officials	21.01.19 to 23.01.19	STATE	24	72	TRA
19	Training Programme on Natural Resource Management (NRM) through RDD & Line/Dev. Department Programmes.	Officers/ Officials of Rural Dev. & PR Department and Line / Dev. Departments	21.01.2019 24.01.2019	SIRD	25	125	PK
20	Department Specific Workshop	Senior and Middle Level Officer and Stakeholders	21.01-.2019 to 22.01.2019	SEVOTTAM	20	40	KRN
21	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	28.01.2019 to 30.01.2019	STATE	30	90	RSK
22	Training Programme on Drinking Water and Sanitation (SBM-G)	Officers/ Officials of Rural Dev & PR Department and Public Health Department	28.01.2019 02.02.2019	SIRD	25	125	RK
23	Three days ToT on Strengthening of Techno Legal Regime to Ensure Structural Safety for Urban Planners	Registered Urban Planners in TCP/UD/RD	28.01.2019 to 30.01.2019	DMC	25	75	DBK
24	Training Programme on Statistics and Data Management in Development Sector	Officers/ Officials of Rural Dev Department and other Line/Dev. Departments.	28.01.2019 02.02.2019	SIRD	25	125	RB
25	Training Programme on Participatory Planning with special reference to GPDP	Block & Grass root level Officers / Officials of Line / Dev. Departments including Rural Dev. & PR Deptt.	28.01.2019 02.02.2019	SIRD	25	125	TD
26	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
27	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
28	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RSK
TOTAL					744	2577	

FEBRUARY, 2019

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
1	Three days ToT on Strengthening of Techno Legal Regime to Ensure Structural Safety for Draftsmen	Registered Draftsmen in TCP/UD/RD	04.02.2019 06.02.2019	DMC	25	75	DBK
2	Noting and Drafting	Non Gazetted officials	04.02.2019 to 06.02.2019	STATE	25	75	TRA
3	Training Programme on Sustainable Development Goals	Officers/ Officials of Rural Dev & PR Department and Line /Dev. Departments	04.02.2018 08.02.2019	SIRD	25	125	RB
4	Training Programme on Drinking Water and Sanitation (SBM-G)	Officers/ Officials of Rural Dev. & PR Deptt. and other Line/Dev. Departments.	04/02/2018 08.02.2019	SIRD	25	125	RK
5	Good Governance for Transparency and Accountability.	Gazetted Officers	06.02.2019 to 08.02.2019	STATE	25	75	RKS
6	Computer course on IFMS		07.02.2019 to 08.02.2019	STATE	25	50	SK
7	Office Procedure and Financial Administration	Gazetted officers	11.02.2019 to 16.02.2019	STATE	25	150	DS
8	Training Programme on Management Information System in Rural Dev.	Computer/ Data Entry Operators, GRS and other officials of the Rural Dev. Deptt.	11.02.2019 13.02.2019	SIRD	25	75	MM
9	Training Programme on Natural Resource Management (NRM) through RDD & Line/Dev. Department Programmes.	Officers/ Officials of Rural Dev. & PR Department and Line / Dev. Departments	11.02.2019 15.02.2019	SIRD	25	125	PK
10	Training Programme on Information and Communication Technology in Rural Development.	Officers/ Officials of Rural Dev. & PR Department and Line / Dev. Departments	11.02.2019 15.02.2019	SIRD	25	125	MM
11	Training on MGNREGA	DRDA/ Block level Officials including PRIs	14.02.2019 16.02.2019	SIRD	25	75	SCS
12	Course on E-Governance	Gazetted and Non Gazetted Officials	18-02-2019 to 20.02.2019	GOI	25	25	SK
13	Public Private Partnership for Gazetted Officers	Gazetted Officers	18.02.2019 to 20.02.2019	State	25	75	RKS
14	Refresher Training for Zila Parishad	Zila Parishad Chairman/ Vice Chairman and Members	18.02.2019 19.02.2019	SIRD	25	50	TD

Sr. No.	Title of The Programme	Participation Level	Date	CATEGORY	Expected Participants	Expected Mandays	CD
15	Course on IT For Effective Office Management	Gazetted and Non Gazetted Officials	21-02-2019 to 22-02-2019	STATE	25	50	SK
16	Woman Empowerment		21.02.2019 to 23.02.2019	GOI	25	75	TD
17	Right to Information Act, 2005 & H.P. Public Service Guarantee Act, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	25.02.2019 to 27.02.2019	STATE	30	90	RSK
18	Office Procedure and Financial Administration	Non Gazetted Officers	25-02-2019 to 02-03-2019	STATE	25	150	DS
19	Basic Computer Course	Gazetted and Non Gazetted officials	25.02.2019 to 02.03.2019	GoI	25	100	SK
20	Three days ToT on Strengthening of Techno Legal Regime to Ensure Structural Safety	For Architects	25.02.2019 to 27.02.2019	DMC	25	75	DBK
21	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
22	District Level Workshop	Officers and Stakeholders		SEVOTTAM	30	60	KRN
23	2-Day District Level Workshop on RTI Act, 2005.	District level officers/officials	-	-	50	100	KRN
TOTAL					615	1985	

MARCH, 2019

Sr. No.	Title of the Programme	Participation Level	Date	Category	Expected Participants	Expected Mandays	CD
1	Office Procedure and Financial Administration	Gazetted officers	04.03.2019 to 08-03-2019	STATE	25	150	DS
2	Refresher Training for Zila Parishad	Zila Parishad Chairman/ Vice Chairman and Members	04.03.2019 to 05.03.2019	SIRD	25	50	TD
3	Department Specific Workshop	Senior and Middle Level Officer and Stakeholders	04.03..2019 to 05.03.2019	SEVOTTAM	20	40	KRN
4	Off Campus Training Programme on Incident Response System	Hamirpur /Mandi District level officers	05.03.2019 to 07.03.2019	DMC	40	120	DBK
5	Right to Information Act, 2005 & H.P. Public Service Guarantee ACT, 2011	FAAs, PIOs, APIOs & other officials dealing with RTI	11.03.2019 to 13.03.2019	STATE	30	90	RSK
6	Refresher Training for Zila Parishad	Zila Parishad Chairman/ Vice Chairman and Members	11.03.2019 to 12.03.2019	SIRD	25	50	TD
7	Department Specific Workshop	Senior and Middle Level Officer and Stakeholders	14.03.2019 to 16.03.2019	SEVOTTA M	20	40	KRN
8	Refresher Training for Zila Parishad	Zila Parishad Chairman/ Vice Chairman and Members	15.03/2019 to 16.03.2019	SIRD	25	50	TD
9	Refresher Training for Zila Parishad	Zila Parishad Chairman/ Vice Chairman and Members	18.03.2019 to 19.03.2018	SIRD	25	50	TD
10	Sevottam for Cutting Edge Level Staff	Staff level	18.03.2019 to 20.03.2019	SEVOTTA M	25	75	KRN
11	State Level ToT on Community Based Disaster Risk Reduction	Line Departments and NGOs	21.03.2019 to 23.03.2019	DMC	25	75	DBK
12	Office Procedure and Financial Administration	Gazetted officers	25.03.2019 to 30.03.2019	STATE	25	150	DS
13	Good Governance for Transparency and Accountability.	Gazetted Officers	25.03.2019 TO 27.03.2019	STATE	25	75	RKS
14	Sevottam for Cutting Edge Level Staff	Staff level	25.03.2019 to 27.03.2019	SEVOTTA M	25	75	KRN
15	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	Gazetted and Non Gazetted officials	28.03.2019 to 30.03.2019	STATE	24	72	TRA
16	2-Day District Level Workshop on RTI Act, 2005.	District level officers/ officials	-	-	50	100	RSK
TOTAL					434	1262	

Abstract of HIPA Training Calendar 2018-19

Sr.No.	Course Title	April 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Total
1	Institutional/ Foundational/Professional	0	2	2	2	1	1	0	0	0	0	0	0	8
2	Himachal Pradesh Finance & Accounts Services (HPFAS)-(Part-I)	0	0	1	1	1	1	1	0	0	0	0	0	5
3	Office Procedure and Financial Administration	1	2	0	2	1	1	1	2	1	1	2	2	16
4	Ethics and Values in Government Service.	0	0	0	1	1	0	1	0	0	0	0	0	3
5	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	1	1	0	1	1	1	1	1	1	1	0	1	10
6	Right to Information Act, 2005 and Public Service Guarantee Act, 2011	1	2	2	2	2	2	2	2	2	2	2	2	23
7	Communication and Presentation Skills for Gazetted Officers	0	0	1	0	0	0	0	0	0	1	0	0	2
8	Audit & Performance Budget	1	0	0	1	0	1	0	0	0	0	0	0	3
9	Noting & Drafting	1	1	1	0	1	0	0	2	0	0	1	0	7
10	Court Procedure	0	0	0	1	0	1	0	0	0	0	0	0	2
11	Good Governance for Transparency and Accountability for Gazetted officers only.	0	1	0	1	0	0	1	0	0	0	1	1	5
12	Research Method for Policy and Administration	0	0	0	0	1	0	0	0	1	0	0	0	2
13	Public-Private Partnership (PPP) for Gazetted Officers	0	0	0	0	0	0	1	0	1	0	1	0	3
14	Sustainable Development	0	0	0	0	0	0	0	0	0	1	0	0	1
15	Women Empowerment	0	0	0	0	0	0	0	0	0	0	1	0	1
16	Computer Courses	2	5	2	2	3	3	3	3	4	4	4	0	35
17	Total State Course	7	14	9	14	12	11	11	10	10	10	12	6	126
18	SIRD	4	12	11	11	12	9	13	10	10	13	7	4	116
19	Disaster Management Centre (DMC)	2	2	1	2	2	2	2	1	3	2	2	2	23
20	Gender Issues	0	0	0	1	0	0	0	0	0	0	0	0	1
21	Sevottam Training Centre	1	1	1	3	1	2	0	2	3	3	2	4	23
22	HUDCO Chair	0	0	0	1	0	1	1	1	1	0	0	0	5
	Other Total	7	15	13	18	15	14	16	14	17	18	11	10	168
	Grand Total	14	29	22	32	27	25	27	24	27	28	23	16	294

PROGRAMMES AT REGIONAL TRAINING CENTRES/ DISTRICT TRAINING CENTRES**(Dates for these programmes will be decided by the Coordinators concerned)**

DHARAMSALA			
S.No.	Programmes	No. of Prog.	Duration
1.	Course on Office Automation	06	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
5.	Office Procedure and Financial Administration	05	5 days
	Total	17	
MANDI			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Office Automation	06	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
5.	Office Procedure and Financial Administration	05	5 days
	Total	17	
CHAMBA			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Office Automation	06	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
	Total	12	
NAHAN			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Office Automation	06	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
	Total	12	

Contact List of Officers and Faculty Members

S.No	Name	Designation	Landline	Mobile	Email
Administrative Training Institute					
1	Sh. C.P. Verma, IAS	Director	0177-2734777	94184-92888	hipa-hp@nic.in
2	Smt. Jyoti Rana, HAS	Joint Director	0177-2734666	94180-11225	jotirana@rediffmail.com
3	Dr. Rakesh Sharma	Associate Professor (Eco. Admin)	0177-2734678	9418095808	rakeshinshimla@gmail.com
State Institute of Rural Development					
1	Sh. Satish Sharma	Jt. Director (Trg. & Res.)	0177-2734781	94595-82482	satishsird@rediffmail.com
2	Dr. Rajeev Bansal	Dy. Director (Res.)	0177-2734675	94180-14610	rajeev.bansal@nic.in
3	Sh. Rajinder Kapoor	Core Faculty(Dev.)	0177-2734602	94596-08158	rskapoor67@gmail.com
4	Smt. Tulsi Devi	Core Faculty(PR)		89880-76411	
5	Sh. Pravesh Kumar	Core Faculty(WM)	0177-2734677	98576-55234	pravesh_sharma83@yahoo.com
6	Sh. Ravinder Kumar	Core Faculty (SW&CD)	0177-2734344	94181-21532	ravi77msw@gmail.com
7	Sh. Manu Mahajan	Programmer	0177-2734620	98825-93423	mahajan.manu7@gmail.com
Disaster Management Cell					
1	Sh. D.B.Kaith	R&D Officer	0177-2734694	98160-20434	dbkaith@gmail.com
Himachal Pradesh Finance & Accounts Services (HPFAS)					
1	Sh. P.C. Jaswal	Jt. Controller	0177-2734676	94186-44462	pcjaswal67@yahoo.in
2	Sh. K.R. Negi	Jt. Controller	0177-2734611	94180-36638	negikr.0008@gmail.com
3	Sh. T.R. Azad	Dy. Controller	0177-2734683	94186-86869	tulsiramazad@yahoo.co.in
4	Sh. Diwaker Sharma	Asstt. Controller	0177-2734616	98823-80628	oshodiwakar@yahoo.co.in
Board of Departmental Examination					
1	Sh. Tek Chand Sharma	Secretary , Jt. Controller	0177-2734689	94189-46008	tcsharma565@gmail.com
NIC					
1	Sh. Neeraj Goel	Sr. Technical Director	0177-2734686	94181-09090	neeraj.goel@nic.in
Information Technology Centre					
1	Sh. Sandeep Kumar	Asstt. Professor(IT)	0177-2734700	94182-66344	sandeep.nhn@gmail.com

ABBREVIATION USED IN CALENDAR FOR COURSE DIRECTORS

CPV	Sh.Chander Prakash Verma, IAS, Director
JR	Sh. Jyoti Rana, HAS, Joint Director
RKS	Dr. Rakesh Kumar Sharma, Associate Professor (Eco.Admn.)
SCS	Sh. Satish Chand Sharma, Joint Director (Trg. & Res.)
RB	Dr.Rajeev Bansal, Deputy Director (Res.)
RSK	Sh. Rajinder Kapoor, Asstt. Professor (Pub. Admn.)
TD	Smt. Tulsi Devi, Core Faculty Panchayati Raj
PK	Sh. Parvesh Kumar, Core Faculty Watershed
RK	Sh. Ravinder Kumar, Core Faculty (SW&CD)
MM	Sh. Manu Mahajan, Programmer
DBK	Sh. Desh Bandhu, Research & Documentation Officer
TCS	Sh. Tek Chand Sharma, HFAS, Joint Controller
PCJ	Sh. P.C.Jaswal, HFAS, Joint Controller
KRN	Sh. K.R.Negi, HFAS, Joint Controller
TRA	Sh.T.R.Azad, HFAS, Dy. Controller
DS	Sh. Diwaker Sharma, Assistant Controller
NG	Sh. Neeraj Goel, Sr.Technical Director, NIC
SK	Sh. Sandeep Kumar, Asstt. Professor(IT)
SSG	Sh. S.S. Guleria, Deputy Director (Treasuries)

GENERAL ABBREVIATIONS USED

ATI	Administrative Training Institute	NGO	Non Government Organization
CD	Course Director	NIDM	National Institute of Disaster Management
DARPG	Department of Administrative Reforms and Public Grievances	PR	Panchayti Raj
DDO	Drawing and Disbursing Officer	PRI	Panchayati Raj Institute
DMC	Disaster Management Centre	PPP	Public Private Partnership
DRDA	District Rural Development Agency	RD	Rural Development
DTC	District Training Centre	RTC	Regional Training Centre
FAA	First Appellate Authority	RTI	Right to Information
GOI	Government of India	SAS	Subordinate Accounts Services
HAS	Himachal Administrative Services	SIRD	State Institute of Rural Development
HIMUDA	Himachal Housing and Urban Development Authority	TOT	Training of Trainers
HOD	Head of Department	UD	Urban Development
HPPWD	Himachal Pradesh Public Works Department	ULB	Urban Local Bodies
HUDCO	Housing and Urban Development Corporation Limited		
I&PH	Irrigation And Public Health		
IAS	Indian Administrative Services		
ICDS	Integrated Child Development Services		
IT	Information Technology		
MC	Municipal Corporation		