



Government of Himachal Pradesh
T R A I N I N G C A L E N D A R
2024-2025



HP INSTITUTE OF PUBLIC ADMINISTRATION
FAIRLAWNS, SHIMLA-171012

INDEX

1	About HIPA	1 - 7
2	Training Domains	8 - 10
3	Abstract of Training Programmes 2024-25	11
4.	Training Programmes 2024-25	12 - 24
5.	Programmes at RTCs/DTCs 2024-25	25 - 26
6.	Contact List of Officers and Faculty	27
7.	Abbreviation Used in Calendar for Course Directors	28
8.	General Abbreviations Used	29

1. ABOUT HIPA

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.

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.

TRAINING INFRASTRUCTURE

CONFERENCE HALLS

The Institute has two well-equipped Conference Halls.

(i) Main Conference Hall with seating capacity of 90

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

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



CLASS ROOMS

The Institute also has 7 well furnished class rooms, (Sun Room, Ivy Room, Sevottam Room, IT, Kalptaru and Reception each with seating capacity of about 25 to 35 trainees). All the classrooms have modern teaching aids e.g. Computers, LCD screen/projectors, White Boards etc.



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 are two Guest Houses (Suraj Tal with a capacity of 4 rooms and Chander Tal also with a capacity of 4 Rooms) within the campus which is exclusively for the visiting faculty and special guests. 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.



CATERING

The modern kitchen and dining hall of the Institute caters to about 70 trainees at a time. All meals are served in designated dining area only. Morning tea is, however, served in the hostel rooms.



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.



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.

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 Billiards, Table Tennis, Indoor Badminton, Gym are available in the campus.

LIBRARY

The Institute library has about 45914 books on different subjects. In addition, it subscribes to nearly 68 periodicals, journals and magazines besides 23 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. 2 computers with internet facility are installed in library for the use of visitors, trainees and researchers. Facility of photocopying (Black & White and Colored) and lamination is also available.



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. One well equipped computer labs with dedicated lecture theatres can provide training up to 35 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.



PUBLICATIONS

H. P. Institute of Public Administration had started its first periodic publication in the form of a Bi-annual Print Journal 'Administrative Development': A Journal of HIPA Shimla (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.

REACHING HIPA

- 1. By Train:** 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. By Air:** Jubbarhatti Airport, 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 DOMAINS

CENTRES

Himachal Institute of Public Administration comprises Administrative Training Institute (ATI), 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.

TRAINING NEED 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.

TRAINING MODULES AS PER REQUIRMENT/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.

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.

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.

HIPA ONLINE TRAINING APPLICATION PROCESS:

Online Training Application/Nomination/Registration Portal has been launched on 21st April, 2019. For more detail visit: <http://admis.hp.nic.in/genpms/HIPA.pdf>

GENERAL TRAINING TO BE CONDUCTED BY HIPA

The following Training Programmes will be conducted by the Institute during the year 2024-25:

- Institutional training for IAS Probationers
- Foundation Course for HAS & Other Gazetted Officers
- Professional Course for HAS Officers
- Himachal Pradesh Finance & Accounts Services (HPF&AS)
- 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
- Official Communication Skills : Noting and Drafting
- Disaster Management.
- Trainer Development Programme (TDP) DoPT, GoI (National Level); SAT and DTS.
- Sevottam Training Cell.
- E-Governance & Information Technology related trainings

TRAINING PROGRAMMES 2024-25

Sr. No.	Month	No. of Programme	Remarks
1.	APRIL, 2024	13	
2.	MAY, 2024	14	
3.	JUNE, 2024	12	
4.	JULY, 2024	14	
5.	AUGUST, 2024	14	
6.	SEPTEMBER, 2024	13	
7.	OCTOBER, 2024	11	
8.	NOVEMBER, 2024	12	
9.	DECEMBER, 2024	9	
10.	JANUARY, 2025	10	
11.	FEBRUARY, 2025	10	
12.	MARCH, 2025	9	
TOTAL		141	
RTCs/DTCs		56	
Total		197	

Note:- In addition to the above, Institute also organizes paid programmes on Demand basis for the various *Departments/Organizations*.

April, 2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	HPF&AS Training Part-I	Newly appointed HPF&AS Officers	01.04.2024 to 04.07.2024	STATE	DS
2.	Sevottam for cutting edge level staff	Gazetted and Class-B Officers of State Government.	01.04.2024 to 03.04.2024	GoI	RSK
3.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	Gazetted and Non-Gazetted Officials of State Government	01.04.2024 to 03.04.2024	STATE	SK
4.	Disciplinary Proceedings/ Conduct Rules/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government	04.04.2024 to 06.04.2024	STATE	JRK
5.	Official Communication Skills: Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government	08.04.2024 to 09.04.2024	STATE	RL
6.	Computer Course on Manav Sampada (E-Service Book)	Gazetted and Non-Gazetted Officials of State Government	08.04.2024 to 10.04.2023	STATE	SK
7.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	18.04.2024 to 20.04.2024	STATE	RSK
8.	IT for effective Office Management & E-Office	Gazetted and Non-Gazetted Officials of State Government	19.04.2024 to 20.04.2023	STATE	SK
9.	Office Procedure and Financial Administration	Gazetted and Non-Gazetted Officials of State Government	22.04.2024 to 26.04.2024	STATE	SS
10.	Training Programme on "Community Based Disaster Risk Reduction in Association with HPSDMA	Representatives of different NGOs from H.P.	25.04.2024 to 27.04.2024	DMC	SS
11.	Cyber Security	Gazetted and Non-Gazetted Officials of State Government	26.04.2024 to 27.04.2024	STATE	SK
12.	Compute Course on Power Point	Gazetted and Non-Gazetted Officials of State Government	29.04.2024 to 30.04.2024	STATE	SK
13.	Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	29.04.2024 to 30.04.2024	STATE	RSK

May, 2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	01.05.2024 to 03.05.2024	STATE	RSK
2.	Computer Course on Manav Sampada (E-Service Book)	Gazetted and Non-Gazetted Officials of State Government	06.05.2024 to 08.05.2023	STATE	SK
3.	Disciplinary Proceedings/ Conduct Rules/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government	13.05.2024 to 15.05.2024	STATE	JRK
4.	Sevottam for cutting edge level staff	Gazetted and Class-B Officers of State Government.	13.05.2024 to 15.05.2024	GoI	RSK
5.	State level training on Emerging Climate Risk and Planning in association with HPSDMA and SCST & E	Scientists from Departments/ Professors of Universities working the concerned fields/Officers of Line Departments PRIs/ULBs.	13.05.2023 to 15.05.2023	DMC	SS
6.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	Gazetted and Non-Gazetted Officials of State Government	16.05.2024 to 18.05.2024	STATE	SK
7.	Gem & e-Procurement	Gazetted and Non Gazetted Officials of State Government	20.05.2024 to 21.05.2024	STATE	SK
8.	IT for effective Office Management & E-Office	Gazetted and Non-Gazetted Officials of State Government	24.05.2024 to 25.05.2024	STATE	SK
9.	Professional Part-II (HAS Probationers)	HAS Probationers	26.05.2024 to 06.08.2024	STATE	PS
10.	Compute Course on Excel	Gazetted and Non-Gazetted Officials of State Government	27.05.2024 to 28.05.2024	STATE	SK
11.	Office Procedure and Financial Administration	Gazetted and Non-Gazetted Officials of State Government	27.05.2024 to 31.05.2024	STATE	SS
12.	Official Communication Skills: Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government	28.05.2024 to 29.05.2024	STATE	RL
13.	ToT on Incident Response System (IRS)	Different Sectoral Government Departments	29.05.2024 to 31.05.2024	DMC	SS
14.	RTI Act 2005 and HP Public Service Guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	30.05.2024 to 31.05.2024	STATE	RSK

June, 2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	03.06.2024 to 07.06.2024	STATE	SS
2.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	03.06.2024 to 05.06.2024	STATE	RSK
3.	Training Programme on Sevottam	Gazetted and Class-B Officers of State Government.	10.06.2024 to 12.06.2024	GoI	RSK
4.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	13.06.2024 to 14.06.2024	STATE	RL
5.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	Gazetted and Non-Gazetted Officials of State Government	19.06.2024 to 21.06.2024	STATE	SK
6.	Compute Course on Power Point	Gazetted and Non-Gazetted Officials of State Government	25.06.2024 to 26.06.2024	STATE	SK
7.	RTI Act 2005 and Public Service guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	27.06.2024 to 28.06.2024	STATE	RSK
8.	Compute Course on Excel	Gazetted and Non-Gazetted Officials of State Government	27.06.2024 to 28.06.2024	STATE	SK
9.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Senior and Middle Level Officers of State Government	27.06.2024 to 29.06.2024	STATE	JRK
10.	Regional Level Basics and Intermediate Training Programme on Incident Response System Sponsored by HPSDMA	Different Sectoral Government Departments	27.06.2024 to 29.06.2024	DMC	SS
11.	Effective Communication Skills for Office Working	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS
12.	Positive Attitude and Progressive Thinking	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS

July,2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	02.07.2024 to 04.07.2024	STATE	RSK
2.	Computer Course on Manav Sampada (e-Service Book)	Gazetted and Non-Gazetted Officials of State Government	04.07.2024 to 06.07.2024	STATE	SK
3.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	08.07.2024 to 09.07.2024	STATE	RL
4.	ToT Programme on Post Disaster Recovery, Reconstruction & Rehabilitation	Different Sectoral Government Departments	08.07.2024 to 12.07.2024	DMC	SS
5.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	08.07.2024 to 12.07.2024	STATE	SS
6.	Cyber Security	Gazetted and Non Gazetted Officials of State Government	15.07.2024 to 16.07.2024	STATE	SK
7.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	Gazetted and Non-Gazetted Officials of State Government	18.07.2024 to 20.07.2024	STATE	SK
8.	Training Programme on Ten Point Agenda on Disaster Risk Reduction	Different Sectoral Government Departments	18.07.2024 to 20.07.2024	DMC	SS
9.	Computer Course on Excel	Gazetted and Non Gazetted Officials of State Government	22.07.2024 to 23.07.2024	STATE	SK
10.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Senior and Middle Level Officers of State Government	22.07.2024 to 24.07.2024	STATE	JRK
11.	Sevottam for cutting edge level staff	Non-Gazetted Officials of State Government..	22.07.2024 to 24.07.2024	GoI	RSK
12.	Gem & e-Procurement	Gazetted and Non Gazetted Officials of State Government	25.07.2024 to 26.07.2024	STATE	SK
13.	ToT on RTI Act 2005	FAAs, PIOs and other officials Dealing with RTI.	30.07.2024 to 31.07.2024	STATE	RSK
14.	Time Management & Stress Management for Government Officials	Gazetted and Non Gazetted Officials of State Government	Dates not confirmed	GoI	SS

August,2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Training Programme on Sevottam	Gazetted and Class-B Officers of State Government.	01.08.2024 to 03.08.2024	GoI	RSK
2.	Cyber Security	Gazetted and Non Gazetted Officials of State Government	08.08.2024 to 09.08.2024	STATE	SK
3.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	Gazetted and Non-Gazetted Officials of State Government	12.08.2024 to 14.08.2024	STATE	SK
4.	Gem & e-Procurement	Gazetted and Non Gazetted Officials of State Government	16.08.2024 to 17.08.2024	STATE	SK
5.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	20.08.2024 to 22.08.2024	STATE	RSK
6.	Training Programme on Flood Risk Management	Env. Sci. & Tech., Agri., Horti., Forest, Water Resources, Energy, Tourism, Snow & Glacier, I&PH, HPSEB	20.08.2024 to 22.08.2024	DMC	SS
7.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Senior and Middle Level Officers of State Government	20.08.2024 to 22.08.2024	STATE	JRK
8.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	22.08.2024 to 23.08.2024	STATE	RL
9.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	27.08.2024 to 31.08.2024	STATE	SS
10.	Computer Course on Manav Sampada (e-Service Book)	Gazetted and Non-Gazetted Officials of State Government	29.08.2024 to 31.08.2024	STATE	SK
11.	RTI Act 2005 and HP Public Service Guarantee Act 2011	FAAs, PIOs, s and other officials Dealing with RTI.	30.08.2024 to 31.08.2024	STATE	RSK
12.	Foundation Course for HAS and Allied Services Officers	Newly appointed HAS & Allied Services Officers	Dates not Confirmed	STATE	PS
13.	Institutional Training for IAS Probationers of 2023 batch	IAS Probationers allotted H.P. Cadre	Dates not Confirmed	STATE	SKS
14.	Essentials of Cyber Security in Public Offices	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS

September,2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Disciplinary Proceedings/Conduct Rule /Departmental Enquiry	Senior and Middle Level Officers of State Government	02.09.2024 to 04.09.2024	STATE	JRK
2.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	04.09.2024 to 06.09.2024	STATE	RSK
3.	Computer Course on IFMS (Integrated Financial Management System)	Gazetted and Non-Gazetted Officials of State Government.	05.09.2024 to 06.09.2024	STATE	SK
4.	Computer Course on Manav Sampada (e-Service Book)	Gazetted and Non-Gazetted Officials of State Government	09.09.2024 to 11.09.2024	STATE	SK
5.	ToT Programme on Forest Fire Risk Mitigation & Management Sponsored by HPSDMA	Officers/Officials from different Secretarial Departments	09.09.2024 to 11.09.2024	DMC	SS
6.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	09.09.2024 to 13.09.2024	STATE	SS
7.	Official Communication Skills: Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	11.09.2024 to 12.09.202	STATE	RL
8.	Sevottam for cutting edge level staff	Non-Gazetted Officials of State Government..	16.09.2024 to 18.09.2024	GoI	RSK
9.	Computer Course on Excel	Gazetted and Non-Gazetted Officials of State Government.	23.09.2024 to 24.09.2024	STATE	SK
10.	RTI Act 2005 and HP Public Service Guarantee Act 2011	FAAs, PIOs, s and other officials Dealing with RTI	26.09.2024 to 27.09.2024	STATE	RSK
11.	Institutional Training for IAS Probationers of 2023 batch	IAS Probationers allotted H.P. Cadre	Dates not confirmed	STATE	SKS
12.	Creative Thinking & Innovation in Service Delivery	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS
13.	Information Technology For Effective Office Management	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS

October,2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	Gazetted and Non-Gazetted Officials of State Government	03.10.2024 to 05.10.2024	STATE	SK
2.	Training Programme on Sevottam	Gazetted and Class-B Officers of State Government.	07.10.2024 to 09.10.2024	GoI	RSK
3.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	07.10.2024 to 11.10.2024	STATE	SS
4.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Senior and Middle Level Officers of State Government.	14.10.2024 to 16.10.2024	STATE	JRK
5.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	18.10.2024 to 19.10.2024	STATE	RL
6.	Gem & e-Procurement	Gazetted and Non Gazetted Officials of State Government.	18.10.2024 to 19.10.2024	STATE	SK
7.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government.	21.10.2024 to 23.10.2024	STATE	RSK
8.	RTI Act 2005 and HP Public Service Guarantee Act 2011	FAAs, PIOs, s and other officials Dealing with RTI.	28.10.2024 to 29.10.2024	STATE	RSK
9.	Training Programme on Disaster Risk Reduction	Officers/Official from different Secretarial Departments.	28.10.2024 to 30.10.2024	DMC	SS
10.	Self Awareness, Empathy and Management of Emotions	Gazetted and Non Gazetted Officials of State Government.	Dates not confirmed	GoI	SS
11.	Essential Hard Skills and Soft Skills in Office Wroking	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS

November,2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Sevottam for cutting edge level staff	Non-Gazetted Officials of State Government.	04.11.2024 to 06.11.2024	GoI	RSK
2.	Training Programme on Gender Issues in Disaster Management	Officers/Officials from different Secretarial Department.	04.11.2024 to 06.11.2024	DMC	SS
3.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	04.11.2024 to 08.11.2024	STATE	SS
4.	Official Communication Skills : Noting & Drafting	Gazetted and Non-Gazetted Officials of State Government.	11.11.2024 to 12.11.2024	STATE	RL
5.	Computer Course on Manav Sampada (e-Service Book)	Gazetted and Non-Gazetted Officials of State Government.	11.11.2024 to 13.11.2024	STATE	SK
6.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government.	12.11.2024 to 14.11.2024	STATE	RSK
7.	ToT on Flash Flood & Cloud Burst Mitigation	Officers/Officials from different Secretarial Department.	18.11.2024 to 20.11.2024	DMC	SS
8.	Computer Course on IFMS (Integrated Financial Management System)	Gazetted and Non-Gazetted Officials of State Government.	21.11.2024 to 22.11.2024	STATE	SK
9.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non Gazetted Officials of State Government.	25.11.2024 to 27.11.2024	STATE	JRK
10.	State Level RTI Workshop for FAAs	Gazetted and Non-Gazetted Officials of State Government.	28.11.2024	STATE	RSK
11.	Critical Thinking and Decision Making	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS
12.	Direct Trainer Skills (DTS)	Gazetted and Non-Gazetted Officials of State Government.	Dates not confirmed	GoI	SS

December, 2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Compute Course on Power Point	Gazetted and Non-Gazetted Officials of State Government.	02.12.2024 to 03.12.2024	STATE	SK
2.	Training Programme on Sevottam	Gazetted and Class-B Officers of State Government.	02.12.2024 to 04.12.2024	GoI	RSK
3.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	09.12.2024 to 11.12.2024	STATE	RSK
4.	Office Procedure & Financial Administration	Gazetted and Non-Gazetted Officials of State Government.	09.12.2024 to 13.12.2024	STATE	SS
5.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government.	11.12.2024 to 13.12.2024	STATE	JRK
6.	Community Based Disaster Risk Reduction in Association with HPSDMA	Representatives from different NGOs.	26.12.2024 to 28.12.2024	DMC	SS
7.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	30.12.2024 to 31.12.2024	STATE	RL
8.	State Level RTI Workshop for Nodal Officers	Nodal Officers of RTI State Government.	31.12.2024	STATE	RSK
9.	Systematic Approach to Training (SAT) Three Days	Gazetted and Non-Gazetted Officials of State Government.	Dates not confirmed	GoI	SS

January, 2025

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	02.01.2025 to 04.01.2025	STATE	RSK
2.	Official Communication Skills : Noting & Drafting	Gazetted and Non-Gazetted Officials of State Government.	06.01.2025 to 07.01.2025	STATE	RL
3.	Regional Level Basic and Intermediate Training Programme on Incident Response System	IRS Team Members of District Kangra, Una and Chamba	06.01.2025 to 08.01.2025	DMC	SS
4.	Sevottam for cutting edge level staff	Non-Gazetted Officials of State Government.	06.01.2025 to 08.01.2025	GoI	RSK
5.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government.	16.01.2025 to 18.01.2025	STATE	JRK
6.	Training Programme on Sevottam	Gazetted and Class-B Officers of State Government.	27.01.2025 to 29.01.2025	GoI	RSK
7.	Office Procedure & Financial Administration	Gazetted and Non-Gazetted Officials of State Government.	27.01.2025 to 31.01.2025	STATE	SS
8.	ToT on Safe Construction Including Building Vulnerability Assessment	Officers/Officials from different Secretarial Departments	27.01.2025 to 31.01.2025	DMC	SS
9.	RTI Act 2005 and HP Public Service guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	30.01.2025 to 31.01.2025	STATE	RSK
10.	Essential Life Skills for Government Officials	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS

February, 2025

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Sevottam for cutting edge level staff	Non-Gazetted Officials of State Government.	03.02.2025 to 05.02.2025	GoI	RSK
2.	Office Procedure & Financial Administration	Gazetted and Non-Gazetted Officials of State Government.	03.02.2025 to 07.02.2025	STATE	SS
3.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government.	10.02.2025 to 12.02.2025	STATE	JRK
4.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	10.02.2025 to 12.02.2025	STATE	RSK
5.	Official Communication Skills : Noting & Drafting	Gazetted and Non-Gazetted Officials of State Government.	12.02.2025 to 13.02.2025	STATE	RL
6.	RTI Act 2005 and HP Public Service guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	17.02.2025 to 18.02.2025	STATE	RSK
7.	Disaster Risk Reduction	Officers/officials from different Sectoral Departments.	18.02.2025 to 20.02.2025	DMC	SS
8.	Training Programme on Sevottam	Gazetted and Class-B Officers of State Government.	24.02.2025 to 26.02.2025	GoI	RS
9.	Leadership and Team Building for Effective Service Delivery	Gazetted and Non Gazetted Officials of State Government	Dates not confirmed	GoI	SS
10.	Spirit of Mission Karamyogi for Administrative Efficiency	Gazetted Officers of State Government.	Dates not confirmed	GoI	SS

March, 2025

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Sevottam for cutting edge level staff	Non-Gazetted Officials of State Government.	03.03.2025 to 05.03.2025	GoI	RSK
2.	Office Procedure & Financial Administration	Gazetted and Non-Gazetted Officials of State Government.	03.03.2025 to 08.03.2025	STATE	SS
3.	Official Communication Skills: Noting & Drafting	Gazetted and Non-Gazetted Officials of State Government.	04.03.2025 to 05.03.2025	STATE	RL
4.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	10.03.2025 to 12.03.2025	STATE	RSK
5.	RTI Act 2005 and HP Public Service guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	17.03.2025 to 18.03.2025	STATE	RSK
6.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government.	18.03.2025 to 20.03.2025	STATE	JRK
7.	Training Programme on Landslide Risk Mitigation and Management.	Officers/officials from different Sectoral Departments.	22.03.2025 to 24.03.2025	DMC	SS
8.	Training Programme on Sevottam	Gazetted and Class-B Officers of State Government.	24.03.2025 to 26.03.2025	GoI	RSK
9.	e-Procurement and Gem Portal	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SS

Abstract of HIPA Training Calendar 2024-25

Sr. No.	Course Title	Apr.24	May,24	Jun.,24	Jul.24	Aug.24	Sep.24	Oct.24	Nov.24	Dec.24	Jan.25	Feb. 25	Mar. 25	Actual No. of Courses
1.	Institutional/ Foundational/Professional etc.	1	1	0	0	2	1	0	0	0	0	0	0	5
2.	Office Procedure and Financial Administration	1	1	1	1	1	1	1	1	1	1	1	1	12
3.	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	1	1	1	1	1	1	1	1	1	1	1	1	12
4.	Right to Information Act, 2005 and Public Service Guarantee Act, 2011	1	1	1	1	1	1	1	1	1	1	1	1	12
5.	Communication and Presentation Skills	1	1	1	1	1	1	1	1	1	1	1	1	12
6.	Training Programme on Sevottam	1	1	1	1	1	1	1	1	1	2	2	2	15
7.	Official Training Skills : Noting & Drafting	1	1	1	1	1	1	1	1	1	1	1	1	12
8.	Computer Courses	5	5	3	5	4	3	2	2	1	0	0	0	30
9.	Disaster Management Centre (DMC)	1	2	1	2	1	1	1	2	1	2	1	1	16
10.	Govt. of India, DoPT Sponsored Programs under SCTP/TDP (subject to approval)	0	0	2	1	1	2	2	2	1	1	2	1	15
Grand Total:-		13	14	12	14	14	13	11	12	9	10	10	9	141

In addition to above, 56 Courses are scheduled to be organized at DTCs/RTCs (Dharamshala, Mandi, Chamba & Nahan)

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

DHARAMSALA			
Sr.No.	Programmes	No. of Prog.	Duration
1.	Office Procedure and Financial Administration	5	5 days
2.	Noting and Drafting	2	3 days
3.	Disciplinary Proceedings	2	3 days
4.	Basic Computer Course	6	5 days
5.	Course on Excel	2	2 days
Total:-		17	

MANDI			
Sr.No.	Programmes	No. of Prog.	Duration
1.	Office Procedure and Financial Administration	7	5 days
2.	Noting and Drafting	2	3 days
3.	Disciplinary Proceedings.	2	3 days
4.	Basic Computer Course	5	5 days
5.	Internet and Excel	3	3 days
Total:-		19	

NAHAN			
Sr.No.	Programmes	No. of Prog.	Duration
1.	Course on Word Processing and Internet.	4	2 days
2.	Course on Excel	2	2 days
3.	Internet Cloud and Computing	2	2 days
4.	Course on Power Point	2	2 days
Total:-		10	

CHAMBA			
Sr.No.	Programmes	No. of Prog.	Duration
1.	Course on Word Processing.	2	2 days
2.	Internet & Online Services	1	2 days
3.	Course on Photoshop	1	2 days
4.	Course on Excel	3	2 days
5.	Course on Power Point	3	2 days
Total:-		10	

Contact List of Officers and Faculty Members

Sr. No.	Name	Designation	Landline	Mobile	Email
Administrative Training Institute					
1	Sh. Shubh Karan Singh, IAS	Director	0177-2734777	94182-04690	hipa-hp@nic.in
2	Sh. Prashant Sirkek, HAS	Additional Director	0177-2734666	98055-97569	ad.hipa@hp.gov.in
H.P. Finance & Accounts Services (HPF&AS) Training Centre					
1.	Sh. Dinesh Sharma	Joint Controller	-	94180-90803	dks0652@gmail.com
2.	Sh. Rahul Lamba	Joint Controller	-	94181-55252	rahoolamba@gmail.com
3.	Sh. Jai Ram Kaushal	Deputy Controller	-	70182-95741	jairamkaushal@gmail.com
Disaster Management Centre					
1.	Sh. Sandeep Sharma	Deputy Controller	-	98160-75409	sandeepa@gmail.com
Sevottam Training Cell					
1.	Sh. R. S. Kapoor	Asstt. Professor(Pub. Admin)	0177-2734678	94180-95808	rskapoor67@gmail.com
Board of Departmental Examination					
1	Sh. H.R. Saini	Joint Controller	-	94182-00129	hrsaini73@gmail.com
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

SKS	Sh. Shubh Karan Singh, IAS, Director
PS	Sh. Prashant Sirkek, HAS, Additional Director
HRS	Sh. Hans Raj Saini, HPF&AS, Joint Controller
DS	Sh. Dinesh Sharma, HPF&AS, Joint Controller
RL	Sh. Rahul Lamba, HPF&AS, Joint Controller
JRK	Sh. Jai Ram Kaushal, HPF&AS, Deputy Controller
SS	Sh. Sandeep Sharma, HPF&AS, Deputy Controller
RSK	Sh. Rajinder Singh Kapoor, Assistant Professor (Pub. Admn.)
SK	Sh. Sandeep Kumar, Assistant Professor (IT)

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	RTC	Regional Training Centre
DDO	Drawing and Disbursing Officer	RTI	Right to Information
DMC	Disaster Management Centre	SAS	Subordinate Accounts Services
DRDA	District Rural Development Agency	TOT	Training of Trainers
DTC	District Training Centre	UD	Urban Development
FAA	First Appellate Authority	ULB	Urban Local Bodies
GOI	Government of India		
HAS	Himachal Administrative Services		
HIMUDA	Himachal Housing and Urban Development Authority		
HOD	Head of Department		
HPPWD	Himachal Pradesh Public Works Department		
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		



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