Government of Himachal Pradesh

T R A I N I N G   C A L E N D A R
2023-2024

HP INSTITUTE OF PUBLIC ADMINISTRATION
FAIRLAWNS,SHIMLA-171012

INDEX

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/genpmis/HIPA.pdf

GENERAL TRAINING TO BE CONDUCTED BY HIPA

The following training programmes will be conducted by the Institute during the year 2022-23:

- 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
- Effective Office Management
- Official Communication Skills : Noting and Drafting
- Disaster Management.
- Trainer Development Programme (TDP) DoPT, GoI (National Level); SAT and DTS.
- E-Governance & Information Technology related trainings

TRAINING PROGRAMMES 2023-24

Sr. No.	Month	No. of Programme	Remarks
1.	APRIL, 2023	8	
2.	MAY, 2023	12	
3.	JUNE, 2023	11	
4.	JULY, 2023	13	
5.	AUGUST, 2023	12	
6.	SEPTEMBER, 2023	13	
7.	OCTOBER, 2023	11	
8.	NOVEMBER, 2023	11	
9.	DECEMBER, 2023	9	
10.	JANUARY, 2024	6	
11.	FEBRUARY, 2024	6	
12.	MARCH, 2024	5	
	TOTAL	**117**	
	RTCs/DTCs	**56**	
	Total	**173**	

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

April, 2023

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Official Communication Skills: Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government	10.04.2023 to 11.04.2023	STATE	NS
2.	RMS for Revenue Department	Gazetted and Non-Gazetted Officials of Revenue Department	17.04.2023 to 18.04.2023	STATE	SK
3.	Office Procedure and Financial Administration	Gazetted and Non-Gazetted Officials of State Government	17.04.2023 to 21.04.2023	STATE	PS
4.	Computer Course on Manav Sampada (E-Service Book)	Gazetted and Non-Gazetted Officials of State Government	19.04.2023 to 21.04.2023	STATE	SK
5.	Computer Course on Excel	Gazetted and Non-Gazetted Officials of State Government	24.04.2023 to 25.04.2023	STATE	SK
6.	Training Programme on "Community Based Disaster Risk Reduction in Association with HPSDMA	Representatives of different NGOs from H.P.	24.04.2023 to 26.04.2023	DMC	RSK
7.	Disciplinary Proceedings/ Conduct Rules/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government	27.04.2023 to 29.04.2023	STATE	JRK
8.	Compute Course on Power Point	Gazetted and Non-Gazetted Officials of State Government	28.04.2023 to 29.04.2023	STATE	SK

May, 2023

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	01.05.2023 to 02.05.2023	STATE	RSK
2.	Communication and Presentation Skills	Gazetted and Non-Gazetted Officials of State Government	08.05.2023 to 10.05.2023	STATE	DS
3.	Cyber & Network Security	Gazetted and Non-Gazetted Officials of State Government	11.05.2023 to 12.05.2023	STATE	SK
4.	Gem & e-Procurement	Gazetted and Non-Gazetted Officials of State Government	15.05.2023 to 16.05.2023	STATE	SK
5.	Regional Level Basics and Intermediate Training Programme on Incident Response System.	IRS Team Members from Shimla, Solan, Sirmaur & Kinnaur Districts	17.05.2023 to 19.05.2023	DMC	RSK
6.	Disciplinary Proceedings/Conduct Rule/ Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government	18.05.2022 to 20.05.2022	STATE	JRK
7.	RMS for Revenue Department	Gazetted and Non-Gazetted Officials of Revenue Department	19.05.2023 to 20.05.2023	STATE	SK
8.	Office Procedure and Financial Administration	Gazetted and Non-Gazetted Officials of State Government	23.05.2023 to 27.05.2023	STATE	PSJ
9.	Basic Computer Course	Gazetted and Non-Gazetted Officials of State Government	25.05.2023 to 27.05.2023	STATE	SK
10.	Official Communication: Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government	29.05.2022 to 30.05.2022	STATE	NS
11.	Positive Attitude and Progressive Thinking	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	DS
12.	Critical Thinking and Decision Making	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	PSJ

June, 2023

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	01.06.2023 to 03.06.2023	STATE	JRK
2.	RTI Act 2005 and Public Service guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	05.06.2023 to 06.06.2023	STATE	RSK
3.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	05.06.2023 to 09.06.2023	STATE	PSJ
4.	Basic Computer Course	Gazetted and Non-Gazetted Officials of State Government.	15.06.2023 to 17.06.2023	STATE	SK
5.	Manav Sampada (e-Service Book)	Gazetted and Non-Gazetted Officials of State Government	19.06.2023 to 21.06.2023	STATE	SK
6.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	19.06.2023 to 20.06.2023	STATE	NS
7.	e-Samdhan	Gazetted and Non-Gazetted Officials of State Government	23.06.2023 to 24.06.2023	STATE	SK
8.	IFMS (e-Salary, e-Pension, e-Vitran, e-Challan, e-Kosh)	Gazetted and Non-Gazetted Officials of State Government	26.06.2023 to 27.06.2023	STATE	SK
9.	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.	26.06.2023 to 28.06.2023	DMC	RSK
10.	Effective Communication Skills for Office Working	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	DS
11.	Essential Life Skills for Government Officials	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	DS

July,2023

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Computer Course on Power Point	Gazetted and Non Gazetted Officials of State Government	03.07.2023 to 04.07.2023	STATE	SK
2.	ToT on RTI Act 2005	FAAs, PIOs and other officials Dealing with RTI.	03.07.2023 to 04.07.2023	STATE	RSK
3.	ToT Programme on Forest Fire Risk Mitigation and Management by NIDM	Official from Fire, Police, Home Gurards, Civil Defence and NGOs	03.07.2023 to 07.07.2023	DMC	RSK
4.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	10.07.2023 to 12.07.2023	STATE	NS
5.	Computer Course on Excel	Gazetted and Non Gazetted Officials of State Government	14.07.2023 to 15.07.2023	STATE	SK
6.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Senior and Middle Level Officers of State Government	17.07.2023 to 19.07.2023	STATE	JRK
7.	Manav Sampada (e-Service Book)	Gazetted and Non-Gazetted Officials of State Government	20.07.2023 to 22.07.2023	STATE	SK
8.	Time Management & Stress Management for Government Officials	Gazetted and Non Gazetted Officials of State Government	Dates not confirmed	GoI	PSJ
9.	Gem & e-Procurement	Gazetted and Non Gazetted Officials of State Government	24.07.2023 to 25.07.2023	STATE	SK
10.	Training Programme on Ten Point Agenda on Disaster Risk Reduction	Different Sectoral Government Departments	24.07.2023 to 26.07.2023	DMC	RSK
11.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	24.07.2023 to 28.07.2023	STATE	PSJ
12.	Leadership and Team Building for Effective Service Delivery	Gazetted and Non Gazetted Officials of State Government	Dates not confirmed	GoI	PSJ
13.	Foundation Course for HAS and Allied Services Officers	Newly appointed HAS & Allied Services Officers	Dates not confirmed	STATE	JR

August,2023

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.	01.08.2023 to 05.08.2023	STATE	PSJ
2.	RTI Act 2005 and Public Service guarantee Act 2011	FAAs, PIOs, s and other officials Dealing with RTI.	01.08.2023 to 02.08.2023	STATE	RSK
3.	Basic Computer Course	Gazetted and Non Gazetted Officials of State Government	03.08.2023 to 05.08.2023	STATE	SK
4.	RMS for Revenue Department	Gazetted and Non-Gazetted Officials of Revenue Department	07.08.2023 to 08.08.2023	STATE	SK
5.	Training Programme on Flood Risk Management	Environment Science & Technology, Agriculture, Horticulture, Forest, Water Resources, Energy, Tourism, Snow & Glacier, I&PH, HPSEB	09.08.2023 to 11.08.2023	DMC	RSK
6.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Senior and Middle Level Officers of State Government	16.08.2023 to 18.08.2023	STATE	JRK
7.	Manav Sampada (e-Service Book)	Gazetted and Non-Gazetted Officials of State Government	17.08.2023 to 19.08.2023	STATE	SK
8.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	21.08.2023 to 22.08.2023	STATE	NS
9.	IFMS (e-Salary, e-Pension, e-Vitran, e-Challan, e-Kosh)	Gazetted and Non-Gazetted Officials of State Government	25.08.2023 to 26.08.2023	STATE	SK
10.	Essentials of Cyber Security in Public Offices	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SK
11.	Foundation Course for HAS and Allied Services Officers	Newly appointed HAS & Allied Services Officers	01.08.2023 to 08.09.2023	STATE	JR
12.	Institutional Training for IAS Probationers of 2022 batch	IAS Probationers allotted H.P. Cadre	Dates not confirmed	STATE	RT

September,2023

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Effective Office Management	Gazetted and Non-Gazetted Officials of State Government.	01.09.2023 to 02.09.2023	STATE	DS
2.	RTI Act 2005 and Public Service guarantee Act 2011	FAAs, PIOs, s and other officials Dealing with RTI	04.09.2023 to 05.09.2023	STATE	RSK
3.	Basic Computer Course	Gazetted and Non-Gazetted Officials of State Government.	04.09.2023 to 06.09.2023	STATE	SK
4.	Communication & Presentation Skills	Gazetted and Non-Gazetted Officials of State Government.	11.09.2023 to 13.09.2023	STATE	DS
5.	Cyber and Network Security	Gazetted and Non-Gazetted Officials of State Government.	11.09.2023 to 12.09.2023	STATE	SK
6.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	11.09.2023 to 15.09.2023	STATE	PSJ
7.	Disciplinary Proceedings/Conduct Rule /Departmental Enquiry	Senior and Middle Level Officers of State Government	18.09.2023 to 20.09.2023	STATE	JRK
8.	ToT on Engaging Youth and Adolescents in Disaster Risk Management and Climate Change Adaptation NIDM	Officers/Officials from different Secretarial Departments	18.09.2023 to 22.09.2023	DMC	RSK
9.	e-Samadhan	Gazetted and Non-Gazetted Officials of State Government.	22.09.2023 to 23.09.2023	STATE	SK
10.	Official Communication Skills: Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	25.09.2023 to 27.09.2023	STATE	NS
11.	Training of Trainers on Strengthening of Techno Legal Regime to Ensure Structural Safety sponsored by HPSDMA	Structural Engineers H.P. Govt. & Pvt. Sector Engineers Regd. with T&CP	28.09.2023 to 30.09.2023	DMC	JRK
12.	Computer Course on Power Point	Gazetted and Non-Gazetted Officials of State Government.	29.09.2023 to 30.09.2023	STATE	SK
13.	Institutional Training for IAS Probationers of 2022 batch	IAS Probationers allotted H.P. Cadre	Dates not confirmed	STATE	RT

October,2023

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	State Level RTI Workshop for FAAs	Gazetted and Non-Gazetted Officials of State Government.	03.10.2023	STATE	RSK
2.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	05.10.2023 to 07.10.2023	STATE	NS
3.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	09.10.2023 to 13.10.2023	STATE	PSJ
4.	Basic Computer	Gazetted and Non Gazetted Officials of State Government	11.10.2023 to 13.10.2023	STATE	SK
5.	Computer Course on Excel	Gazetted and Non Gazetted Officials of State Government	16.10.2023 to 17.10.2023	STATE	SK
6.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Senior and Middle Level Officers of State Government	16.10.2023 to 18.10.2023	STATE	JRK
7.	Communication & Presentation Skills	Gazetted and Non-Gazetted Officials of State Government.	19.10.2023 to 21.10.2023	STATE	DS
8.	Training Programme on Disaster Risk Reduction	Officers/Official from different Secretarial Departments	25.10.2023 to 27.10.2023	DMC	RSK
9.	Effective Office Management	Gazetted and Non-Gazetted Officials of State Government.	30.10.2023 to 31.10.2023	STATE	DS
10.	Professional Course for HAS Officers	HAS Officer	Dates not confirmed	STATE	JR
11.	Creative Thinking & Innovation in Service Delivery	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	DS

November,2023

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Communication & Presentation Skills	Gazetted and Non-Gazetted Officials of State Government.	01.11.2023 to 03.11.2023	STATE	DS
2.	Computer course on Power Point	Gazetted and Non-Gazetted Officials of State Government.	03.11.2023 to 04.11.2023	STATE	SK
3.	Gem and e-Procurement	Gazetted and Non Gazetted Officials of State Government	06.11.2023 to 07.11.2023	STATE	SK
4.	Office Procedure and Financial Administration	Gazetted and Non Gazetted Officials of State Government.	06.11.2023 to 10.11.2023	STATE	PSJ
5.	RTI Act 2005 and Public Service Guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	06.11.2023 to 07.11.2023	STATE	RSK
6.	Official Communication Skills : Noting & Drafting	Gazetted and Non-Gazetted Officials of State Government.	16.11.2023 to 17.11.2023	STATE	NS
7.	Training Programme on Gender Issues in Disaster Management	Officers/Officials from different Secretarial Departments	20.11.2023 to 22.11.2023	DMC	RSK
8.	Manav Sampada (e-Service Book)	Gazetted and Non-Gazetted Officials of State Government	22.11.2023 to 23.11.2023	STATE	SK
9.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non Gazetted Officials of State Government.	28.11.2023 to 30.11.2023	STATE	JRK
10.	Spirit of Mission Karamyogi for Administrative Efficiency	Gazetted Officicers of State Government.	Dates not confirmed	GoI	RSK
11.	Self Awareness, Empathy and Management of Emotions	Gazetted and Non Gazetted Officials of State Government.	Dates not confirmed	GoI	DS

December, 2023

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	RTI Act 2005 and HP Public Service Guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	04.12.2023 to 05.12.2023	STATE	RSK
2.	Official Communication Skills : Noting and Drafting	Gazetted and Non-Gazetted Officials of State Government.	06.12.2023 to 08.12.2023	STATE	NS
3.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government.	11.12.2023 to 13.12.2023	STATE	JRK
4.	Manav Sampada (e-Service Book)	Gazetted and Non Gazetted Officials of State Government	14.12.2023 to 16.12.2023	STATE	SK
5.	Office Procedure & Financial Administration	Gazetted and Non-Gazetted Officials of State Government.	18.12.2023 to 22.12.2023	STATE	PSJ
6.	Information Technology for Effective Office Management	Gazetted and Non-Gazetted Officials of State Government.	Dates not confirmed	GoI	SK
7.	Community Based Disaster Risk Reduction in Association with HPSDMA	Representatives from different NGOs	27.12.2023 to 29.12.2023	DMC	RSK
8.	Essential Hard Skills and Soft Skills in Office Wroking	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	PSJ
9.	e-Procurement and Gem Portal	Gazetted and Non-Gazetted Officials of State Government	Dates not confirmed	GoI	SK

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January, 2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Office Procedure & Financial Administration	Gazetted and Non-Gazetted Officials of State Government.	01.01.2024 to 05.01.2024	STATE	PSJ
2.	Official Communication Skills : Noting & Drafting	Gazetted and Non-Gazetted Officials of State Government.	09.01.2024 to 11.01.2024	STATE	NS
3.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government.	16.01.2024 to 18.01.2024	STATE	JRK
4.	Regional Level Basic and Intermediate Training Programme on Incident Response System	IRS Team Members of District Kangra, Una and Chamba	29.01.2024 to 31.01.2024	DMC	RSK
5.	RTI Act 2005 and Public Service guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	30.01.2024 & 31.01.2024	STATE	RSK
6.	Direct Trainer Skills (DTS)	Gazetted and Non-Gazetted Officials of State Government.	Dates not confirmed	GoI	JRK

February, 2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	Official Communication Skills : Noting & Drafting	Gazetted and Non-Gazetted Officials of State Government.	01.02.2024 to 03.02.2024	STATE	NS
2.	Office Procedure & Financial Administration	Gazetted and Non-Gazetted Officials of State Government.	05.02.2024 to 09.02.2024	STATE	PSJ
3.	Disaster Risk Reduction	Officers/officials from different Sectoral Departments.	14.02.2024 to 16.02.2024	DMC	RSK
4.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government.	20.02.2024 to 22.02.2024	STATE	JRK
5.	RTI Act 2005 and Public Service guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	28.02.2024 to 29.02.2024	STATE	RSK
6.	Systematic Approach to Training (SAT) Three Days	Gazetted and Non-Gazetted Officials of State Government.	Dates not confirmed	GoI	RSK

March, 2024

Sr. No.	Title of the Programme	Participation Level	Date	Category	CD
1.	RTI Act 2005 and Public Service guarantee Act 2011	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	04.03.2024 to 05.03.2024	STATE	RSK
2.	Office Procedure & Financial Administration	Gazetted and Non-Gazetted Officials of State Government.	05.03.2024 to 09.03.2024	STATE	PSJ
3.	Official Communication Skills: Noting & Drafting	Gazetted and Non-Gazetted Officials of State Government.	11.03.2024 to 13.03.2024	STATE	NS
4.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	Gazetted and Non-Gazetted Officials of State Government.	18.03.2024 to 20.03.2024	STATE	JRK
5.	Landslide Risk Mitigation and Management.	Officers/officials from different Sectoral Departments.	28.03.2024 to 30.03.2024	DMC	RSK

Abstract of HIPA Training Calendar 2023-24

Sr. No.	Course Title	Apr.23	May,23	Jun.,23	Jul.23	Aug.23	Sep.23	Oct.23	Nov.23	Dec.23	Jan.24	Feb. 24	Mar. 24	Actual No. of Courses
1.	Institutional/ Foundational/Professional etc.	0	0	0	1	2	1	1	0	0	0	0	0	5
3.	Office Procedure and Financial Administration	1	1	1	1	1	1	1	1	1	1	1	1	12
5.	Disciplinary Proceedings/ Conduct Rules/ Departmental Inquiry	1	1	1	1	1	1	1	1	1	1	1	1	12
6.	Right to Information Act, 2005 and Public Service Guarantee Act, 2011	0	1	1	1	1	1	1	1	1	1	1	1	11
7.	Communication and Presentation Skills	0	1	0	0	0	1	1	1	0	0	0	0	4
8.	Effective Office Management	0	0	0	0	0	1	1	0	0	0	0	0	2
9.	Official Training Skills : Noting & Drafting	1	1	1	1	1	1	1	1	1	1	1	1	12
10.	Computer Courses	4	4	4	4	4	4	2	3	1	0	0	0	30
11.	Disaster Management Centre (DMC)	1	1	1	2	1	2	1	1	1	1	1	1	14
12.	Govt. of India, DoPT Sponsored Programs under SCTP/TDP (subject to approval)	0	2	2	2	1	0	1	2	3	1	1	0	15
	Grand Total:-	8	12	11	13	12	13	11	11	9	6	6	5	117

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)

Sr.No.	Programmes	No. of Prog.	Duration
	DHARAMSALA		
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**	

Sr.No.	Programmes	No. of Prog.	Duration
	MANDI		
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**	

Sr.No.	Programmes	No. of Prog.	Duration
	NAHAN		
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. Rugved Thakur, IAS	Director	0177-2734777	98166-55300	hipa-hp@nic.in
2	Smt. Jyoti Rana, HAS	Additional Director	0177-2734666	94180-11225	jotirana@rediffmail.com
		Disaster Management Centre			
1	Sh. R. S. Kapoor	Asstt. Professor(Pub. Admin)	0177-2734678	94180-95808	
		H.P. Finance & Accounts Services (HPF&AS) Training Centre			
1.	Sh. Vikas Gupta	Joint Controller	-	94184-52830	
2.	Sh. Pramodh Singh Jaswal	Joint Controller	-	94188-15455	parmodhuna@gmail.com
3.	Sh. Diwaker Sharma	Deputy Controller	-	98823-80628	osho.diwakar1974@gmail.com
4.	Sh. Jai Ram Kaushal	Deputy Controller	-	94180-27137	jairamkaushal@gmail.com
		Board of Departmental Examination			
1	Sh. Neeraj Sood	Joint Controller	-	94181-21865	nrj.sood@yahoo.co.in
		Information Technology Centre			
1.	Sh. Sandeep Kumar	Asstt. Professor (IT)	0177-2734700	94182-66344	sandeep.nhn@gmail.com

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ABBREVIATION USED IN CALENDAR FOR COURSE DIRECTORS

RT	Sh. Rugved Thakur, IAS, Director
JR	Smt. Jyoti Rana, HAS, Additional Director
NS	Sh. Neeraj Sood, HPF&AS, Joint Controller
PSJ	Sh. Parmodh Singh Jaswal, HPF&AS, Joint Controller
VG	Sh. Vikas Gupta, HPF&AS, Joint Controller
DS	Sh. Diwaker Sharma, HPF&AS, Deputy Controller
JRK	Sh. Jai Ram Kaushal, 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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