

ANNUAL ADMINISTRATION REPORT



1974

HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION,

FAIR LAWNS, SIMLA-171012.

The awareness of the importance of training to the Officers of the State with a view to inculcating in them attitudes and skills needed for the changed role of the administration led the Government of Himachal Pradesh to decide for the establishment the Himachal Pradesh Institute of Public Administration which started functioning with its inauguration by the Governor on the first January, 1974 at Fair Lawns, Simla-12.

Programme

The various programmes in the Himachal Pradesh Institute of Public Administration consist of:-

- (i) Foundational Courses
- (ii) Professional Courses:
- (iii) Specialised Courses:
- (iv) Seminars and Workshops:
- (v) Refresher Courses: and
- (vi) Colloquium Series.

Foundational Courses

The normal duration of a foundational course is two months. Officers belonging to various State services are given training with a view to making them conversant with the latest technique of management and administration so that they are better equipped to supervise, guide and direct their respective organisations to achieve maximum results. The Officers are exposed to various economic and social programmes of the State as well as to techniques, which should be used for bringing efficiency in an Organisation. During the calendar year 1974, 65 Officers drawn from various state services and Departments of the Government like the Himachal

Pradesh Administrative Service, the Himachal Pradesh Police Service as also Officers of the Departments of Agriculture, Animal Husbandry, Development, Education, Public Works, Health & Family Planning, Transport, Industries, Forest and Himachal Pradesh State Electricity Board, participated in three such foundational courses.

Professional Courses

During the calendar year 1974, 2 professional Courses for the Officers of H.A.S. were organised. Their duration is 4 to 6 months. In all 18 Officers have received training including 8 Officers, whose training will be over by April, 1975.

Specialised courses

1 Specialised courses for I.A.S. Officers

Duration the year 1974, 2 specialised courses for I.A.S. Officers allotted to the State was organized under the sandwich pattern of training. In these courses 8 Officers participated. The duration of this course 16 2 months.

2 Short duration specialized courses

Two other specialised courses of short duration one on Preventive Maintenance of Automobiles and the other on Project Planning, Formulation and Monitoring were organised. In both these courses, 52 Officers participated. The former was organised with the collaboration of the National Productivity Council, the latter of the Planning Commission, Government of India.

The Institute a programme to organise specialised courses on various subjects like Inventory Control, 0 & M, Marketing Management, Record and Office Management, Personnel

Administration, Hospital Administration, PERT/CPM, Municipal Administration, Cash & Accounts, Performance Budgeting, Development Administration, Vigilance, Educational Administration etc.,

3 Course for Class IV Employee

A course for Class IV employees was also organised by the Institute, in which 36 Class IV employees drawn from various Departments participated. They were exposed to the various aspects of the administration, their role and their attitudes towards their work. The course was a great success.

Seminars and Workshops

Seminars and Workshops are regular features of the Institute. Invariably every week one Seminar is held on some burning topic of the day.

Refresher courses

After the foundational training has covered Almost all Departments, a programme of refresher courses to communicate the new techniques to the officers, who have already received training in this Institute is proposed to be organised. This phase of the programme will commence two years hence so that there is a good number of officers available for the refresher courses.

Colloquium Series

Two colloquium series were organised at the time of the inauguration of the Institute, in which Secretaries and Head of Departments participated. These series were addressed by Dr. G.R. Dalvi, Executive Director of N.P.C. and Professor

Ishwar Dyal, Director, Indian Institute of Public Administration, New Delhi.

All India Seminars on Government and Business Environment

One All India Seminar on 'Government and Business Environment' was organised in collaboration with the Himachal Pradesh University from November 10-12-1974. The Seminar aimed at arriving at broad conclusions on the following topics which were discussed thread wore.

- 1 Industrial & Licensing Policy of Govt. of India.
- 2 Monopoly and restricted trade practices.
- 3 Conflict in organisation.
- 4 Social responsibilities.
- 5 Bureaucracy & Social change
- 6 Decision making.

In the Seminar, Academicians, Administrators and Industrialist from all over the country participated. The Seminar was a great success. The proceedings of the Seminar are being compiled and will be published in the form of a book.

Methodology of training

The training involves two partners, the trainer who is to assist the trains in the process of learning and the trainee who is to receive the benefit. The medium to be used has to be appropriate to the cultivation of the particular skills. In the Institute the most common method employed is lecture-cum-discussion, in which the subject is initiated by the speaker in the first twenty to thirty minutes followed by healthy and useful discussions. Apart from this method, seminars, syndicates, case-studies, in-basket exercises, role play

exercises, telephone ring call exercise have been successfully used. In addition, the use of films and overhead projectors has proved immensely useful.

Study Tours

With a view to give an idea of the developments taking place in the country, each batch under-going the foundational course is taken to some parts of the country and to Institutes imparting similar training. Under this scheme the batches were taken to Indian Institute of Public Administration, Delhi, Institute of Secretariat Training and Management, Jawahar Lal Nehru University, Delhi, the State Institute of Administration, Nainital, Pant Nagar Agricultural University, Pantnagar, H.C.Mathur State Institute of Public Administration, Jaipur etc., these study tours have proved highly educative to the officer trainees and have broadened their out-look.

Evaluation of Training Programme

Evaluation of the training programme is a regular feature in the Institute. This provides a feed-back for improving upon the training programmes in future. Also, evaluation of the performance of the trainee officers is undertaken. Performance for evaluation and the assessment of the courses have been devised, which are circulated to the trainee officers and their response is evaluated by a Committee appointed for this purpose.

Faculty

The Institute has a small whole-time faculty. The Commissioner Planning and Secretary to the Government is also the Director of the Institute. In addition, there is the **Officer-On-**

Special Duty in the Institute. One post of Assistant Director to touch law has recently been created. Besides, Dr. R.N.Singh Professor and Head of Business Administration, Himachal Pradesh University is working as Advisor-cum-Honorary Professor at the Institute.

Since sufficient whole-time faculty has not yet been appointed in the Institute, the Institute mainly draws its faculty from Indian Institute of Public Administration, New Delhi, the Himachal Pradesh University Simla and Officers of the Government of India and Himachal Pradesh Government. The Officers trainees are first exposed to the theoretical aspects of the subject by an academician and then exposed to the practitioners, who give them practical orientation.

Buildings

The Fair Lawns Circuit House building has been allotted by the State Government for the Institute. During the year 1973-74 a sum of Rs. 7.30 lacs and during the year 1974-75 another sum of Rs. 1.00 Lac was transferred to the Himachal Pradesh Housing Board for the construction of a 50 room hostel building, hall and lounge, two blocks for Class IV employees, one cottage and two class rooms. The cottage has since been completed and is occupied by the Officer-On-Special Duty. The work on other projects is in progress and is likely to be completed soon after first phase of the building is completed, an administrative block, auditorium, library and some more residential accommodation for the directing and ministerial staff will be constructed in the second phase. Till the hostel building is completed, the trainee Officers are lodged in the Himachal Bhawan Rest House at Simla and transport is provided to bring them to the Institute.

Library

A well-equipped library is a pre-requisite for effective training. A modest library has already been established, which has over 6500 books on various subjects connected with the training. Future expansion of the library has been planned and in due course of time it will become a well equipped library.

Research and Publications

Besides imparting training, a good Institute should undertake research and allied programmes also. The Institute has an ambitious programme of research. A few research projects concerned with the problems of Himachal Pradesh are under preparation. These projects aim at field studies of the problems like the utilisation of rural manpower, minimum need programme, the problems of industrialisation, operations of public enterprises, industrial and export potential survey, public distribution system of food grains and other essential commodities and performance appraisal of Government servants, etc. The Institute proposes to prepare a few case studies to be used for training purposes; these cases will help the trainee in understanding the problems and finding realistic solutions. A few case studies are already at different stages of preparations.

The Institute proposes to publish a Journal also. The Journal will highlight the Programme and activities of the Institute. Besides it will include technical and specialised papers on public administration, business management, economic planning and quantitative tools and techniques.

The Institute is still in its infancy. It has just completed one year of its existence. During the year 1974 the operations

and the training programmes of the Institute have attracted the attention of a large number of academicians and men from the field. Within the constraints of time, physical facilities and resources, the performance of the Institute has been quite impressive. The review of the operations of the Institute is a continuous process. We learn a lot through such searching exercises. It has a devoted band of workers, who have set the sight very high. The Institute believes, in the dictum, "not failure but low aim is crime". The present shortcomings are the index of the potential growth. The time is not far off when the Institute will occupy a place of Prominence in the galaxy of the Institutes of Public Administration in India. The motto of the Institute is to give a new direction and orientation to the officer-trainees so that they may prove to be more useful and efficient public servants who will help in accelerating economic growth of the State with a sense of social justice.
