

**THE HIMACHAL PRADESH INSTITUTE OF  
PUBLIC ADMINISTRATION**



**ANNUAL ADMINISTRATION**

**REPORT - 1973**

ISSUED BY  
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HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION FAIR  
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In December, 1971, the Council of Ministers decided that immediate action should be taken to establish a training school for the training of officers of various services and directed that a detailed proposal may be worked out and submitted for the orders of the Government. In pursuance of this decision, the Himachal Pradesh Institute of Public Administration was set up and an amount of Rs. 10 lacs was ear-marked in the year of the Fourth Five Year Plan i.e. 1973-74. The broad break up of this amount is as under:-

(i)	Establishment	...2 Lacs
(ii)	Contingencies	...2 Lacs
(iii)	Buildings	...6 Lacs
	Total:	10 lacs

In June, 1973, an Officer-On-Special Duty was appointed to do the spade work in connection with the establishment of the Institute.

The Government of Himachal Pradesh allotted the Fair Lawns Circuit House for starting the Institute. The environments of this building are ideally suited for the training Institute.

The following training programmes are proposed to be carried out in the Institutes:-

- (i) Foundational courses for direct recruits to various services; followed by a professional course for a specified service(s) viz. Himachal Pradesh Administrative Service and the like;
- (ii) Condensed courses for promotes to various services, followed by

condensed professional courses for specified service(s) viz. Himachal Pradesh Administrative Service and the like;

- (iii) Special Course for I.A.S. Probationers;
- (iv) In-service training and refresher courses;
- (v) Specialized courses;
- (vi) Seminars and workshops; and
- (vii) Colloquium series.

A short course for the I.A.S. Probationers was organized in the Institute from 1st November, 1973 to 16th November, 1973 in which the officers were exposed to various Revenue, Civil, Criminal Laws and Manuals applicable in Himachal Pradesh.

The Institute was formally inaugurated by the Governor on 1.1.1974 and a two days course for Secretaries/ Joint Secretaries and Heads of Departments in the form of Colloquium Series was organized in the Institute. In this course 29 officers attended.

A two month's condensed foundational course for promotee officers was started on 1.1.1974 in which 21 officers from various departments are participating. During the training, various modern techniques of training are being used in the Institute; they are lectures-cum-discussions, seminars, syndicates, case studies, inbasket exercises, telephone ring exercises etc. The trainee officers will also be taken for a study tour.



With a view to get training material suited to the local conditions of the Pradesh, a scheme for the preparation of case studies of actual cases in the various fields of administration in the Pradesh has been taken up. The norms for undertaking case studies have since been fixed by the Government. As a matter of fact studies on few cases have already commenced. A method for the evaluation of training programme is also being developed in the Institute.

Shri B.K. Sharma, Member(Administration), Himachal Pradesh State Electricity Board has been appointed as Director of the Institute in addition to his own duties and there is one Officer On-Special Duty who will be re-designated as Deputy Director of the Institute. There is no whole-time faculty for the Institute. The institute is depending on the faculty of Himachal Pradesh University, Indian Institute of Public Administration, New Delhi and officers of various departments working in Himachal Pradesh Government and other statutory bodies in the Pradesh for various courses. In due course of time it is proposed to develop some minimum faculty in the Institute for undertaking training in the professional courses.

During the current financial year, there is a provision of Rs. 6 Lacs for the construction of additional buildings for the Institute. It is proposed to construct a hostel for 50 officers in the Fair Lawns in addition to the residential accommodation for Class IV employees and a cottage.

This work has been entrusted to the Himachal Pradesh Housing Board and it is expected that some progress will be made during the current financial year.

The Institute is also trying to develop a Library for the use of the trainee officers. To start with, a modest Library containing Books on Management and Public Administration, various laws applicable in Himachal Pradesh, Constitution etc. have been purchased and efforts are being made to equip the Library with the books connected with the training programmes in the Institute.

The Institute is also planning to take up the work of compilation and publication of various Laws, Manuals and Rules applicable in Himachal Pradesh. The work of revision of Manuals and Standing Orders will also be taken up under the auspices of the Institute. The Institute also proposes to take out a quarterly News Letter. A Hand Book-1974 containing various programmes proposed by the Institute has since been published.

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