

TRAINING CALENDAR 2019-20

Month	Course Title	Content
May, 2019	1. Price Statistics & Index Number Duration: 1 Week Level of participation : F.I's./S.A's and Other Field Functionaries (NSSTA)*	<ul style="list-style-type: none"> ➤ Price Statistics in India- Source of data, status and limitation, Price Indices-Concepts, methodology & Construction of WPI, CPI, Development Indices of different countries(e.g. SDI, HDI etc.), Labour Statistics- concepts, analysis and use for planning purposes, Employment Statistics, Occupation classifications- Structure, uses, concepts and revision thereof, Employment Market Information and Program data collection, scrutiny, tabulation, analysis and uses of data EMI data and Statistics of Wages and Minimum Wages Act
June, 2019	1. Fundamentals of Computer i.e.(e-mail, excel & internet) Duration: 1 Week Level of participation: A.RO's , Sr. Assistant, Clerk, Statistical Assistant (HIPA)** 2.National Account Statistics Duration: 1 Week Level of participation: R.O's. & A.R.O's. (NSSTA)	<ul style="list-style-type: none"> ➤ Fundamentals of computers, File management in computer, Concept of Operating system, Working under Windows, Use of MS-Office/MS-excel/MS-access/Power Point, Elements of Computer Networking, Use intranet and internet, Concept of Computer Virus & its prevention ➤ Basics of Remote Sensing and Geographical Information System Spatial Data Bases and their use in Natural Resources Management Integrated use of Remote Sensing and GIS technology in Agriculture and Soils Remote Sensing and GIS applications in Land Use and Forestry, Geological Studies, management of Urban and Rural Areas, Water Resources including Ground Water

<p>July,2019</p>	<p>1. Office Procedure and Financial Administration Duration: 1 Week Level of participation: Senior Officers, R.O.s / Supdt./ Sr. Asstts. (HIPA)</p> <p>2.Right to Information Act Duration: 2 days Level of participation: PIO's, APIO's(HIPA)</p> <p>3.Training of Trainer Programme Price Statistics & Index Number Duration: 1 Week Level of participation: R.O.s / A.R.O's. (NSSTA)</p>	<ul style="list-style-type: none"> ➤ Budgeting and Accounting in Govt. Stores Management in Govt. Regulatory mechanism for administering State Finance. Audit, its importance and Role of CAG with respect to audit, Financial Control and to equip the participants with the required knowledge relating to Financial Management to enable them to discharge their duties effectively and efficiently. ➤ To sensitize with the concept, rationale and importance of Information, Provisions of Right to Information Act, 2006 and the duties and obligations of government officials under the Act. ➤ System of collection of Agriculture Statistics in India, cost of cultivation of principal crops in India, Land use and areas statistics, Agriculture prices, Wages And Market Intelligence, Agriculture census, Irrigation System ,Crop forecasting and Crop estimation, Animal Husbandry Statistics and Research, Latest development in Agriculture.
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<p>August,2019</p>	<p>1. Gender Statistics: Duration: 1 Weeks Level of participation: AROs/ SA's. (HIPA)</p> <p>2. Sampling Methods & Techniques used in Large Scale Sample Duration: 1 Weeks Level of participation: (Gazetted & non-Gazetted Officer/Official) (NSSTA)</p>	<ul style="list-style-type: none"> ➤ Engendering data, gender Index, Gender and health/ education/ policy making, women and work, gender budgeting, gender statistics, prominent gap etc. ➤ Second Stage Stratum FSU, UFS & review of sample survey techniques, Survey Planning-Frame, selection of sampling scheme, sample size, Survey Preparation Design of questionnaire etc, Post Survey Operations-field scrutiny, Computer scrutiny, estimation procedure, multipliers, Report writing through Practical experiences of conducting sample surveys.
<p>September,2019</p>	<p>1. Disciplinary Proceedings Duration: 1 Week Level of participation: (Gazetted & non-Gazetted Officer/Official) (HIPA)</p> <p>2. Right to Information Act Duration: 2 days Level of participation: PIO's, APIO,s (HIPA)</p> <p>3. Social Statistics Duration: 1 Week Level of participation: ROs./A.R.O. (NSSTA)</p> <p>4. Divisional Meeting/Conference Duration: 2 Days Level of participation: All field Functionaries (DES)</p>	<ul style="list-style-type: none"> ➤ To appraise with various provisions of the Conduct Rules and CCS (CCA) Rules, effectively discharge their role as Inquiry/Presenting officers. ➤ To sensitize with the concept, rationale and importance of Information, Provisions of Right to Information Act, 2006 and the duties and obligations of government officials under the Act. ➤ Population Census in India; Civil and Sample Registration System, Concepts and definitions of mortality, fertility, life table, Health Statistics- Concepts, sources of data, its status and limitation, Education Statistics and Environment. ➤ To sensitize with the concept, rationale and importance of the concerned round to ask about field quarries, Data entry and validation problems and to practice hands on with software.

<p>October,2019</p>	<p>1. Price Statistics & Index Number Duration: 1 Week Level of participation : F.I's./S.A's and Other Field Functionaries (NSSTA)*</p>	<ul style="list-style-type: none"> ➤ Price Statistics in India- Source of data, status and limitation, Price Indices-Concepts, methodology & Construction of WPI, CPI, Development Indices of different countries(e.g. SDI, HDI etc.), Labour Statistics- concepts, analysis and use for planning purposes, Employment Statistics, Occupation classifications- Structure, uses, concepts and revision thereof, Employment Market Information and Program data collection, scrutiny, tabulation, analysis and uses of data EMI data and Statistics of Wages and Minimum Wages Act
<p>November,2019</p>	<p>1. Basic Computer Training Programme Duration: 1 Week Level of participation: Sr. Asstts. And Junior Asstts and Clerks, F.I's, SA (HIPA)</p> <p>2. E-Governance Duration: 3 days Level of participation: Supdt. / Sr. Asstts. and Junior Asstts. (HIPA)</p> <p>3. Demography and Population Studies Duration: 1 Week Level of participation: RO & above/ non-Gazetted (NSSTA)</p>	<ul style="list-style-type: none"> ➤ Fundamentals of computers, File management in computer, Concept of Operating system, Working under Windows, Use of MS-Office/MS-excel/MS-access/Power Point, Elements of Computer Networking, Use intranet and internet, Concept of Computer Virus & its prevention, ➤ To apprise with the potential of ICT Tools and Technology for effective and efficient utilization in E-led Governance. ➤ Concepts of mortality, fertility, morbidity, Constructions of life tables and population projection-Mortpak and Spectrum software Programmed response to address the population growth in India- population policies, family welfare programme, RCH and NRHM. Impact of population growth on the socio-economic development in country and vice-versa with special reference to poverty,gender, urbanization, employment, sustainable

		development etc. Internalization of population concerns in the planning for socio-economic development of the country.
December,2019 / January 2020	1. ISEC Regular Course Duration:2 Weeks Level of participation ISS/IES/Foreign Students 2. Divisional Meeting/Conference Duration: 2 Days Level of participation: All field Functionaries (DES)	➤ Function & activities of DES, with emphasis on familiarization ➤ To sensitize with the concept, rationale and importance of the concerned round to ask about field quarries, Data entry and validation problems and to practice hands on with software.
January to April	Department remain busy in the assignments i.e G.S.D.P. Estimates, Economic Survey, Budget-in-Brief and Census of Himachal Pradesh Employees.	

HIPA: Himachal Institute of Public Administration

NSSTA: National Statistical System Training Academy