

TRAINING PROGRAMMES 2014-15

PROFESSIONAL COURSES

INSTITUTIONAL TRAINING FOR IAS PROBATIONERS 2012 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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
IAS Probationers of 2012 batch	Director (HIPA)	16 th June to 26 th July, 2014

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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS and Other Gazetted Officers of the State Government directly recruited and recommended by Govt.	KTB	04 th Aug. to 01 st Oct., 2014

PROFESSIONAL TRAINING FOR HAS OFFICERS OF 2013 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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS Officers 2013 batch.	KTB	4 th Oct. to 20 th Dec., 2014

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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Direct recruits of Subordinate Accounts Services of H.P.	DRN	Part- I: (dates will be decided later-on) Part- II: 05 th May to 01 st Oct., 2014

SIRD PROGRAMMES

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
District /Block level officers & elected representatives of PRIs upto Zila Parishad level.	SCS	01.04.2014 to 05.04.2014	01.04.2014 to 05.04.2014	21.04.2014 to 26.04.2014
		21.04.2014 to 26.04.2014	28.04.2014 to 03.05.2014	28.04.2014 to 03.05.2014
		05.05.2014 to 09.05.2014	05.05.2014 to 09.05.2014	12.05.2014 to 17.05.2014
		12.05.2014 to 17.05.2014	19.05.2014 to 24.05.2014	19.05.2014 to 24.05.2014
		26.05.2014 to 30.05.2014	26.05.2014 to 30.05.2014	07.07.2014 to 11.07.2014
		07.07.2014 to 11.07.2014	14.07.2014 to 19.07.2014	14.07.2014 to 19.07.2014
		21.07.2014 to 26.07.2014	21.07.2014 to 26.07.2014	28.07.2014 to 02.08.2014
		04.08.2014 to 08.08.2014	04.08.2014 to 08.08.2014	11.08.2014 to 16.08.2014
		19.08.2014 to 23.08.2014	19.08.2014 to 23.08.2014	25.08.2014 to 30.08.2014
		25.08.2014 to 30.08.2014	01.09.2014 to 06.09.2014	01.09.2014 to 06.09.2014
		08.09.2014 to 12.09.2014	08.09.2014 to 12.09.2014	15.09.2014 to 20.09.2014
		15.09.2014 to 20.09.2014	22.09.2014 to 27.09.2014	29.09.2014 to 04.10.2014
		29.09.2014 to 04.10.2014	13.10.2014 to 18.10.2014	13.10.2014 to 18.10.2014
		20.10.2014 to 25.10.2014	20.10.2014 to 25.10.2014	27.10.2014 to 01.11.2014
		27.10.2014 to 01.11.2014	10.11.2014 to 15.11.2014	17.11.2014 to 22.11.2014
		17.11.2014 to 22.11.2014	24.11.2014 to 29.11.2014	01.12.2014 to 06.12.2014
		01.12.2014 to 06.12.2014	08.12.2014 to 12.12.2014	08.12.2014 to 12.12.2014
		15.12.2014 to 20.12.2014	15.12.2014 to 20.12.2014	22.12.2014 to 27.12.2014
		22.12.2014 to 27.12.2014	29.12.2014 to 03.01.2015	29.12.2014 to 03.01.2015
		05.01.2015 to 09.01.2015	05.01.2015 to 09.01.2015	12.01.2015 to 17.01.2015
12.01.2015 to 17.01.2015	19.01.2015 to 24.01.2015	19.01.2015 to 24.01.2015		
27.01.2015 to 31.01.2015	27.01.2015 to 31.01.2015	02.02.2015 to 07.02.2015		
02.02.2015 to 07.02.2015	09.02.2015 to 13.02.2015	09.02.2015 to 13.02.2015		
16.02.2015 to 21.02.2015				

SPECIALIZED PROGRAMMES

- *OFFICE PROCEDURE & FINANCIAL ADMINISTRATION*
 ➤ *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 & CD	DATES & CD	DATES & CD
		KKS	DRN	KTB
Dy. Director, Asstt. Commissioner, HDO, ADO, Dy./Asstt. Registrar, ADA, DM/RM, DSP, College Principals and other Gazetted / Non Gazetted Officers of the State Government.	(Office Procedure & Financial Administration) KKS/DRN/KTB	05.05.2014 to 09.05.2014	19.05.2014 to 23.05.2014	02.06.2014 to 06.06.2014
		16.06.2014 to 20.06.2014	07.07.2014 to 11.07.2014	21.07.2014 to 25.07.2014
		04.08.2014 to 08.08.2014	19.08.2014 to 23.08.2014	25.08.2014 to 29.08.2014
		08.09.2014 to 12.09.2014	15.09.2014 to 19.09.2014	22.09.2014 to 26.09.2014
		10.11.2014 to 14.11.2014	25.11.2014 to 29.11.2014	08.12.2014 to 12.12.2014
		15.12.2014 to 19.12.2014	05.01.2015 to 09.01.2015	19.01.2015 to 23.01.2015
		27.01.2015 to 31.01.2015	02.02.2015 to 06.02.2015	16.02.2015 to 20.02.2015
		23.02.2015 to 27.02.2015	02.03.2015 to 06.03.2015	16.03.2015 to 20.03.2015
Non-Gazetted officers of the State Government	(Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry) VBL	DATES & CD	DATES & CD	DATES & CD
		VBL	VBL	VBL
		15.05.2014 to 17.05.2014	09.06.2014 to 11.06.2014	14.07.2014 to 16.07.2014
		30.07.2014 to 01.08.2014	11.08.2014 to 13.08.2014	01.09.2014 to 03.09.2014
		29.09.2014 to 01.10.2014	17.11.2014 to 19.11.2014	01.12.2014 to 03.12.2014
		29.12.2014 to 31.12.2014	15.01.2015 to 17.01.2015	09.02.2015 to 11.02.2015

TRAINING ON CrPC FOR HAS OFFICERS

Aims and Objectives

- To acquaint the HAS officers with various CrPC to be enforced as an executive magistrate.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	
HAS Officers	KTB	09-10 June, 2014	10-11 July, 2014

MID CAREER TRAINING FOR SENIOR HAS OFFICERS

Aims and Objectives

- To acquaint the officers with themes range of Ethics and Leadership Development to more specific like India's international trade Information Communication Technology, infrastructure financing etc.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Senior HAS Officers	MT (Additional Director)	02.06.2014 to 07.06.2014	23.06.2014 to 28.06.2014

H.P. PUBLIC SERVICE GUARANTEE ACT, 2011

Aims and Objectives

- To equip the participants with the concept of H.P. Public Service Guarantee Act, 2011
- 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 list out salient features and principles of Public Service Guarantee Act

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES		
Senior and Middle level officers of State Govt. Departments	KKH	19.04.2014	27.09.2014	18.10.2014
		27.11.2014 to 28.11.2014		

SERVICE DELIVERY & H.P. PUBLIC SERVICE GUARANTEE ACT, 2011

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 equip the participants with the concept of H.P. Public Service Guarantee Act, 2011
- To list out salient features and principles of Public Service Guarantee Act

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES		
Senior and Middle level officers of State Govt. Departments	KKH	24.04.2014 to 26.04.2014	17.07.2014 to 19.07.2014	04.08.2014 to 06.08.2014
		27.10.2014 to 29.10.2014	13.11.2014 to 15.11.2014	01.12.2014 to 03.12.2014

SERVICE DELIVERY/CITIZEN CHARTER/ SEVOTTAM

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)

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES		
Senior and Middle level officers of State Govt. Departments	HKS	09.04.2014 to 11.04.2014	22.05.2014 to 24.05.2014	14.08.2014 to 16.08.2014
		25.08.2014 to 27.08.2014	15.09.2014 to 17.09.2014	29.09.2014 to 01.10.2014
		13.10.2014 to 15.10.2014	20.10.2014 to 22.10.2014	10.11.2014 to 12.11.2014
		24.11.2014 to 26.11.2014		

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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle level officers of State Govt. Departments	KKH	03.04.2014 to 05.04.2014	21.04.2014 to 23.04.2014	19.05.2014 to 21.05.2014
		07.07.2014 to 09.07.2014	30.07.2014 to 01.08.2014	14.08.2014 to 16.08.2014

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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers of various Departments of the State Govt.	RS	15.05.2014 to 17.05.2014	28.05.2014 to 30.05.2014	

COURT PROCEDURE

Aims and Objectives

- To define the duties and responsibilities of an officer's in-charge (case) as define in code of civil procedures 1908.
- To generate awareness of the importance of Court work.
- To acquaint them with the procedure to be followed in Courts while acting as an agent of the State.
- To sensitize them to the role and conduct expected of a Judicial/ Quasi-Judicial officer in Court.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Revenue Officers of State Govt.	VBL	02.06.2014 to 07.06.2014	01.09.2014 to 06.09.2014

RIGHT TO INFORMATION ACT, 2005 (Institute level Training Programmes)

Aims and Objectives

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

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non Gazetted Officers of State Government (PIO's/APIO's & Appellate Authority)	RSK	04.04.2014 to 05.04.2014	25.04.2014 to 26.04.2014	12.05.2014 to 13.05.2014
		26.05.2014 to 27.05.2014	04.07.2014 to 05.07.2014	18.07.2014 to 19.07.2014
		01.08.2014 to 02.08.2014	19.08.2014 to 20.08.2014	08.09.2014 to 09.09.2014
		26.09.2014 to 27.09.2014	09.10.2014 to 10.10.2014	20.10.2014 to 21.10.2014
		10.11.2014 to 11.11.2014	28.11.2014 to 29.11.2014	08.12.2014 to 09.12.2014
		22.12.2014 to 23.12.2014	08.01.2015 to 09.01.2015	23.01.2015 to 24.01.2015
		02.02.2015 to 03.02.2015		

INTENSIVE TRAINING PROGRAMMES FOR HPSEB LTD.

Aims and Objectives

- Capacity building at cutting edge level officials having citizen interface.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Technical and non technical staff	RSK	20 Training programmes will be conducted in the field.

RIGHT TO INFORMATION ACT, 2005
(Field level Training Programmes)

Aims and Objectives

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

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
PIO/APIO & Appellate Authority, other officials and elected member of PRIs, Members of NGO, Media person	RSK	12 RTI workshops will be conducted at District/sub division block/Institution level.

TRAINING ON IMPORTANCE OF ETHICS AND VALUE

Aims and Objectives

- To understand the importance of ethical conduct behavior at work place.
- To motivate participants to make ethical discussions.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Sr. & Middle Level Officers of State Govt.	RS	03.04.2014 to 05.04.2014	28.04.2014 to 30.04.2014

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

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers/ Officials of Revenue/ Home Guard/ Police/ Health/ IPH/ PWD/ Transport/ Education/ Panchayati Raj, Urban Local Bodies	RKS	01.04.2014 to 05.04.2014	21.04.2014 to 26.04.2014	05.05.2014 to 09.05.2014
		19.05.2014 to 24.05.2014	02.06.2014 to 07.06.2014	04.07.2014 to 05.07.2014
		21.07.2014 to 26.07.2014	04.08.2014 to 08.08.2014	11.08.2014 to 16.08.2014
		25.08.2014 to 30.08.2014	08.09.2014 to 12.09.2014	22.09.2014 to 27.09.2014
		13.10.2014 to 18.10.2014	27.10.2014 to 01.11.2014	10.11.2014 to 15.11.2014
		24.11.2014 to 29.11.2014	01.12.2014 to 06.12.2014	15.12.2014 to 20.12.2014
		29.12.2014 to 01.01.2015	12.01.2015 to 17.01.2015	27.01.2015 to 31.01.2015
		09.02.2015 to 13.02.2015	23.02.2015 to 28.02.2015	09.03.2015 to 13.03.2015

Deptt. & Chairman Zila Parishad		23.03.2015 to 28.03.2015		
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TRAINING ON GENDER BUDGETING

Aims and Objectives

- Enhancing public consultation and participation in the preparation and monitoring of budgets. Gender budgeting not only aims at an increased participation of women, but at an overall increase of citizen's understanding of budgetary issues.
- Improving the transparency and efficiency in terms of results of the government's budgetary decisions.
- Increasing the possibility to hold governments accountable for their commitments towards gender equality. By making the budgetary process more consultative and transparent, governments can be pressed to assume their responsibility for drawing up gender sensitive budgets.
- Providing a critical tool for monitoring spending. Even though commitments to gender equality might be present in the budget, the actual expenditure might still not promote equality between women and men. It is therefore important to not only look at the planned budgetary measures, but to also evaluate the actual spending and their effects on women and men.
- Developing an alternative set of values by applying beneficiary assessments which evaluate whether women and men believe that budgets meet their needs or not.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Sr. & Middle Level Officers of State Govt.	RKS	28.04.2014 to 30.04.2014	09.06.2014 to 11.06.2014	30.07.2014 to 01.08.2014
		01.09.2014 to 03.09.2014	20.10.2014 to 22.10.2014	

SEMINARS/CONSULTATIVE WORKSHOPS FOR TNA AND MODULE DESIGN UNDER HUDCO -CHAIR

Aims and Objectives

- Municipal Service Delivery and Scope of PPP Initiatives in the Hill State of Himachal Pradesh.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Representatives/ Officials of UD. and ULBs	RS	10.04.2014 to 11.04.2014	28.04.2014 to 29.04.2014	

SEMINARS/CONSULTATIVE WORKSHOPS FOR TOT AND MODULE DESIGN UNDER HUDCO -CHAIR

Aims and Objectives

- Designing Capacity Development Plan for Municipal Solid Waste Management in Shimla.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES

Representatives/ Officials of MC	RS	26.05.2014 to 27.05.2014	14.07.2014 to 15.07.2014	
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E-GOVERNANCE AND INFORMATION TECHNOLOGY

E-GOVERNANCE

Aims and Objectives

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

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Government Departments.	SK	02.05.2014 to 03.05.2014	12.05.2014 to 13.05.2014	

COMPUTER TRAINING ON POWER POINT

Aims and Objectives

- To familiarize the participants with the basics of presentation programme and to impart them necessary skills to work with various features of power point Application.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptts.	SK	09.04.2014 to 11.04.2014	28.04.2014 to 30.04.2014	15.05.2014 to 17.05.2014
		09.06.2014 to 11.06.2014	07.07.2014 to 09.07.2014	25.08.2014 to 27.08.2014
		18.09.2014 to 20.09.2014	13.10.2014 to 15.10.2014	

COMPUTER COURSE ON SPSS (STATISTICAL PACKAGE FOR THE SOCIAL SCIENCES)

Aims and Objectives

- To familiarize and apprise the participants with the basics of Statistical Analysis Software (SPSS) and to impart them necessary skills to generate tabulated reports, charts etc. using the software.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptts.	SK	07.07.2014 to 10.07.2014

COMPUTER TRAINING ON INTERNET & E-MAIL

Aims and Objectives

- To familiarize and apprise the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download & upload data, e-mail, attachment etc.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptt.	SK	25.07.2014 to 26.07.2014	15.09.2014 to 16.09.2014	16.10.2014 to 17.10.2014
		10.11.2014 to 11.11.2014	15.01.2015 to 16.01.2015	

INFORMATION TECHNOLOGY FOR EFFECTIVE OFFICE MANAGEMENT

Aims and Objectives

- To familiarize the participants with the basic IT applications and operating system functions used for effective official work.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptt.	SK	17.06.2014 to 19.06.2014	22.09.2014 to 24.09.2014	17.09.2014 to 19.09.2014

Customized Computer Course for HAS & HPS Officers

Aims and Objectives

- To familiarize and apprise the participants with software application used for computer-aided design CAD and drafting.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
HAS & HPS Officers of State Govt.	SK	02.06.2014 to 04.06.2014	

COMPUTER COURSE ON TALLY

Aims and Objectives

- To familiarize and apprise the participants with the basics of accounting system and to impart them necessary skills to work on software for accounts and inventory management.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-	SK	30.07.2014 to 02.08.2014	01.09.2014 to 04.09.2014	

Gazetted officers of State Govt. Deptts.				
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COMPUTER COURSE ON MS-ACCESS

Aims and Objectives

- To familiarize and apprise the participants with the basics of database and to impart them necessary skills to work on Access database software.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Departments.	SK	04.09.2014 to 06.09.2014	13.11.2014 to 15.11.2014	

BASIC COMPUTER TRAINING PROGRAMME ON MS WORD & MS EXCEL

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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Departments.	align="center">SK	01.04.2014 to 05.04.2014	21.04.2014 to 25.04.2014	05.05.2014 to 09.05.2014
		01.07.2014 to 05.07.2014	04.08.2014 to 08.08.2014	27.10.2014 to 31.10.2014
		01.12.2014 to 05.12.2014		

PROGRAMMES AT REGIONAL TRAINING CENTRES/ DISTRICT TRAINING CENTRES

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

DHARAMSALA			
S.No.	Programmes	No. of Prog.	Duration
1.	Basic Computer Course	04	5 days
2.	Information Technology for Effective Office Management	03	3 days
3.	Computer Training on Internet & e-mail	05	2 days
4.	Office Procedure and Financial Administration	06	5 days
Total		18	
MANDI			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer Course	04	5 days
2.	Information Technology for Effective Office Management	03	3 days
3.	Computer Training on Internet & e-mail	05	2 days
4.	Office Procedure and Financial Administration	06	5 days
Total		18	
CHAMBA			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer Course	04	5 days
2.	Information Technology for Effective Office Management	03	3 days
3.	Computer Training on Internet & e-mail	05	2 days
Total		12	
NAHAN			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer Course	04	5 days
2.	Information Technology for Effective Office Management	03	3 days
3.	Computer Training on Internet & e-mail	05	2 days
Total		12	

DEPARTMENTAL EXAMINATIONS

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

PARTICIPATION LEVEL	DATES
All Gazetted and other officers required by Law to appear in the Departmental Examination	01-09 April, 2014 13-21 Oct., 2014

LEGEND

Sr. No.	Name & Designation of Course Director/Faculty Members	
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1.	PM	Sh. Priyatu Mandal, IAS Director
2.	MT	Sh. Manoj Tomar, HAS Additional. Director

Other Faculty Members

1.	KKH	Dr. K. K. Handa, Principal, College Cadre
2.	RS	Dr. Rakesh Sharma, Associate Professor (Eco. Admn.)
3.	RSK	Sh. R. S. Kapoor, Assistant Professor (Public Admn.)

SAS Faculty Members

1.	KKS	Shri K.K.Sharma, Joint Controller (Fin. & Acctt.)
2.	DRN	Shri D. R. Negi, Joint Controller (Fin. & Acctt.)
3.	KTB	Sh. K. T. Bodh, Joint Controller (Fin. & Acctt.)
4.	VBL	Sh. Vikas Bhusan Lalit, Deputy Controller (Fin. & Acctt.)
5.		

DMC Faculty Members

1.	RKS	Dr. R. K. Sood, Prof. & Head of DMC
2.	DB	Shri Desh Bandhu, Research & Documentation Officer

SIRD. Faculty Members

1.	SCS	Shri Satish Chand Sharma, Deputy Director (Research)
3.	RB	Shri Rajeev Bansal, Research Officer
2.	SK	Shri Sushil Kumar, Core Faculty (Dev.)

I.T. Faculty Members

1.	SK	Shri Sandeep Kumar, Asstt. Professor(IT)
2.	K	Smt. Kiran, Instructor (IT)