



GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF INDUSTRIES

TRAINING MANUAL



**DEPARTMENT OF INDUSTRIES, UDYOG BHAWAN BEMLOE,
SHIMLA-171001**

Web site: <http://himachal.gov.in/industry>,

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PH. NOs' 0177-,2658127,2653124,2652499,2658310,2813414.

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FOREWORD

The State has witnessed positive industrial growth during the last few years. We are witnessing investment boom in the State which is primarily because of peaceful industrial climate, investor friendly approach by the trained man power, transparent and accessible administration, reliable power at reasonable tariff, well developed infrastructure like power, roads and inland container depot. Construction of trade centre, CETP, solid and hazardous waste management, labour hostel, land bank, single window clearances, escort services for investors has given impetus to the industrial growth.

There are 471 Medium & Large Scale industries registered in the State having an investment of Rs 8918.55 crore which have provided employment to about 52,823 persons. In addition, there are 37364 registered Small Scale Industries having an investment of about Rs. 4573.59 crore and have provided employment to about 1,99,582 persons.

Training Policy 2009 of State of Himachal Pradesh has highlighted the need of well trained man power for optimum utilisation of human resources in the Government. The Department of Industries has formulated training manual for the development of human resources of the department. This document will go a long way in enriching experience of the employees of the department by providing them with appropriate training on the basis of training need analysis. Efforts put in by Sh. Dinesh Malhotra, IAS, Additional Director Industries in compiling this training manual along with officers of the department are highly appreciable.

J.S. Rana, IAS
Director of Industries,
Himachal Pradesh.

PREFACE

Training is a chance to grow on your own

The expectation of public from Government has increased many fold with change in socio economic and technological scenario. Govt. being ideal welfare organization has to come up to the expectation of the public by providing quality services to the public. Government represents a system which continues in perpetuity. To come up to the challenges of the times, every Government department has to bring new ideas & techniques in the system of organization, with a view to improve capacity building of the employees to face new challenges of governance. Training is a tool which fills the gap of knowledge, experience & techniques, resulting in quality service delivery and motivation to the employees.

This training manual will help Sr. Officers of the Department and training managers to understand need and requirement of human resource development in the department. An attempt has been made to give a bird's eye view to the policy makers and planners to understand the needs of the training of the department. Trainers function as "change specialist" with a diagnostic skill. Training also paves way to introduce reforms, focuses on priority of the department. Analysis of the performance of the officers/officials leads to short listing of gaps for capacity building of the employees which are then addressed by providing appropriate training. The training manual of department of Industries aims at bringing about departmental information which will help in designing appropriate training for various categories of employees thus leading to organization development and capacity building of the department for better service delivery.

The hard work put in by Sh. Ravinder Kumar Gupta, P.A. and Sh. Srikant Negi, Sr. Assistant in compiling, typing and editing this manual are substantial. Information provided by the officers of the department has made it possible to give shape to this training manual.

Addl. Director of

VISION

**Dinesh Malhotra,
I.A.S.
Industries,**

To ensure that every employee of the department of Industries is abreast with latest development in the field of technology, procedures and administrative/ management techniques for the purposeful functioning of the Department. The training shall also aim to bring change in attitude & aptitude of the employees for better service delivery.

TABLE OF CONTENTS

	Page No.
Chapter-I Department of Industries	
1.1 Introduction	1
1.2 Staff Strength.	4
1.3 Organisation Chart.	5
Chapter-II Functions, Objectives & Responsibility of the Department.	
2.1 Functions of the Department.	7
2.2 Industrial Wing	8
2.3 Store Purchase Organisation.	16
2.4 Geological Wing.	18
2.5 Sericulture Wing.	21
Chapter-III Departmental Schemes & Programmes	
3.1 Introduction.	24
3.2 State Plan Schemes.	24
3.3 Centrally Sponsored Schemes.	32
Chapter-IV Training	
4.1 Training & Development.	33
4.2 Skill & Education through training.	33
4.3 Organizational Development.	34
4.4 Expectation from the training.	34
4.5 Attitudinal Change.	35
4.6 Aims of the training.	35
4.7 Benefits of Employees training.	35
4.8 Benefits to the individual.	36
4.9 Benefits in personnel and human relations.	37

Chapter-V Training Needs of the Department.

5.1	Training Needs.	38
5.2	Consequences of absence of training need assessment.	40
5.3	Principles of Training need analysis.	40
5.4	Identification of thrust area for training.	41
5.5	Thrust areas for training.	41
5.6	Training need analysis.	42

Chapter-VI Training Plan

6.1	Strategy for imparting training.	45
6.2	Thrust areas for training.	45
6.3	Identification of important subjects.	46
6.4	Training methodology.	47
6.5	Objectives of Annual Training Plan.	47
6.6	Budget for training.	47
6.7	Training Plan for year 2012-13	49
6.8	Human Resources	49
6.9	Training Need Analyses for the year 2012-13	49
6.10	Targets for 2012-13	50
6.11	Training-cum-Exposure visit	50
6.12	Training on Demand	51

Chapter-VII Training Module

7.1	Introduction	52
7.2	Training Modules.	52
7.3	Training Module for training of Non-Technical staff.	54
7.4	Training module of sponsored training programmes.	55
7.5	Module for training-cum-exposure visits.	57

7.6	Assessment by Trainees.	57
-----	-------------------------	----

Chapter-VIII Training Institutes

8.1	Training institutes of the State.	58
-----	-----------------------------------	----

8.2	Training institutes outside the State.	59
-----	--	----

List of Annexures:

1.	Annexure-A Staff Position of Department of Industries.	61-65
----	---	-------

2.	Annexure-B List of Single Window Clearance Agencies.	66
----	---	----

3.	Annexure-C List of Industrial Areas/Estates.	67
----	---	----

List of Tables:

1.	Table-I Staff Position of the Department.	4
----	--	---

2.	Table-2 Organisational Chart	5
----	---------------------------------	---

3.	Table-3 Training Need Analysis	42-44
----	-----------------------------------	-------

4.	Table-4 Training Module	52-54
----	----------------------------	-------

5.	Table-5 Training Module for Non Technical Staff	55
----	--	----

6.	Table-6 Detail of Training Module	56
----	--------------------------------------	----

List of Figures/Diagrams:

1.	Figure-1 Training Process	33
----	------------------------------	----

2.	Figure-2 Process of Identifying Training needs	39
----	---	----

3.	Figure-3 A Schematic View of Evolution of a Training Plan	48
----	--	----

CHAPTER-I

Department of Industries

A paradigm shift in Economic, Political, Social and Technological area has highlighted the need of training in any organization for better quality of output & services. Trained manpower leads to better efficiency and motivated work force.

Under the guidelines of training policy of the Government of Himachal Pradesh and as per the needs and requirement of the Department, a training manual for department of Industries has been prepared.

Vision:

To ensure that every employee of the department of Industries is abreast with latest development in the field of technology, procedures and administrative/ management techniques for the purposeful functioning of the Department. The training shall also aim to bring change in attitude & aptitude of the employees for better service delivery.

1.1 Introduction:

Himachal Pradesh was conferred Statehood in 1971. Thereafter, stress was laid on infrastructure development of the industries. Industrial areas were developed at Parwanoo, Barotiwala, Bilaspur, Shamshi, Nagrota Bagwan, Mehatpur & Chambaghat. The District Industries Officers were posted in each District. The Rules regarding Grant of Incentives to Industries, 1971 were formulated. The Labour & Employment Wing was separated from the Department in 1972. District Industries Centres came into being in 1978 as a 100% Centrally Sponsored Scheme and the District Industries Officers were replaced with General Managers, District Industries Centres. The Technical Education and Weights & Measures Wings were also separated from the Department in 1982. Rural Industrial Training Institutes (RITIs) for girls were transferred to Department of Technical Education & Tailoring Centres were transferred to Rural Development Department. The Tea Wing of the Department was also transferred to Agriculture Department in 1998. In 1984 funding pattern under District Industries Centres Scheme was changed to 50:50 and the Scheme was completely transferred to State in 1994. The Incentives

Rules were revised in the year 1980 & thereafter in 1984, 1991, 1996, 1999 and 2004.

The Industries Minister heads the Industries Department. At the Secretariat level, there is a two tier structure with the Principal Secretary (Industries) and the Special/Joint/Deputy/Under Secretary (Industries).

The Directorate of Industries is headed by the Director of Industries. The Directorate is broadly divided into four functional categories. These are as detailed below:-

(i) Industrial Development Wing

In this wing Industrial Advisor, Joint Director of Industries, and Deputy Directors, report to the Director of Industries for the development of industries in the State. The Officers of these wings are further assisted by Managers, Industrial Promotion Officers, Superintendent (s) Gr.-II, ministerial and other staff. The function of development of Handloom Sector is also looked after by this wing.

(ii) Store Purchase Organisation

The Store Purchase Organisation is headed by the Additional Controller of Stores. He reports to the Controller of Stores (Director of Industries) in the matters concerning Store Purchase Organisation. He is further assisted by Senior Technical Officer (Mech.), Store Inspection Officer (Textile), Joint Director of Industries, Superintendent(s) Gr.-I & II, ministerial and other staff. He is further assisted by the Tehsildar (Recovery), Naib Tehsildar in the matter of recovery of loans and land acquisition.

(iii) Geological & Mining Wing

The Geological and Mining Wing is headed by the State Geologist. He reports to the Director of Industries for mineral exploration/regulation works. He is further assisted by Geologists, Assistant Geologists, Superintendent Gr.- I & II, ministerial and other staff.

(iv) Sericulture Wing

The Sericulture Wing is headed by the Dy Director (Sericulture) at the Directorate level. He reports to the Director of Industries for Sericulture development. He is further assisted by Superintendent(s) Gr.-II, ministerial and other staff.

- (v) Administration and Accounts Wing. The Administrative and Accounts Wings is headed by the Additional Director (Admn.). He reports in administrative/accounts matters to the Director of Industries. He is further assisted by Assistant Controller (F&A), Superintendent(s) Gr.-I & II and by ministerial and other staff.

Field offices:

The organisational set up in the field offices of the Department of Industries is as under:-

(i) District Industries Centres

The District Industries Centres are headed by General Managers. They are further assisted by Managers, Industrial Promotion Officers, Economic Investigators, Extension Officers (Industries) at Block level, ministerial and other staff. In order to provide facilities to entrepreneurs close to their places of work, Single Window Clearance Agencies are functioning at Parwanoo, Baddi Nalagarh in Solan District, Paonta Sahib, Kala Amb in Sirmaur District, Gwalthai in Bilaspur District and Sansarpur Terrace, Damtal in Kangra District. (Annexure 'B').

(ii) Mining Offices

The Mining Office is headed by a Mining Officer. He is assisted by Mining Inspectors, Asstt. Mining Inspectors, Mining Guards and ministerial and other staff. Further more, the Drilling operation is headed by Drillers who are assisted by Asstt. Drillers and Laboratory Assistants.

(iii) Sericulture Offices

The Deputy Director of Industries (Sericulture) looks after the Sericulture Development activities at the Directorate level. The Sericulture Wing has 7 divisions. The Deputy Director (Sericulture) heads the Shimla Division, Silk Seed Promotion Officer, Nadaun heads the Nadaun Division besides holding additional Charge of Dehra Division. The General Manager, DICs, Mandi and Sirmaur hold the additional charges of Mandi and Nahan Divisions respectively. The Charge of the Ghumarwin Division is with the Silk Seed Production Officer. These Officers are further assisted by Sericulture Officers, Development Officers, Technical Officer (Tassar), Sr. Sericulture Inspectors, Extension Officers (Tassar), Technical Assistants (Tassar), ministerial and other staff.

1.2 Staff Strength.

Industries Department has 1218 sanctioned strength of employees starting from Class-I to Class-IV, In the year 2010 (Now) 855 posts are filled and 363 posts are vacant. The detail of the category wise post / employee is as follow (Annexure "A"). This data has been used and should be used while formulating & selecting relevant training courses.

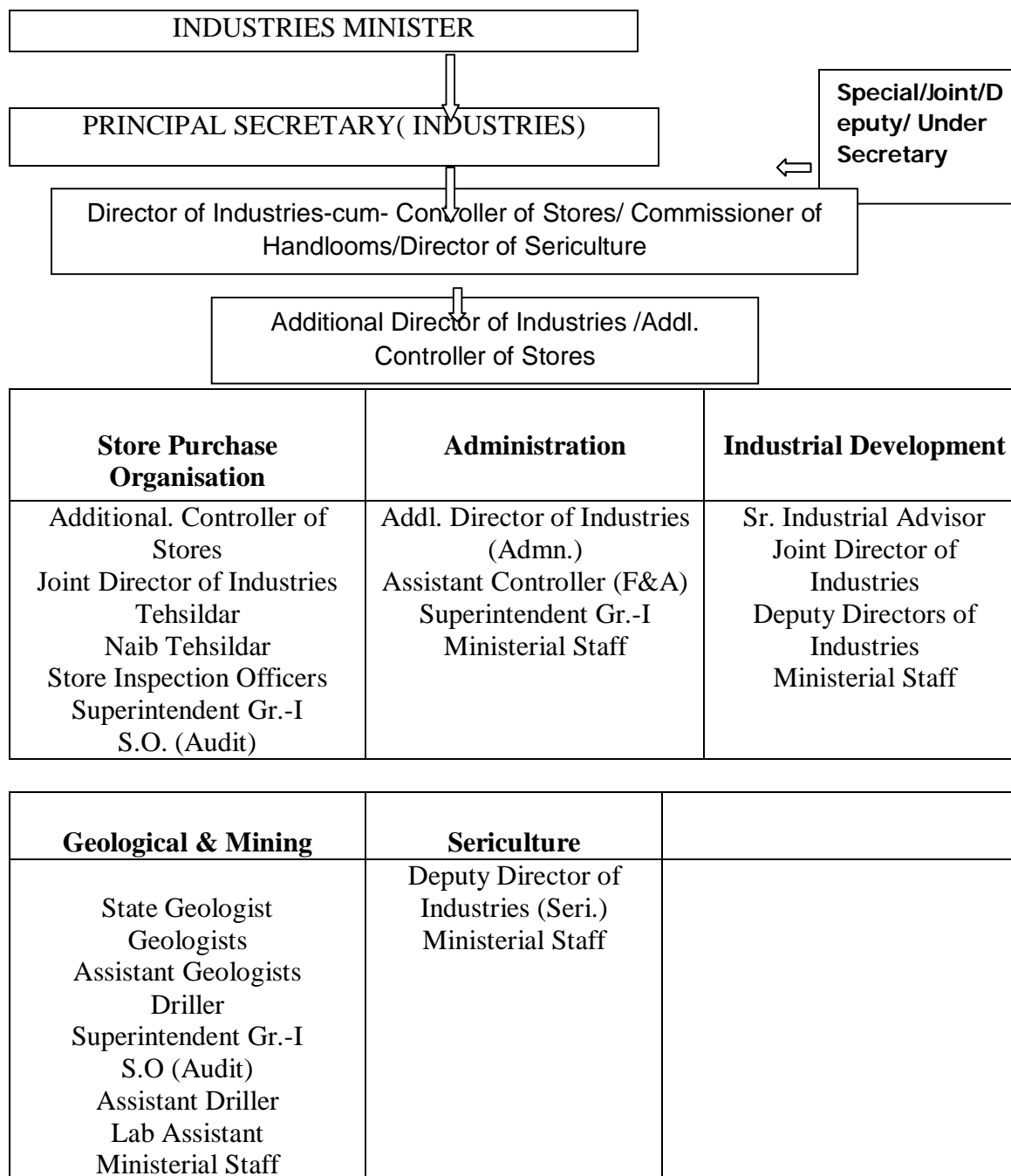
Staff Position of the Department

At a Glance

Sl. No.	Category	Sanctioned strength			Posts filled			Posts vacant		
		Hq.	Field	Total	Hq.	Field	Total	Hq.	Field	Total
1.	Class-I	33	14	47	21	14	35	12	--	12
2.	Class-II	23	98	121	21	59	80	2	39	41
3.	Class-III	215	400	615	121	243	364	94	157	251
4.	Class-IV	58	387	445	50	339	389	8	48	56
	Total	320	908	1228	231	655	868	116	244	360

1.3 DEPARTMENT OF INDUSTRIES, GOVERNMENT OF HIMACHAL PRADESH

ORGANISATION CHART (DIRECTORATE)



Field Offices

District Industries Centre	Mining	Sericulture
General Managers Managers/ Member Secretaries, SWCAs, Parwanoo, Baddi, Nalagarh, Paonta Sahib, Kala Amb, Sansarpur Terrace, Damtal & Gwalthai Industrial Promotion Officers Economic Investigators Extension Officer (Industries) (Block Level)	Mining Officers Mining Inspectors Assistant Mining Inspectors Mining Guards	Deputy Director of Industries (Seri)/ GMDICs /Managers Silk Seed Production Officers Sericulture Officers Development Officers Technical Officer (Tassar) Sr. Sericulture Inspectors Extension Officer (Tassar) Technical Assistant (Tassar)/Sericulture Inspector.

CHAPTER-II

FUNCTIONS OBJECTIVES & RESPONSIBILITIES OF THE DEPARTMENT

Department of Industries is performing its function by executing various schemes of the Government through its four major wings manned by technical, non technical, skilled and unskilled workers.

2.1 Functions of the Department

- ▶ Creation and improvement of Industrial infrastructure in the State for better industrial growth.
- ▶ Promotion of industrial investment to facilitate generation of employment opportunities in the State.
- ▶ Promotion of handicrafts & handloom sector in the State.
- ▶ Promotion of Sericulture activities in the State.
- ▶ Promotion of entrepreneurship through Self employment to increase potentials of entrepreneurs through various training Programmes.
- ▶ Regulation of mineral development and mineral exploitation.
- ▶ Finalization of Rate Contracts for Govt. Purchases.
- ▶ To impart training to employees of the Department for capacity building of the Department.
- ▶ Constructive interaction with Industries / Industrial associations for better environment & cooperation.
- ▶ Implementation of rules / regulations and policies to control pollution and Industrial emission.

All the field offices representing line agencies of the department are also supported by ministerial staff. The detail of function and responsibilities being discharged by various categories of officers/officials has been detailed below. Study of function and responsibilities of various categories of employees gives clear understanding of the functioning and objective of the department which helps in understanding training needs of the department.

2.2 INDUSTRIAL WING

1. DIRECTOR OF INDUSTRIES

- i) Director of Industries is the head of department and responsible for the efficient working of the Department. He exercises all administrative and financial powers as adjoined upon the heads of the department in the Himachal Pradesh.
- ii) He is also acting as Controller of Stores, Himachal Pradesh.
- iii) All the consolidated budget and appropriation proposals of the department are submitted by him to the Government.
- iv) He exercises all the powers delegated to him by the Government from time to time and is directly answerable to the Government.

2. ADDITIONAL/JOINT DIRECTOR OF INDUSTRIES (ADMN.)

Additional Director of Industries is looking after the following work in the department of Industries:-

- (i) Establishment of Gazetted/Non- Gazetted officers cases.
- (ii) Inspection and general supervision of Head Quarters Branches & District Industries Centre
- (iii) Budget and Planning.
- (iv) Follow up of Inspections reports of DIC's.
- (v) All matters relating to Budget, reconciliation, accounts, stores, record, Diary and Dispatch.
- (vi) Maintenance of Directorate Building.
- (vii) Monitoring of Court Cases on monthly basis.
- (viii) Controlling Officer for Vehicles.
- (ix) All residual matter not assigned to any other officer.
- (x) Any other matters as entrusted by the Head of Department from time to time.

3. SENIOR INDUSTRIAL ADVISOR

Senior Industrial Advisor is performing the following duties in the Department of Industries:-

- i) Industrial Policy.
- ii) SSI Registration and policy related issues.
- iii) Industrial Sickness.
- iv) Matters concerning different Industrial Associations and coordination with these Associations in the State of H.P.
- vi) Matters relating to Food Processing and coordination with the Govt. of India projects.
- v) Governor's address and Finance Minister's and other Ministers speeches.
- vi) Matters related to Baddi -Brotiwala- Nalagarh Development Agency.
- vii) Employment Policy and Planning.
- viii) Any other matters as entrusted by the Head of Department from time to time.

4. JOINT DIRECTOR OF INDUSTRIES/PROJECT COORDINATOR(I):

Joint Director of Industries/Project Coordinator (I) has been assigned the following work of the Department:-

- (i) Eligibility Certificates and other certificates including incentive eligibility.
- (ii) Registration and approval of Medium and Large Scale projects.
- (iii) Essentiality Certificate for the purchase of private land.
- (iv) Store Purchase with respect to Electrical, Chemical & miscellaneous items.
- (v) Matters related to Establishment of Cement Plants.
- (vi) Administration of incentives and subsidies.
- (vii) Implementation of provisions of Indian Boiler Act, 1923, as Deputy Chief Inspector of Boilers for the State of H.P.
- (viii) Implementation of Household electrical appliances quality control order, 1981.
- (ix) Executive Director, HPCED.

- (x) Capacity assessment.
- (xi) VIP references on employment generation.
- (xii) Any other matters as entrusted by the Head of Department from time to time.

5. JOINT DIRECTOR OF INDUSTRIES/PROJECT COORDINATOR (II):

Joint Director of Industries/Project Coordinator (II) is looking after the following work of the Department:-

- (i) Entrepreneur Development Programme/Industrial Awareness Programme.
- (ii) Training/ IECs and Employment.
- (iii) Nahan Foundry.
- (iv) Ex-Servicemen Corporation, H.P. Women Welfare Corporation, H.P. Backward Classes & Financial Corporation.
- (v) GIC, HPSIDC, HPSEB, HP Housing Board.
- (vi) H.P. Pollution Control Board and other Corporations.
- (vii) NRTC (Common Testing Centre).
- (viii) Central Tool Room /Mini Tool Room.
- (ix) Setting up of SEZ.
- (x) All Industrial Developmental Schemes of the Govt. of India, its supervision control, Evaluation & Monitoring such as IID's/Growth Centre/EPIP/ASIDE/Industrial Estates & Other Schemes of Infrastructural Development of Govt. of India.
- (xi) Banks & Financial Institutions.
- (xii) Dev. of Industrial Areas/Estates.
- (xiii) Organization of Job and job career fairs.
- (xiv) Any other matters as entrusted by the undersigned from time to time.
- (xv) Any other matters as entrusted by the Head of Department from time to time.

6. DEPUTY DIRECTOR OF INDUSTRIES (DIC)

Deputy Director of Industries (DIC) has been assigned the following work:-

- i) Maintenance of District Industries Centers including District Industries

Center Buildings.

- ii) Prime Minister Employment Generation Programme/ PMEGP/ Rajiv Gandhi Udyami Mitat Yojana.
- iii) Monthly report/ Quarterly Progress reports to be sent to Director (PMRY), New Delhi.
- (v) Rural Artisan Programme/Rural Industries Programme Progress Report.
- (vi) Industrial / Rural Development Progress Report.
- (vii) Annual Administrative Report, Rural Planning Committee Estimate Committee, 20 Point and Governor Secretariat Report.
- (viii) Monitoring of employment, creation of Data Cell and information with respect to employment generation.
- (ix) Any other matters as entrusted by the Head of Department from time to time.
- (x) All type of allotment/cancellation of Plots/ sheds/shops.
- (xi) Transfer of lease hold rights.
- (xii) Rent permission.
- (xiii) Determination of premium of plots/sheds.
- (xiv) Damage caused by floods.

7. DEPUTY DIRECTOR OF INDUSTRIES (PROJECT)

Deputy Director of Industries (Handloom) has been assigned the following work of the Department:-

- (i) Handloom Handicrafts, Khadi Programme and Institutions related with Programme.
- (ii) Matter relating with Handicraft and Handloom Corporation and all India Institutions of Handicrafts and Handloom.
- (iii) Matter relating with H.P. State Khadi & Village Industries Board and all India Khadi Commission.
- (iv) Implementation & monitoring of centrally sponsored Schemes relating to Handicrafts and Handloom sector.
- (v) Administration of Central/ State Awards pertaining to Handlooms and Handicrafts) and National awards to Small Scale entrepreneurs.

- (vi) Nodal Officer for I.T. matters.
- (vii) Any other matters as entrusted by the Head of Department from time to time.

8. GENERAL MANAGER, DISTRICT INDUSTRIES CENTRES

- (i) General Manager, District Industries Centre is the Head of office in District Industries Centre and responsible for the efficient working of the office. He exercises all administrative and financial powers as adjoined upon the heads of the offices by the Head of Department.
- (ii) All the consolidated budget and appropriation proposals of the office are submitted by him to the Directorate.
- (iii) He exercises all the powers delegated to him by the Head of Department from time to time and is answerable to the Head of the Department.
- (iv) He ensures implementation of the centrally and State sponsored schemes.
- (iv) He is appointed as Public Information Officer to provide information under Right to Information Act, 2005 in the concerned District Industries Center.

9. MANAGER (DIC)

- (i) There are 2 or 3 posts of Managers sanctioned in each District Industries Centre. These posts are functional and assist the General Manager, District Industries Centre in implementation of various Development Schemes of the Department. Manager (DIC) also performs the following duties:-
 - (a) Registration of Micro Small and Medium Enterprises.
 - (b) Issuance of RM-I and RM-II Forms.
 - (c) Delegated with Administrative, Drawing and Disbursement powers.
 - (d) Implementation of all the Central and State sponsored schemes.
 - (e) The implementation of Handloom Schemes.
 - (f) Manager (DIC) also acts as the Member Secretary of Single Window Clearance Agency.
 - (g) Any other matters as entrusted by the General Manager from time to time

10. INDUSTRIAL PROMOTION OFFICER.

- (i) Industrial Promotion Officers assist the Manager (DIC) in implementing all the Schemes sponsored by the Central and State Government from time to time.

11. ECONOMIC INVESTIGATOR

- (i) Economic Investigators maintain Statistical Information in respect of the Department and submit all type of Development Progress Report to the Directorate through concerned General Manager.

12. EXTENSION OFFICER (INDUSTRIES)

Extension Officer (Industries) is performing the following duties in the department of Industries:-

- (i) Providing technical guidance to industrialists/ rural entrepreneurs.
- (ii) To study and assess the industrial potential with respect to raw material, spares, manpower, consumption pattern, potential and projected demand, market and skill available.
- (iii) To organise industrial co-operatives amongst the rural artisans and render help in preparation of loan cases and further scrutiny to have loan/credit facility from Banks to the industrial units.
- (iv) To prepare loan cases of the individual enterprises and industrial co-operatives and assist them in getting loans from Banks/Financial Institutions.
- (v) To prepare cases of hire purchase of machinery under scheme of National Small Industries Corporation.
- (vi) To identify languishing rural crafts and arrange for the training of rural artisans in such crafts.
- (vii) To maintain records of all types of industrial units.
- (viii) All duties of an organiser and extension worker for development of industries.
- (ix) Approval of Schemes of projects up to 2 lakhs and provisional registration of such projects.
- (x) Recovery of industrial and margin money loan.
- (xi) To prepare cases of Tiny/SSI units for incentives.
- (xii) To collect applications of educated unemployed for loans under PMRY help the youth in getting loan and physically verify the units so established.
- (xiii) To assist the bankers in loan recovery.

- (xiv) To prepare the cases of industrial units for permanent registration.
- (xv) Any other work, which may be assigned by the General Manager, DIC as well as the Block Development Officer of the Block concerned under whose control he is posted.

13. ASSISTANT CONTROLLER(F&A)

- i) Drawing and Disbursing Officer.
- ii) Draft replies to PAC/CAG reports.
- iii) Coordination of all correspondence with the Accountant General, Himachal Pradesh relating to Audit & Inspection Reports/Integrated Audit/Draft paras etc.
- iv) Internal Audit of Field Officers and Assistance in office inspection.
- v) Any other matters as entrusted by the Higher Authorities from time to time.

14. LAW OFFICER

The Law Officer performs the following duties in Directorate of Industries:-

- (i) Maintenance of record of Court Cases of Department and their follow up.
- (ii) To pursue the Court Cases of Hon'ble H.P. High Court, H.P Administrative Tribunal and subordinate Courts for preparing, vetting and filing replies thereof and assisting Advocate General, Dy. Advocate General etc. during the hearing of cases.
- (iii) Preparation of status of Court matters for quarterly review.
- (iv) Any other matters as entrusted by the Head of Department from time to time.

15. PERSONAL STAFF

Personal Staff working in the Department of Industries have been assigned the duties as per Office Manual of Himachal Pradesh Government.

16. SUPERINTEDENT GRADE-I

- (i) Superintendent Grade-I are the incharge of the Establishment, Budget and Accounts, Store Purchase Sections and Geological Wing in the Department of Industries.
- (ii) They also ensure the punctuality in their respective Sections.

- (iii) They go through the Dak of their Section and mark the same to the concerned dealing Assistants.
- (iv) Any other matters as entrusted by the Head of Department from time to time.

17. SUPERINTEDENT GRADE-II

- (i) Superintendent Grade-II supervises the work of the Officials of the Sections allotted to them and also ensures the discipline in the concerned branch and timely disposal of the dak.

18. SENIOR ASSISTANTS

- (i) Assistants submit the proposals and cases to the concerned Branch incharge.

19. COMPUTER OPERATOR

- (i) Computer Operator feeds data in respect of the concerned Branch.

20. JUNIOR ASSISTANT/CLERKS

- (i) Junior Assistants/Clerks do the work assigned to them by the concerned Branch Incharge and maintain the records.

21. DRIVERS

- (i) Drivers drive the vehicles of the concerned Officer and ensure maintenance of the vehicles from time to time.

22. GESTATNER OPERATOR

- (i) Gestatner Operator operates the Gestatner Machine of the Department and procure papers, ink-toner etc. for ensuring proper operation of the Machine.
- (ii) He also maintains the account of the papers consumed.
- (iii) He arranges timely repair of the Machine.

23. PHOTOSTAT MACHINE OPERATOR

- (i) Photostat Machine Operator operates Photostat Machine and maintain the record of papers consumed and also ensure timely repair of the machine.

24. JAMADAR

- (i) Jamadar attends the calls of Director of Industries.
- (ii) He carries and distributes the files and dak to the concerned.
- (iii) He also ensures the cleanness of the room of the Director of Industries.

25. DAFTARI

- (i) Daftri up keeps the record of the Directorate of Industries.
- (ii) He also assists the Dispatcher in preparing and envelopes.

26. PEON

- (i) Peon carries files from one section to other and also deliver the within and out side the Office.

27. PROCESS SERVER

- (i) Process Server delivers summons pertaining to loan recovery cases.

28. MAIL-CUM-CHOWKIDAR/PEON-CUM-CHOWKIDAR/CHOWKIDAR

- (i) To watch and Work the Offices during off time of the offices.

29. SWEEPER/ SWEEPER-CUM-CHOWKIDAR

- (i) Sweeper sweeps and clean the Offices/Office premises.

30. UNSKILLED WORKER

- (i) Unskilled worker renders physical help and logistic support in Drilling operation.

2.3 STORE PURCHASE ORGANISATION

1. ADDITIONAL CONTROLLER OF STORES

- (i) Store Purchase Organisation & other works relating with Store Purchase Organisation.
- (ii) Entire Coordination of Directorate of Industries in important matters assigned to him from time to time.
- (iii) Surprise inspection of the Head Quarter branches, DICs etc.
- (iv) Disposal of routine cases, meetings and general control of Directorate in the absence of Director of Industries.
- (v) Land acquisition Matters.
- (vi) Collector Recoveries.
- (vii) Ex-officio Vigilance Officer.
- (viii) Registrar of Firms under Partnership Act 1932.

- (ix) Any other matters as entrusted by the Head of Department from time to time.

2. JOINT DIRECTOR OF INDUSTRIES(STORE PURCHASE)

- (i) Store Purchase Organization (Mechanical Items)
- (ii) Store purchase with respect to Electrical, chemical, Textile & miscellaneous items
- (iii) Fairs and Exhibitions including IITF.
- (iv) Any other matters as entrusted by the Head of Department from time to time.
- (v) He is also a Public Information Officer at Directorate Level.

3 SUPERINTENDENT GRADE-I

- (i) He is looking after the supervisory work of Store Purchase Section.

4. STORE INSPECTION OFFICER(TEXTILE)

- (i) Store Inspection Officer(Textile) assists Additional Controller of Stores in Store Purchase Organization in respect of Textile Codes.
- (ii) All matters pertaining to Handloom and Handicraft, Khadi Board and other correspondence of Handloom Section through Sr. Industrial Advisor.
- (iii) Any other matters as entrusted by the Head of Department from time to time.

5. STORE INSPECTION OFFICER(ELECTRICAL)

- (i) Store Inspection Officer(Electrical) looks after the work of store purchase with Electrical Code in Store Purchase Organization.
- (ii) Any other matters as entrusted by the Head of Department from time to time.

6. SECTION OFFICER(AUDIT)

- (i) The Duties of Section Officer (Audit) is to scrutinize the financial matters of the Store Purchase Organization and also to do Audit of the Organization.

7. RESEARCH OFFICER

- (i) Research Officer maintain Statistical Information in respect of the Department at Directorate level and submit all type of Development Progress Report to the Government through Director of Industries.

- (ii) He also carries out the census of Industrial Units.

8. INVESTIGATORS

- (i) Investigators assist the Research Officer in maintaining Statistical Information in respect of the Department.

9. TEHSILDAR(RECOVERY)

- (i) Loan Recovery and to assist the Additional Director of Industries in exercising powers of Collector.
- (ii) Any other matters as entrusted by the Head of Department from time to time.

10. NAIB TEHSILDAR

- i) All Revenue related matters and Acquisition matters through Addl. Director of Industries.
- ii) Any other matters as entrusted by the Head of Department from time to time.

11. KANOONGO

- (i) Kanoongo assists Naib Tehsildar in Revenue and Acquisition matters.

12. PATWARI

- (i) Patwari maintains the record of Revenue and Acquisition matters.

2.4 GEOLOGICAL WING

1. STATE GEOLOGIST

- (i) Overall administrative control of Geological Wing, Establishment and Mining activities in the State.

2. GEOLOGISTS

- (i) Function of Geologists are to regulate Mining Activities and investigation of Minerals.

3. ASSISTANT GEOLOGISTS

- (i) Function of Assistant geologist is to regulate Mining Activities and investigation of Minerals.

4. CHEMIST

- (i) Chemist analysis minerals/samples received from Head Quarters and Fields.
- (i) Function of Driller is to execute exploration of minerals by way of Drilling.

5. ASSISTANT CHEMIST

- (i) Assistant Chemist assists the Chemist to analysis minerals/samples received from Head Quarters and Fields.

6. MINING OFFICER

- (i) Mining Officer Regulates Mining Activities within their Jurisdictions and control over the Mining Staff in the District.
- (ii) He also performs the duty of Drawing and Disbursing Officer in District.

7. SECTION OFFICER (AUDIT)

- (i) The Duties of Section Officer (Audit) is to scrutinize the financial matters of the Geological Wing and also to do Audit in Field Offices.

8. SENIOR DRAUGHTSMAN

- (i) Senior Draughtsman prepares the Geological and Survey Maps.

9. SENIOR SURVEYOR

- (i) Senior Surveyor assists Techometrist to control large area for survey and guide for detail mapping

10. TECHOMATRIST

- (i) Techometrist controls large area for survey and guide for detail mapping.

11. TECHNICAL ASSISTANT (GEOLOGY)

- (i) Technical Assistant(Geology) collects the sample of Minerals from the different areas of State and Assist Geologist and Assistant Geologist.

12. TECHNICAL ASSISTANT(CHEMISTRY)

- (i) Technical Assistant(Chemistry) analysis minerals/samples received from Head Quarter and field.

13. HEAD DRAUGHTSMAN

- (i) Head Draughtsman assists Senior Draughtsman to prepare the Geological and Survey Maps.

14. DRAUGHTSMAN

- (i) Draughtsman assists Head Draughtsman and Senior Draughtsman to prepare the Geological and Survey Maps.

15. SURVEYOR

- (i) Surveyor assists Assistant Geologist in preparing Geological Maps and Survey maps.

16. ASSISTANT DRILLER

- (i) Assistant Driller operates Drilling Rig for Mineral exploration.

17. DRILLING ASSISTANT

- (i) Drilling Assistant assists Assistant Driller in operating Drilling Rig for Mineral exploration.

65. RIGMAN

- (i) Rigman operates Drilling Rig for Mineral exploration.

18. MINING INSPECTOR

- (i) Mining Inspector regulates Mining activities in their respect jurisdiction and to file court cases.

19. ASSISTANT MINING INSPECTOR

- (i) Assistant Mining Inspector assists Mining Inspector in Mining activities in their respective jurisdiction and to file court cases.

20. LABORATORY ASSISTANT(CHEMISTRY)

- (i) Laboratory Assistant(Chemistry) assists Chemist to analysis the samples.

21. LABORATORY ASSISTANT (PETROLOGY)

- (i) Laboratory Assistant(Petrology) prepares section to Mineral samples.

22. FOREMAN (DRILLING)

- (i) Foreman(Drilling) Repair/Maintenance of drilling equipments.

23. MECHANIC GRADE-I

- (i) Repairing/Maintenance of drilling equipments.

24. MECHANIC

- (i) He assists the Mechanic Grade-I in Repairing/Maintenance of Drilling equipments

25. FERRO-PRINTER

- (i) Ferro-printer has duty to prepare the blue prints in the Drawing Branch.

26. SECTION CUTTER

- (i) Section assists to Laboratory Assistant(Petrology).

27. MINING GUARD

- (i) Mining Guard keep a check on the illegal extraction/transportation of the Minerals.

28. TECHNICAL BEARER

- (i) Technical Bearer assists Geologist and Assistant Geologist while in field to collect field samples.

29. LABORATORY ATTENDANT

- (i) Laboratory Attendant helps Assistant Chemist in preparing and analyzing Chemical Samples.

30. FIELD ATTENDANT

- (i) Field Attendant assists Geologist and Assistant Geologist while in field to collect samples.

31. KHALASH

- (i) Khalashi manages Mess Management to field parties.

2.5 SERICULTURE WING

1. DEPUTY DIRECTOR OF INDUSTRIES (SERICULTURE)

- (i) Deputy Director of Industries (Sericulture) is performing the duties of Head of Sericulture Wing of the Department.
- (ii) Supervision and Control over all sericulture divisions of the Department.

2. SILK SEED PRODUCTION OFFICER

- (i) Performing the duties of the Head of Office of Sericulture Division.
- (ii) Production, procurement and distribution of Silkworm seeds and Supervision and control over Sericulture activities in the Division.

3. SERICULTURE OFFICER

- (i) Performing the duties of Head of Office of Sericulture Division.
- (ii) Supervision and control of Sericulture activities in the Division.

4. DEVELOPMENT OFFICER (SERICULTURE)

- (i) Supervision and control of Sericulture activities over Government Sericulture Centers in the division and allotted area.

5. TECHNICAL OFFICER(TASSAR)

- (i) To assist and coordinate with the divisional Sericulture Officers for supervision and Control of Tassar Sericulture activities.

6. DEMONSTRATOR

- (i) To assist and coordinate with divisional Sericulture Officer for Sericulture Development activities.

7. MULBERRY SUPERINTENDENT

- (i) To assist Divisional Sericulture Officer for Sericulture Development including management of Mulberry Plantation.

8. RESEARSH ASSISTANT

- (i) To assist and coordinate with Divisional Sericulture Officer.

9. TECHNICAL SUPERVISOR

- (i) To assist and coordinate with the Divisional Officer.

10. SENIOR SERICULTURE INSPECTOR

- (i) To assist and coordinate with the Divisional Officer.

11. EXTENSION OFFICER (TASSAR)

- (i) To carry out and supervise Tassar Silk Development activities in the field area allotted.

12. REELING DEMONSTARTOR

- (i) Supervise and Control of host-cocoon related activities namely Silk reeling, Silk Wearing and training on these activities.

**13. SERICULTURE INSPECTOR/FARM ASSISTANT/MOTH TESTER/
GRAINAGE SUPERVISOR**

- (i) To carry out and supervise all the Sericulture activities over allotted field areas.

14. TECHNICAL ASSISTANT (TASSAR)

- (i) To carry out and supervise all Tassar-Sericulture activities in the field area allotted.

15. SERICULTURE OPERATOR (TASSAR)

- (i) To carry out and supervise all Tassar-Sericulture activities in the field area allotted

**16. MULBERRY SUB-INSPECTOR/SEED EXAMINER/FIELD
MAN/BUDDER**

- (i) To assist in carrying out Sericulture activities in the allotted field area.

17. BELDAR/MALI

- (i) All manual work related to Sericulture and allied activities as assigned to him.

18. REARING ASSISTANT(TASSAR)

- (i) All manual work related to Sericulture and allied activities that is assigned to him from time to time.

19. MANUAL ASSISTANT-CUM-CHOWKIDAR

- (i) All manual work related to Sericulture and allied activities including performing duty of Chowkidar.

CHAPTER-III

DEPARTMENTAL SCHEMES & PROGRAMMES

3.1 Introduction:

Department of Industries implements state plan schemes and central sponsored schemes through its field functionary which are posted at District Headquarter, Sub divisional Headquarter and Block Level. Field functionaries are posted even below Block level keeping in view the requirement of the department in monitoring mining activities. The understanding of schemes and programmes being implemented by the department gives clear understanding about the skill required for implementation of these schemes/programmes. The training methodology aims at understanding various schemes and programmes alongwith function being performed by the officers/officials to implement these schemes & programmes. The understanding of process of implementation of these schemes will help us to design better modules for training so that need base training is imparted to the employees of the department.

3.2 State Plan Schemes

3.2.1 Industrial Promotion & Training

This scheme aims at promotion of industrial activities in form of guidance, policy formulation, improvement of productivity, dissemination of information, consultancy and providing training to the prospective entrepreneurs through Entrepreneurship Development Programmes (EDPs), Industrial Awareness Programmes (IAPs) and Industrial Awareness Workshops (IAWs). Entrepreneurship Development Programme (EDP) is a training programme wherein the rural educated unemployed youths are motivated to set up their own self employment ventures . The main objective of these programmes is to introduce the industrial culture among youths at grass root level. The duration of such programmes generally varies between 3 days to 6 weeks. The duration of short term EDPs is just one week. Similarly the main objective of Industrial Awareness Programme (IAPs) is to generate industrial /business awareness amongst youths and educate the prospective entrepreneurs about the latest techniques, incentives, facilities and other assistances offered and available from different financial institutions and Deptts. The duration of such programme is 3 days.

These programmes are being got conducted through recognized /approved agencies like H.P. Centre of Entrepreneurship Development (HPCED), Himachal Productivity Council(HPC), Small Industries Service Institute (SISI) Solan and Himachal Pradesh Consultancy Corp.(HIMCON). The cost of conducting such programmes ranges between Rs.9000 to Rs.85000 and about 20-25 trainees are trained under single programme..

3.2.2 Development of Industrial Estate/ Industrial Area

Under these schemes, the industrial sheds and the industrial plots equipped with the basic infrastructure facilities like roads, drains, water supply, power and sewerage etc. are developed in identified industrial estates and industrial areas .The sheds and the plots therein are provided to the industrial units on reasonable rates and leasehold basis. Presently 15 industrial estates and 41 Industrial areas have been developed in the State. HPSIDC is the main development agency through which these areas /estates are being developed (Annexure-‘C’). Construction of roads, widening of the roads, water supply, power supply, sewerage and annual repair & maintenance of different works etc. are the main activities/works undertaken under these schemes in the Districts. Apart from construction work provision of compensation of land for acquisition of land for Industrial Area is made under Industrial Area scheme.

3.2.3 District Industries Centre:

The scheme has the following three components:-

(i) **Industrial Scheme**

Components like office expenses, motor vehicles and minor works are being charged under this Scheme.

(ii) **Rural Industries Programme / Rural Artisan Programme (RIP/RAP)**

This scheme aims at to upgrade and promote the skills of rural artisans so that they could be rehabilitated in these trades to earn their livelihood. Tailoring, weaving knitting, ban making, doll making, pulla making, computer, blacksmithy, goldsmithy etc. are the main trades wherein the artisans are trained.This training is imparted for one year. During training the trainees are given stipend of Rs. 100/- per trainee per month and the Master Craftsmen are

provided Rs.50/- per trainee per month. After the completion of training the trainees are provided a tool kit of Rs. 500/-.

DIC Building

Under this scheme the construction of office and the residential buildings in different District Industries Centres and residential quarters of Extension Officers Industries at block level in H.P is carried out.

3.2.4 Deen Dayal Hathkargha Protsahan Yojna.

This is a centrally sponsored handloom Scheme funded by GOI and the State Govt. on 90:10 (50:50 for certain components like marketing incentives). This scheme was launched on 1.4.2000. Under this scheme financial assistance is provided for availing credit facilities from banks, purchase of new looms, for training purposes, design development, for publicity and marketing incentive provided to those handloom weavers who are associated with State Handicrafts & Handloom Corporation, Apex Weavers Society, Primary Handloom Weavers Cooperative Societies, Self Help Groups and N.G.O's. During the last four years the GOI approved 97 projects in seven districts (Kullu, Kangra, Bilaspur, Kinnaur, Lahaul & Spiti Solan and Mandi) in Himachal Pradesh wherein 97 weaver societies (2700 weavers) were benefited.

3.2.5 Work shed to Weavers.

This is a centrally sponsored scheme which is being funded by the Centre and the State Govt. in the ratio 7:1. Under this scheme a work shed costing Rs. 9000 is constructed for which Rs.7000 are provided by GOI, Rs.1000 by the State Govt. and Rs.1000 is the contribution of the beneficiary.

3.2.6 Development of Sericulture

This scheme aims at to promote sericulture activity and industry in the State. Hamirpur, Bilaspur ,Mandi, Kangra, Sirmour ,Shimla, Solan and Una are the main Districts where sericulture activities are practiced. presently there are about 8055 families which are engaged in sericulture activity. Under this scheme under State plan the Department has been implementing and undertaking the following schemes and activities ;-

- Supply of chowki Silkworms to the farmers.
- Raising and distribution of mulberry saplings to the farmers.
- Supply of disinfectants to the farmers to control the silkworm diseases
- To provide Training, technical assistance and guidance to sericulture farmers.
- Development and maintenance of mulberry farms and nurseries.
- Production of silkworm seed
- To provide aid to the S.C sericulture farmers for construction of rearing sheds and purchase of equipments.

Apart from the State Plan scheme the Deptt. has been implementing a Catalytic Development Programme /Project of Central Silk Board. Raising of mulberry nurseries, imparting of training to the sericulture farmers , to provide assistance to construct rearing sheds, supply of rearing equipments to the silkworm rearers, chowki rearing and to provide the technical know how to the silkworm rearers are the main components of this project. The Department has also proposed to undertake cluster development of Sericulture in six Districts (Una, Chamba, Kangra, Sirmour , Bilaspur and Solan).

3.2.7 SSI units including Seabuckthorn.

This scheme is being implemented only under Tribal Sub plan.Under the scheme the eligible industrial units are being provided incentives and subsidies to SSI units in Tribal areas as per the provisions laid down in Industrial Policy of the State. Besides this subsidy and the assistance to the processing units of seabuckthorn in Spiti is being provided under the Scheme.

3.2.8 Backward Area Sub Plan

Under Backward Area sub Plan the Department has been implementing the following schemes :-

- i) Industrial Promotion & Training
- ii) District Industries Centre (RIP/RAP)
- iii) Sericulture

3.2.9 Setting up of Urban Haat :-

This is a Govt. of India,s Scheme. This scheme aims at to promote Handicrafts and Handloom industries in the State and to ensure the direct marketing facilities to the artisans, crafts persons / weavers and eliminate their exploitation by the middle agencies . Under this Scheme of Government of India there is a provision to provide financial assistance for setting up of Urban Haats at prime locations. Under this scheme the participating crafts persons and weavers will sell handicrafts/handloom products directly to the customers.

3.2.10 Himachali Utpaad Scheme

This scheme aims at to promote the Himachali Product. Under Himachali Utpaad Scheme the State Government will adopt a logo which will be used to certify products made in Himachal. The H.P. State Handicrafts and Handlooms Corporation or any specific designated Government Department/Government Owned Agency on the recommendations made by the concerned General Manager, DIC will allow the use of the logo by registered manufacturing units set up in the State. The industrial units that are engaged in the manufacture of handloom, handicraft, sericulture, khadi & village industries will be covered under this scheme in the first stage.

3.2.11 Health Insurance Scheme.

This scheme is being implemented in our State from the financial year 2005-06. The objective of the Scheme is to enable the weaver's community to access the best of health care facilities. The scheme is to cover up not only the weaver but his wife and two children,

cover all pre-existing diseases as well as and keeping substantial provision for OPD. Under this scheme, against the total annual premium of Rs. 1000/- per weaver, there is a provision to provide Rs. 15000/- per family for various treatments. Out of Rs. 1000/-, the Government of India will contribute Rs. 800/- per annum and Rs. 200/- per annum will be the contribution of concerned weaver.

3.2.12 Rural Employment Generating Programme

(Mukhya Mantri Gramin Rojgar Yojna)

Considering the dimension of the employment situation in the rural areas and contribution of agriculture and allied industries in national income, diversification of economic activities for self-employment has become important. There is thus an important need to diversify agriculture too into high yielding economic activities, which would generate employment, ensure greater rate of returns to the farmers and promote self reliance. There exists considerable scope for increasing employment and income in rural areas through local based human and natural resources.

The rural people will be brought into the fold of Self Help Groups (Comprising 10-20 persons) and will be provided training in the respective trade handloom, handicrafts, sericulture and related sectors at the local level only by engaging Master Trainers and by providing input like raw material, machinery and equipments (on hire purchase basis), administrative overheads, design development expenses and the training will be imparted in the rented premises. This scheme is proposed to be named as Mukhya Mantri Gramin Rojgar Yojana and this is a State Scheme. After the training the SHG will be given a revolving fund of Rs. 14,000/- i.e. Rs. 1000 each and will be linked to banks for financial assistance.

The marketing linkages of such groups isbe made through Rural Haat bazar which are being implemented by DRDA and also through proposed Urban Haat Bazar. Besides, these groups participate in National/State level fairs & festivals being organized by Government of India and State Government.

The tentative average cost of conducting skill development programme will be Rs. 1.24 lakhs per SHG which will include revolving funds and all expenses on account of conducting training programme to generate employment to 10320 rural unemployed youth.

3.2.13 Computerisation.

Industries Department proposes to computerize various processes in the Department. All the major activities of industries Department such as registration / approval of Medium & Large Scale projects, registration of SSI Units and their monitoring, PMRY, Court cases and monthly / quarterly progress reports under various Schemes are being computerized by providing web based interface to field offices.

3.2.14 Development of Khadi & Village Industries

This scheme aims at to promote and encourage the Khadi and Village Industries. The Department has been providing Grant-in-Aid to H.P. Khadi & Village Industries Board to promote, encourage, develop and assist the khadi & village industries to carry on trade or business in such Industries. Under this scheme the rebate on Gandhi Jayanti was also provided to HPKVIB. Now this scheme is being implemented under Non Plan. However, under Tribal Sub Plan the Special Central Assistance is provided to HPKVIB for running carding plants, oil expeller, mini finishing plants etc in tribal areas.

3.2.15 Development of Handloom & Handicrafts

This scheme aims at to promote Handloom & Handicrafts in the state. Under this scheme the State Handicrafts & Handloom Corporation is provided Grant-in-Aid to run different training centres, Carpet weaving Centres, procurement depot and production centres. This scheme is continuing in tribal areas wherein the H.P. State Handicraft & Handloom corp. is being provided Special Central Assistance to run weaving and training centre in these areas under TSP.

3.2.16 Promotion of Handicrafts and Handloom (Scheme for State Awards to Crafts persons and Weavers)

In order to improve the productivity, the quality of product and competitiveness in the Handicrafts and Handloom sector the Department of Industries is introducing a scheme of State Awards to Crafts persons and Weavers of the State. Under this scheme there shall be 6 State Awards (3 in Handicrafts and 3 in Handloom Sector) and the scheme operates on yearly basis. This recognition will encourage them to continue with the craft in a more enthusiastic and productive manner and will ultimately encourage others to emulate them. Each State Award will consist of a cash prize of Rs. 15,000/- for the first selected entry, Rs. 10,000/- for 2nd and Rs. 5,000/- for 3rd entry along with a merit certificate, a Lady/Gents Shawl and a Cap. The entries are selected/short listed by a State Level Selection Committee.

3.2.17 LARGE AND MEDIUM INDUSTRIES

Direction & Administration

Presently the construction of building of the department is being taken under this scheme.

Arts & Exhibition

This scheme aims at the provide exposor of new techniques and products to artisans, manufactures and industrial units of the State. This scheme ensures the participation of Department in different State and National Level exhibitions/fairs and Indian International Trade Fair Delhi.

Mineral Development

This scheme relates to exploration of minerals, its scientific exploitation and regulation of minerals in the State.

Apart from the original scheme, the Department of Industries has proposed to formulate the District level river/stream bed mining action plan and prepare District Geological Resource

3.3 CENTRALLY SPONSORED SCHEMES

Apart from the above, State schemes there are following Centrally Sponsored Schemes:-

1. Deen Dayal Hath Kargha Protsahan Yojana
2. Wokshed to weavers.
3. Nucleus Cell /Collection of Statistics
4. PMRY
5. Transport Subsidy
6. Capital Investment Subsidy

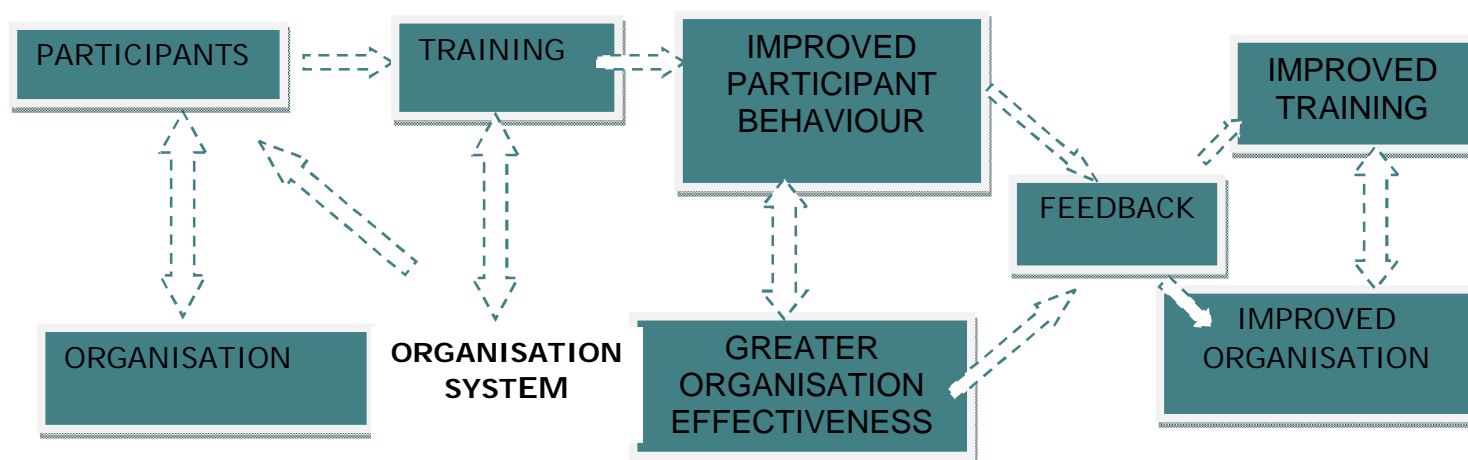
CHAPTER-IV

TRAINING

4.1 Training & Development:

Training and development programme must contain inputs which enable the participants to gain skills, learn theoretical concepts and help acquire vision to look into the future. In addition to these, there is a need to impart ethical orientation, emphasize on attitudinal changes and stress upon decision-making and problem-solving abilities with a aim to provide good quality services.

Fig.1:TRAINING PROCESS



4.2 Skills & Education through Training

Training imparts skills to the employees. A worker needs skills to perform functions of his job without which he will not be able to function properly & effectively. The above diagram clearly shows flow of training process in an organization. (Fig. 1)

The purpose of training is to teach theoretical concepts and develop a sense of reasoning and judgment. Training and development programmes must contain an element of education. This is important for balance Human Resource management. Mostly training programme has academician as resource persons to enlighten participants about theoretical knowledge of the topics proposed to be discussed. In fact, organizations depute & encourage employees to take training courses on a part-time basis. Senior Officers attend refresher courses conducted by reputed training institutions & business schools. Training education is as important for managers and executives as for lower cadre employees.

4.3 Organisational Development

Main component of a training programme is organizational development which is less skill-oriented but stresses on knowledge. Knowledge about environment, management techniques, human relations, specific situation analysis and the like is useful for better management of the resources.

4.4 Expectation from the training.

Department expects the following from its officers/official when they are deputed to attend any training and development programme.

1. How do we make our employees self-starters? How do we imbibe them with a sense of commitment and motivation so that they become self-generating?
2. How do we make them subordinate their parochial, functional loyalties to the interests of the organizations as a whole?
3. How do we make them result-oriented?
4. How do we help them see and internalize the difference between activity and results, and between efficiency and effectiveness?
5. How do we make them sensitive to the environment in which they function? Both at the workplace and outside?
6. How do we make them aware of themselves – their potential and their limitations? How do we help them see themselves as others see them and accept this self-image as a prelude to change?

7. How do we teach them to communicate to see and feel points of view different from their own?
8. How do we help them understand power and thereby develop leadership styles which inspire and motivate others?
9. How do we instill a zest for excellence, a divine discontent, a nagging dissatisfaction with the status quo?

4.5 Attitudinal Changes

Attitudes represent feelings and beliefs of individuals towards others. Attitudes affect motivation, satisfaction and job commitment. Negative attitudes need to be converted into positive attitudes. Changing negative attitudes is difficult because:-

- employees refuse to change,
- they have prior established view point & fixed notions, and
- Information needed to change attitudes may not be sufficient.

Nevertheless, attitudes must be changed by training so that employees feel committed to the organization, are motivated for better performance, and derive satisfaction from their jobs and the work environment.

4.6 Aims of the Training

Decisions Making and Problem solving skills.

Decision making and problem solving skills focus on methods and techniques for making organizational decision and solving work- related problems. Learning, related to decision making and problem- solving skills seeks to improve trainees' abilities to define and structure problems, collect and analyze information, generate alternative solutions and make an optimal decision among alternatives.

4.7 The Benefits of Employee Training.

How Training Benefits the Organization:-

- Leads to improved better service delivery and/ or more positive attitudes towards service/job orientation

- Improves the job knowledge and skills at all levels of the organization
- Improves the morale of the workforce
- Helps people identify with organizational goals
- Helps create a better corporate image
- Fosters authenticity, openness and trust
- Improves relationship between boss and subordinate
- Aids in organizational development Learns from the trainee
- Helps prepare guidelines for work aids in understanding and carrying out organizational policies.
- Provides information for future needs in all areas of the organization
- Organization gets more effective decision making and problem – solving skills
- Aids in development for promotion from within
- Aids in developing leadership skills, motivation, loyalty, better attitudes, and other aspects that successful workers and managers usually display.
- Aids in increasing productivity and/ or quality of work
- Helps keep costs down in many areas, e.g. production, personnel, administration etc.
- Develops a sense of responsibility to the organization for being competent and knowledgeable
- Improves labor–management relations.
- Reduces outside consulting costs by utilizing competent internal consultation
- Stimulates preventive management as opposed to putting out fires
- Eliminates suboptimal behavior (such as hiding tools)
- Creates an appropriate climate for growth, communication
- Aids in improving organizational communication
- Helps employees adjust to change
- Aids in handling conflict, thereby helping to prevent stress and tension.

4.8 Benefits to the Individual which in Turn Ultimately should Benefit the Organization

- Helps the individual in making better decisions and effective problem solving
- Through training and development, motivational variables of recognition, achievement, growth, responsibility and advancement are internalized and operationalized
- Aids in encouraging and achieving self-development and self-confidence
- Helps a person handle stress, tension, frustration and conflict
- Provides information for improving leadership, knowledge, communication skills and attitudes
- Increases job satisfaction and recognition
- Moves a person towards personal goals while improving interactive skills
- Satisfies personal needs of the trainer $\frac{1}{4}$ and trainee $\frac{1}{2}$
- Provides the trainee an avenue for growth and a say in his/her own future
- Develops a sense of growth in learning.
- Helps a person develop speaking and listening skills, also writing skills when exercises are required.

- Helps eliminate fear in attempting new tasks

4.9 Benefits in Personnel and Human Relations.

- Improves communication between groups and individuals.
- Aids in orientation for new employee and those taking new jobs through transfer or promotion.
- Provides information on equal opportunity and affirmative action.
- Provides information on other government laws and administrative policies.
- Improves interpersonal skills.
- Makes organizational policies, rules and regulations viable.
- Improves morale.
- Builds cohesiveness in groups.
- Provides a good climate for learning , growth, and co- ordination
- Makes the organization a better place to work and live.

Proper selection of person for properly design training course leads to capacity building of an organization and motivated employees. For organization development training should be an integral part of H.R. policies.



CHAPTER-V

TRAINING NEEDS OF THE DEPARTMENT

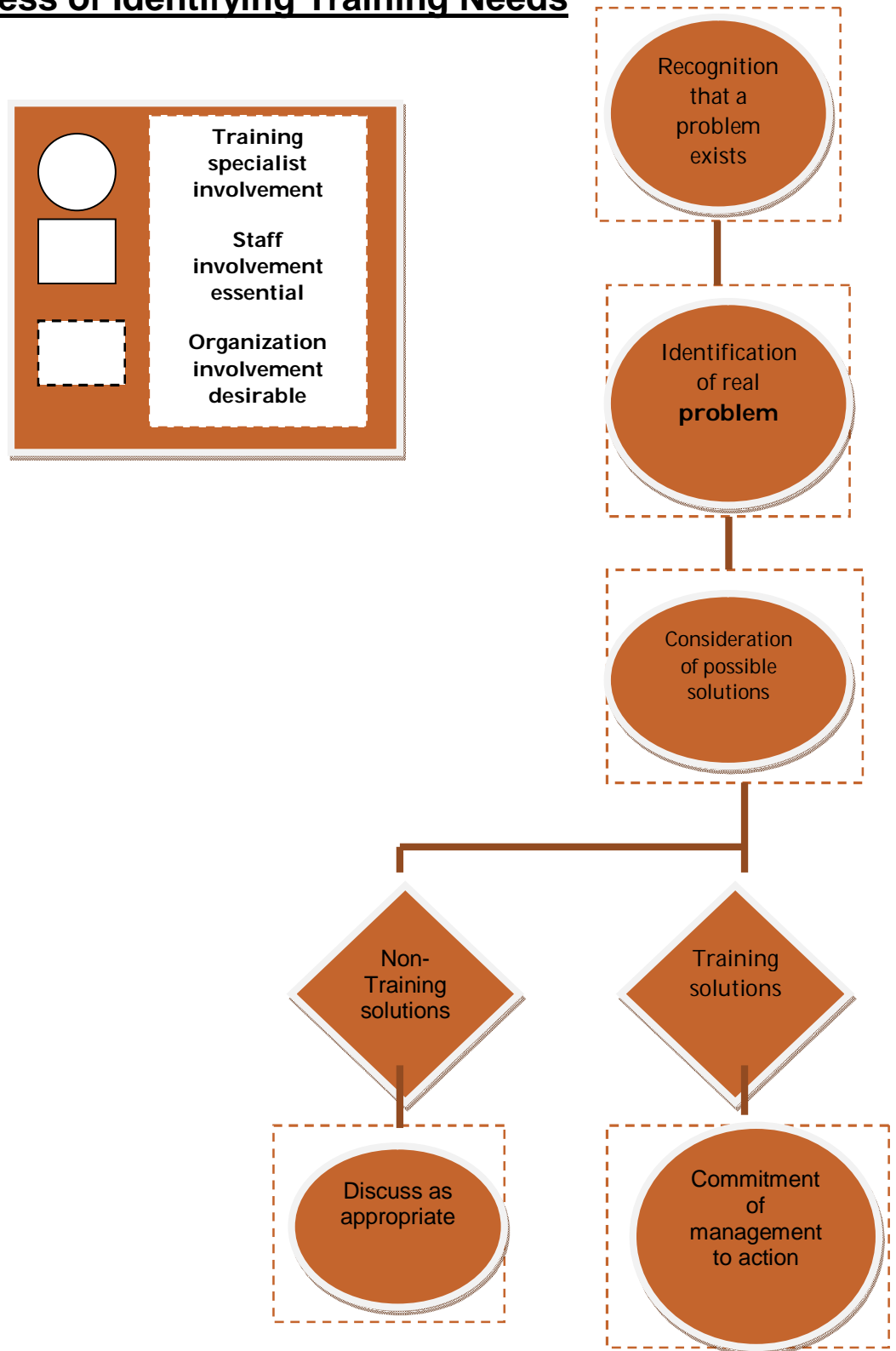
5.1 Training Needs:

The Department of Industries is performing diverse functions which are executed by Industrial Wing, Geological Wing, Store Purchase Organization and Sericulture Wing of the Department as already elaborated in Chapter-I & II. Various Central schemes as well as State schemes are executed by the 4 Wings of the Department leading to development of industrial sector and entrepreneurial spirit. The knowledge of technological of employees of the Department should be up-dated time to time. It is therefore essential to upgrade the technically as well as managerial/administration skill of the employees of the Department.

Right type of training particularly for those who are working at the cutting edge helps them in performing “intricate and technical” tasks. Employees should not be pitch-forked into job without any training. This leads to ineffective functioning and improper procedure adoption. The old thinking that grade III and IV levels of public servants will develop their competency with the pace of time and experience through “trial and error” or by way of application of “thumb rule” is no longer relevant. It may lead to inculcation of inappropriate values and work culture. It also has inherent danger of waste of manpower and time. Systematic training is likely to provide opportunities to synthesize and enhance performance and competence. It may also help the employees in internalizing specific objectives of their own work and make them feel that they have a certain contribution to make to society. Besides, it will help in developing the spirit of cooperation with others in the transaction of business and right work ethics.

In a rapidly changing environment, training has become still more relevant. It is perhaps one of the effective ways of preparing an individual to cope with the pace and magnitude of change. It also facilitates in achieving overall goal of performance improvement of individuals and groups working for or within an organization. Timely and need based training having emphasis on ‘doing’ rather than ‘knowing’ increases productivity, organizational effectiveness and efficiency.

Fig.2: The Process of Identifying Training Needs



T.H.Boydell, A Guide to the Identification Of Training Needs, British Association for Commercial and Industrial Education, London.

Fig.2 explains process of identifying training needs in detail.

5.2 Consequences of Absence of Training Needs Assessment

The significance of needs assessment can be better understood by looking at the consequences of inadequate or absence of needs assessment. Failure to conduct needs assessment can contribute to.

- Loss of opportunity to perform
- Constraints on development activities.
- Poorer-quality applicants.
- Increased overtime working.
- Higher expenditure.
- Higher recruitment costs.
- Greater pressure and stress on management and staff to provide cover.
- Pressure on job-evaluation schemes, grading structures, payment systems and career structures.
- Additional costs in the form of job-sharing, part-time working shift working, etc.
- Need for job redesign and revision of job specifications.
- Undermining career paths and structures.
- Higher training costs.

5.3 Principles of Training Need Analysis:

To make training more purposeful and result oriented there is a need to analyze need of the department keeping in view the function, objectives and responsibilities being discharge by the Officers and officials of the Department of Industries (refer Chapter-II and Chapter-III).

Following steps taken in analyze training need can be helpful before nominating candidates for the training:-

- i) Analyze performance problems of an individuals or group arising out of new challenges of administration or introduction of new technology.
- ii) A mechanism has to develop for prompt response to the need of individual or group for performing particular task/job.
- iii) Development of hardware or software should be priority for executing new task in the department.
- iv) Training should be implemented as a self-paced learning rather than forced learning.

- v) Hold periodically seminars/workshops/meetings to discuss priority and quality aspects of training.
- vi) Employee should not train solely for present job but it should be direct to enable individual to perform for their future work also.

5.4 Identification of Thrust Area for Training:

In view the function, objectives and responsibilities of the department and in view of schemes, works and services being delivered to the public (Chapter III & IV) by the department following areas have been shortlisted for training:-

5.5 Thrust Areas for Training:

- i) Information and Technology
- ii) Service Delivery
- iii) Project Monitoring & Management
- iv) Office Procedure & Rules
- v) Ethics & Values

In addition to above keeping in view the schemes/programmes being implemented by the department (Chapter-III) following subject matter also requires constant training to employees of different categories.

(a) Govt. of India Schemes:

- i) Capital Investment Subsidy
- ii) Schemes relating to Food Processing
- iii) Industrial Sickness
- iv) Health Insurance Schemes for Bunkers
- v) Computation of IIP (Index of Industrial Production) and statistical analysis.

(b) State Schemes/Policy

- i) Interpretation of Industrial Policy
- ii) Office Procedure/CCS(CCA) Rules

(c) Mining

- i) Mineral resource mapping
- ii) Scientific mining
- iii) Environment & Forest related issues.

(d) Industrial infrastructural Development

(e) National Scenario of Industrial Development

In view of the organizational function being performed by various categories of the employee as discussed in previous chapters, the training needs of the department of various categories can be summed up in following training need analysis.

5.6 Training need Analysis

S N	Category	Designation of different posts	Training needs
1	Class-I Officers	Additional Director of Industries, Sr. Industrial Advisor, Sr. Technical Officer, Joint Director of Industries, Deputy Director of Industries, General Manager DIC, State Geologist, Geologist, Supdt.Gr.I, Tehsildar, Private Secretary	<ul style="list-style-type: none"> ➤ Training pertaining to administration of the Capital Investment Subsidy to the department. ➤ The interpretation/understanding of the industrial Policy-2004 and the provisos contained in the policy needs meticulous understanding corrected interpretation and application of rules therein. ➤ The concept of Industrial Area Development Agency and its implementation thereof. ➤ Planning regarding allocation of funds for development schemes and implementation of schemes under these heads.. ➤ Project Management & Evaluation. ➤ Web based programme handling. ➤ Courses of CCS/CCA basic and advance courses. ➤ Application of Administrative & Management skills/techniques (Basic, advance). ➤ Computation of IIP (Index of Industrial Production and statistical analysis. ➤ National Scenario of Industrial Development. ➤ Mineral resource mapping. ➤ Scientific mining ➤ Environment & Forest related issues

	<p>Class-II Officers</p>	<p>Manager DIC, Assistant Geologist, Mining Officer, Supdt. Gr.II, Law Officer, Naib Tehsildar, Asstt. Controller (F&A), Section Officer (F&A), Industrial Promotion Officer, Silk Seed Production Officer, Sericulture Officer, Driller</p>	<ul style="list-style-type: none"> ➤ The interpretation/understanding of the industrial Policy-2004 and the provisos contained in this policy needs meticulous understanding corrected interpretation and application of rules therein. ➤ The concept of Industrial Area Development Agency and its implementation thereof ➤ Health Insurance, Mahatma Gandhi Bunkar Bima Yojana, Integrated Handloom Development Scheme, RIP/RAP Scheme, Employment General Scheme, its main features and objectives and implementation ➤ Basic and advance knowledge of computer application ➤ Public Service Delivery System. ➤ Training Courses on Public Behavior. ➤ Computation of IIP (Index of Industrial

			<p>Production) and statistical analysis.</p> <ul style="list-style-type: none"> ➤ Industrial infrastructural Development
3.	Class-III Officials	<p>Sr. Assistants, PA, Sr.Scale/Jr. Scale Stenographer, Jr. Assistant, Clerk, Economic Investigator, Extension Officer(Inds), Investigator, Sericulture Inspector, Mining Inspector, Asstt. Mining Inspectors, Asstt. Driller, Drilling Assistant, Rigman</p>	<ul style="list-style-type: none"> ➤ The concept of Industrial Area Development Agency and its implementation thereof ➤ Basic and advance knowledge of computer application ➤ Office Procedure. ➤ Application of Administrative & Management skills/techniques (Basic, advance). ➤ Special training courses pertaining to implementation of rules and regulations with reference to mining activities in the State. Two type of courses shall be organized: <ul style="list-style-type: none"> (a) Basic course for Asstt. Mining Inspectors and Mining Inspectors (b) Advance courses for Mining Inspectors.
4.	Class-IV	All Class-IV	<p>Mining Guards:</p> <ul style="list-style-type: none"> a) Special courses regarding rules pertaining to power and duties of mining officials. The course shall be conducted by Geological Wing of the Department. <p>Sericulture Wing:</p> <ul style="list-style-type: none"> b) Special courses for sericulture staff which will be conducted by Sericulture Wing in collaboration with agriculture and horticulture officers of the State. The stress will be to impart knowledge about latest technique of rearing of plants & mulberry nursery of the Sericulture.

CHAPTER-VI

TRAINING PLAN

6.1 Strategy for imparting training:

Out of 855 filled posts, 459 posts are manned by Class-II and Class-III employees which are about 54% of the total staff strength. It is these category of staff which do not get frequent exposure of training within or outside State. Govt. has provided committed budget for the training purpose. It will be in the interest of the Department that employees of the department are nominated for training to different institutions. At present the employees of the department are being sent for training in the State institute of Training, i.e., HIPA only. The training at HIPA in Govt. sponsored courses for Govt. employees is without any training fee.

6.2 Thrust areas for training:

The following are the thrust areas for imparting training to the employees / officers.

- i) Information Technology: The training programmes should contain significant inputs on IT application / e-governance for all categories of employees.
- ii) Service Delivery: The emphasis in such courses should be on the quality service delivery with in prescribed time period.
- iii) Project Monitoring and Management: Frequent training in Project Monitoring and Management to avoid costs and time over runs in implementing the projects. It will be useful for Class-I Officers.
- iv) Office Procedures and Rules, for all officers and officials.
- v) Ethics and Values: Training programme emphasis to be on ethics and value based administration and all emergent issues in the society. This type of training is required for all level of officers & officials.
- vi) Governance issues: Special efforts to sensitize the officers to the emerging issues like Human Resources Development, Gender, Social Justice, Right to Information, Consumer Protection and Human Right. This type of training shall be useful for Class-II & Class-I Officers.

6.3 Identification of important subjects / topics / courses for training for employees of Industries Department:

The requirement of training was discussed with the officers of the Department in detail. In addition to above mentioned thrust areas following subject / topics were also shortlisted for training to the officers / officials of Industries Department:-

- 1) Training pertaining to administration of the Capital Investment Subsidy to the department.
- 2) The interpretation / understanding of the Industrial Policy-2004 and the provisos contained in this policy needs meticulous understanding corrected interpretation and application of rules therein.
- 3) The role of State and Centre Government in implementing schemes related to Food Processing Industries and various incentives given by the Centre therein including incentives given to Food and Horticulture units under the National Horticulture Mission.
- 4) The concept of Industrial Area Development Agency and its implementation thereof.
- 5) Health Insurance, Mahatma Gandhi Bunkar Bima Yojana, Integrated Handloom Development Scheme, RIP/RAP Scheme, Employment Generation Scheme, its main features and objectives and implementation.
- 6) Planning regarding allocation of funds for development schemes and implementation of schemes under these heads.
- 7) Industrial Sickness-BIFR etc.
- 8) Project Management & Evaluation.
- 9) Basic and Advance knowledge of computer applications.
- 10) Web based programme handling.
- 11) Training relating to e-tendering
- 12) Office procedure.
- 13) Courses of CCS/CCA, basic and advance courses.

- 14) Application of Administrative & Management skills / techniques (Basic, Advance).
- 15) Public Service Delivery System.
- 16) Training Courses on Public Behaviour.
- 17) Maintenance of Public Places & Office space.
- 18) Space management.
- 19) Time management.

6.4 Training methodology:

Training shall be imparted at Training Institutions or at work places or on decentralized basis at District/ Sub Division level with the help of all available modern methods of training like lecture, group discussion, project work, audio-visual material, printed materials, case studies/ action learning and brain storming sessions. These courses shall be got conducted by the professional organisations / institutes. The department shall evaluate participant undergoing training and their performance may be reflected by giving weightage at the time of promotion of such employees to the next higher post in future.

6.5 Objective of Annual Training Plan:

Annual Training Plan shall be formulated every year before 31st March of every year. Atleast 20% of all categories of employees shall be imparted training every year. In the starting of financial year the relevant training institutes shall be approached by the Training Manager of the Department to book various training courses. Important training institutes have been identified for this purpose (Chapter-VIII).

6.6 Budget for Training:

In agreement with the National Training Policy, specific budgetary provision upto 1% of salary head of annual budget of each department has been made in the training head which cannot be diverted to any other head. Govt has ensured that sufficient budget shall be available for the purpose of training.

Fig.3:A Schematic view of Evolution of a Training plan

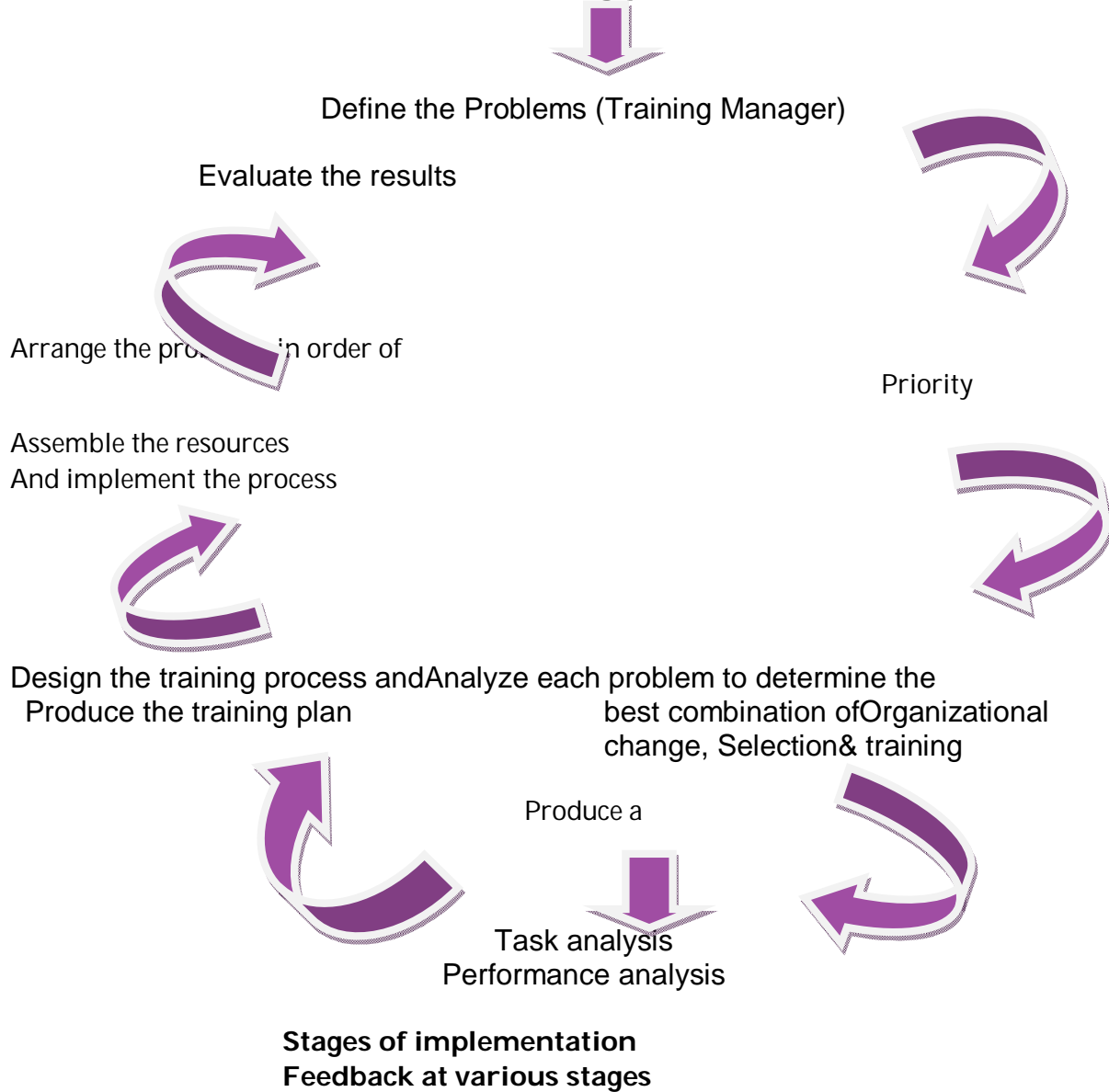


Fig.3 gives a detail account of the processes and steps involved in formulation of training plan suitable for an organization/department.

6.7 Training Plan for year 2012-2013

The need of training to available human resources in any organisation for better services can not be ignored. Trained manpower leads to better efficiency and motivated employees. Under the guidelines of training policy of the Government and as per the Training manual- 2011 of the department a training plan for department of Industries for year 2012-2013 has been prepared. Keeping in view the vision of the department regarding imparting useful training to the employees the stress on the computer oriented training shall be emphasized.

6.8 Human Resources

Industries Department has 1228 sanctioned strength of employees starting from Class-I to Class-IV. In the year 2011, 868 posts are filled and 360 posts are vacant. The detail of the category wise post / employee is as follow: (Annexure "A"). This data shall be used while formulating & selecting relevant training courses for financial year 2012-13.

Sl. No.	Category	Sanctioned Strength			Post filled			Posts vacant		
		Hq.	Field	Total	Hq.	Field	Total	Hq.	Field	Total
1.	Class-I	33	14	47	21	14	35	12	--	12
2.	Class-II	23	98	121	21	59	80	2	39	41
3.	Class-III	215	400	615	121	243	364	94	157	251
4.	Class-IV	58	387	445	50	339	389	8	48	56
Total		320	908	1228	231	655	868	16	244	360

6.9 Training Need Analyses for the year 2012-13.

Keeping in view the principles elaborated in Chapter-V i.e. Training needs of the department, analyses of the requirement and challenges before department was undertaken. It has been decided that emphasis of training during financial 2012-13 shall be on following areas.

i) Information & Technology

- ii) **Service delivery (Service Guarantee Act, 2011)**
- iii) **Scientific Mining**
- iv) **Mineral Resource Mapping**
- v) **Environment & Forest related issues.**
- vi) **Industrial infrastructure development**
- vii) **National scenario of industrial development**

Efforts shall be made that other than routine training courses of office procedure and financial administration all categories of employee are exposed to above mentioned training modules/courses.

6.10 Targets for 2012-13

Category wise

Sl. No.	Category	Sanctioned Strength	Post filled	No. of employees trained during 2010-11
1.	Class-I	47	35	7
2.	Class-II	121	80	16
3.	Class-III	615	364	72
4.	Class-IV	445	389	77
Grand Total		1228	868	172

It is proposed that 20% of employees of all the categories shall be nominated for various training on need basis as elaborated in the manual.

6.11 Training-cum-Exposure Visit

Department also nominates officers/officials to India International Trade Fair, New Delhi every year. On an average 30 employees are given exposure cum training regarding new technology & new product by nominating them to Trade Fair in Delhi or other places in the country. This has been made a permanent feature of the department training policy. In year 2012-

13 30 or more officers/officials shall be nominated for the training cum exposure visit to India International Trade Fair, New Delhi.

6.12 Training on Demand.

It has also been decided that available training slots which will be identified and shortlisted by the Training Manager shall be put up on Departmental Web Site and option will be given to the officer to select courses from the available slots of training in various institutions. Training Manager will ensure that available slots of training are put up on the Departmental Web Site twice a year i.e. before 1st May and before 1st October of the year. Class-I & Class-II officers shall also be asked to submit need of training in particular institute or particular course in tune with training need analyses or demand of the job. Such demands for training shall be arranged by the department.

CHAPTER-VII

TRAINING MODULE

7.1 Introduction:

Department of Industries consists of 868 employees against sanction strength of 1228 from Class-I to Class-IV categories. 85% of employees belong to Class-III & Class-IV categories. Various modules have been devised and adopted in consultation with training Institute like HIPA, Fairlawns, Shimla for upgradation of technical and administrative skills of the employees of the department. Some common training modules for all 4 categories of employees have been listed below which will help training manager to plan for training of various categories year after year in consonance with annual training plan.

7.2 Training Modules

Training Course	Aims & Objective	Participation level
<ul style="list-style-type: none"> • Office Procedure Financial Administration • Noting & Drafting • Disciplinary Proceedings / Conduct Rules / Departmental Enquiry 	To make the participant aware of Financial Administration System, Centre State Financial Relations and Resource Sharing, Budgeting and Accounting in Govt., Stores Management in Govt., 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.	Class-I & II
<ul style="list-style-type: none"> • Communication and presentation skill 	<ul style="list-style-type: none"> • 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 (Persons With Disability) Act. 	Class I & II

Protection of Consumers Rights	<ul style="list-style-type: none"> • 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. 	Senior and Middle level officers.
Good Governance.	<ul style="list-style-type: none"> • 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. 	Senior and Middle level officers
Right to Information Act, 2005	To equip the participants with the concept of Right to Information Act, 2005	Class-I & II PIO's / APIO's Appellate Authority.
Gender Sensitization and women employment	<ul style="list-style-type: none"> • 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. 	Class-I & II
Stress Management	<ul style="list-style-type: none"> • 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. 	Senior & Middle level officers
Training on effective leadership and clarity.	<ul style="list-style-type: none"> • 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. 	Class-I & II

	<ul style="list-style-type: none"> To look at the obstacles that comes in way in solving organizational problems. To acquaint them with the PWD (People With Disability) Act. 	
<ul style="list-style-type: none"> Training on Importance of ethics and value/ personal re-engineering. Citizen charter and responsive administration 	<p>To make participants understand importance of ethical conduct behavior at work place.</p> <ul style="list-style-type: none"> 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) 	Class-I & II
E-Governance and Information Technology		
Advance Computer training Programme (Power Point, Internet and applications)	To apprise the officers with the potential of ICT Tools and Technology for effective and efficient utilization in E-led Governance.	Class-I, II & III
Basic Computer training programme on MS word / MS Excel & Internet.	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. Special emphasis to web based programme handling & regarding e-tendering.	Class-I, II & III

7.3 Training module for training of non technical staff

Keeping in view the training needs, the non- technical officers of various levels shall be provided training in Office Procedure & Financial Administration, Basic computer, MS Word/ MS Excel/ Power Point, Conduct Rules, Disciplinary Proceedings, e- governance and information technology at regular intervals in order to hone their skills in computer application as well as various day to day service matters. (Table 7.1). The non technical class –IV staff like Peon & Chowkidars shall also be provided training on their day to day activities regarding care of the departmental property at the Regional/District level training centers of HIPA and other institutes in order to avoid inconvenience of travelling to distant institutes in the state.

Detail of training module for non-technical staff (Table 7.1)

S.N.	Category of staff	Training institute	Level of staff	Name of training module	Duration
2	Non - Technical /Ministerial staff	Himachal Institute of Public Administration (HIPA), Fairlawn, Shimla-171012 Or Regional/ District branch of HIPA	1. Supt. Grade I& II/Sr. Asstt. Clerks/Steno Typist	1)Office Procedure & Financial Administration	5 days
			2. Supt. Grade I & I/Sr.Asstt./ Clerks/Steno Typist	1) Basic computer, MS Word/ MS Excel / e-mail etc.	5 days
			3. Assistant Research Officer, Investigator, Field investigator, Statistical Assistants	Statistical analysis of data	3 days
			3. Supt. Grade I& II/Sr. Asstt. Clerks/Steno Typist	1) Conduct Rules	3 days

7.4 Training module of sponsored training programme for technical and ministerial staff organised by HIPA

Technical and ministerial staff is also sponsored by the department for training in various subjects like financial administration, service rules etc organised by HIPA from time to time for the employees of various department of state Govt. About 3-5 numbers of employees of the Industries department shall be sponsored for each training programme. The detail of various training modules is given at table 7.2. Efforts shall also be made for sponsoring maximum numbers of women employees in sponsored training programme for their training at the regional centers of HIPA in the District in order to avoid any hardships to them in travelling to distant training institutes.

Table 7.2 Detail of training modules of sponsored training programme for technical and ministerial staff organized by HIPA

(Table 7.2)

S.No.	Title of training module	Duration
1	Citizen Charter and Service Delivery	3-5 days
2	Management Development Programme	
3	Good Governance	
4	Democratic Decentralization of Development	
5	Mahatma Gandhi National rural employment Guarantee Act (MNREGA)	
6	Right to Information Act, 2005	
7	Environmental issues in Economic Development	
8	Gender Empowerment and Development	
9	Delegation of powers, functions & responsibilities to PRIs	
10	Combating corruption in Administration	
11	Disaster Management	
12	Stress Management	
13	Protection of Consumer Rights	
14	Communication Skills	
15	Extension Reforms and Motivational Skills for improving Participation of Farmers/ Farm Women in Government Programmes	
16	Establishment Rules	
17	Reservation in Services	
18	Record Management	

19	Noting & Drafting	
20	Assured Career Progression	
21	Citizen Centric Administration	
22	Application Statistic and use of data in Government	
23	Computer Course on E-Mail /Internet Handling and website development	
24	Digital Video Production / Presentation Skills for Radio and Television Pro	

7.5 Module for Training cum Exposure visits of the technical officers outside the state:-

It is important that all employees are updated on their knowledge periodically and are acquainted with the latest developments not only in their area of working but also with the ever changing scenario in different parts of the country. There are various institute of national and international importance which conduct courses suitable for the department needs. The visits of employees to these institutes and to the India International Trade Fair at Delhi (IITF) will definitely enhance their knowledge & skills, which they can apply to their areas of working in the state.

7.6 Assessment by trainees for updating training Need.

The departmental officers deputed for training to various training institute for attending refresher training courses within state and model training courses outside the state shall be periodically assessed. The feedback on various training courses attended by them, and the relevance of the courses or modules for the up gradation of their knowledge shall be obtained from each trainee at the end of their training programme. A performa has been designed for the trainees in this regard. Each trainee officer shall submit the feedback on relevance of the training on the prescribed performa and the training programme and module shall be redesigned accordingly.

CHAPTER-VIII

TRAINING INSTITUTES

It is important to have detail of the training institutes functioning within & outside the State. A list of such institutes has been compiled with a aim to provide base for training manager to start training of employees of the department in a fruitful manner. This list shall be updated every year so that better & relevant training is provided to the employees.

8.1 Training Institutes of the State:

1. H.P. Institute of Public Administration
Fairlawn's Shimla-171012. (HP).
2. SAMETI, Mashobra, Shimla
3. Panchayati Raj Institute, Mashobra, Shimla.
4. State Health & Family Welfare Institute, Parimahal, Shimla.
5. State Health & Family Welfare Institute, Chheb, Kangra.
6. Forest Training Institute, Chail, Shimla.
7. Forest Training Institute, Sundernagar, Mandi.
8. Revenue Training Institute, Jogindernagar, Mandi.
9. Police Training College, Daroh, Kangra.
10. Cooperative Training Institute, Shangti, Summerhill, Shimla.
11. Police Training School, Pandoh, Mandi.
12. H.P. Centre of Entrepreneurship Development, Shimla
13. Himachal Productivity Council, Shimla.
14. Small Industries Service Institute, Chambaghat, Solan
15. Himachal Pradesh Consultancy Corp. (HIMCON), The Mall, Shimla.

8.2 Training Institutes outside the State:

1. a) National Productivity Council
SCO 40 (Ist floor) Sector-7-C
Madyamarg, Chandigarh-160019.
- b) 10th Floor Estern Wing
Gaganvihar Complex Mukaram Juhi
Road, Hydrabad-500001.
- c) Lodhi Nagar New Delhi-110003.
2. Integrated Training & Policy Research
201, Lal Rattan Building, West Patel Nagar
New Delhi-110008.
3. Indian Institute of Public Administration.
IP Estate Ring Road, New Delhi-110002.
4. Jaipur Productivity Council,
41, Income Tax Colony-2 PO Maivia Nagar
Jagarpura Road, Jaipur-302017.
5. National Institute of Financial Management,
Ministry of Finance, Govt. of India.
Faridabad, HR.
6. National Institute for Micro, Small & Medium Enterprises
(NI-msme), Ministry of MSME, Govt. of India
Hydrabad-500045.
7. Public Procurement Group.
IDA House, R.K. Puram, Sec-IV
New Delhi-110022.
8. Institute of Secretariat Training & Management,
Department of Personnel & Training
JNU Complex (old) New Meharuli Road
New Delhi-110067.
9. Engineers Development Council,
C-5/52 Dilshad Garden, New Delhi-95.
10. National Institute for Entrepreneur
and Small Business Development

A-23, Sec-62 (Incl. Area) Noida-UP.

11. National Institute of Rural Development.
Rajendranagar, Hyderabad-500030.
12. National Institute of Agriculture
Extension Management (MANAGE)
Rajendranagar, Hyderabad.
13. Consultancy Development Centre,
DSIR ministry of Science & Technology
Core-IV-B 2nd Floor, Lodhi Road
New Delhi-110003.
14. National Institute of Disaster Management
IIPA Campus, IP Estate, Ring road
New Delhi-110002.
15. Management Development Institute,
Mehrauli Road, Sukhrali Gurgaon-122007.
16. National Institute for Smart Govt.
Ist Floor Astra Tower, Opp. CII (Green Business Centre)
HITECH city, Kondapur, Hyderabad.

Annexure "A"**Staff position of the Department of Industries (As on 30.11.2011)**

Sl. No.	Name of post	Sanctioned strength			Posts filled			Posts vacant		
		Hq.	Field	Total	Hq.	Field	Total	Hq.	Field	Total
1.	Director of Industries	1	--	1	1	--	1	--	--	--
2.	Addl. Director of Industries-cum-Addl. Controller of Stores	1	--	1	1	--	1	--	--	--
3.	Joint Director of Industries/ Joint Director of Industries (SP)	2	--	2	2	--	2	--	--	--
4.	Addl. Director of Industries/ General Manager (HAS)	1	1	2	--	1	1	1	--	1
5.	Industrial Advisor	1	--	1	1	--	1	--	--	--
6.	Sr. Technical Officer	3	--	3	--	--	--	3	--	3
7.	Dy. Director of Industries (Seri.)	1	--	1	1	--	1	--	--	--
8.	General Manager (DIC)/ Dy. Director of Industries	2	12	14	2	12	14	--	--	--
9.	State Geologist	1	--	1	1	--	1	--	--	--
10.	Geologist	6	--	6	2	--	2	4	--	4
11.	Asstt. Geologist	9	--	9	6	--	6	3	--	3
12.	Chemist	--	1	1	-	1	1	--	--	--
13.	Private Secretary	1	--	1	1	--	1	--	--	--
14.	Superintendent Gr-I	4	--	4	3	--	3	1	--	1
	Total	33	14	47	21	14	35	12	--	12

Class-II										
15.	Store Inspection Officer	2	--	2	1	--	1	1	--	1
16.	Asstt. Controller (F&A)	1	--	1	1	--	1	--	--	--
17.	Tehsildar	1	--	1	1	--	1	--	--	--
18.	Research Officer	1	--	1	--	--	--	1	--	1
19.	SSPO/SO	--	4	4	--	3	3	--	1	1
20.	Manager (DIC)	--	52	52	--	34	34	--	18	18
21.	Naib Tehsildar	1	--	1	1	--	1	--	--	--
22.	Driller	4	--	4	2	--	2	2	--	2
23.	Asstt. Chemist	--	2	2	--	--	--	--	2	2
24.	Mining Officer	--	8	8	--	3	3	--	5	5
25.	Section Officer (Audit)	2	--	2	2	--	2	--	--	--
26.	Supdt. Gr-II	8	13	21	7	9	16	1	4	5
27.	Law Officer	1	--	1	1	--	1	--	--	--
28.	Industrial Promotion Officer	1	19	20	4	10	14	+3	9	6
29.	Personal Assistant	1	--	1	1	--	1	--	--	--
	Total	23	98	121	21	59	80	2	39	41
Class-III										
30.	Senior Assistant	38	36	74	32	36	68	6	--	6
31.	Administrative Officer(IA)	--	1	1	--	1	1	--	--	--
32.	Economic Investigator	2	22	24	--	19	19	2	3	5
33.	Investigator	9	--	9	1	--	1	8	--	8
34.	Extension Officer (Inds.)	3	70	73	3	51	54	--	19	19
35.	Manager (Indl. Area)	--	6	6	--	3	3	--	3	3

36.	Store Examiner	1	--	1	--	--	--	1	--	1
37.	Kanungo	1	--	1	1	--	1	--	--	--
38.	Patwari	2	--	2	2	--	2	--	--	--
39.	Junior Engineer	1	--	1	1	--	1	--	--	--
40.	Clerk	39	63	102	14	27	41	25	36	61
41.	Jr. Scale Stenographer	8	23	31	7	14	21	1	9	10
42.	Stenotypist	11	7	18	1	--	1	10	7	17
43.	Sr. Scale Stenographer	3	--	3	3	--	3	--	--	--
44.	Library Assistant	1	--	1	1	--	1	--	--	--
45.	Driver	26	17	43	11	11	22	15	6	21
46.	Dev. Officer (Seri.)	--	2	2	--	2	2	--	--	--
47.	Technical Officer (Tassar)	--	1	1	--	1	1	--	--	--
48.	Demonstrator	--	1	1	--	--	--	--	1	1
49.	Mulberry Superintendent	--	1	1	--	--	--	--	1	1
50.	Research Assistant	--	1	1	--	1	1	--	--	--
51.	Technical Supervisor	--	2	2	--	2	2	--	--	--
52.	Sr. Sericulture Inspector	--	3	3	--	3	3	--	--	--
53.	Extension Officer (Tassar)	--	8	8	--	4	4	--	4	4
54.	Reeling Demo.	--	1	1	--	--	--	--	1	1
55.	Seri. Inspector/ Farm Asstt./Moth Tester/ Grainage Supervisor	--	80	80	--	39	39	--	41	41
56.	Tech.Asstt. (Tassar)	--	12	12	--	6	6	--	6	6
57.	Seri.Operator (Tassar)	--	10	10	--	5	5	--	5	5
58.	Sr. Draughtsman	1	--	1	--	--	--	1	--	1
59.	Senior Surveyor	1	--	1	1	--	1	--	--	--

60.	Techometrist	1	--	1	1	--	1	--	--	--
61.	Technical Assistant (Geology/ Chemistry)	3	2	5	--	--	--	3	2	5
62.	Head Draughtsman	1	--	1	--	--	--	1	--	1
63.	Draughtsman	4	--	4	4	--	4	--	--	--
64.	Computer Operator	1	--	1	1	--	1	--	--	--
65.	Surveyor	10	--	10	4	--	4	6	--	6
66.	Asstt.Driller	7	--	7	6	--	6	1	--	1
67.	Drilling Assistant	11	--	11	11	--	11	--	--	--
68.	Rigman	22	--	22	13	--	13	9	--	9
69.	Mining Inspector	--	10	10	--	8	8	--	2	2
70.	Asstt. Mining Inspector	--	19	19	--	10	10	--	9	9
71.	Junior Draughtsman	1	--	1	1	--	1	--	--	--
72.	Lab. Asstt.	--	2	2	--	--	--	--	2	2
73.	Lab Assistant (Patrology)	1	--	1	1	--	1	--	--	--
74.	Foreman (Drilling)	1	--	1	--	--	--	1	--	1
75.	Mechanic Grade-I	1	--	1	--	--	--	1	--	1
76.	Mechanic	2	--	2	--	--	--	2	--	2
77.	Ferro Printer	1	--	1	1	--	1	--	--	--
78.	Section Cutter	1	--	1	--	--	--	1	--	1
	Total	215	400	615	121	243	364	94	157	251
Class-IV										
79.	Gestetner Operator	1	--	1	1	--	1	--	--	--
80.	Jamadar	1	--	1	1	--	1	--	--	--
81.	Daftari	1	--	1	1	--	1	--	--	--
82.	Peon	22	58	80	18	51	69	4	7	11

83.	Mali-cum-Chowkidar/ Peon-cum-Chowkidar/ Chowkidar	5	31	36	3	29	32	2	2	4
84.	Process Server	1	2	3	1	1	2	--	1	1
85.	Sweeper/Sweeper-cum- Chowkidar	4	15	19	4	15	19	--	--	--
86.	Technical Bearer	7	2	9	7	1	8	--	1	1
87.	Laboratory Attendant	--	2	2	--	2	2	--	--	--
88.	Khalasi	2	--	2	2	--	2	--	--	--
89.	Field Attendant	1	--	1	1	--	1	--	--	--
90.	Unskilled Worker	13	12	25	11	12	23	2	--	2
91.	Mining Guard	--	90	90	--	85	85	--	3	3
92.	Mulberry Sub- Insp./Seed Examiner/Fieldman/ Budder	--	28	28	--	14	14	--	14	14
93.	Mali/ Beldar	--	132	132	--	129	129	--	3	3
94.	Rearing Assistant (Tassar)	--	11	11	--	--	--	--	11	11
95.	Manual Asstt.-cum- Chowkidar	--	4	4	--	--	--	--	4	4
	Total	58	387	445	50	339	389	8	48	56
	Grand Total:-	329	899	1228	213	655	868	116	244	360

List of Single Window Clearance Agencies

1. Single Window Clearance Agency,
Baddi, Distt. Solan, H.P.
2. Single Window Clearance Agency,
Nalagarh, Distt. Solan, H.P.
3. Single Window Clearance Agency,
Parwanoo, Distt. Solan, H.P.
4. Single Window Clearance Agency,
Gowalthai, Distt. Bilaspur, H.P.
5. Single Window Clearance Agency,
Sansarpur Terrace, Distt. Kangra, H.P.
6. Single Window Clearance Agency,
Damtal, Distt. Kangra, H.P.
7. Single Window Clearance Agency,
Paonta Sahib, Distt. Sirmour, H.P.
8. Single Window Clearance Agency,
Kala Amb, Distt. Sirmour, H.P.

ANNEXURE-'C'**List of Industrial Areas/Estates**

Name of District	Name of Industrial Area	Name of Industrial Estate
Bilaspur	1. Bilaspur	
	2. Gwalthai	
Chamba	1. Hatli	1. Shivnagari (Holi)
	2. Garnota	2. Sultanpur
		3. Parel
Hamirpur	1. Hamirpur	
	2. Nadaun	
Kangra	1. Nagrota Bagwan	1. Kangra
	2. Dhaliara	2. Dehra
	3. Nagri	3. Jawali
	4. Sansarpur Terrace	
	5. Bain Attarian	
	6. Badhal	
	7. Raja Ka Bagh	
	8. Nargala Jawali	
Kullu	1. Shamshi	
Kinnaur	1. Reckong Peo	
Lahaul & Spiti		1. Keylong
Mandi	1. Ratti	1. Saiglu
	2. Bhambla	2. Palli
	3. Sauli Khad (Mandi)	
Shimla	1. Shoghi	1. Raighat
	2. Maindli	2. Pandranu
	3. Jais	3. Sunda Bhaura
	4. Jubber Hatti	
Sirmour	1. Kala Amb	
	2. Paonta Sahib	
Una	1. Tahliwala	
	2. Gagret	
	3. Mehatpur	
	4. Amb	
	5. Jeetpur Bheri	
	6. Basal	
Solan	1. Baddi	1. Parwanoo
	2. EPIP Baddi (Ph-I & II)	2. Chambaghat
	3. Barotiwala	3. Dharampur
	4. Chambaghat	
	5. Banalagi	
	6. Mamlig	
	7. Katha Bhatolikalan	
	8. Vakanaghat	

	9. Lodhi Majra	
	10. Majhol	