

**Department of Environment, Science & Technology**  
**Himachal Pradesh**



**TRAINING MANUAL & TRAINING PLAN**

# **Training Plan**

## **Vision**

To preserve, protect, conserve the environment, eco system, natural heritage of the State.

- Committed to keep Himachal Pradesh pollution free through appropriate and environmentally compatible management practices.
- To create a scientific temper in everyday life by enhancing wide dissemination of scientific knowledge.

## **Mission**

We are committed to improve the effectiveness of environmental management, protect our vulnerable ecosystems and ensure sustainable development. Our ultimate aim is to improve the well being of the people of Himachal Pradesh and to bring about socio-economic prosperity in the State.

## **Objectives**

The Department of Environment & Scientific Technologies was set up in April, 2007 with an objectives to improve the effectiveness of environmental management, protect vulnerable ecosystems and enhance sustainability of development.

- Implementation of the provisions entrusted to the State Government under the Acts and Rules pertaining to Protection of Environment & Control of Pollution;
- Administrative Control of SPCB and SCST&E;
- Oversee implementation /enforcement of Environmental Legislations of the State/Central Governments;
- To enforce directive powers under Section -5 of the Environment (Protection) Act, 1986;
- Reviewing the State environmental Policy and reorienting formal environment Management Plan;
- Ensuring the ecologically sustainable management of natural resources;
- Incorporating environmental concerns in to National Strategies and Action Plans for Sustainable Development;
- Policies to Promote Sustainable Consumption and Production Patterns of Natural Resources;
- Promoting investments in Environment Sector;
- Identifying and Sharing Innovative Practices;
- Public Awareness for ensuring effective public participation in decision makings on environmental issues;

## **Functions and Mandate at Department Level:**

### **(A) ENVIRONMENT & POLLUTION CONTROL:**

a) To exercise all the powers vested under all Act and Rules pertaining to protection of environment & control of pollution. Implementation/enforcement of all environment legislation on behalf of the State Government, which cannot be implemented by State Board, or any other agency:

1. Water [Prevention and Control of Pollution] Act, 1974.
2. Water [Prevention and Control of Pollution] Cess Act, 1977.
3. Air [Prevention and Control of Pollution] Act, 1981.
4. Environment [Protection] Act, 1986, (Rules listed below);
5. Bio-medical Waste [Management and Handling] Rules, 1998.
6. Hazardous Waste [Management and Handling] Rules, 1989.
7. Manufacture, Storage and Import of Hazardous Chemical Rules, 1989.
8. Rules for manufacture, use, import and storage of Hazardous Microorganisms, genetically Engineered Micro-organism or Cells, 1989.
9. The Recycled Plastic Manufacture and Usage Rules, 1999.
10. The Ozone Depleting Substances [Regulation and Control] Rules, 2000.
11. The Batteries [Management and Handling] Rules, 2001.
12. The Noise Pollution [Regulation and Control] Rules, 2000.
13. The Municipal Solid Wastes [Management and Handling] Rules, 2000.
14. NODAL AGENCY FOR ENVIRONMENTAL CLEARANCE.

b) To consider the validity and facts contained in the Environmental Impact Assessment and monitoring of Environment Management Plan prepared by the Project Proponents.

Other functions under environment and pollution control as under:

1. Collection, preparation and dissemination of “Environmental Inventory” on the State Resources in particular and on the Himalayan Region in general.
2. To deal with all matters pertaining to environmental awareness among the masses, trainings, and research on the environment and pollution control.

3. Monitoring and assessment of impact of development of projects on environment.
4. Dovetailing of the environmental concerns in the development processes through Environmental Planning to ensure environmentally compatible land use and ecosystem specific conservation and sustainable use of all resources.
5. Research and Development on the environment protection and pollution control independently as well as in collaboration with premier institutions in the field of environment.
6. Inventorisation of sources of hazardous chemicals and waste, creation of database on the treatment technologies and providing consultancy for the concerned.
7. To study the likely impacts of agricultural and horticultural activities and study of “Non-Point Sources of Pollution” such as chemical fertilizers, pesticides, insecticides and other chemicals on soil and water resources, flora, fauna and communities in the State and to suggest mitigation measures/alternatives in this regard.
8. To advise the Government on the Environmental issues.
9. To examine the cases of Environment Impact Assessment and recommend the same to the Government of India.
10. Complete control of SEIA & MC, SEIAA & SEAC under EIA mechanism.
11. To consider the validity and facts contained in the Environment Impact Assessment and monitoring of Environment Management Plan prepared by the Project Proponents.
12. Monitoring of implementation of Environmental Safeguards as specified by the Government of India at the time of Environment Clearance to the various project Proponents in the State.
13. Monitoring of Pollution Control measures/ devices adopted by the various industries/proponents.
14. All matters pertaining to Natural and man-made disasters and to suggests mitigation/ remedial action plan programmes.
15. To create data bank on disaster management related to potential industrial accidents and mitigation through instruments such as Onsite and Offsite Emergency Plan and Public Liability Insurance cover etc.
16. To make coordination among the various agencies of the State Government, which are involved in environment protection and pollution control such as H.P. State Environment Protection and Pollution Control Board.
17. To deal with all matters relating to Bio-diversity, Biosphere, Mitigation and Management of Natural Disasters, Protection and Conservation of the Wetlands, Grass-lands etc.
18. To deal with all environmental education programmes, awareness programmes and to promote pro-active disclosure of environment monitoring and management information by the project proponents and the regulators.
19. To deal with all matters relating to the environmental litigation with respect to aforesaid rules and regulation and Acts.
20. Formulation/ maintenance of environmental standards in respect of various pollutants in the State.
21. Natural Disaster and Climate Change.

**(B) SCIENCE & TECHNOLOGY:**

1. To develop/modify/adapt new technologies in any area relevant to the State of Himachal Pradesh.

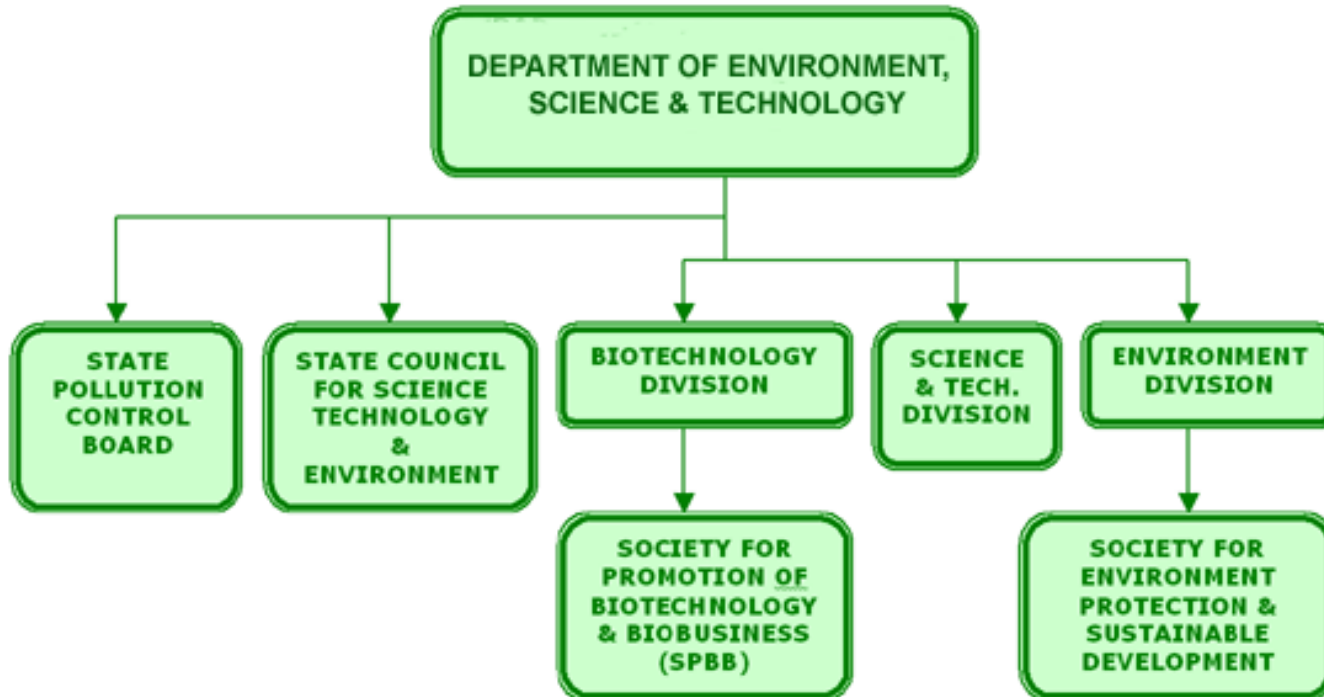
2. To disseminate and propagate new technologies for improvement of scientific intervention in developmental needs in the State.
3. To create new databases with the use of modern technologies.
4. To develop appropriate technologies for use in the State of Himachal Pradesh.
5. Propagation of use of Space Technology to develop models for optimum use of resources that promote alternative sustainable mode of development.
6. To enhance scientific and technical capacity and infrastructure in the State.
7. To develop effective liaison with national and international scientific institutions.
8. To evolve Science & Technology Policy for The State.
9. To address issues like:- Organic Pollution, Research and Development, Clean Technologies, Carrying Capacity studies, Life cycles, Sustainable Development, Biotechnology and Genetic Engineering.
10. To direct efforts towards evolving and establishing industrial and technological linkages.
11. Establishing efficient State-wide system of scientific and technological information.
12. To promote the role and importance of science & technology in socio-economic development.
13. Promoting relevance of science towards society and enhancing gender equality in participation of S&T input.
14. Promote conclusion, linkages and networking among S&T institutions including Universities, Industry, Research and Development, NGO and the Government Sector.
15. Undertake capacity building programmes to promote emerging technologies under science popularisation programme.

**(C) BIO-TECHNOLOGY:**

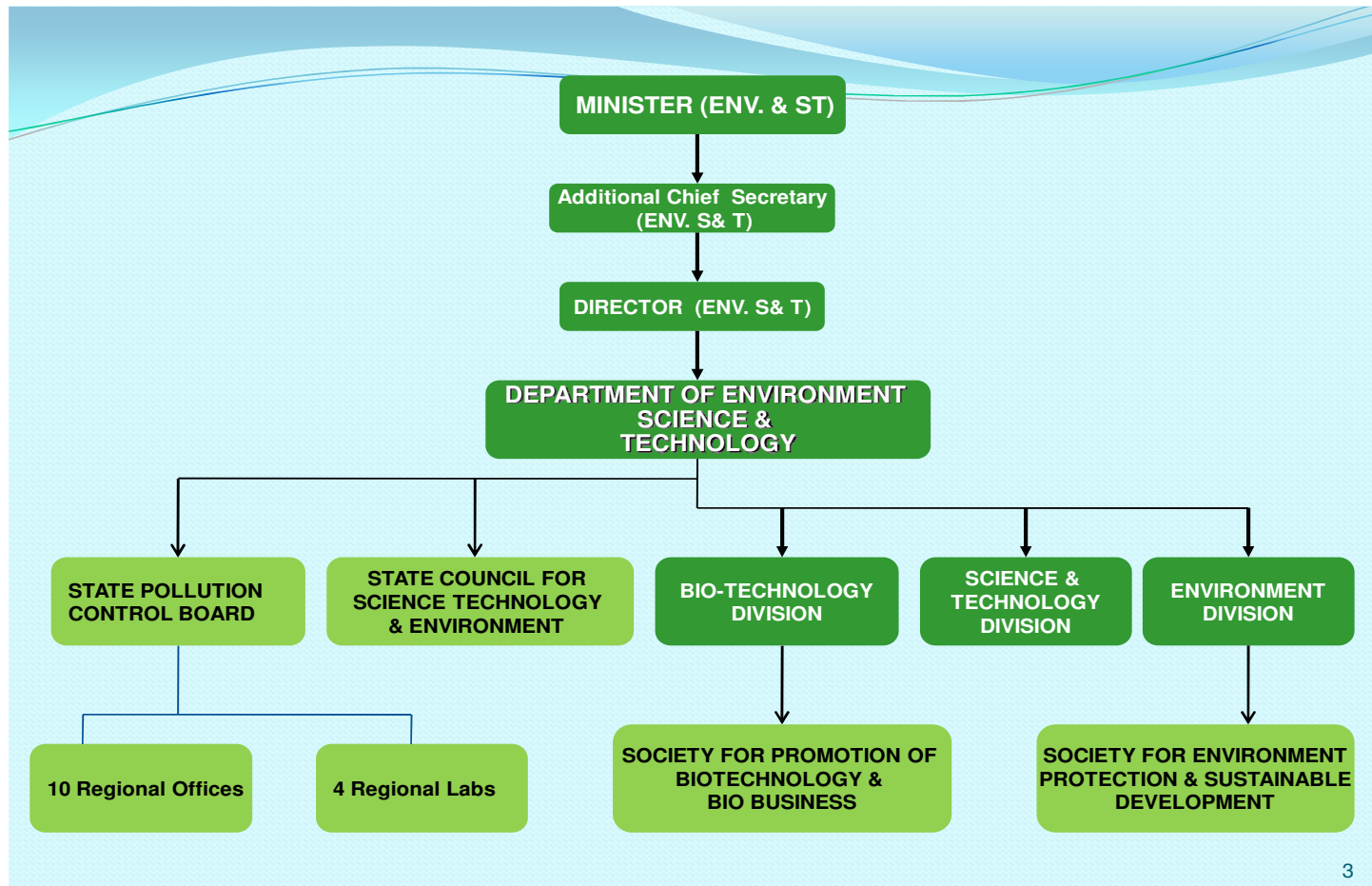
1. Formulation and implementation of Bio-Technology Policy in the State.
2. Strengthening of Human Resource and existing infrastructure in Bio-Technology and its continuous improvement for generating skilled manpower in Bio-Technology and Technological upgradation of R&D Institutes and Universities within the State.
3. Promotion of Bio-Technology and Bio-informatics based activities for entrepreneurship development and employment generation in the State with emphasis on industries based on local bio-resource including forest/animal genetic resource and tissue culture.
4. Generation of resources from Government of India and international donors for promoting emerging technologies in Bio-Technology.
5. Establishment of Bio-Technology incubation facilities in private/public/joint sectors.
6. Setting up of Bio-Technology parks and Bio-Technology Industrial Clusters at various locations in the State.
7. Diversification of farming through introduction of superior and disease free improved genotypes, development of protocols and their refinement for commercial production (including medicinal and aromatic herbs, orchids and other ornamental plants).
8. To attract small entrepreneurs and other industrial houses for making investments in Bio-Technology bases ventures in the State.
9. Development of marketing network for products based on Bio-Technology at national as well as international level.

10. Establishment of Joint Venture Companies (JVCs) with private investors/other organizations with an integrated approach from laboratory to industry and market.
11. Creation of Venture Capital Fund for promotion of Bio-Technology based business.
12. Setting up of facility for organic certification in the State.
13. Implementation of Rules for manufacture use, import, export and storage of hazardous micro-organisms genetically engineered organisms cells or crops.

## Organizational Structure:



## Administrative Structure



## **Area of Governance:**

Environment Protection, Pollution Prevention & Control.

Science and Technology.

Bio-Technology

- Agricultural Biotechnology
- Industrial Biotechnology

## **Major Issues of environmental concerns**

- Air and water pollution monitoring
- MUNICIPAL SOLID WASTE MANAGEMENT
- sewage MANAGEMENT OF URBAN AREAS
- Plastic Waste MANAGEMENT & littering
- BIO-MEDICAL WASTE MANAGEMENT
- Muck /debris Disposal – major area of ecological concern
- Industrial Pollution Control & Management
- Monitoring of EMP and CAT PLAN.

## **Major Programme:**

- ENVIRONMENT PLANNING.
- WATER MANAGEMENT.
- SCIENCE POPULARISATION, COMMUNICATION & PROMOTION, TECHNOLOGY DEVELOPMENT & DISSEMINATION.
- BIO-DIVERSITY.
- ECOLOGY & ENVIRONMENT.
- CONSULTANCY SERVICES.
- REMOTE SENSING.

## Staffing Structure

### Detail of Staff position

S. No.	Name of Posts	Sanctioned Posts	Filled	Vacant
1	Director	1	1	-
2	Additional Director	1	1	-
3	Sr. Scientific Advisor	1	-	1
4	Chief Scientific Officer	1	1	-
5	Pr. Scientific Officer	4	2	2
6	Sr. Environment Officer	1	1	-
7	Sr. Scientific Officer	1	-	1
8	Project Officer	1	1	-
9	Environment Engineer	1	1	-
10	Computer programmer	1	-	1
11	Scientific Officer	2	2	-
12	Accounts Officer	1	1	-
13	Section Officer	1	1	-
14	Personal Assistant	1	1	-
15	Sr. Assistant	3	3	-
16	Research Assistant	1	-	1
17	Statistical Assistant	1	-	1
18	Computer Operator	2	2	-
19	Jr. Scale Stenographer	1	1	-
20	Jr. Assistant/ Clerk	3	3	-
21	Data Entry Operator	2	-	2
22	Driver	4	3	1
23	Peons	6	6	-
24	Sweeper	2	2	-
25	Chowkidar	2	2	-
	<b>Total</b>	<b>45</b>	<b>35</b>	<b>10</b>

Finance Department has accorded approval to fill up the vacant posts. Process for filling up of vacant posts is underway.

**Note: in addition to above 9 posts have been sanctioned on contract (fixed emoluments) tenure basis for a period of four years. The detail of the posts is as under:**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>No. of Post</b>
1.	Law Officer	1
2.	Environment Planning Officer	1
3.	Environment Monitoring & Evaluation Officer	1
4.	Communication Officer	1
5.	Human Habitat Officer	1
6.	Environment Assessment Officer	1
7.	Sustainable Development Officer	1
8.	MIS Officer	1
9.	Environment Economist	1

**Out of above nine post only five posts have been filled up.  
Process for filling up remaining four post has been initiated.**

**Vacancy Position:**

<i>Vacant Posts in the Department</i>		
1	Sr. Scientific Advisor	<i>1</i>
2	Pr. Scientific Officer	<i>1</i>
3	Sr. Scientific Officer	<i>1</i>
4	Scientific Officer	<i>2</i>
5	Computer Programmer	<i>1</i>
6	Research Assistant	<i>1</i>
7	Statistical Assistant	<i>1</i>
8	Data Entry Operator	<i>2</i>
	<b>Total</b>	<b><i>10</i></b>
<i>Staff Under ABT Project</i>		
1	Deputy Project Coordinator	<i>2</i>
2	Data Entry Operator	<i>4</i>
3	Field Officer	<i>1</i>
	<b>Total</b>	<b><i>7</i></b>
<i>Staff Under SEPSD Project</i>		
1	Field Officer	<i>1</i>
2	Data Entry Operator	<i>2</i>
3	Driver	<i>1</i>
4	Peon	<i>2</i>
	<b>Total</b>	<b><i>6</i></b>

## **Training Needs:**

The Department of Environment, Science & Technology is basically a professional organisation for the preservation and protection of Environment, promotion of scientific temperament in the State of Himachal Pradesh. It is the utmost priority of the Department to create and enhance environmental management capacity of the line organisations to ensure environmental friendly development of the State. Therefore in order to achieve the goals as well as to bring efficiency and efficacy among officers, officials working, training focusing on following matters is required to be imparted in this Department.

- (1) Build and enhance the scientific capacity of the technical personnel in the Department.
- (2) Build and enhance the capacities of public in general:
  - i. To impart specialized training through State Council for Science & Technology.
  - ii. Specialized training through State Pollution Control Board.
- (3) Office Procedure and Financial Administration.
- (4) Basic and Specialized Courses on computer skills.
- (5) Training on Environmental Conservation techniques.

## **Training Framework:**

Training would be imparted to all the categories of officials working in the Department as per following framework:

- (a) Service Entry Point.
- (b) Ongoing Service Capacity Enhancement.
- (c) Courses as may be required for career growth.
- (d) Exposure to current issues and knowledge.
- (e) Courses to be attended at National, regional and State Level.
- (f) Training within organizational level.

## **Training Plan:**

Training Plan on the basis of training need analysis on separate need for different categories of employees at Department level is annexed as **Annexure-I**. However, the State Pollution Control Board is at **Annexure-II**

## **Training Nodal Officer:**

In order to review and ensure monitoring of training policy following has been designated as under:-

1. Nodal Officer Training - Smt. Ameeta Mahajan, HAS  
Additional Director (Env. S&T)
2. Sub Officer Training - Dr. Bhanu Neopaney, PSO (ABT)  
- Dr. S.C. Attri, SEO

## **Creation of Training Head and Provision for Budget for Training Purposes:**

In pursuance to Himachal Pradesh State Training Policy, 2009 circulated by the State Government, Department of Training & Foreign Assignment vide notification No. Per (Trg.) B (12) 6/ 2007 dated 01-07-2009, training Head under major Head of Account 3425-60-001-02 (NP) Demand No. 4 under Salary outlay of Rs. 170.00 lacs training outlay of Rs. 0.85 lac shall be earmarked for the purpose during the year 2012-13..

## Gap Analysis/Training Plan

### Annexure-I

Sr. No.	Name of Post Name of Incumbents	Nature of Duties	Training Proposed	Training Type	Duration				Training Institution	Remarks
					Duration in Weeks At Initial Level	After 5 years service/ Before the promotion	(After ten years) Next 5 years/ before the promotion	(After fifteen years) Next 5 years/ Before the promotion		
<b>Training Within Organization by DEST:</b>										
1	Clerk  1. Sh. Shrawan Singh, 2. Sh. Ramesh Kaundal 3. Sh. Bishan Singh	Office Management	<ul style="list-style-type: none"> <li>- <b>Government and its Organs</b> <ul style="list-style-type: none"> <li>➤ Policies &amp; Programmes of Govt.</li> <li>➤ Organizational Set-up of Govt. Offices</li> <li>➤ Accountability in Administration</li> </ul> </li> <li>- <b>Office Procedures</b> <ul style="list-style-type: none"> <li>➤ Receipt of Dak &amp; maintenance of Receipt Register</li> <li>➤ Issue of Letters &amp; maintenance of Dispatch Registers</li> <li>➤ Maintenance of Stamp &amp; other allied Registers</li> <li>➤ Processing of PUC &amp; action on receipt of Dak</li> <li>➤ How to open a file &amp; the Filing System</li> <li>➤ Various forms of communication</li> <li>➤ Nothing &amp; Drafting the procedure</li> <li>➤ Efficiency &amp; Need for disposal of</li> </ul> </li> <li>- <b>Establishment Matters</b> <ul style="list-style-type: none"> <li>➤ Constitutional Safe guard in Services</li> <li>➤ General conditions Governing Service</li> <li>➤ Duties &amp; Functions of Ministerial Staff</li> <li>➤ General Principles governing to leave &amp; various issues</li> <li>➤ Maintenance of Service Book &amp; other service record</li> <li>➤ General provisions for Service Rules</li> <li>➤ Joining Time Rules.</li> </ul> </li> <li>- <b>Cash and Accounts</b> <ul style="list-style-type: none"> <li>➤ Handling of Cash and maintenance of</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Foundational training</li> <li>- Refresher Courses</li> </ul>	Two weeks	One Week	One week	One week	Himachal Pradesh Institute of Public Administration	Lecture and Exercise.

			<ul style="list-style-type: none"> <li>Accounts</li> <li>➤ Writing of Cash Book</li> <li>➤ Provisions relating to office &amp; other exposures required in the Department</li> <li>➤ How to prepare pay, A&amp;LTC claims</li> <li>➤ Planning process in Govt. An introduction</li> <li>➤ An introduction to Budget- How to prepare it.</li> </ul> <p>- <b>Stores</b></p> <ul style="list-style-type: none"> <li>➤ General instruction regarding of Stores &amp; Stationery.</li> <li>➤ Maintenance of Stores &amp; Stock Register</li> </ul> <p>- <b>Computer Skills</b></p> <ul style="list-style-type: none"> <li>➤ Computer Basics with special references to WINDOWS;</li> <li>➤ Working with Windows with reference to mouse handling</li> <li>➤ Working with MS-Word <ul style="list-style-type: none"> <li>• Creating a File</li> <li>• Editing</li> <li>• Saving a document</li> <li>• Inserting Bullets</li> </ul> </li> <li>➤ Managing file &amp; folders</li> <li>➤ Hands on computers</li> </ul> <p>- <b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>➤ Communication skill</li> <li>➤ Work culture</li> </ul>							
2	<p>Senior Assistant</p> <p>1. Sh. Ramesh Chand 2. Sh. Sunil Chauhan 3. Sh. Anil Kumar</p>	<p>Office Procedure and Management, Accounts</p>	<p>- <b>Government and its Organs</b></p> <ul style="list-style-type: none"> <li>➤ Policies &amp; Programmes of Govt.</li> <li>➤ Organizational Set-up of Govt. Offices</li> <li>➤ Accountability in Administration</li> </ul> <p>- <b>Office Procedures</b></p> <ul style="list-style-type: none"> <li>➤ Duties and functions of Ministerial staff</li> <li>➤ Receipt and Dak and distribution thereof</li> <li>➤ Maintenance of Diary and Dispatch Registers/Stamp Registers</li> <li>➤ Filing System and Dealing of file</li> <li>➤ Noting &amp; Drafting</li> <li>➤ How to prepare communications vis-a vis, letters, DO letters, UO Notes, FAX and Telegram etc.</li> <li>➤ Weeding out of old record</li> <li>➤ Preparation and submission of various types of returns.</li> <li>➤ Function under RTI Act, 2005</li> </ul>	<ul style="list-style-type: none"> <li>- Foundational training</li> <li>- Orientation course on office procedure , establishment and cash &amp; accounts</li> <li>- Refresher Courses</li> </ul>	Two weeks	One Week	One week	One week	Himachal Pradesh Institute of Public Administration	Lecture and Exercise

			<ul style="list-style-type: none"> <li>- <b>Establishment Matters</b> <ul style="list-style-type: none"> <li>➤ Maintenance of Personal Files and record to be kept permanently</li> <li>➤ Sanction of various kinds of leave &amp; recording of entries thereof</li> <li>➤ Grant of GPF/ House Building loans &amp; Recovery thereof.</li> <li>➤ General provision of conduct rules</li> <li>➤ Functions under RTI Act, 2005</li> </ul> </li> <li>- <b>Cash and Accounts</b> <ul style="list-style-type: none"> <li>➤ Preparation of Nominal Rolls &amp; maintenance of budget control/ expenditure registers.</li> <li>➤ Scrutiny, compilation and consolidation of Receipt &amp; Expenditure.</li> <li>➤ Classification of Receipts/ Expenditure in Govt. Account</li> <li>➤ Reconciliation of Accounts with Accountant General</li> <li>➤ Preparation of various kinds of Pay Bills, TA Bills, LTC Bills, MC Claims and Office Expenses and other bills.</li> <li>➤ Writing of Cash book and its maintenance.</li> <li>➤ Maintenance of Acquaintance rolls of all paid vouchers</li> <li>➤ Procedure of effecting purchase of store, stationery articles, issue and accounting thereof.</li> <li>➤ Procedure for declaring Dead Stock articles unserviceable &amp; disposal thereof.</li> <li>➤ Calculation of Income Tax at source</li> </ul> </li> <li>- <b>Stores</b> <ul style="list-style-type: none"> <li>➤ General instruction regarding of Stores &amp; Stationery.</li> <li>➤ Maintenance of Stores &amp; Stock Register</li> </ul> </li> <li>- <b>Computer Skills</b> <ul style="list-style-type: none"> <li>➤ Computer Basics with special references to WINDOWS;</li> <li>➤ Working with Windows with reference to mouse handling</li> <li>➤ Working with MS-Word <ul style="list-style-type: none"> <li>• Creating a File</li> <li>• Editing</li> <li>• Saving a document</li> <li>• Inserting Bullets</li> </ul> </li> <li>➤ Managing file &amp; folders</li> </ul> </li> </ul>							
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			<ul style="list-style-type: none"> <li>➤ Hands on computers</li> <li>➤</li> </ul> <p><b>- Right to Information Act, 2005</b></p> <ul style="list-style-type: none"> <li>- Procedures and provisions under RTI Act,</li> <li>- Application disposal procedures</li> </ul> <p><b>- Miscellaneous</b></p> <ul style="list-style-type: none"> <li>➤ Communication skill</li> <li>➤ Work culture</li> </ul>							
3	<b>Personal Staff</b> 1. Sh. Sanjeev Sharma 2. Sh. K.D. Mehta	Record Keeping and Maintaining of ACRS etc.	<ul style="list-style-type: none"> <li>- Maintenance of ACRs record</li> <li>- E-governance</li> <li>- RTI Act, 2005</li> <li>- Communication skills</li> </ul>	<ul style="list-style-type: none"> <li>- Foundational training</li> <li>- Orientation course on office procedure , establishment and cash &amp; accounts, maintenance of record</li> <li>- Refresher Courses</li> </ul>	Two weeks	One Week	One week	One week	Himachal Pradesh Institute of Public Administration	Lecture and Exercise
4	<b>Computer Personal</b> 1. Sh. Baldev Raj, CO 2. Sh. Nitin Dhanta, CO 3. Sh. Duni Chand, MIS	IT management, Data entry	<ul style="list-style-type: none"> <li>- IT skills</li> <li>- Web site management, designing</li> <li>- e-governance management</li> </ul>	<ul style="list-style-type: none"> <li>- Web designing</li> <li>- IT management</li> </ul>	Two weeks	One Week	One week	One week	Department of Information Technology and Himachal Pradesh Institute of Public Administration	Lecture and Exercise
5	<b>Administration officers</b> 1. Sh. Brij Sharma, SO 2. Sh. Lokinder Kanwar, AO 3. Sh. Ashwani Sharma, LO	Administration and Accounts	<ul style="list-style-type: none"> <li>- Establishment <ul style="list-style-type: none"> <li>• Pay fixation;</li> <li>• Pension cases;</li> <li>• Leave Rules;</li> <li>• Sanction of GPF &amp; other advances;</li> <li>• Disciplinary Proceedings;</li> <li>• Preparation of Memorandums for DPC's</li> <li>• Maintenance of Roster Registers;</li> </ul> </li> <li>- Finance &amp; Budget <ul style="list-style-type: none"> <li>• Preparation of Plan/ Budget;</li> <li>• Re-appropriation, Excess &amp; surrender Statement &amp; Reconciliation</li> </ul> </li> <li>- General Administrative matters. <ul style="list-style-type: none"> <li>• Attending to notice under section 80 CPC;</li> <li>• Registration of documents/knowledge of</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Foundational training</li> <li>- Orientation course on office procedure, Administration, budget and RTI</li> </ul>	Two weeks	One Week	One week	One week	Himachal Pradesh Institute of Public Administration	Lecture and Exercise

			<ul style="list-style-type: none"> <li>stamps/Registration, Act, Rules &amp; Manuals.</li> <li>Vidhan Sabha Matters;</li> <li>Audit Note/PAC Matters &amp; CAG Reports</li> <li>Confidential, Secret Dak and categorization of Dak thereof</li> <li>Management of Branch/Office and Stores;</li> <li>Computer Awareness including Internet</li> <li>Office Security and General Watch and ward</li> <li>National Flag Code.</li> <li>Right to Information Act 2005</li> </ul>							
6	Scientific Staff	Scientific and Technical								
	Principal Scientific Officer Dr. Bhanu Neopaney, PSO (ABT) Senior Environment Officer Dr. S.C. Attri, SEO Senior Scientific Officer Scientific Officers 1. Dr. Sanjay Sharma, SO 2. Sh. Rajesh Solanki, SO Project Officer Sh. Sanjay Verma, P Environment Engineer Sh. Tarun Gupta, Environment Monitoring Officer Sh. Manum Sharma, Sustainable Development Officer Sh. Vinod Kumar, Human Habitat Officer Ms. Namrata Sharma,		<ul style="list-style-type: none"> <li>- Climate Change, Mitigation and Adaptation.</li> <li>- Climate Change Modelling.</li> <li>- Vulnerability Assessment.</li> <li>- Wetland Management.</li> <li>- Biodiversity Conservation.</li> <li>- Disaster Management.</li> <li>- Remote Sensing &amp; GIS.</li> <li>- Recent Advances in Agriculture &amp; Industrial Biotechnology.</li> <li>- e-Governance Management.</li> <li>- Awareness of Right to Information Act, 2005.</li> </ul>	<ul style="list-style-type: none"> <li>- Foundational training</li> <li>- Orientation course on office procedure, Administration, budget and RTI</li> <li>- Professional skill up gradation in relevant field courses.</li> </ul>	Two weeks	Two weeks	Two weeks	Two weeks	National, State and Regional level institutes such as ; - TERI - ASCI Hyderabad, - Nation Disaster Management Authority Delhi. - IIRS, Dehradun, ISRO - RFLHD Bangalore - NIRD Hyderabad - HIPA	Lecture and Exercise

Sr. No.	Name of Post	Name of Incumbents	Nature of Duties	Training Proposed	Duration and Number of Trainings	Training Institution	Remarks
<b>Training By the Department:</b>							
A.	Specialized Training to be imparted by the State Council for Science & Technology & Environment	-	-	<ol style="list-style-type: none"> <li>1. Rain Water Harvesting Structures for Masons/ Contractor</li> <li>2. Solar Passive Design &amp; Techniques for Architect &amp; Planner</li> <li>3. Environment audit of buildings for School Children</li> <li>4. Disaster Management for School Children and Professional.</li> <li>5. Remote Sensing for Scientist/Professional</li> <li>6. Edusat for School children Building of scientific temper through Children Science Congress.</li> </ol>	<ol style="list-style-type: none"> <li>1. Total five trainings each for minimum for one week at ATC Sunder Nagar for each batch.</li> <li>2. Total five trainings each for minimum for one week at ATC Sunder Nagar for each batch.</li> <li>3. Total three trainings each for minimum for Two days at Distt H.Q for each batch.</li> <li>4. Total five trainings each for minimum for Two days at ATC Sunder Nagar for each batch</li> <li>5. Total five trainings each for minimum for Two weeks at IIRS Dehradun for each batch</li> <li>6. Total five trainings each for minimum for Two-Four hrs. depending upon syllabus by Vigyaan Prasar, SCST Coordinating Agency for each batch</li> </ol>	<p>Indian Institute of Remote Sensing, Dehradun,</p> <p>ATC, Sundernagar, State Council for Science &amp; Technology &amp; Environment</p>	Training to be provided to targeted personals.
B.	Specialized training to be imparted by the Himachal Pradesh State Pollution Control Board.	STP and ETP operators	STP and ETP Operations	The State PCB provides training to the operators of Effluent Treatment Plant (ETP)	Total five trainings each for minimum two days for each batch.	State Pollution Control Board Central Laboratory at Parwanoo, District Solan, HP	

**Department of Environment, Science & Technology  
Himachal Pradesh, Shimla-2**

***Training Plan for Five Years in respect of Officers/Officials of Department of Environment, S&T working on regular/contract basis:***

**Regular Staff:**

Sr. No.	Name & Designation	Nature of Duties	Training Already Taken	Training Proposed	Type of Training	Year-wise details					Training Institution
						2011-12	2012-13	2013-14	2014-15	2015-16	
1.	Dr. Bhanu Neopaney, P.S.O. (ABT)	<b>Present:</b> Scientific          <b>Future:</b> Scientific	NIL	<ol style="list-style-type: none"> <li>1. Project Management Skills (2 weeks)</li> <li>2. Medicinal and Aromatic Plants Biotechnology (3-5 days)</li> <li>3. Technologies on value addition and processing of Medicinal &amp; Aromatic Plants (3-5 days)</li> <li>4. Agronomical practices of MAP for endemic HP Species (3 days)</li> <li>5. Applied Biotechnology in Agriculture /Horticulture (3 days)</li> <li>6. Biotechnological approaches for Rural Development (5 days)</li> <li>7. Administrative skills for effective administration including Financial Rules (2 weeks)</li> <li>8. Designing of Training and Social Mobilization Skills (5 days)</li> <li>9. Yoga &amp; Meditation camps for self development (2 weeks)</li> </ol>	Scientific & Administrative	1 & 2	3 & 4	5 & 6	7 & 8	9	<ol style="list-style-type: none"> <li>1. IIM, Ahmedabad.</li> <li>2. CIMAP, Lucknow</li> <li>3. CIMAP, Lucknow</li> <li>4. IHBT, Palampur.</li> <li>5. IARI, New Delhi.</li> <li>6. IRMA, Ahmedabad</li> <li>7. HIPA</li> <li>8. DoP, Gol</li> <li>9. Vipassana or YSS of India</li> </ol>

2.	Dr. S.C. Attri, S.E.O.	<b>Present:</b> Scientific  <b>Future:</b> Scientific	Conferences & workshops attended from time to time, no specific training has been attended since 2007	<ol style="list-style-type: none"> <li>1. Climate change modeling</li> <li>2. Vulnerability Assessment</li> <li>3. Green House Gas Emission inventory</li> <li>4. Environment Impact Assessment</li> <li>5. Clean Development Mechanism etc.</li> <li>6. Himalayan Eco-system conservation techniques including wetland management, glacier protection</li> <li>7. Rain water harvesting, solar passive structure on green building</li> </ol>	Scientific & Administrative	1	2 & 3	4 & 5	6	7	<ol style="list-style-type: none"> <li>1. Headley Institute of Climate Change Research (HdrM), UK.</li> <li>2. TERI or IIS, Bangalore.</li> <li>3. TERI.</li> <li>4. IIT, Mumbai.</li> <li>5. IIT, Delhi</li> <li>6. HNBGB Univ., Uttarakhand o</li> <li>7. IIS, Bangalore.</li> </ol>
3.	Sh. Sanjay Verma, Project Officer	<b>Present:</b> Project Management <b>Future:</b> Project Management	IIM(A) NIRD (Hyd.)		Project Management						-
4.	Sh. Tarun Raj Gupta	<b>Present:</b> Scientific  <b>Future:</b> Scientific	NIL	<ol style="list-style-type: none"> <li>1. Environment Impact Assessment</li> <li>2. Environment Monitoring.</li> <li>3. Soil &amp; land pollution management.</li> <li>4. Disaster Management.</li> <li>5. Yoga &amp; Meditation</li> </ol>	Scientific	1	2	3	4	5	<ol style="list-style-type: none"> <li>1. Army Staff College, Hyderabad</li> <li>2. Army Staff College, Hyderabad</li> <li>3. EPTRI, Hyderabad</li> <li>4. NDMA, Delhi</li> <li>5. Art of Living, Bangalore</li> </ol>

5.	Dr. Sanjay Sharma, Scientific Officer	<b>Present:</b> Scientific  <b>Future:</b> Scientific	Workshop on Results Framework Document held at HIPA  Attended various workshops, orientation courses & seminars related to higher education/school curriculum in particular and awareness in general on Science & Technology.	1. Environmental Planning and Administration 2. Environment Impact Assessment. 3. Climate Change Modeling. 4. Project Management (Skills). 5. Environmental Laws. 6. Basic GIS Course 7. Courses enhancing scientific temper.	Scientific	1	2	3	4 & 5	6 & 7	1 IIM, Ahmedabad 2. IAIA, Fargo, USA 3. IIT, Mumbai 4. IIM, Ahmedabad 5. CPCB, New Delhi 6. NRSC, Hyderabad 7. IIS, Bangalore
6.	Sh. Rajesh Solanki, Scientific Officer	<b>Present:</b> Scientific <b>Future:</b> Scientific	NIL		Scientific						
7.	Sh. Lokinder Kanwar, Accounts Officer	<b>Present:</b> Accounts  <b>Future:</b> Accounts	Training on Govt/office management at Puna	1. Administrative Planning 2. Training on financial management, 3. New pension scheme 4. RTI Act. 5. Yoga & Meditation	Administrative	1	2	3	4	5	1. IIM, Ahmedabad. 2. HIPA 3. HIPA 4. HIPA 5. Art of Living, Bangalore
8.	Sh. Brij Sharma, Section Officer	<b>Present:</b> Administration & Establishment <b>Future:</b> Administration & Establishment	NIL	1. Office Administration, Computer Course 2. RTI Act & E-Governance 3. New pension scheme	Administrative	1	2	3	-	-	1 to 3. HIPA, Shimla
9.	Sh. Ramesh Chand, Sr. Asstt.	<b>Present:</b> Ministerial  <b>Future:</b> Ministerial	F&A, HIPA	1. Computer Basic 2. Office Administration 3. RTI Act 4. E-Governance 5. New pension scheme	Ministerial	1	2	3	4	5	1 to 5 HIPA, Shimla

10.	Sh. Anil Kumar, Sr. Asstt.	<b>Present:</b> Ministerial <b>Future:</b> Ministerial	Office procedure at HIPA	1. Office Administration 2. RTI Act 3. Advance Computer Course 4. New pension scheme 5. E-Governance	Ministerial	1	2	3	4	5	1 to 5 HIPA, Shimla
11.	Sh. Sunil Chauhan, Sr. Asstt.	<b>Present:</b> Ministerial <b>Future:</b> Ministerial	NIL	1. E-Governance 2. RTI Act 3. Advance Computer Course 4. New pension scheme 5. Office Administration	Ministerial	1	2	3	4	5	1 to 5 HIPA, Shimla
12.	Sh. Sanjeev Sharma, P.A.	<b>Present:</b> Ministerial <b>Future:</b> Ministerial	APTECH Computer Application	1. Data Management & Liaison 2. Office management 3. Secretarial practices 4. Advance course in computer 5. Yoga & Meditation	Ministerial	1	2	3	4	5	1, 2 & 3 YMCA, N. Delhi 4 HIPA 5 Vipassana.
13.	Sh. K.D. Mehta, Jr. Scale Steno.	<b>Present:</b> Ministerial <b>Future:</b> Ministerial	NIL	1. Secretarial practices 2. Advance course in computer 3. Office management 4. Data Management & Liaison 5. Yoga & Meditation	Ministerial	1	2	3	4	5	1, 3 & 4 YMCA, N. Delhi 2 HIPA 5 Vipassana.
14.	Sh. Baldev Raj, C.O.	<b>Present:</b> Technical <b>Future:</b> Technical	NIL	1. GIS & Applications 2. Web Designing, 3. Dot Net Programming 4. Advance Multimedia 5. Yoga & Meditation	Technical	1	2	3	4	5	1 NRSC, Hyderabad 2, 3 & 4 at NIIT or RCC 5. Vipassana
15.	Sh. Nitin Dhanta, C.O.	<b>Present:</b> Technical <b>Future:</b> Technical	MS Office & Internet, HIPA	1. GIS & its Applications 2. Advanced Web Development. 3. Advance Multimedia 4. Software Development 5. Yoga & Meditation	Technical	1	2	3	4	5	1 NRSC, Hyderabad 2, 3 & 4 at NIIT or RCC 5. Vipassana/ Shiviyog
16.	Sh. Shrawan Singh, Jr. Asstt.	<b>Present:</b> Ministerial <b>Future:</b> Ministerial	NIL	1. Basic Computers 2. RTI Act 3. Budget & Store Management 4. New Pension scheme 5. Office Management	Ministerial	1	2	3	4	5	1 to 5 HIPA, Shimla

17.	Sh. Ramesh Kaundal, Jr.Asstt.	<b>Present:</b> Ministerial <b>Future:</b> Ministerial	F&A HIPA	1. Financial Management 2. Advance Computers 3. RTI Act 4. New Pension scheme 5. Office Management	Ministerial	1	2	3	4	5	1 to 5 HIPA, Shimla
18.	Sh. Bishan Singh, Clerk	<b>Present:</b> Ministerial <b>Future:</b> Ministerial	Office procedure at HIPA	1. Advance Computers 2. Store/Stationery Management 3. Diary & Dispatch Management 4. Office Management 5. Financial Management	Ministerial	1	2	3	4	5	1 to 5 HIPA, Shimla

## Contractual Staff:

Sr. No.	Name & Designation	Nature of Duties	Training Already Taken	Training Proposed	Type of Training	Year-wise details					Training Institution
						2011-12	2012-13	2013-14	2014-15	2015-16	
1.	Sh. Ashwani Sharma, Law Officer	Present: Legal Future: Legal	-Nil-	<ol style="list-style-type: none"> <li>1. Service law/rule/regulation by laws</li> <li>2. National and international environmental legislation</li> <li>3. Composite course on environment law and science</li> <li>4. Field visit/Seminar. Workshop on Environment issues.</li> <li>5. Environment aspect of organic farming, water harvesting</li> <li>6. Training pertaining to latest emerging environmental laws.</li> </ol>	Legal	1	2	3	4	5 & 6	1 & 4 HIPA 2,3 & 6 State Judicial Academy, Shimla 5 HPSCSTE, Kasumpti
2.	Sh. Manum Sharma, EME Officer	Present: Scientific Future: Scientific	<ol style="list-style-type: none"> <li>1. Actively participated in a workshop on "Solid Waste Management.</li> <li>2. Actively participated in Conference on "Aerosol-chemistry-climate Interactions"</li> <li>3. Actively participated in Conference on "Emerging Trends in Aerosols: Technology &amp; Applications"</li> <li>4. Actively participated in "Inception workshop on community awareness of Environmental Issues"</li> <li>5. Actively participated in Training Programme on "Peoples participation in Biodiversity</li> </ol>	<ol style="list-style-type: none"> <li>1. Environment monitoring training (Air, Water &amp; Soil)</li> <li>2. Environment Management training</li> <li>3. Climate change modeling</li> <li>4. Clean Development Mechanism (CDM)</li> <li>5. Use of Satellite data in environment monitoring</li> <li>6. Environmental laws training</li> </ol>	Scientific	1	2	3	4	6 & 7	1. CPCB 2, 4 & 6 TERI 3 IIT Mumbai 5 IIRS Dehradun 7 WWF Dehradun

			<p>conservation”</p> <p>6. Actively participated in the training course on “National workshop on Disaster Management”</p> <p>7. Actively participated in Conference on “Aerosols &amp; Clouds: Climate Change Perspectives”</p> <p>8. Actively participated in a workshop on “Health Safety &amp; Environment”</p> <p>9. Actively participated in an International conference on “Climate Change and Environment”</p> <p>10. Actively participated in a workshop on “Health Safety &amp; Environment”</p>	7. Environment Impact Assessment							
3.	Sh. Vinod Kumar, SDO	Present: Scientific Future: Scientific	<p>1. Attended 2 days training programme on “Bio-monitoring” in MP PCB, Bhopal, MP</p> <p>2. Attended 5 days training programme on “Sampling, Analytical techniques of Waster samples and Quality Control” at National Geophysical Research Institute, Hyderabad.</p> <p>3. Attended 5 days training programme on “Analysis of Pesticides and other Organic Chemicals in Environmental Samples” at NEERI, Nagpur</p>	<p>1. Climate Change, Carbon Credit and Carbon Foot Printing.</p> <p>2. Environment Impact Assessment</p> <p>3. Sophisticated Analytical Instrumentation</p> <p>4. Environmental Policies and Sustainable Development.</p> <p>5. Adaptation towards Climate Change.</p>	Scientific	1	2	3	4	5	1, 4 & 5 TERI 2 IIT Mumbai 3 IIT Madras (Chennai)
4.	Sh. Duni Chand, MIS Officer	Present: Technical Future: Technical	-Nil-		Technical						
5.	Ms. Namrata Sharma, HHO	Present: Scientific Future: Scientific	-Nil-	1. Environment Management	Scientific	1					1 IIM Ahmedabad

6.	Sh. Vijay Kumar, DEO	Present: Technical  Future: Technical	-Nil-	1. Advance Computer Course 2. Advance Multimedia	Technical	1	2	-	-	-	1 HIPA 2 NIIT/RCC Shimla
7.	Sh. Amit Rana, DEO	Present: Technical  Future: Technical	-Nil-	1. Networking Course 2. Computer Programming 3. PC Repairing	Technical	1	2	3	-	-	1 to3 at NIIT/RCC Shimla
8.	Ms. Mansi Parihar, DEO	Present: Technical  Future: Technical	-Nil-	-							-