

## ***THE INSTITUTE***

The Himachal Pradesh Institute of Public Administration, popularly known as HIPA, was established on January 1, 1974 at 'FAIRLAWNS', a place about 12 kms. from Shimla on Shimla-Mashobra road. The Institute, housed in a building with a historical past is located amidst serene and picturesque surroundings with well laid out spacious and luxuriant lawns. The building was originally got constructed by one 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 and 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 of Government functionaries at all levels to help them to improve their working to facilitate the economic and social well being of people in the State. Its endeavour is to inculcate a better sense of purpose, dedication and appropriate skills among the officers of the State in the discharge of their duties and responsibilities. HIPA main concern is to help in develop the professional competence of individual officers of not only of the State government departments but also its para-statal organizations. HIPA conducts, towards this end, various professional foundational, specialized programmes as well as of campus programmes in the Tribal districts of the state. Apart from its campus at Fairlawns Shimla HIPA also conducts a number of training programmes at all non tribal district headquarters of the State through its network of two regional and 8 District Training Centres.

## ***TRAINING CALENDAR***

The details of the training programmes proposed to be conducted during 2011-12 are available in the succeeding pages.

The Training Calendar is also available on our Website (<http://himachal.gov.in/hipa>).

### ***PARTICIPATION IN TRAINING PROGRAMMES***

Circulars inviting nominations issue 8 weeks in advance of the commencement of each course.

Nominations should reach the Director, H.P. Institute of Public Administration, Fairlawn's, Shimla-171012 at least 3 weeks before the commencement of the programme. This will facilitate dispatch of acceptance/ confirmation and arrangements for reception on arrival.

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 before receipt of acceptance of their nomination for the programme.

### ***TRAINING INFRASTRUCTURE***

#### ***CONFERENCE HALL***

The Institute has two well equipped and tastefully furnished conference halls with seating capacity of 120 and 60 respectively having state of art audio-visual support including recording facilities.



## ***CLASS ROOMS***

The Institute has also 8 well furnished classrooms each with seating capacity is about 25-30 trainees. The classrooms have all modern teaching aids e.g. Computers, LCD projectors, White Boards, Digital Boards, PA systems, (Collar, Cordless mikes) OHP, etc. Facilities for photocopying are available for all programs.



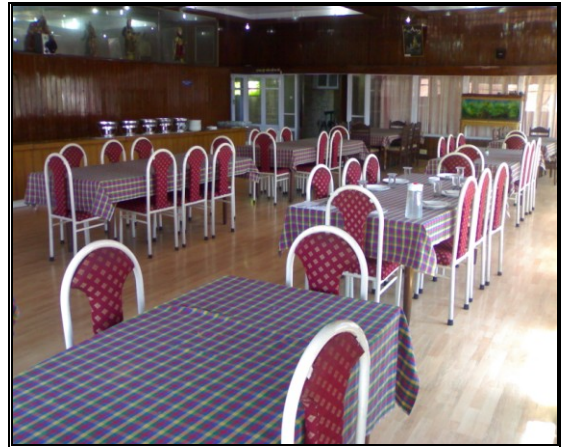
## ***RESIDENCES***

Located in picturesque surroundings and impressed by cool, calm and unpolluted environment, the Institute has two hostels and two guest houses within its campus for trainee officers and faculty members visiting HIPA. 70 Double bedded rooms with attached bathrooms are well equipped to make the stay of visitors comfortable. The Institute also has provision of suitable accommodation for the use of accompanying support staff, if any.



## ***CATERING***

The Institute has a modern kitchen and Dining Hall, and can provide catering facilities for upto 200 trainee officers at one time. Our cooks are well trained to provide all types of food to those coming for training programmes. All meals are served in Dining Hall 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. Others trips are made as per requirement. Extra vehicles are hired as and when the need arises. Institute Campus has facility for parking of nearly 60 vehicles.



## ***TELEPHONES***

All rooms in the guest houses have telephone facilities of receiving incoming calls. Mobile phones of all major operators work in the campus.

## ***INTERNET***

The Institute has leased line (2Mbps) broadband connection with round the clock internet connectivity. All the rooms of guest houses are provided with independent port for internet connectivity.

## **LIBRARY**

The Institute library is well equipped having nearly 44,000 books on different subjects. In addition, it subscribes to nearly 100 periodicals, journals and magazines besides 22 newspapers in Hindi and English. New books are regularly added. The library catalogue is digitized can be located on the internet. 10 computers with internet facility are installed in the library for the use of visitors, trainees and researchers. Facilities for photocopying i.e. (Black & White and Coloured) and laminating machine are 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 Leased Line (2 Mbps) internet linkage facility. Two well equipped computer labs with dedicated lecture theaters can provide training for up to 60 participants on individual computers at a time. HIPA centers at Mandi, Dharamshala and Chamba also have IT training facilities with individual computers for 25 participants each and such a centre at Nahan is in the process of coming year.



## TRAINING PROGRAMMES 2011-12

### PROFESSIONAL COURSES

#### *INSTITUTIONAL TRAINING FOR IAS PROBATIONERS 2010 BATCH*

##### **Aims and Objectives**

- Helps to develop values, ideals and attributes desirable in an officer belonging to IAS.
- To acquaint probationers with the local laws, local culture, custom, environments and functioning of the State Government and its agencies.
- Learn about working of various Departments of State Govt. and PSUs.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
IAS Probationers of 2010 batch	RS	6 <sup>th</sup> June to 5 <sup>th</sup> July, 2011

#### *FOUNDATION COURSE FOR HAS AND OTHER GAZETTED OFFICERS*

##### **Aims and Objectives**

- To acquaint officers with basic understanding of the constitutional, political, socio-economic and legal framework
- To make the officers professional in their approach and make them aware about the challenges and opportunities of Civil Services.
- To familiarize them with various administrative, financial legal issues through a well defined syllabus.
- To acquaint them with the provisions of Right to Information Act, 2005, to acquaint them with the concept of responsive administration.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
HAS and Other Gazetted Officers of the State Government directly recruited and recommended by Govt.	RS	12 <sup>th</sup> Oct. to 9 <sup>th</sup> Dec., 2011

**PROFESSIONAL TRAINING FOR HAS OFFICERS OF 2010 BATCH**

**Aims and Objectives**

- Enabling the officers to acquaint themselves with the local laws, local culture, Institutional and work environment.
- To acquaint the officers with various legislative/statute to be enforced as an executive magistrate.
- Acquisition of IT skills, Vehicle Act & Rules, Target shooting, Arms Rules, e-samadhan, e-governance etc.
- Legislative procedures and work.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
HAS Officers 2010 batch.	RS	12 <sup>th</sup> Dec.,2011 to 25 <sup>th</sup> Feb, 2012

**SAS(OB)- Part-I + II**

**Aims and Objectives**

- To enable the trainees to understand and learn the system and role of Financial Administration in Government and PSUs.
- To enable them to understand their role and functions as Financial Advisors to Government Departments and PSUs.
- To expose and prepare the participants in understanding and application of various service, accounts and financial rules, practices and procedure in the Govt. and PSUs.
- To make them literate in computer basics and its application in their working.
- To acquaint them with the provisions of Right to Information Act, 2005 and the duties and obligations of government officials under the Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Direct recruits of Subordinate Accounts Services of H.P.	KRD	Part I: Part II: (date decided later-on)

## SIRD PROGRAMMES

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
District /Block level officers & elected representatives of PRIs upto Zila Parishad level.	PT	05-08 April,2011	02-05 May, 2011	09-12 May, 2011
		18-21 May, 2011	23-26 May, 2011	30 May-2 June,11
		27-30 June, 2011	28-30 July, 2011	07-09 Sept, 2011
		03-05 Nov, 2011	15-17 Dec, 2011	
	B	18-22 April,2011	25-29 April, 2011	02-06 May,2011
		09-11 May,2011	16-20 May,2011	07-08 July, 2011
		01-03 Aug, 2011	11-12 Aug, 2011	19-20 Aug, 2011
		26-27 Aug, 2011	12-14 Sept, 2011	15-17 Sept,2011
		12-14 Oct, 2011	20-22 Oct, 2011	27-29 Oct, 2011
		17-19 Nov, 2011	21-23 Nov, 2011	28-30 Nov, 2011
		07-09 Dec, 2011	22-24 Dec, 2011	02-04 Jan, 2012
		09-11 Jan, 2012	19-21 Jan, 2012	02-04 Feb, 2012
	SCS	25-29 April, 2011	04-06 July, 2011	18-20 July, 2011
		25-27 July, 2011	04-06 Aug, 2011	23-25 Aug, 2011
		05-07 Sept, 2011	19-21 Sept, 2011	22-24 Sept, 2011
		17-19 Oct, 2011	01-03 Nov, 2011	14-16 Nov, 2011
		24-26 Nov, 2011	12-14 Dec, 2011	19-21 Dec, 2011
		05-07 Jan, 2012		
	RB	20-25 June,2011 Kinnaur	17-22 Oct, 2011 Shimla	12-17 Dec, 2011 Solan
	SS	11-13 July, 2011	20-22 July, 2011	08-10 Aug, 2011
		01-03 Sept, 2011	26-28 Sept, 2011	03-05 Oct, 2011
		07-09 Dec, 2011	26-28 Dec, 2011	29-31 Dec, 2011
		16-18 Feb, 2012		
SK	02-06 May, 2011	01-02 Aug,2011	04-05 Aug, 2011	
	05-09 Sept, 2011	05-09 Dec, 2011	09-13 Jan, 2012	

## SPECIALIZED PROGRAMMES

- *OFFICE PROCEDURE FINANCIAL ADMINISTRATION*
  - *NOTING & DRAFTING*
- *DISCIPLINARY PROCEEDINGS/ CONDUCT RULES/ DEPARTMENTAL ENQUIRY*

### Aims and Objectives

- To make the participant aware of Indian Financial Administration System, Centre-State Financial Relations and Resource Sharing, Budgeting and Accounting in govt., Stores Management in Govt., Regulatory mechanism to administrating State Finance. Audit, its importance and role of CAG with respect to audit, Financial Control system in Government, Parliamentary Financial Control and to equip the participants with CCS (CCA) Rules and PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Addl. Director/ Joint Director/ Dy. Director, Asstt. Commissioner, SDM, HDO, ADO, Addl./Joint/Dy./ Asstt. Registrar, ADA, DM/RM, DSP, College Principals	SS	04-08 April,2011 Animal Husbandry	04-08 April,2011 Cooperative	18-22April, 2011
		25-29 April, 2011 Local Audit	26-30 April, 2011 (GOI)	21-23 July, 2011 Agriculture
		02-04 Aug.,2011 (GOI)	12-17 Sept, 2011 Education	27-29 Sept,2011 Prosecution
		03-07 Oct.,2011 HRTC		
	KTB	18-22 July, 2011 Agr.Mkt.Board	25-29 July, 2011 D.C. Bilaspur	26-30 July, 2011 (GOI)
		01-05 Aug., 2011 HPSEB	16-20 Aug, 2011 Agriculture	16-20 Aug, 2011
		23-25 Aug.,2011	23-27A ug.,2011 Agr. &Prosecution	29Aug.-3Sep, 11 Police
		6-10 Sep.,2011 (GOI)	12-16 Sep.,2011 HRTC,Agr.&Prosecution	01-03 Nov, 2011 (GOI)
		13-15 Dec.,2011 (GOI)	06-10 Feb., 2012 Prosecution	
	DRN	04-06 Aug., 2011 DC. Bilaspur	01-03 Sept., 2011 HPSEB	19-23 Sep., 2011 Planning
		03-07 Oct., 2011 Agr.& Prosecution	17-21 Oct., 2011 Tribal Dev.	24-29 Oct., 2011 Police
		24-29 Oct., 2011 DC. Bilaspur	01-05 Nov, 2011 Local Audit	08-12 Nov, 2011 GOI
		14-18, Nov.,2011 LAD & Animal Husbandry	21-25 Nov., 2011 Hr. Education	28 Nov,-02 Dec, 2011 Tribal Dev.
		05-09 Dec.,2011 Prosecution		

	KRD	04-06 April,2011 HPSEB	18-20 April, 2011 HRTC	19-21 Dec., 2011 Tribal Dev.
		12-16 Dec.,2011 Cooperative	26-30 Dec.,2011 HRTC	02-06 Jan., 2012 Planning
		02-06 Jan., 2012	09-13 Jan.,2012 HPSEB	16-20 Jan.,2012 Prosecution
		6-10 Feb., 2012 Animal Husb.& Coop.	06-10 Feb., 2012	20-24 Feb.,2012 Prosecution

### *COMMUNICATION AND PRESENTATION SKILLS*

#### Aims and Objectives

- To improve performance and understanding human behaviour.
- To understand the communication process, identifying communication problems and outlining ways to improve.
- To know more about inter personal communication, its goals, outcomes, problems and strategies for improvement.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Middle Level Officers of various Departments of the State Govt.	RKS	08-10 Aug, 2011	22-24 Sept., 2011 Education	12-14 Oct., 2011 Agriculture

### *PROTECTION OF HUMAN RIGHTS*

#### Aims and Objectives

- To acquaint the participants with the concept of Human Rights and Protection thereof.
- Legal framework and machinery.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Dy. S. P/ Inspectors of Police Department	RKS	29 <sup>th</sup> Aug.-3 <sup>rd</sup> Sept., 2011

***PROTECTION OF CONSUMER RIGHTS***

**Aims and Objectives**

- To generate awareness of Consumer Rights among participants.
- To acquaint participants with the provisions of consumer protection laws including the duties and obligations of civil servants especially those dealing with the provisions of public service.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Senior and Middle level officers of State Govt. Departments.	RKS	19-23 April, 2011 GOI

***GOOD GOVERNANCE***

**Aims and Objectives**

- To apprise the participants with the concept and emerging trends in Good Governance.
- To highlight the need for improved Governance in the changing economic and social circumstances.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Senior and Middle level officers of State Govt. Departments	GKS	06-08 Sept.,2011 GOI	18-20 Oct.,2011 GOI	16-18 Feb.,2012 GOI
		21-23 Mar.,2012 GOI		

***RIGHT TO INFORMATION ACT, 2005***

**Aims and Objectives**

- To equip the participants with the concept of Right to Information Act, 2005

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Gazetted and Non Gazetted Officers of State Government (PIO's/APIO's & Appellate Authority)	GKS	07-08 April, 2011 Planning	22-23 April, 2011 TD	25-26 April, 2011
		25-26 July, 2011 Prosecution	01-02 Aug., 2011	08-09 Aug, 2011
		16-17 Aug., 2011	23-24 Aug, 2011	29-30 Aug., 2011
		12-13 Sept., 2011	19-20 Sept, 2011	26-27 Sept, 2011
		10-11 Oct., 2011	04-05 Nov, 2011	14-15 Nov., 2011
		28-29 Nov., 2011	07-08 Dec., 2011	12-13 Dec., 2011

***GENDER SENSITISATION AND WOMEN EMPOWERMENT***

**Aims and Objectives**

- To expose the participants to the concept of 'Gender' and its importance in development.
- To sensitize participants towards gender concerns with a view to strengthening their competency to promote gender equality and sharing of space in development.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Gazetted/Non-Gazetted officials of the State Govt. Departments.	SCS	8-12 Aug., 2011 Education

## *DISASTER MANAGEMENT*

### Aims and Objectives

- To acquaint officers about impact of Disasters on Human Lives, Property, Ecology and Environment.
- To familiarize the participants with the techniques of earlier forecasting and warning systems available.
- To identify immediate and long term measures for providing relief and rehabilitation to disaster victims

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Officers/ Officials of Revenue/ Home Guard/ Police/ Health/ IPH/ PWD/ Transport/ Education/ Panchayati Raj, Urban Local Bodies Deptt. & Chairman Zila Parishad	GPK	18-22 April, 2011 Distt. level officer	25-29 April, 2011 Forest	18-22 July, 2011 Housing/TCP
		01-05 Aug, 2011 Health	09-11 Aug., 2011 Off Campus	23-27 Aug, 2011 NGOs/ NYK
		05-09 Sept., 2011 All Corpns/ Boards	19-23 Sept, 2011 Home Guards/Police	27-29 Sept, 2011 Off Campus
		12-15 Oct., 2011 Urban Local Bodies	18-22 Oct., 2011 Revenue/Agri.	01-05 Nov., 2011 I&PH
		14-18 Nov. 2011 PWD	12-16 Dec., 2011 School Education	26-30 Dec., 2011 Social Welfare
		03-04 Jan., 2011 HIPA Staff	16-20 Jan., 2011 Panchayati Raj	30 Jan-4 Feb, 2012 ABVIM&AS
		02-03 Feb., 2011 PWD	20-24 Feb, 2011 Rural Dev.	

## *STRESS MANAGEMENT*

### Aims and Objectives

- To acquaint participants with the work oriented stress.
- To acquaint the officers with the techniques of relief from stress.
- To mentally prepare participants in coping with stress.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Senior and Middle Level Officers of various Departments of the State Govt.	RKS	16-20 Aug, 2011 Agriculture	5-9 Sept., 2011 Agriculture	3-7 Oct., 2011 HRTC

***TRAINING ON PUBLIC RELATION TECHNIQUES***

**Aims and Objectives**

- To acquaint officers with latest techniques of Public Relations.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DPRO/APRO/Editors/Sub-Editors of I&PR	RKS	3-5 Oct., 2011

***TRAINING ON EFFECTIVE LEADERSHIP AND CLARITY***

**Aims and Objectives**

- To analyze the process of decision making in government and in corporate organizations
- To make decision more rational and acceptable to those who are affected by them.
- To look at the obstacles that comes in way in solving organizational problems.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Principals & Head Masters of Sr. Sec. Schools	SS	8-11 Aug., 2011

***TRAINING ON IMPORTANCE OF ETHICS AND VALUE/  
PERSONAL RE-ENGINEERING/  
CITIZEN CHARTER AND RESPONSIVE ADMINISTRATION***

**Aims and Objectives**

- To make participants understand importance of ethical conduct behaviour at work place.
- To motivate participants to make ethical discussions & bring certain positive changes in one's life.
- To change one's existing habits & bring change in the way we want ourselves to be in order to be more fruitful to society.
- To explain concept of the Citizen Charter.
- To list out salient features and principles of Citizen Charter.
- To identify areas and applicability of Citizen Charter. (With Practical Exercises)

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>
Dy. Director/ Principals of Colleges & Sr. Secondary School	B	16-20 Aug, 2011	
	RKS	25-27 Aug, 2011	29-30 Aug., 2011

*TRAINING ON EMOTIONAL INTELLIGENCE/  
CREATIVITY IN ADMINISTRATION  
AND TEAM BUILDING/  
ORGANIZATIONAL BEHAVIOUR/  
PERSONAL EFFICIENCY AND TIME MANAGEMENT*

**Aims and Objectives**

- To examine the need and importance of emotional intelligence for organizational effectiveness.
- To examine the role of leadership in developing emotional intelligence of people in the organization
- To examine various organizational strategies to develop team spirit in an organization.
- To develop awareness regarding their own behavioral orientation as a team leader.
- To understand the importance of human processes in achieving organizational effectiveness.
- To reflect on factors influencing the commitment of employees, quality of interpersonal interactions and effectiveness of team performance.
- To explore the ways of managing work motivation and team work in their own organization.
- To familiarize participants with basic concept of personal efficiency and time management, concept to actual life and work situation.
- To develop an innovation and problem solving approach through experience sharing.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>
Dy. Director/ Principals of College & Sr. Secondary School.	B	1-3 Sept, 2011	23-24 Sept., 2011
	RKS	15-17 Sept, 2011	26-27 Sept., 2011

## E-GOVERNANCE AND INFORMATION TECHNOLOGY

### *ADVANCE COMPUTER TRAINING PROGRAMME (POWER POINT, INTERNET AND APPLICATIONS)*

#### Aims and Objectives

- To apprise the officers with the potential of ICT Tools and Technology for effective and efficient utilization in E-led Governance.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Gazetted and Non-Gazetted officers of State Government Departments.	SK	21-23 April, 2011	25-27 July, 2011 GOI	28-30 July, 2011 Tribal Dev.
		01-03 Aug,2011 Education	09-11 Aug, 2011 GOI	23-25 Aug, 2011 Cooperative
		05-07Sept,2011	27-29 Sept, 2011 GOI	03-05 Oct., 2011
		17-19 Oct, 2011	27-29 Oct., 2011	03-05 Nov, 2011
		07-09 Nov,2011	14-16 Nov, 2011	28-30 Nov, 2011
		01-03 Dec, 2011	07-09 Dec., 2011	12-14 Dec., 2011
		19-24 Dec, 2011 PWD	26-28 Dec., 2011 PWD	29-31 Dec., 2011
		09-11 Jan., 2012	16-20 Jan, 2012 Tribal Dev.	30 Jan.-Feb,2012 GOI
		02-04 Feb, 2012	08-10 Feb., 2012	20-22 Feb., 2012
		02-04 Mar,2012	08-10 Mar, 2012	16-18 Mar, 2012
	27-31 Mar,2012 Prosecution			

***BASIC COMPUTER TRAINING PROGRAMME ON MS WORD/  
MS EXCEL & INTERNET***

**Aims and Objectives**

- To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under Windows.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Gazetted and Non-Gazetted officers of State Government Departments.	KK	04-08 April, 2011	26-30 April, 2011 GOI	18-22 July, 2011 Agriculture
		01-05 Aug., 2011 TCP	16-20 Aug., 2011 HRTC	23-27 Aug., 2011 HPSEB
		29 Aug.-2 Sept., 2011	01-02 Sept, 2011 Education	12-16 Sept., 2011 Education
		19-23 Sept., 2011	10-14 Oct., 2011 HPSEB	08-12 Nov., 2011 GOI
		21-25 Nov., 2011	19-23 Dec., 2011 Prosecution	03-07 Jan., 2012
		16-20 Jan., 2012 Tribal Dev	16-20 Jan., 2012	13-17 Feb., 2012
		27 Feb-3 Mar, 2012	06-10 March, 2012 HPSEB	

***PHOTO SHOP SOFTWARE/  
PAGE MAKER SOFTWARE***

**Aims and Objectives**

- To acquaint with the skills of Page Maker 7.0 which is essential to Editors and Proof Readers Dealing with Publication Work.
- To acquaint with the skills of digital Photograph editing which is essential to Photographers and Technical Staff.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Officers/Staff of Language and Culture Department & Deputy Director/Research Officer/ Assistant Research Officer/ Statistical Assistant/ Computer-cum-Typist of Tribal Development Department	SK	16-20 Aug., 2011 14-18 Nov, 2011

***TRAINING ON INCOME TAX***

**Aims and Objectives**

- To examine various provisions of Income Tax relating to TDS.
- To analyze duties & responsibilities of DDOs with regard to income tax Act.
- To acquaint them with procedure to compute taxable income and income tax.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DDOs & Accountants of the State Government.	KRD	27-28 Jan., 2012

***CYBER CRIME***

**Aims and Objectives**

- To acquaint the participants with the concept of Cyber Crime, Cyber Crime Act/Rules and how to act as effective detectors of Cyber Crime.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>
Dy. S. Ps. Level Officers of Police Department & ADOs of Prosecution Department	RKS	20-22 Oct., 2011 Police	13-17 Feb,2012 Prosecution

***PRINCIPALS AND TECHNIQUES OF URBAN PLANNING AND DEVELOPMENT LAWS***

**Aims and Objectives**

- Knowledge up gradation and to acquaint officers/officials with latest innovative concepts of Urban Planning Technology.
- Acts & Rules in operation e.g. Municipal Act, Panchayati Raj Act, HIMUDA Act, apartment Act, Pollution Control Act, Land Acquisition Act, solar Passive Rules etc.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Class-1 & 11 Technical Officers, JE, D/man, Patwari of TCP. Department	RKS	01-05 Nov., 2011 21-25 Nov., 2011

***COURSE ON QUALITY CONTROL IN CONSTRUCTION OF ROADS AND BRIDGES***

**Aims and Objectives**

- Capacity building of Engineers in Quality control
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
JE, Design Engineers/ AEs/EEs of PWD. Department	RKS	28-29 Nov., 2011

***COURSE ON CONTRACT MANAGEMENT OF PMGSY & WORLD BANK AIDED SCHEMES***

**Aims and Objectives**

- To understand various Control Clauses
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
AEs/EEs of PWD. Department	RKS	7-8 Dec., 2011

***COURSE ON ROAD & LAND RELATED ACT AND RULES***

**Aims and Objectives**

- Road and Land related Act & Rules.
- H.P. Road Infrastructure Protection Act.
- H.P. Road Side Land Control Act, National Highways Act and Land Acquisition Act.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
AEs/EEs of PWD. Department	RKS	12-15 Dec., 2011

***ROLE OF SCHOOLS IN CONSERVATION OF THE NATURAL  
& CULTURAL HERITAGE***

**Aims and Objectives**

- To acquaint the Officials with latest knowledge/ changes related to the subject. Also inculcate new technologies so that optimum use of their services could be ensured.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Principals/ Headmasters of Education Department	GKS	19-23 Dec., 2011 27-29 Oct., 2011

***POLICE ORGANIZATION & COORDINATION BETWEEN POLICE,  
PROSECUTION AND INVESTIGATION SYSTEM***

**Aims and Objectives**

- To make the participants aware with mechanism and role and duties of a Prosecutors
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	DRN	19-23 Dec., 2011

***SCENE OF CRIME EXAMINATION, VALUE OF CIRCUMSTANTIAL  
EVIDENCE IN CRIMINAL TRIALS***

**Aims and Objectives**

- To make the participants aware with mechanism and role and duties of a Prosecutors
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	KTB	26-30 Dec., 2011

***COORDINATION BETWEEN JUDICIARY & APPRECIATION OF EVIDENCE***

**Aims and Objectives**

- To make the participants aware with mechanism and role and duties of a Prosecutors
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	SS	2-6 Jan., 2012

***PROCEDURE FOR DRAFTING PLAIN & WRITTEN STATEMENT AND DEFENDING THEREOF IN THE COURT***

**Aims and Objectives**

- To make the participants aware with mechanism and duties of a Prosecutors
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	KRD	30 <sup>th</sup> Jan.,-3 <sup>rd</sup> Feb., 2012

***DEALING WITH WOMEN & CHILD VICTIMS OF VIOLENCE***

**Aims and Objectives**

- To acquaint participants with the dealing with women & child victims & provisions of the Law and duties of officers
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department and Dy. Director, CDPO, Prog. Officers, Distt. Welfare Officer of Social Justice Empowerment Department	GKS	16-20 Jan., 2012

***PROCEDURE IN DEPARTMENTAL INQUIRIES WITH PRINCIPLES OF NATURAL JUSTICE***

**Aims and Objectives**

- To equip the participants to effectively discharge their role as Inquiry/Presenting officers.
- To equip the participants to effectively discharge their role to give natural justice
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	KRD	6-10 Feb., 2012

***SPEEDY DISPOSAL OF CASES***

**Aims and Objectives**

- To improve the knowledge of speedy disposal of various type of cases
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	SS	13-17 Feb., 2012

***APPEALS REVISIONS IN ACQUITTAL AND ENHANCEMENT OF SENTENCE***

**Aims and Objectives**

- To improve the knowledge about the appeals revisions acquittal and enhancement of sentence
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	KTB	20-24 Feb., 2012

*LAW OF DOMESTIC VIOLENCE*

**Aims and Objectives**

- Acquaint the participants with the Law of Domestic Violence
- To prepare & reorient the participants to act as resource persons at field level
- E-Samadhan

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	DRN	27 <sup>th</sup> Feb.-3 <sup>rd</sup> March, 2012

*LATEST AMENDMENTS IN IPC, Cr.PC AND EVIDENCE ACT*

**Aims and Objectives**

- To acquaint the participants with the latest amendments in Cr PC and evidence Act
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	KRD	6-10 March, 2012

*PREVENTION OF CORRUPTION ACT AND H.P. SPECIFIC CORRUPT PRACTICES ACT*

**Aims and Objectives**

- Prevention of Corruption Act and H.P. Specific Corrupt Practices Act. Conduction of case in prosecution thereof.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	DRN	13-17 March, 2012

***CITIZENSHIP ACT, 1955 AND RULES 1956***

**Aims and Objectives**

- To improve the knowledge about the Citizenship act 1955 and rules 1956
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	KTB	20-24 March, 2012

***HOW TO CROSS EXAMINE THE WITNESSES AND WHEN TO DECLARE THE WITNESSES HOSTILE DURING TRIAL AND CIRCUMSTANCES WHERE TO GIVE UP***

**Aims and Objectives**

- To acquaint the participants with the latest techniques in court and how to cross examine the witness and when to declare the witnesses hostile during trial and circumstances where to give up
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	SS	9-13 Jan., 2012

***LINK EVIDENCE AND VALUE OF HANDWRITING EXPERTS REPORTS & FORENSIC SCIENCE REPORTS***

**Aims and Objectives**

- To acquaint the participants with the latest techniques in link evidence and value of handwriting experts & Forensic Science reports
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	KTB	26-30 Sept., 2011

***PROOF OF MEDICAL EVIDENCE & POST MORTEM REPORTS***

**Aims and Objectives**

- To acquaint the participants with the latest techniques in proof of medical evidence & post mortem reports
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
DA/Dy. DA & ADA of Prosecution Department	KRD	18-22 April, 2011

***COURSE ON MINISTRING TAX ADMINISTRATION***

**Aims and Objectives**

- To acquaint the participants with the implementation of various Acts relating to Tax Administration.
- To impart basic knowledge of Excise Vat and other allied taxes Acts.
- To acquaint them with the PWD (People with Disability) Act.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Dy. ETC/AETC/ETO/ETI & Supdt. Gr-I of Excise and Taxation Department	KRD	9-11 Aug, 2011 GOI

**PROGRAMMES AT REGIONAL TRAINING CENTRES  
MANDI, DHARAMSHALA, CHAMBA**

**(Dates for these programmes will be decided by the Coordinators concerned)**

<b>DHARAMSALA</b>			
S.No.	Programmes	No. of Prog.	Duration
1.	Basic Computer Course	3	5 days
2.	Office Procedure and Financial administration	9	5 days
3.	Disciplinary Proceedings	4	3 days
4.	Noting & Drafting	7	3 days
5.	Court Procedure	2	5 days
6.	Good Governance	1	3 days
7.	Right to Information Act, 2005	4	2 days
8.	Disaster Management	4	5 days
	<b>Total</b>	<b>34</b>	
<b>MANDI</b>			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer	5	5 days
2.	Office Procedure and Financial administration	8	5 days
3.	Disciplinary Proceedings	4	3 days
4.	Noting & Drafting	6	3 days
5.	Court Procedure	1	5 days
6.	Good Governance	2	3 days
7.	Right to Information Act, 2005	3	2 days
8.	Disaster Management	3	5 days
9.	Role of Moisture in go downs, its measurement in food grains and milled products & All matters relating to allocation, receipt, lifting, distribution and need of ration	2	3days
10.	Functioning of Vigilance Committees at all levels & Issue of Permits	1	3 days
11.	Functioning of Fair Price Shops & Preparing of reports and calculation of subsidy	1	3 days
12.	Preparation of Ration Cards under different food grains schemes & Food grains supplies to Tribal Areas/Snow Bound Areas. Working about various transport unions.	1	3 days
	<b>Total</b>	<b>37</b>	
<b>CHAMBA</b>			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer Courses	9	5 days
2.	Office Procedure & Financial Administration	5	5 days
3.	Noting & Drafting	3	3 days
	<b>Total</b>	<b>17</b>	

**DEPARTMENTAL EXAMINATIONS**

*Departmental Examinations for  
IAS/HAS/Tehsildars/Naib Tehsildars/Kanoongos/Patwaris/  
ETIs/ Other Gazetted Officers of the State Government.*

<b>PARTICIPATION LEVEL</b>	<b>DATES</b>
All Gazetted and other officers required by Law to appear in the Departmental Examination	21-29 April, 2011 13-21 Oct., 2011

## LEGEND

1.	RS	Sh. Rakesh Sharma, Additional Director (Admn.)
2.	KRD	Sh. K.R. Dhiman, Joint Controller (F&A)
3.	DRN	Sh. D. R. Negi, Joint Controller (F&A)
4.	SCS	Sh. Satish Chand Sharma, Deputy Director (Research)
5.	KTB	Sh. K. T. Bodh, Deputy Controller (F&A)
6.	SS	Sh. Subhash Chand Sharma, Deputy Controller (F&A)
7.	GKS	Sh. Gopal Krishan Sanghaik, Assistant Professor (Public Admn.)
8.	GPK	Dr.(Mrs.) G.P.Kapoor, Professor & Head (DMC)
9	RKS	Dr. Rakesh Kumar Sharma, Assistant Professor (Economic Admn.)
10	B	Mrs. Bhawna, Core Faculty (Development) SIRD
11.	PT	Sh. Prem Tanta, Core Faculty (Panchayti Raj) SIRD
12.	RB	Sh. Rajeev Bansal, Research Officer
13.	SG	Sh. Sanjeev Gupta, Sr. System Analyst (NIC) IT
14.	SK	Sh. Sandeep Kumar, Assistant Professor (IT)
15.	KK	Ms. Kiran Kuril, Instructor (IT)

**HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION  
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