

Department of Co-Operation



Training Manual

CHAPTER-I

1.1 INTRODUCTION:-

Himachal Pradesh has emerged as one of the most advanced states of the country with excellent socio –economic indicators. The Department of Cooperation has also contributed a lot to achieve these indicators. Cooperation has been accepted as an instrument of economic planning by the National Development Plan, which lays down the strategy for development, also recognizes Co-operatives as the most effective vehicle for socio-economic transformation particularly in regard to removal of poverty and creation of further employment opportunities. Department of Cooperative was established in 1948, immediately after the formation of Himachal Pradesh. The objective of the Govt. behind formation/ creation of the department has been to promote the cooperative movement in the State by carrying out the developmental and regulatory functions Co-operative movement itself is a automatic process to ensure “Model Code of Governance coupled with sustained socio economic development of the people of the State especially the Rural poor population.

Training has been an integral part of all the development initiatives of Govt. of India as well as State Govt. The efficiency of the deptt. depends upon the attitude, skills, knowledge, and behaviour of its employees. Training would help the employees in improving their performance, generate interest in their work, develop a positive attitude towards the people with whom they interact and cultivate a sense of participation in the achievement of the goals of the government. Training is valuable to both the employee and the employer. Increased knowledge and skills make them more productive in their workplace and thus more valuable to the department. With this motive the training manual has been attempted for the department.

CHAPTER-II

ORGANIZATIONAL SET UP OF THE DEPARTMENT

In broad terms, the departmental set up is divided into six levels as under:-

- i) The Secretariat
- ii) The Directorate
- iii) Zonal Level
- iv) Divisional Level
- v) The District Level
- vi) The Block Level

There is a clear and distinct division of functions between the Secretariat, the Directorate and the field offices which include a Zonal office at Dharamshala.

2.1 THE SECRETARIAT

Department works under the Administrative control of the Pr. Secretary (Cooperation) to the Govt. of Himachal Pradesh, who assists and provides support to the Minister in charge of the department. All the Govt. policies, programmes, plans, rules and instructions are framed, approved and finally issued for implementation.

2.2 THE DIRECTORATE

The functions of the Directorate are to assist formulation of Govt. policies, programmes, Plans, Rules and ensure implementation. To provide necessary feedback to the State Govt. about the policies and programmes being implemented. The Directorate is headed by the Registrar Cooperative Societies and is assisted by other Administrative and Technical and Non-Technical Officers besides ministerial staff at Directorate and field level.

2.3 ZONAL LEVEL

The Zonal office is headed by the Additional Registrar, Cooperative Societies Dharamshala and is assisted by the ministerial staff at Dharamshala and field

level. The functions of the office are to look after the overall working of ARCS circles i.e. Lahaul & Spiti, Kullu, Hamirpur, Dharamshala,,Palampur, Dehra, Nurpur, Una and Chamba.

2.4 DIVISIONAL LEVEL

At divisional level the offices are headed by Deputy Registrar Cooperative Societies. DRCS are required to control the Assistant Registrar Cooperative Societies functioning under their control. They also conduct office inspections, inspections of cooperative institutions besides deciding arbitration and appeal cases and conduct departmental enquiries relating to functioning of Cooperative societies.

2.5 THE DISTRICT LEVEL

Each District has an office headed by the Assistant Registrar Cooperative Societies and assisted by Distt.Inspector/ Distt.Audit Officer and ministerial staff. This office coordinates with the Deputy Registrar and Directorate and implements policies & programmes of the department in the district.

2.6 THE BLOCK LEVEL OFFICES

At block level there is an office of the Block Inspector attached with BDO/SDO(C) assisted by the Inspectors of sub-circles. The posts of Clerks and peons are also sanctioned but 90% of the posts are lying vacant. The Inspectors posted at the Block headquarter and sub-circles implement policies & programmes of the department at the grass root level.

CHAPTER-III

PRIMARY FUNCTIONS OF THE DEPARTMENT

The Departmental functions can be broadly divided in to developmental, Regulatory and creative functions for strengthening of Cooperative Movement in the State.

3.1 REGULATORY FUNCTIONS

Regulatory functions of the department ensure that Cooperative Institutions function as per Cooperative principles by following Act, Rules & guidelines :-

- By Registration of Cooperative Societies
- By conducting Annual Audit of all Cooperative Societies
- By Inspecting Cooperative Societies
- By conducting the elections of the Cooperative Institutions
- By conducting Statutory inquiries into specific complaints/act of misdemeanor
- By deciding arbitration cases in case of disputes
- By placing dormant/defunct Cooperative Societies under liquidation
- By registration of charitable organization/N.G.O.s under Societies Registration Act 2006
- By issuing guidelines from time to time to managing committees to improve their functioning/working.

3.2 DEVELOPMENTAL FUNCTIONS

The Developmental functions include the following main tasks to promote the growth of healthy Cooperative Institutions with the objectives:-

- To extend credit facilities
- To promote marketing facilities to the members to sell their produce at remunerative prices
- To provide consumer goods, especially essential commodities under P.D.S at reasonable prices.
- To update the skills of the Artisans, Craftsman and weaker section of the society is engaged in Industrial activities and help them to market their produce.
- To enable all persons to come together and gainfully employ themselves in diverse fields such as Horticulture, Floriculture, Fisheries, Housing, Wool, Poultry, Labour and Construction, Dairy , Tourism and electricity generation etc.

In addition to above this department is also implementing all the policies, programmes of the Government.

❖ Following incentives are provided by the department to strengthen cooperative movement in the State:-

- Enrollment subsidy to newly enrolled member of IRD/Scheduled Caste/Scheduled tribe families, equivalent to value of one share is provided to the beneficiaries to encourage them for becoming members of the cooperative societies.

- Managerial subsidy/Intt. Subsidy and working capital subsidy being provided to Coop. Societies engaged in consumer/marketing business under Tribal sub plan.
- Interest subsidy to IRDP families is being provided @ 8% as an incentive for timely clearance of Agriculture loans (ST/MT) availed by these families through cooperative societies.
- Grant –in-aid is being given to the HIMCOFED for imparting cooperative education and training to members, employees,etc.
- Financial assistance under Integrated Cooperative Development Project (ICDPs) funded by NCDC is being provided to the Cooperative Societies, with an objective to strengthen their working and help them in becoming self-sustaining socio-economic units.

Chapter-IV

4.1 Staffing pattern and category wise staff position

Sr.No.	Name of the Category	Sanctioned Posts	Filled Posts	up	Vacant Posts
1	Registrar, Cooperative Societies	1	1		-
2	Addi.RCS (HAS)	2	2		-
3	Addi.RCS Dharamshala	1	1		-
4	Joint RCS(Departmental)	2	2		-
5	Deputy Registrar Cooperative Societies	6	3		3
6	Assistant Registrar Cooperative Societies	18(+2 held in abeyance)	16		2(+2 held in abeyance)
7	Asstt.Controller(F&A)	1	1		-
8	Supdt.Grade-I	1	1		-
9	Tehsildar(Recovery)	1	1		-
10	Supdt.Grade-II	25	24		1
11	Distt.Inspector/Distt.Audit Officer	34	34		-
12	Law Officer	1	-		1
13	Sr.Assistant	25	23		2
14	Inspector Cooperative Societies	535	275		260
15	Personal Assistant	1	1		-
16	Sr.Scale Stenographer	4	4		-
17	Jr.Scale Stenographer	6	5		1
18	Stenotypist	20	3		17
19	Jr.Asstt./Clerk	160	52		108
20	Driver	19	17		2
21	Daftri	1	1		-
22	Peon	198	83		115
	Total	1062(+2 held in abeyance)	550		512 (+2 held in abeyance)

CHAPTER –V

OBJECTIVES OF TRAINING

5.1 OBJECTIVES

- To improve the efficiency of the staff.
- To improve job performance and organizational productivity.
- To improve the knowledge of Administrative procedures and financial rules.
- To have proper knowledge of Cooperative Act & Rules, H. P. Societies Registration Act, Audit, Inspection, surcharge proceeding, banking law, Taxation law and arbitration law etc.
- To improve the skill and knowledge in computer application and communication.
- To improve the system of procurement & marketing of Agriculture and Horticulture inputs.
- To improve office procedure, noting & drafting, establishment matters, cash & accounts.
- To improve quality of Audit and Inspection of the Cooperative Institutions.
- To improve overall working skill of the inspectorate staff and to ensure the accountability and transparency in providing better services to the general public at grass root level.
- To improve the quality of work ;
- To develop new occupational skills, knowledge, understanding and attitude of the employees.
- To impart knowledge of the aims and objectives of the organization-his/her own role in the organization and techniques and methods of carrying out his/her duties.
- To exposure to new or changed Policies, Regulations Instructions on various methods;

- To acquaint newly recruited employees with their duties and responsibilities and shape and mould them in the designed direction to make them suitable Officers/employees;
- To make the employees aware about the latest developments in their field of work/ duty and keep their knowledge up-to-date;
- To improve the integrity of the employees.
- To make the functioning of the department, people –oriented and inculcate in them the basic realization, that they are public servants and not masters; Finally, to broaden the vision and the outlook of the employees.

CHAPTER-VI

TRAINING NEEDS ANALYSIS

6.1 Training Needs Assessment Methodology

Pursuant to the directions contained in letter No. Per (Trg) B(12) 6/2007 dated 01.07.2009 from the Principal Secretary (Training) to the Government of Himachal Pradesh, this Department constituted three different committees including officers /officials of this Department to undertake training need exercise/ analysis for all the categories of employees of the Cooperative Department. After holding meetings with the members of the committees and stakeholders institutions, training modules for all the cadres of officers/ officials were prepared based on training need of the Cooperative Department. The following approaches were kept in mind while finalizing the training plan.

- ❖ Job analysis of each category.
- ❖ Interaction with stake holders.
- ❖ Field verification
- ❖ Inputs from field officers during the meetings

After analyzing the above mentioned parameters the training requirements have been identified to bridge the gap between the existing level of skill and desired level, the training modules have been suggested for following categories of the employees from the Directorate level to District level and below as well as fields staff of the Cooperative Department.

(A) Directional Category

- ❖ Additional Registrar Cooperative Societies
- ❖ Joint Registrar Cooperative Societies
- ❖ Deputy Registrar, Cooperative Societies
- ❖ Assistant Registrar Cooperative Societies

(B) Ministerial Category

- ❖ Superintendent Grade-II
- ❖ Clerk/Assistants;

(C) Personal staff

- ❖ Personal Assistant
- ❖ Senior/ Junior Scale Stenographer/ Steno typist

(D) Functional Category

- ❖ Assistant Registrar Cooperative Societies
- ❖ Distt. Inspector/ Distt. Audit Officer
- ❖ Inspector Cooperative Societies(General/Audit)

(E) Other Staff

- ❖ Drivers
- ❖ Peons/ Chowkidar

Training need analysis based on the observations and information obtained from the field offices and from the parameters mentioned above, the category wise training modules have been prepared.

The aim of the study was to identify the Training Needs of various categories of employees working at District, Sub-Division/Block Level of the Cooperative Department by applying an effective and tested methodology. The purpose of identifying the Training Needs is to assess the present knowledge and skills of ministerial, functional and directional staff working in the cooperative Department vis-à-vis their functions, roles and duties. The process of identifying the Training Needs attempts to answer the following pertinent questions:

- ❖ What training is required ? Training Modules

- ❖ Who requires to be trained ? Category/level of employees

The instruments used to capture the information for Training Needs Analysis were:

- ❖ Questionnaires;
- ❖ Discussions with Departmental Officers;
- ❖ Discussions with participants during the workshops.
- ❖ Presentation of reports by the participants during the workshops.

With a view to identify the Training Needs and to assess the levels of knowledge and skill of Ministerial, Functional and Directional categories of officials vis-à-vis their functions, duties and performance gaps, four one day workshops were organized for each category of employees.

A well designed questionnaire was developed and distributed amongst the participants of all categories in order to assess their present performance, skill and knowledge. They were also requested to indicate all those functions, which are being performed by them in addition to their job charts. During, the workshops, the officials were divided into groups and were asked to list out their functions and difficulties being faced by them while performing their jobs. The groups after having brainstorming sessions presented their reports on training needs. Efforts were made to identify the major areas where their knowledge and skill are lacking and training is required.

6.2 Performance Gap

It has generally been found that all categories of the employees of the Department are not well equipped for the proper discharge of their duties/functions assigned to them. The Clerks and Senior Assistants apart from other matters relating to Establishment, Accounts etc. are facing problems with the matter relating to Cooperative innovative activities mainly concerning knowledge of H.P. Cooperative societies Act &

Rules, H.P. Societies Registration Act, 2006 and other judicial and quasi-judicial matters. Similarly, Inspectors, DI/DAO are facing problems with regard to updating their knowledge in performance of various statutory, regulatory functions such as conducting of audit, inspections, surcharge proceedings, liquidation and adequate knowledge of banking law, negotiable instrument act, taxation law and related procedure etc. Apart from this, Department is also carrying out certain judicial and quasi-judicial functions. Hence, in order to have adequate knowledge, field functionaries require special professional legal training for administration of various laws in performance of their day to day functions/quasi-judicial functions.

6.3 Training Need Assessment

The method of choice for determining as to who needs what training is usually called “**Training Needs Assessment**” or just plain “needs assessment”. Since the transformation process is unique to every organization, the exact training required to orient and educate employees is also unique. This requires systematic analysis of training needs, preparing a training plan, implementing training, and evaluating training. Training Need Assessment must be carried for making training to be more focused and cost effective. Needs assessment can help in establishing the nature of training, the purpose the training is to serve. It can help in designing and development of training and may govern the methods and techniques to be used for training. Needs assessment helps in identification of the problem, establishing the performance gaps and this helps in getting down to the basic reason for training.

In order to properly target the training one must know the results it is expected to produce and how achievement of these results will be evaluated.

Thus, training need assessment, by definition, refers to gaps between required levels of knowledge, skills, attitudes and the actual knowledge, skills and attitudes available in the concerned category. The instruments used to capture the information before and during the workshops enabled the team to translate the training

needs of the employees into training modules. Thus, the team after detailed discussions divided the functionaries of the Department into different categories, which require training. They are:

(A) Directional Category

- ❖ Additional Registrar Cooperative Societies
- ❖ Joint Registrar Cooperative Societies
- ❖ Deputy Registrar, Cooperative Societies
- ❖ Assistant Registrar Cooperative Societies

(B) Ministerial Category/ Personal Staff

- ❖ P.A/ Stenographers/ Steno-typists
- ❖ Superintendent Grade-II
- ❖ Clerk/Assistants;

(C) Functional Category

- ❖ Distt. Inspector/ Distt. Audit Officer
- ❖ Inspector Cooperative Societies(General/Audit)

(D) Other Staff

- ❖ Drivers
- ❖ Peons/ Chowkidar

6.3 (A) WORK & DUTIES OF DIRECTIONAL STAFF

Assistant Registrar Cooperative Societies (Audit)

- (i) To conduct the audit of Apex level Cooperative Institutions and other bigger societies allotted to him by the Registrar Cooperative Societies.
- (ii) To conduct the audit of Apex Bank regularly and side by side head the Audit party.

- (iii) To issue comments on the audit notes of all State partners Primary Agriculture Societies and also review compliance of audit notes of those societies.
- (iv) Any other work assigned by the Registrar Cooperative Societies.

Assistant Registrar Cooperative Societies:

The Assistant Registrar Cooperative Societies at the district/circle level are required to control the staff posted in the AR circle and monitor working of Cooperative institutions in his jurisdiction. They have also been delegated financial powers in respect of Primary Cooperative Societies. The Assistant Registrar Cooperative Societies also conduct enquiries and Inspection of the Cooperative Societies. They decide appeals and arbitration cases concerning their respective circles

Deputy Registrar (Consumer) Cooperative Societies

- (i) Monitoring of distribution of consumer goods and fertilizers.
- (ii) Monitoring of Inspection of Fair Price Shops.
- (iii) Monitoring of mis-utilisation of cash credit limit under PDS.
- (iv) Distribution of margins under PDS to wholesaler, sub-wholesaler and retailers.
- (v) PDS complaints.
- (vi) Attend State level and district level PDS meetings.
- (vii) Construction of Marketing and Rural Godowns under Normal and NCDC plans.
- (viii) Financial cases of construction of godowns etc. under State Plan and Rural consumer schemes of NCDC.
- (ix) BOD meetings of H.P. State Civil Supplies Corporation.
- (x) Sales tax and matters of Food Supplies Department and Revenue Committee.
- (xi) Preparation of Annual/five year plan.
- (xii) To review budget under Normal/Special Component Plan and Tribal Sub-Plan.
- (xiii) LTO policy matters regarding planning/recovery of govt. loan.
- (xiv) Redemption of Govt. Share and recovery of Govt. loan and interest.
- (xv) Reconciliation of Plan expenditure with A.G.
- (xvi) To monitor performance under 20-point programme.
- (xvii) HIMCOFED.

Deputy Registrar (Bank) Cooperative Societies:

To hear and dispose off arbitration cases pertaining to the H.P. State Cooperative Bank.

Deputy Registrar Cooperative Societies:

The Deputy Registrar Cooperative Societies at the Divisional level are required to control the Assistant Registrar Cooperative Societies functioning under their control. In addition to this they have been delegated power of sanctioning loan, share capital and subsidy to Cooperative Institutions. They also conduct office inspections, Inspection of Cooperative institutions beside deciding arbitration and appeal cases and conducting departmental inquires and inquires relating to functioning of Cooperative Societies.

Joint Registrar (Marketing) Cooperative Societies:

- (i) To look after the working of State Federations, All Distt. Federations and other Marketing Cooperative Societies except Himfed.
- (ii) Monitoring of all Plan cases of State Federations.
- (iii) To examine the Service Rules/Matters of all State/Distt./Tehsil Unions.
- (iv) To look after the working of Labour, Forest, Industrial and Housing Cooperative Societies.
- (v) Monitoring of all NCDC (Non-ICDP) Schemes relating to non-Credit Cooperative Societies.

Joint Registrar(Credit)Cooperative Societies :

- (i) Short term/Medium and long term Credit including correspondence relating to these with the Cooperative Banks.
- (ii) State Cooperative Banks.
- (iii) Central Cooperative Banks.
- (iv) H.P. State Cooperative Bank.
- (v) Agriculture and Rural Dev Bank.
- (vi) Overdue in the Cooperative Credit Structure.
- (vii) Agriculture Stabilization fund/L.T.O funds.
- (viii) Waiving of loans.
- (ix) Monitoring of all NCDC (Non-ICDP Schemes) relating to Credit Cooperative Societies.
- (x) All matters pertaining to legal cases in various courts, follow up thereof.
- (xi) Work pertaining to H.P. State Cooperative Council.

- (xii) HIMFED and HIMPROCESS.
- (xiii) To examine and monitor societies Registration Act, 1860 and Sports Act, 2005.

Additional/Joint/Deputy Registrar(Admn.):

- (i) All matters pertaining to service of Govt. employees numbering 1060+2.
- (ii) All matters connected with recruitments, promotion, disciplinary proceedings, leave, Provident Fund, Pay fixation, Pension and other related matters.
- (iii) To act as controlling officer of Budget and accounts of the Department.
- (iv) To coordinate the work connected with various committees of Vidhan Sabha i.e. PAC Estimate Committee and Assurance committee, Subordinate Legislative Committee etc.
- (v) Reconciliation of accounts and compliance of paras and notes.
- (vi) Any other matter entrusted to him by the Registrar Cooperative Societies.

Additional Registrar Cooperative Societies(Monitoring):

- (i) Monitoring of all ICDP cases with mid-term and annual appraisal of programme.
- (ii) To ensure timely conducting of concurrent and tax audit of Cooperative Societies.
- (iii) Levy and realization of audit fee.
- (iv) Monitoring of arbitration, liquidation, and embezzlement cases.
- (v) Policy matters pertaining to audit.
- (vi) Amendment in Cooperative Act and Rules.

Additional Registrar Cooperative Societies, Dharamshala:

- (i) To look after the overall working of ARCS Circles i.e. Lahaul & Spiti, Kullu, Chamba, Dharamshala, Hamirpur, Palampur, Dehra, Una and Nurpur.
- (ii) Powers to sanction financial cases in respect of above mentioned ARCS circles has been delegated to him.
- (iii) Administrative powers as well as powers under H.P. Cooperative Societies Act and Rules have also been delegated to administer the working of above mentioned 6 ARCS circles

Requirement of skills

- Managerial capabilities as Head of office
- Management of Human sources
- Management of support system
- Knowledge of Computer Application
- Knowledge and skill of inter personal relations with co-operative Institutions.
- Knowledge of H.P. Cooperative Societies Act & Rules, H.P. Societies Registration Act, 2006 and other judicial and quasi-judicial matters.
- Knowledge of various statutory, regulatory functions such as conducting of audit, inspections, surcharge proceedings, liquidation.
- Adequate knowledge of banking law, negotiable instrument Act, taxation law and procedure etc.
- Knowledge of certain judicial and quasi-judicial functions.

Gaps in Task and Skills

- Needs improvement in existing knowledge of office procedures, administrative and financial Rules.
- Needs updating of knowledge of computer applications.
- Needs improvement in knowledge of various Acts and Rules applicable in the Department including RTI Act and Service Guarantee Act etc.
- Needs training in inter personal relations to motivate the subordinates/ Secretaries of Co-operative Institutions and convince the superiors.
- Requires special professional legal training to administration of various laws.

TRAINING PLAN FOR DIRECTIONAL CATEGORY (ARCS)

Name of the training	Type of training	No. of incumbents to be sponsored for training	Venue	No. of batches	Status of training modules	Duration of training	Remarks
Administrative and Financial Management	Assistant Registrar Cooperative Societies	20	HIPA	5	To be formulated by HIPA	1 week	
Updation of knowledge of Act & Rules	--do--	20	Judicial Academy/ RICM	5	Module MJ-I	2 days	
Audit, Tax Audit and Re-audit	--do--	20	RICM	5	--do--	2 days	
Preparation of Accounts	--do--	20	RICM	5	--do--	2 days	
E-governance, and Computer/ Internet	--do--	20	RICM	5	--do--	2 days	
General matters	--do--	20	RICM	5	--do--	2 days	
Orientation course on Estt. Budget and general Matters like RTI and Service Guarantee Act	--do--	20	HIPA / Directorate	5	MS-I	1 week	

Training of Trainers

Department shall designate officers at the Directorate and District level as trainers, who will get training in relevant subjects at HIPA, Judicial Academy, RICM Chandigarh, VAMNICOM, Pune National Productivity Council Jaipur etc. These officers shall further provide training to the newly recruited and existing officers. The designation of trainers and subject of their training are given as under:-

Sr. No.	Place of posting	Designation of the trainers	Subject of the training	Trainees	Place of posting
1	Directorate	Addl./Jt./DRC S/ Supdt. Grade-I/ AC(F&A)/ Law officer	Administrative and Financial Rules. Updation of knowledge of Rules and Regulations of the Department and as per training modules of the Department.	Assistant Registrar Cooperative Societies/DA O/ Inspectors/ Ministerial Staff/ Personal Staff/ Drivers/ Class-IV	State HQ/ District HQ/ Block Level.

6.3 (B) MINISTRIAL CATEGORY/ PERSONAL CATEGORY

(i) CLERKS

The Clerks are the backbone of the Directorate. They have to perform duties in various branches of the Directorate as well as Assistant Registrar Cooperative Societies circle/Division/Circle level such as in Receipt section, Establishment, Registration, Grievances Cell, Marketing and Trading Cell, Budget and Planning, Consumer and Statistical, Legal Cell, Copying agency, Audit etc. In order to perform such duties, the clerks have to acquire knowledge about all rules and procedures while working in the Directorate. This needs specialized training on various service matters, office procedures, store-purchase, registration matters and public dealing etc. for efficient functioning of the department. The training needs of clerks are as under:-

- Office Procedure and Noting & Drafting
- Knowledge of opening of a new file, referencing and paging.
- Knowledge of diary and dispatch & maintenance of Service Postage Stamps Accounts;
- Proper formatting of office notes/letters.
- Comparison of typed/word processed material.
- Pursuing pending matters through reminders.

- Knowledge of weeding out and destruction of old records.
- Knowledge to receive and communicate messages through fax, telex and E-mail/telephone.
- Knowledge of computer fundamental & word processing.

II Establishment

- Knowledge of Rules, regulation, and instructions relating to establishment matters.
- Maintenance of service record (personal files, Service books and nominations for different purposes.
- Processing of GPF cases, allotment of GPF number and sanction of advances and withdrawals from GPF.
- Sanction of short term/long term advances.
- Sanction of various kinds of leave and recording of entries in the service book.

III Billing and Cash Section

- Preparation and processing of bills for payment in the Treasuries.
- Proper classification of receipts and expenditure in government account.
- Procedure for recording of cheques/deposits through challan into treasury under appropriate receipt head.
- Writing of Cash Book and its custody.
- Classification of vouchers.
- Acquaintance rolls payment through bank draft/banker cheque.
- Safe-guarding of government money.

IV Store, Stock and Stationery.

- Purchase of stock, store and stationery items.
- Receipt and issue of store, stock and stationery items and recording necessary entries in the Registers.
- Condemnation of unserviceable stores and Annual verification.

V. General Matters

- Handling of Court Cases;
- Recovery of Land Revenue & all other duties as arrears of land revenue;
- Registration of land deeds, knowledge of Stamps, Registration, Act, Rules and Manuals;
- Procedure for consignment of case files.
- Procedure for grant of Motor/Arms licenses.
- Computer Awareness/Handling.

(ii) SENIOR ASSISTANTS

The Senior Assistants have to perform duties in various branches at Directorate/ARCS circle level such as, Receipt section, Establishment, Registration, Grievances Cell, Marketing and Trading Cell, Budget and Planning, Consumer and statistical, Legal Cell, Copying agency, Audit etc. This requires specialized training on various service matters, office procedure, Accounts, Store purchase, Copying Agency & Court Procedures etc. for smooth functioning and efficient working of the Department, the training needs of the Senior Assistants are as follows:-

1. Office Procedure and Noting & Drafting

- Knowledge of opening of a new file, referencing and paging & maintenance of checks.
- Proper formatting of office notes/letters/U.O.Notes & D.Os.
- Knowledge of weeding out and destruction of old records.
- Knowledge of receiving and communicating messages through fax, telex and E-mail/telephone.
- Preparation and recording of periodical statements.

II Establishment

- Knowledge of service rules, regulation and instructions relating to establishment matters.
- Maintenance of service record (Personal files, Service Books and nominations for different purposes.)
- Processing of GPF cases, allotment of GPF Account numbers & sanction of advances and withdrawals from GPF.
- Sanction of short term/long term advances/loans.
- Framing of charge sheets/show cause notices, initiation of disciplinary proceedings.
- Sanction of various kinds of leave and recording of entries in the service book.
- Fixation of pay on promotion, Fixation of pay as a result of revision of pay scales and Fixation under ACPs.
- Processing of pension cases of various government servants on superannuation.
- Maintenance of Roster register for reservation in services.

III Budget & Cash Accounts

- Preparation of nominal rolls, budget estimates of receipt and expenditure.
- Re-appropriation, Excess & Surrender Statements.
- Scrutiny, compilation and consolidation of receipt expenditure.
- Maintenance of budget/expenditure control register.
- Reconciliation of monthly expenditure with AG,HP.
- Audit & Inspections.
- Income Tax Matters.

IV Store, Stock and Stationery.

- Purchase of stock, store and stationery items.
- Receipt and issue of store, stock and stationery items and recording of entries thereof.
- Physical verification, declaring store items unserviceable and disposal thereof.

- Malkhana, maintenance of records, safe custody and disposal of articles deposited therein.

(iii) SUPERINTENDENT GRADE-II:

The Superintendents in the Directorate/ARCS circles have to supervise all the sections and to put up the proposal to the concerned Branch Incharge at Directorate level and to the concerned Assistant Registrar Cooperative Societies at circle level, supported by relevant rules and instructions. The Superintendents are the pillars of the Cooperative Department, accordingly, the following Training Needs have been identified.

I Establishment

- Pay fixation;
- Pension cases;
- Leave Rules;
- Sanction of GPF & other advances;
- Disciplinary Proceedings;
- Preparation of Memorandums for DPC's.
- Maintenance of Roster Registers;

II Budget

- Preparation of Plan/Budget;
- Re-appropriation, Excess surrender Statement & Reconciliation.

III General Matters

- Attending to notices under section 80 CPC;
- Registration of documents/knowledge of stamps/Registration, Act, Rules and Manuals.
- Vidhan Sabha Matters;

- Audit Note/PAC Matters & CAG Reports
- Dealing with
- Confidential, Secret Dak and categorization of Dak thereof
- Management of Branch/ Office and Stores;
- Computer Awareness including Internet
- Office Security and General Watch and Ward
- National Flag Code.

Requirement of skills

- Knowledge of Rules and regulations relating to Administrative procedures and financial propriety.
- Knowledge of various Acts and Rules relating to Department.
- Knowledge of Computer Application
- Knowledge and skill of inter personal relations.
- Management of Human resources.
- Management of support system

Gaps in Task and Skills

- Needs improvement in existing knowledge of office procedures, administrative and financial Rules.
- Needs updating of knowledge of computer applications.
- Needs improvement in knowledge of various Acts and Rules applicable in the Department besides the new enactment like RTI, Act and Service Guarantee Act etc.
- Needs training in inter personal relations to motivate the subordinates and convince the superiors.

TRAINING PLAN FOR MINISTERIAL & PERSONAL CATEGORY

Name of the training	Type of training	No. of incumbents to be sponsored for training	Venue	No. of batches	Status of training modules	Duration of training	Remarks
Foundation course	For newly recruited/ promoted clerks	50	HIPA	5	MC-I	3 weeks	
Orientation course on office procedure, noting and drafting	For Clerks/ Sr. Asstt.	75	HIPA/ Directorate	15	MA-I	2 days	
Orientation course on Estt. Matters and cash/ Accounts and RTI and Service Guarantee Act	For Sr. Asstt.	25	HIPA Directorate	5	MA-II	6 days	
Basic Computer Applications	For Sr. Asstt. and Clerks	75	HIPA Directorate	15	MA-III	6 days	
Orientation course on Estt. Budget and general Matters like RTI and Service Guarantee Act	For Supdt. Grade-II	25	HIPA / Directorate	5	MS-I	1 week	
Computer awareness	For Supdt. Grade-II and personal staff	40	HIPA / Directorate	10	MA-III	3 days	

6.3(C)

FUNCTIONAL STAFF

(i) Inspector Cooperative Societies

Inspector Cooperative Societies is the main functional category in the Cooperative Department which plays vital role in strengthening the cooperative movement in the State at grass root level. Inspectors are recruited directly as well as by promotion from amongst the categories of Clerks, Steno-typists and Panchayat Secretaries of Rural Development Department. They are imparted six months junior basic training from H.P. Center for Cooperative Management Mashobra (Shimla) and Garli(Kangra) and Higher Diploma Course from Regional Institute of Cooperative Management Chandigarh. The day to day main functions/duties of the Inspector Cooperative Societies are as under:-

- Overall supervision of Cooperative Societies.
- Inspection & Election of Cooperative Societies.
- Arbitration & Execution proceedings.
- Liquidation & Audit of Cooperative Societies.

To bridge the gap between the actual performance and what is required to bring the standard and performance upto desired optimum level the training needs of the Inspector Cooperative Societies are as under:-

General Matter

- Knowledge to guide people to organise and register the Cooperative Society.
- Knowledge to check cash book, general ledger, Personal ledger, Stock register, Member register, Day book Proceeding register, Voucher files etc.
- Knowledge to prepare financial cases under the various Govt. schemes as per the budget allotment to Development Blocks.
- Knowledge to prepare the annual statement of Cooperative Societies working in the concerned Blocks.

- Complete knowledge of H.P.Cooperative Societies Act, 1968 and H.P.Cooperative Societies, Rules, 1971, Right to Information Act, 2005, H.P.Societies Registration Act,2006 and other allied Act & Rules, Bye-laws/Service Rules of Cooperative Institutions, Service Guarantee Act etc.

Statutory and Regulatory functions

Inspector Cooperative Societies must have the complete knowledge of following regulatory/developmental functions in order to improve the quality of work and to develop new occupational skills, understandings and attitude of the employees. The training can improve skill, exposure, job performance, outlook and broaden the vision of the Inspector Cooperative Societies.

Regulatory functions

- Registration of Societies under H.P. Cooperative Societies Act and H.P. Societies Registration Act, 2006.
- Inspections
- Inquiries
- Audit
- Elections
- Settlement of disputes
- Appeals
- Arbitration
- Liquidation.

Developmental functions

- Financial services
- Marketing & Processing services.
- Consumer Services.
- Financial Support

- Employment generation through:
- Dairy Cooperatives
- Weaver Cooperatives
- Labour & Construction Cooperatives
- Housing Cooperatives etc.

(ii) Distt. Inspector/ Distt.Audit Officer.

The Distt. Inspector/ Distt. Audit Officer is also a main functional category in the Department of Cooperation. Distt .Inspector /Distt. Audit Officer is mainly posted in the office of the Assistant Registrar Cooperative Societies. There are total 34 sanctioned posts of Distt. Inspector /Distt. Audit Officer in the Department of Cooperation. Generally 2 posts of DI/DAO are sanctioned for each Assistant Registrar Cooperative Societies circle. However, there is single post of District Inspector/ District Audit officer in Jubbal, Palampur and Nurpur circles. In addition 3 posts are sanctioned at Directorate level and two for the office of the Additional Registrar Cooperative Societies Dharamshala. The duties and functions of DI/DAO are as under:-

District Inspector

- To assist the Assistant Registrar Cooperative Societies in discharging his duties.
- To monitor the work of Inspector (General) in respective circles.
- To conduct the inspection of Distt. Level Federation and Marketing Societies of their respective circle.
- To conduct the enquiries entrusted by the Assistant Registrar Cooperative Societies in to the affairs of the Cooperative Societies and disposal of Arbitration/liquidation cases of Cooperative Societies

District Audit Officer

WORK & DUTIES OF DISTT.AUDIT OFFICER OF THE COOPERATIVE DEPARTMENT

One post of DAO has been provided in each circle of ARCS and work & duties of DAO are as under:-

1. To supervise work of Audit conducted by the Inspector (Audit) of their circles.
2. To assist Assistant Registrar Cooperative Societies in office as well as at field level so far as the work of audit of Cooperative Societies is concerned.
3. To conduct the audit of Distt. Cooperative Federations and all the Marketing Cooperative Societies of their circles.
4. To conduct test audit of Cooperative Societies where it is found necessary.
5. To dispose of arbitration cases and other work entrusted by the Assistant Registrar Cooperative Societies.

Requirement of skills

- Knowledge of Computer Application
- Knowledge and skill of inter personal relations with co-operative Institutions.
- knowledge of H.P. Cooperative Societies Act & Rules, H.P. Societies Registration Act, 2006 and other judicial and quasi-judicial matters.
- Knowledge of various statutory, regulatory functions such as conducting of audit, inspections, surcharge proceedings, liquidation.
- Adequate knowledge of banking law, negotiable instrument Act, taxation law and procedure etc.
- Knowledge of certain judicial and quasi-judicial functions.

Gaps in Task and Skills

- Needs improvement in existing knowledge of office procedures, administrative and financial Rules.
- Needs updating of knowledge of computer applications.
- Needs improvement in knowledge of various Acts and Rules applicable in the Department including RTI Act and Service Guarantee Act etc.
- Needs training in inter personal relations to motivate the subordinates/ Secretaries of co-operative Institutions and convince the superiors.
- Requires special professional legal training on various laws for performance of their day to day functions/quasi-judicial functions.

TRAINING PLAN FOR FUNCTIONAL CATEGORY

Name of the training	Type of training	No. of incumbents to be sponsored for training	Venue	No. of batches	Status of training modules	Duration of training	Remarks
Higer Diploma in Cooperative Management	For newly promoted/ recruited Inspectors	5 (appox)	RICM	2	Module MI-I	36 weeks	
Junior basic Course	For newly promoted/ recruited Inspectors	15	Mashobra/ Garli	3	Module M1-II	24 weeks	
Training on Act and Rules and judicial/ quasi judicial procedures	For DI/ DAO& Inspectors	310	Judicial Academy	30	Module M1-III	1 week	
Orientation course	For DI/DAO and Inspectors	275	RICM/ Directorate	27	Module M1-IV&V & MD1	3 days/ 1 week	

Short term courses	For DI/DAO and Inspectors	310	RICM /Directorate	30	Module MI-VI &VII	3 days and 1 week	
Computer Application (Basic/ Advanced)	For DI/DAO and Inspectors	310	RICM/ HIPA	30 or as per slots	As per the module of the training institutions	1 week	
Training on RTI / H.P Service Guarantee Act etc.	DAO/DI and Inspectors	310	HIPA and Directorate	30	As per the module of the training institutions	3 days	

6.4 (D) Job requirements/ main duties for other categories

1. Driver

- ❖ To Drive staff car
- ❖ Up keep of Govt. Vehicle
- ❖ Maintenance of Vehicle
- ❖ Submit proposal for repair, point out defects
- ❖ Keep log book updated
- ❖ Protocol work
- ❖ Environment awareness

2. Peons

- ❖ To carry and deliver dak within and outside the office (Maximum weight to be carried outside the office not to exceed 10 Kg)
- ❖ To ensure the cleanliness and general upkeep of the section/ office wherein posted and of the furniture, fixtures and equipment.
- ❖ To perform miscellaneous and odd jobs for officers/ officials.
- ❖ To attend to any other work that may be assigned and
- ❖ To attend to officers at headquarters and while on tours.

3. Chowkidar

- ❖ To keep watch and ward during and after office hours and
- ❖ To take precautionary measures relating to prevention of fire and damage to Government property.

Gaps in Task and Skills

- Lack of traffic Rules knowledge
- Lack of basic mechanical knowledge
- Needs sensitization of duties and responsibilities.
- Needs improvement in their skills of maintenance of records in the record room.
- Needs improvement in their knowledge of handling electrical/ electronic appliances.
- Needs improvement in their knowledge of fire extinguishers functioning.

TRAINING PLAN FOR OTHER CATEGORY (i.e Drivers)

Name of the training	Type of training	No. of incumbents to be sponsored for training	Venue	No. of batches	Status of training modules	Duration of training	Remarks
Knowledge of traffic rules	Drivers	19	Directorate	5	Module attached	1 day	
Basic mechanical knowledge of vehicles	Drivers	19	HRTC workshop	5	To be prepared by HRTC	2 days	
Staff Car Rules and Govt. Instructions	--do--	19	Directorate	5	Module attached	1 day	
MV Act & Rules	--do--	19	Directorate	5	--do--	1 day	
First Aid	--do--	19					

TRAINING PLAN FOR PEON AND CHOWKIDAR

Name of the training	Type of training	No. of incumbents to be sponsored for training	Venue	No. of batches	Status of training modules	Duration of training	Remarks
Office Procedure	Peon/ Chowkidar	110	Directorate	11	Module attached	1 day	
Handling of Photostat, Fax Machine, Scanner etc.	--do--	110	--do--	11	--do--	1 day	
Training to operate fire extinguishers	--do--	110	Fire Department	11	--do--	1 day	

CHAPTER-VII

TRAINING POLICY

7.1 MAIN FEATURES OF TRAINING POLICY

As per Himachal Pradesh training policy,2009 of the state Govt., each personnel from Class-I to Class-IV is required to undergo training for his skill development at the time of induction and at least once in five years or before promotion. The training policy has following important features.

7.2 TRAINING FOR ALL

The objective of the policy is to provide training to all Govt. servants at regular intervals during their career.

7.3 TRAINING PLAN

For the purpose of designing appropriate training plan, the target groups have been divided into different levels according to their training needs. The total sanctioned strength of the department is 1062. Out of these 516 posts of different categories are lying vacant and at present 546 posts are filled up.

7.4 TRAINING COVERAGE

Training for supervisory staff , ministerial staff and functional staff working in the department of Cooperation will be given to upgrade their skills. Training to Drivers and Class-IV shall be imparted at Headquarter Level. All the departmental employees shall be trained over a period of five year as per the H.P.Training policy,2009. The detail of training imparted during 2011-12 is as under :-

TRAINING IMPARTED DURING 2011-12 (TILL 31-10-2011)

Sr. No.	Name of the Programme	Duration	Name of Training Institution	Total Participants
Assistant Registrar Cooperative Societies				
1.	Preparation of Arbitration Cases,awards,their execution and initiation of recovery proceedings against the defaulter	17-1-11 to 19-1-2011	RICM Chandigarh	6
2.	Programme on Domestic Enquiry and Disciplinary Proceedings	5-9-11 to 7-9-11	RICM Chandigarh	6
Distt.Inspector/ Distt.Audit Officer				
1.	Preparation of Arbitration Cases ,awards, their execution and initiation of recovery proceedings against the defaulter	17-1-11 to 19-1-2011	RICM Chandigarh	9
2.	Programme on computers and Internet	20-6-11 to 24-6-11	RICM Chandigarh	4
3.	Programme on Domestic Enquiry and Disciplinary Proceedings	5-9-11 to 7-9-11	RICM Chandigarh	1
Supdt.Grade-II				
1.	Programme on CSR,FR,Retirement Benefits and Pay fixation	14-7-11 to 16-7-11	RICM Chandigarh	11
2.	Basic Computer Course	14-2-11 to 19-2-11	HIPA	5
Senior Assistants				
1	Training on Service Matters	21-2-11 to 25-2-11	HIPA Shimla	9
2.	Programme on Computers and Internet	20-6-11 to 24-6-11	RICM Chandigarh	5
3.	Programme on CSR,FR,Retirement Benefits and Pay fixation	14-7-11 to 16-7-11	RICM Chandigarh	1
4.	Basic Computer Course	14-2-11 to 19-2-11	HIPA Shimla	4

Inspector Cooperative Societies				
1.	Programme on Detection and Prevention of Embezzlement	19-1-11 to 21-1-11	HIPA Shimla	19
2.	Programme on Computers and Internet	20-6-11 to 24-6-11	RICM Chandigarh	6
3.	Programme on NPA,Audit Classification and Asset Classification	1-9-11 to 3-9-11	RICM Chandigarh	8
4.	Preparation of Arbitration Cases,awards,their execution and initiation of recovery proceedings against the defaulter	17-2-11 to 19-2-11	--do--	21
5.	Programme on Domestic Enquiry and Disciplinary Proceedings	5-9-11 to 7-9-11	RICM Chandigarh	4
6.	Junior Basic Course	26-5-2011 to	Mashobra	1
Jr.Asstt./Clerk				
1.	Training on Service Matters	21-2-11 to 25-2-11	HIPA Shimla	8
2.	Programme on Computers and Internet	20-6-11 to 24-6-11	RICM Chandigarh	4
Senior/Junior Scale Stenographer				
1.	Programme on Computers and Internet	20-6-11 to 24-6-11	--do--	2
Steno-typist				
1.	Programme on Computers and Internet	20-6-11 to 24-6-11	--do--	1

7.5 TRAINING MANAGER

The Department has designated the Additional Registrar(Administration) as Nodal Officer to monitor and coordinate the human resource development issues. He will act as Training Manager to be responsible for monitoring and implementation of the training plan in the department as per the State Training Policy,2009.

7.6 TRAINING METHODOLOGY

All available modern methods of training like lecture, handling of various equipments which include mechanical and electronic equipments, Presentation, group holding seminars, Project work, audio visual materials, printed material case studies, brain storming etc. shall be used for training of departmental employees at the Headquarter and in training institutes.

7.7 TRAINING BUDGET

The State Govt. shall provide adequate funds under the State Plan scheme for providing training to the employees of the department. The H.P.State Training policy 2009 aims at earmarking approximately 1% of the salaries head of annual budget for incurring expenditure on training of employees of the department under- SOE “Training”.

7.8 TRAINING REVIEW COMMITTEES

The State level Empowered Committee headed by the worthy Chief Secretary will review Annual Action Plan for training of employees. The training review committee of the department under the Chairmanship of the Principal Secretary shall meet at least once in every quarter and shall monitor and review the progress of training of employees of department.

7.9 TRAINING SCHEDULE FOR THE REMAINING PERIOD FOR 2011-12

Sr. No.	Category of Employee	Training Load	Name of Programme	Duration	Training Institution
1.	Inspector Cooperative Societies	25	Work and duty & procedure to dispose off judicial, legal/quasi-judicial	One week	Judicial Academy Shimla
2.	Drivers	10	Programme on silent features of Motor Vehicle	Two days	Directorate level

			Act/ Rules/Disaster Management, CCS & CCA Conduct Rules,1964		
3.	Peons	20	Programme on relevant provisions of office manual, fire safety, disaster management and CCS & CCA Conduct Rules,1964	Two days	Directorate level

7.10 IN HOUSE TRAINING

Programmes proposed to be conducted at Directorate level.

Sr. No.	Name of Programme/Topic	Date	Level of participants	Number of Participants	Course Director
1	Complete knowledge of Audit.	28-11-2011	DI/DAO, Inspector	15	Dr.Pankaj Lalit, Addi.RCS(Mon.) (Morning session)
2	Preparation and maintenance of accounts.	28-11-2011			Sh.K.S.Dhaulta, Joint RCS(Credit) (Evening session)
3	NPA Management and recovery management., Re-audit of Coop. Societies.	29-11-2011			Sh.K.S.Dhaulta, Joint RCS(Credit) (Evening session)

4	Detection & prevention of embezzlement and frauds in PACs.	29-11-2011			Sh.L.K.Sharma, Joint RCS(Mktg.) (Evening session)
5	knowledge of statutory/regulatory, developmental functions.	30-11-2011			Sh.K.S.Dhaulta, Joint RCS(Credit) (Evening session)
6	Tax Audit, Re-audit of coop. societies.	30-11-2011			Dr.Pankaj Lalit, Addi.RCS(Mon.) (Morning session)

Sr. No.	Name of Programme/Topic	Date	Level of participants	Number of Participants	Course Director
1	CCS(CCA)Rules	12-12-2011	Supdt.Grade-I/ Sr.Asstt.	20	Addi.RCS(Admn.) (Morning session)
2	General conditions of service matters	12-12-2011			Supdt.Grade-I (Evening session)
3	Pension Rules, Retirement	13-12-2011			Sh.Vijay Sharma,AC(F&A) (Morning session)
4	Leave Rules & Office Procedure	13-12-2011			Supdt.Grade-I (Evening session)
5	Disciplinary proceedings	14-12-2011			Addi.RCS(Admn.) (Morning session)

6	TA/LTC,GPF Rules	14-12-2011			Sh.Vijay Sharma,AC(F&A) (Evening session)
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Sr. No.	Name of Programme/Topic	Date	Level of participants	Number of Participants	Course Director
1	1.Right to Information Act, 2005	26-12-2011	DI/DAO, Inspector	15	Sh.K.S.Dhaulta, Joint RCS(Credit) (Morning session)
2	P.D.S.	26-12-2011			Sh.R.S.Rathore, Deputy RCS (Cons.) (Evening session)
3	Detection/prevention of embezzlement and frauds in CCBs & PRDBs	27-12-2011			Dr.Pankaj Lalit, Addi.RCS(Mon.) (Morning session)
4	H.P. Societies Registration Act, 2006	27-12-2011			Sh.K.S.Dhaulta, Joint RCS(Credit) (Evening session)
5	Preparation of Arbitration Cases & disposal thereof	28-12-2011			Sh.Satya Prakash, Inspector Cooperative Societies (Morning session)
6	Election Procedure	28-12-2011			Sh.L.K.Sharma, Joint RCS(Mktg.) (Evening session)

Sr. No.	Name of Programme/Topic	Date	Level of participants	Number of Participants	Course Director
1	Programme on relevant provisions of office manual	10-1-2012	Class-IV employees	20	Addi.RCS(Admn.) (Morning session)
2	Fire Safety and	10-1-2012			Dr.Daya

	Disaster Management				Ram,DRCS(E.D.) Shimla-9 (Evening session)
3	CCS & CCA Conduct Rules 1964	11-1-2012			Addi.RCS(Admn.) (Morning session)

Sr. No.	Name of Programme/Topic	Date	Level of participants	Number of Participants	Course Director
1	PAC/CAG Reports	18-1-2012	ARCS/Supdt/ Sr.Asstt.	20	Addi.RCS(Admn.) (Morning session)
2	FR & SR	18-1-2012			Sh.Vijay Sharma,AC(F&A) (Evening session)
3	Joining Time,GIS	19-1-2012			Sh.Vijay Sharma,AC(F&A) (Evening session)
4	CCS(Conduct) Rules	19-1-2012			Addi.RCS(Admn.) (Morning session)
5	Budget and Plan Budget	20-1-2012			Sh.R.S.Rathore, Deputy RCS (Cons.) (Morning session)
6	Pay Fixation,Foreign Service	20-1-2012			Sh.Vijay Sharma,AC(F&A) (Evening session)

Sr. No.	Name of Programme/Topic	Date	Level of participants	Number of Participants	Course Director
1	Programme on salient features of M.V. Act/ Rules /Disaster Management	13-2-2012	Drivers	10	Officers of GAD/Directorate (Morning session)
2	First Aid	13-2-2012			MVI/HRTC (Evening session)
3	Latest ruling of contents in respect of provisions of M.V.Act	14-2-2012			MVI/HRTC (Morning session)
4	CCS & CCA Conduct Rules 1964	14-2-2012			Addi.RCS(Admn.) (Evening session)

Sr. No.	Name of Programme/Topic	Date	Level of participants	Number of Participants	Course Director
1	H.P. Societies Act/Rules and other allied Act/Rules	23-2-2012	ARCS/ DI/ DAO/ Inspector	15	Sh. K.S .Dhaulta, Joint RCS(Credit) (Morning session)
2	Double entry system,cash book,bank reconciliation,balance sheet	23-2-2012			Dr .Pankaj Lalit, Addl.RCS(Mon.) (Evening session)
3	Marketing of Agriculture/Horticulture produce	24-2-2012			Sh.L.K.Sharma, Joint RCS(Mktg.) (Morning session)
4	Powers and duties of Liquidator,procedure for disposal of assets/liabilities	24-2-2012			Sh.Satya Prakash, Inspector Cooperative Societies (Evening session)
5	Inspection of Cooperative Societies	25-2-2012			Sh.L.K.Sharma, Joint RCS(Mktg.) (Morning session)
6	Conduct Rules	25-2-2012			Addi.RCS (Admn.) (Evening session)

Sr. No.	Name of Programme/Topic	Date	Level of participants	Number of Participants	Course Director
1	Receipt of Dak & maintenance of Despatch & Receipt register	5-3-2012	Clerk/Jr.Asstt.	15	Supdt.Grade-I (Morning session)
2	Noting & Drafting Procedure	5-3-2012			Sh.R.S.Rathore, Deputy RCS (Cons.) (Evening session)
3	Preparation of various kinds of pay bills,TA bills,LTC bills.	6-3-2012			Sh.Vijay Sharma,AC(F&A) (Morning session)
4	How to prepare communications vis-à-vis letters, DO letters, U.O.Notes and telegram	6-3-2012			Addi.RCS(Admn.) (Evening session)
5	Cash and maintenance of accounts	7-3-2012			Supdt.Grade-I (Morning session)
6	Procedure for effecting purchase of store, stationery articles, issue and accounting thereof.	7-3-2012			Sh.Vijay Sharma,AC(F&A) (Evening session)

Sr. No.	Name of Programme/ Topic	Date	Level of participants	Number of Participants	Course Director
1	PAC/CAG Reports	18-1-2012	ARCS/Supdt/ Sr.Asstt.	20	Addi.RCS (Admn.) (Morning session)
2	FR & SR	18-1-2012			Sh.Vijay Sharma,AC(F&A) (Evening session)
3	Joining Time,GIS	19-1-2012			Sh.Vijay Sharma,AC(F&A) (Evening session)

4	CCS(Conduct) Rules	19-1-2012			Addi.RCS(Admn.) (Morning session)
5	Budget and Plan Budget	20-1-2012			Sh.R.S.Rathore, Deputy RCS (Cons.) (Morning session)
6	Pay fixation, Foreign Service	20-1-2012			Sh.Vijay Sharma,AC(F&A) (Evening session)

CHAPTER-VIII

MODULES

The Cooperative Department regulates the functioning of Cooperative Societies registered in the State under the H.P. Cooperative Societies Act, 1968. The role of Cooperative Department is both field administration through the circle of the Assistant Registrar Cooperative Societies and regulatory rule with respect to the societies registered with the Department vis-à-vis their general inspection, audit and administrative measures namely arbitration and liquidation etc. The training thus required will be in the sectors of (a) Statutory function (b) Quasi-judicial functions and (c) Government rules and office management. At present the training is being imparted by Himcofed in Quasi-judicial matters and ministerial aspects. However the training can be outsourced to the agencies like HIPA, NICM, RICM, VAMNICOM and Judicial Academy HP etc. to bring out a qualitative improvement in the performance of concerned staff. Officers and Inspectorate staff of this Department are not only required to register, audit, inspect, monitor working of the Cooperative Societies but they are also to discharge duties as civil Courts as delineated in the Cooperative Societies Act for which knowledge of CPC and other relative laws of the Cooperative Department are necessary. In addition to this, specialized knowledge is required in the filed of tax laws, accounts and management as that of Chartered Accountant.

There shall be vertical stratification in Courts Modules for various staff categories namely JRCS, DRCS, ARCS,DI/DAOs, Inspectors, Clerks and other ministerial staff in the aforesaid aspect. Apart from didactic training, seminars and workshops/brain storming sessions within and outside the Department will prove helpful to inculcate a positive attitude amongst officers/officials and also help them to find out solution to the problems they face in their day to day life whether in the office or outside.

Keeping in view the functions and Training Needs as specified in chapter 6 for the employees of various categories of the Department, Training Modules for Officers, DI/DAOs, Inspectors, Supdt.Grade-II, Senior Assistants and Clerks etc. have been suggested as under:-

MODULE MJ-I

TRAINING MODULE FOR ADDITIONAL /JOINT /DEPUTY REGISTRAR COOPERATIVE SOCIETIES/ ASSISTANT REGISTRAR COOPERATIVE SOCIETIES (ONE WEEK)

1. Provisions of latest amendment in the Himachal Pradesh Cooperative Societies Act, 1968(Act 3, of 1969) and H.P. Cooperative Societies Rules, 1971.and H.P Societies Registration Act & Rules, 2006.
2. Complete Knowledge of Audit, Tax Audit, Re-audit of Cooperative Societies.
3. Double entry system, Cash book, Bank reconciliation, Audit produce of receipt & disbursement statement, Balance sheet, Project & loss Account, Preparation of Audit note.
4. E-governance and Checking on E-mail etc
5. Healthy practices in office Functioning and grooming of Subordinates
6. Audits and its necessity
7. Computer and Internet Skills

MODULE-MJ-II

**TRAINING MODULE FOR ADDITIONAL /JOINT /DEPUTY REGISTRAR
COOPERATIVE SOCIETIES/ ASSISTANT REGISTRAR COOPERATIVE
SOCIETIES (ONE WEEK)**

I Establishment Matters

- Pay fixation
- Pension cases
- Leave Rules
- Sanction of G.P.F and other advances
- Disciplinary proceedings
- Preparation of Memorandum for DPCs
- Maintenance of Roster Registers

II Budget

- Preparation of Plan/Budget
- Re-appropriation, Excess and surrender statements and Reconciliation.

III General Matters

- Attending to notices under section 80 CPC
- Registration of documents/ Knowledge of stamps/ Registration Act, Rules and Manuals.
- Vidhan Sabha Matters
- Audit Notes / PAC Matters and CAG Reports
- Dealing with confidential. Secret Dak and categorization of Dak.
- Management of Branch / office / Store
- Computer awareness including internet.
- Office security and General watch and ward.
- National flag code
- Right to information Act, 2005
- Service Guarantee Act, 2011.

**TRAINING MODULE
FOR**

MODULE-MC-I

**FOUNDATIONAL TRAINING OF
NEWLY RECRUITED CLERKS
(Direct/Promotes)**

Duration:3 Weeks

I. Government & its Organs

- Policies & Programmes of Govt.
- Organizational Set-up of Govt. Offices
- Accountability in Administration

II. Office Procedure

- Receipt of Dak & maintenance of Receipt Register
- Issue of letters & maintenance of Dispatch Registers
- Maintenance of Stamp & other allied Registers
- Processing of PUC & action on receipt of Dak
- How to open a file & the Filing System
- Various forms of communications
- Noting & Drafting the procedure
- Efficiency & Need for disposal of

III Establishment Matters

- Constitutional Safe guard in Services
- General conditions Governing Service
- Duties & Functions of Ministerial Staff
- General Principles governing to leave & various issues
- Maintenance of Service Books & other service records
- General provisions for Service Rules
- Joining Time Rules.

IV Cash & Accounts

- Handling of Cash and maintenance of Accounts
- Writing of Cash Book
- Provisions relating to office & other exposures required in the Department.

- How to prepare pay, A<C claims
- Planning process in Govt.-An introduction.
- An introduction to Budget-How to prepare it.

V Stores

- General instructions regarding of Stores & Stationery.
- Maintenance of Store & Stock Register

VI Computer Application

- Computer Basics with special reference to WINDOWS;
- Working with Windows with reference to mouse handling
- Working with MS-Word

- Creating a File
- Editing
- Saving a document
- Inserting Bullets

- Managing file & folders
- Hands on computers

VIII Miscellaneous

- Communication Skill
- Work Culture

Methodology

- Lecture Method
- Exercises
- Hands on Computers

Note: A combined Foundational Course for all Clerks recruited/promoted out of class-IV will be conducted for all Departments.

TRAINING MODULE **Module-MA-I**
FOR
ORIENTATION COURSE ON
“OFFICE PROCEDURE AND NOTING & DRAFTING”
FOR
SENIOR ASSISTANT

Office Procedure

Duration:2 Days

- Duties and functions of Ministerial staff
- Receipt and Dak and distribution thereof
- Maintenance of Diary and Dispatch Registers/Stamp Registers.
- Filing System and Dealing of file.
- Noting & Drafting
- How to prepare communications vis-à-vis, letter, DO letters, UO Notes, FAX and Telegrams etc.
- Weeding out of old record
- Preparation and submission of various types of returns.

Methodology

- Lecture Method
- Exercises

TRAINING MODULE MODULE-MA-II
FOR
ORIENTATION COURSE ON “ESTABLISHMENT MATTERS & CASH
ACCOUNTS” FOR SENIOR ASSISTANT

Establishment

Duration:6 Days

- Maintenance of Personal Files and record to be kept permanently.
- Sanction of various kinds of leave & recording of entries thereof.
- Grant of GPF/House Building loans & Recovery thereof.
- General provision of conduct rules.

Cash & Accounts

- Preparation of Nominal Rolls & maintenance of budget control/expenditure registers.
- Scrutiny, compilation and consolidation of Receipt & Expenditure.
- Classification of Receipts/Expenditure in Govt. Account
- Reconciliation of Accounts with Accountant General
- Preparation of various kinds of Pay Bills, TA Bills, LTC Bills, MC Claims and Office Expenses and other bills.
- Writing of Cash book and its maintenance.
- Maintenance of Acquaintance rolls of all paid vouchers
- Procedure for effecting purchase of store, stationery articles, issue and accounting thereof.
- Procedure for declaring Dead Stock articles unserviceable & disposal thereof.
- Calculation of Income Tax at source.

Methodology

- Lecture Method
- Exercises

TRAINING MODULE ON COMPUTER AWARENESS FOR THE PERSONAL STAFF

MODULE MA-III

Duration:- 3 Days

- Computer Basics with special reference to windows.
- Working with windows with special reference for mouse handling.
- Working with MS-Word.

- Creating
- Editing
- Formatting
- Saving a document

Managing files and document

Methodology

- Lecture
- Hands on Computer

MODULE-MS-I

TRAINING MODULE FOR SUPERINTENDENT GRADE-II IN COOPERATIVE DEPARTMENT

I Establishment Matters

- Pay fixation
- Pension cases
- Leave Rules
- Sanction of G.P.F and other advances
- Disciplinary proceedings
- Preparation of Memorandum for DPCs
- Maintenance of Roster Registers

II Budget

- Preparation of Plan/Budget
- Re-appropriation, Excess and surrender statements and Reconciliation.

III General Matters

- Attending to notices under section 80 CPC
- Registration of documents/ Knowledge of stamps/ Registration Act, Rules and Manuals.
- Vidhan Sabha Matters
- Audit Notes / PAC Matters and CAG Reports
- Dealing with confidential. Secret Dak and categorization of Dak.
- Management of Branch / office / Store
- Computer awareness including internet.
- Office security and General watch and ward.
- National flag code
- Right to information Act, 2005
- Service Guarantee Act, 2011.

**TRAINING MODULE FOR INSPECTOR COOPERATIVE SOCIETIES
(JUNIOR BASIC COURSE OF 24 WEEKS AT H.P.CENTER FOR
COOPERATIVE MANAGEMENT, MASHOBRA (SHIMLA) AND
GARLI(KANGRA)**

MODULE-MI-I

- ❖ Cooperative Laws & Allied Laws concerned with Cooperatives.
- ❖ Cooperative Accounts:- Book Keeping, Cooperative Accounting & Cooperative Auditing.
- ❖ Cooperative History:- Cooperative Principles, Pre & Post independence History of Cooperative movement, Different kinds of Cooperative Societies & Cooperative Institutions.
- ❖ Cooperative Management: Definition, function & principles of movement.
- ❖ Business Development Plan:- Business Development Planning- concept, objective & Advantages, preparation of Business Development Plans pertaining to loan advancement, consumer activities and marketing.
- ❖ Computer: Basics skills in the operation of computer, use and applications, packages and Languages, DOS, Word Processing, Report writing database management and meetings.

Methodology

- Lecturer

**TRAINING MODULE FOR TRAINING OF HIGHER DIPLOMA
COOPERATIVE MANAGEMENT FOR INSPECTOR COOPERATIVE
SOCIETIES FOR 26 WEEKS AT RICM CHANDIGARH.**

MODULE MI –II

- ❖ Paper I:- Environment for Cooperative and Rural Development.
- ❖ Paper II:- Cooperative Law, Management and Administration.
- ❖ Paper III:- Cooperative Credit & Banking.
- ❖ Paper IV:- Non-Credit Cooperatives.
- ❖ Paper V:- Cooperative Accounts & Cooperative Audit.
- ❖ Paper VI:- MIS and Computer applications.
- ❖ Paper VII :- Cost Accounting and financial management.
- ❖ Paper VIII:- Marketing Management.
- ❖ Paper IX:- Allied Laws
- ❖ Paper X:- Organizational Behavior and Communication.
- ❖ Paper XI:- Human Resource Management and Industrial Relations.
- ❖ Paper XII:- Statistics, Research Methodology & Project Management.

TRAINING MODULE ON WORK AND DUTY & PROCEDURE TO DISPOSE OF JUDICIAL LEGAL/QUASI JUDICIAL –INSPECTOR COOPEATIVE SOCIETEIS

MODULE MI-III

knowledge of Act & Rules

One week

- ❖ H.P.State Cooperative Societies Act, 1968
- ❖ H.P.State Cooperative Societies Rules, 1971
- ❖ H.P. Societies Registration Act & Rules, 2006
- ❖ Right to Information Act, 2005 alongwith Rules.
- ❖ Inspection of Cooperative Societies
- ❖ An overview of Land Revenue Act with special reference to Section 118
- ❖ Procedure of registration of Cooperative Societies under Cooperative Act, 1968
- ❖ Preparation of arbitration case and disposal thereof
- ❖ Complete knowledge of liquidation of Cooperative Societies and final wound-up/revival of Cooperative Societies
- ❖ Procedure of conducting election of Cooperative Societies
- ❖ Complete knowledge of annual statement of Cooperative Societies
- ❖ Appeals and enquiries and preparation of plan cases for availing financial assistance to Cooperative Societies under various plan schemes.

Methodology

- Lecture
- Exercise
- Group discussion.

TRAINING MODULE MODULE MI-IV
FOR
ORIENTATION COURSE FOR INSPECTOR COOPEATIVE SOCIETIES

Duration:- 3 Days

First Day:- Provisions of latest amendments in H.P.State Cooperative Societies Act, 1968(Act, 3 of 1969) and H.P.Cooperative Societies Rules, 1971. Audit & Inspection Report.

Second Day:- Functions/Responsibilities of Inspector Cooperative Societies
Powers of the Inspector Cooperative Societies to stimulate the working and functioning of Cooperative Societies. Election procedure etc.

Third Day:- Knowledge of statutory/ regulatory, developmental functions and employment generation etc. by the Inspector Cooperative Societies.

Methodology

- Lecture Method
- Group discussion
- Exercise

**TRAINING MODULE
FOR
ORIENTATION COURSE FOR INSPECTOR (AUDIT)
COOPERATIVE SOCIETIES**

- First Day:-** Provisions of latest amendment in the Himachal Pradesh Cooperative Societies Act, 1968(Act 3, of 1969) and H.P. Cooperative Societies Rules, 1971.
- Second Day:-** Complete Knowledge of Audit, Tax Audit, Re-audit of Cooperative Societies.
- Third Day:-** Double entry system, Cash book, Bank reconciliation, Audit produce of receipt & disbursement statement, Balance sheet, Project & loss Account, Preparation of Audit note.

MODULE MI-VI

MODULE ON SHORT TERM COURSES CONDUCTED BY RICM FOR INSPECTOR /DI/ DAO

1. Programme on detection and prevention of embezzlement or fraud in Cooperative Societies/ Cooperative Banks **3 Days**
2. Referesh course on NPA Audit Classification and Assets Classification **3 Days**
3. Programme for preparation and maintenance of Accounts **3 Days**
4. Programme on preparation of Arbitration cases, awards, their execution and initiation of recovery proceedings against the defaulter. **3 Days**
5. Programme on power & duties of Returning Officers in reference to H.P.Cooperative Bank Act/Rules. **3 Days**
6. Computer Course.

TRAINING/VARIOUS COURSES IMPARTED BY RICM

MODULE –VII

- | | | |
|------|--|---------------|
| I. | Programme NPA, Audit Classification for Inspector | 3 days |
| II. | Programme on computer and Internet for Steno's | 3 days |
| II. | Programme on Powers and duties of Liquidator, procedure for dispose off assets & liabilities, instructions regarding disposing off urban/rural properties for Inspectors | 3 days |
| III. | Programme on preparation and maintenance of accounts for Inspectors | 3 days |
| IV. | Programme for preparation of Arbitration cases, award their execution and initiation of recovery proceedings against the defaulting members of Societies/Banks | 3 days |
| VI | Programme on Direction/Prevention of embezzlement and Frauds in CCBs & PRDB's | 3 days |

TRAINING MODULE FOR DI/DAO IN COOPERATIVE DEPARTMENT (ONE WEEK)

1. Detection and Prevention of Embezzlement and Frauds in PACs.
2. NPA management and recovery management
3. Preparation of arbitration Cases and initiation of recovery proceeding against defaulting members of Societies/ Bank
4. Knowledge of statutory/ regulatory, developmental functions.
5. E-Governance

TRAINING MODULE FOR DRIVERS IN COOPERATIVE DEPARTMENT

1. Introduction to staff car Rules and instructions issued by the Government from time to time
2. Sailable features of M.V Act/ Rules relating to drivers regarding various provisions.
3. Latest rulings of contents in respect of provisions of M.V Act.
4. Introduction of new brand of Motor Vehicles and their salient features
5. First Aid / Disaster Management
6. Conduct Rules 1964 and CCS (CC&A) Rules 1965.

TRAINING MODULE FOR CLASS-IV IN COOPERATIVE DEPARTMENT

1. Relevant provisions of office Manual
2. Conduct Rules 1964 and CCS (CC&A) Rules 1965.
3. Fire safety and Disaster Management
4. Hospitality.

Training Targets for next five years

Sr. No.	Category	Total Sanctioned strength	In position	Year wise number of employees to be trained					Remarks
				1 st year	2 nd year	3 rd year	4 th year	5 th year	
1	Registrar, Cooperative Societies	1	1	1	1	1	1	1	
2	Addl.RCS (HAS)	2	2	2	2	2	2	2	
3	Addl.RCS D/Shala	1	1	1	1	1	1	1	As per modules
4	Joint RCS(Departmental)	2	2	2	2	2	2	2	--do--
5	Deputy Registrar	6	3	1	1	1	1	1	--do--
6	Assistant Registrar	20	16	4	4	8	8	8	--do--
7	Asstt.Controller (F&A)	1	1	1	-	-	1	-	--do--
8	Supdt.Grade-I	1	1	1	-	1	-	-	--do--
9	Tehsildar(Recovery)	1	1	1	-	-	-	1	--do--
10	Supdt.Grade-II	25	24	12	12	12	12	10	--do--
11	Distt.Inspector/Distt. Audit Officer	34	34	14	14	14	14	12	--do--
12	Law Officer	1	-	-	-	-	-	-	
13	Sr. Assistant	25	23	10	10	10	10	6	--do--
14	Inspector Cooperative Societies	535	275	70	120	120	120	120	--do--
15	Personal Assistant	1	1	1	-	-	-	1	--do--
16	Sr.Scale Stenographer	4	4	2	2	1	1	2	--do--
17	Jr.Scale Stenographer	6	5	2	3	2	2	2	--do--
18	Stenotypist	20	3	1	2	2	1	1	--do--
19	Jr.Asstt./Clerk	160	52	25	25	22	21	22	--do--
20	Driver	19	17	6	8	6	6	8	--do--
21	Daftri	1	1	1	-	-	1	-	--do--
22	Peon	198	83	23	35	35	35	38	--do--
	Total	1064	550	181	232	240	239	238	

TRAINING PLAN FOR THE YEAR 2012-2013

OBJECTIVES OF TRAINING

- To improve the efficiency of the staff.
- To improve job performance and organizational productivity.
- To improve the knowledge of Administrative procedures and financial rules.
- To have proper knowledge of Cooperative Act & Rules, H. P. Societies Registration Act, Audit, Inspection, surcharge proceeding, banking law, Taxation law and arbitration law etc.
- To improve the skill and knowledge in computer application and communication.
- To improve the system of procurement & marketing of Agriculture and Horticulture inputs.
- To improve office procedure, noting & drafting, establishment matters, cash & accounts.
- To improve quality of Audit and Inspection of the Cooperative Institutions.
- To improve overall working skill of the inspectorate staff and to ensure the accountability and transparency in providing better services to the general public at grass root level.
- To improve the quality of work ;
- To develop new occupational skills, knowledge, understanding and attitude of the employees.
- To impart knowledge of the aims and objectives of the organization-his/her own role in the organization and techniques and methods of carrying out his/her duties.
- To exposure to new or changed Policies, Regulations Instructions on various methods;
- To acquaint newly recruited employees with their duties and responsibilities and shape and mould them in the designed direction to make them suitable Officers/employees;

- To make the employees aware about the latest developments in their field of work/ duty and keep their knowledge up-to-date;
- To improve the integrity of the employees.
- To make the functioning of the department, people –oriented and inculcate in them the basic realization, that they are public servants and not masters; Finally, to broaden the vision and the outlook of the employees.

1. TRAINING PLAN FOR TRAINERS.

The Additional/Joint/Deputy /Assistant Registrar Cooperative Societies have been designated as Trainers in the Training Manual. Therefore, these Officers required to undergo the training in the relevant subjects at HIPA, JUDICIAL ACADEMY etc. so that they can provide training to newly recruited and existing officers. Training plan for these officers for the year 2012-13 is as under :-

Sr. No.	Category	No.of employees	Courses	Institution
1	The Additional/Joint/ Deputy /Assistant Registrar Cooperative Societies	8	Provisions of latest amendment in Himachal Pradesh Cooperative Societies Act 1968 & Rules and H.P.Societies Registration Act & Rule,2006(Module-MJ-I)	HIPA
2	--do--	8	Audit, Tax Audit and Re-Audit of Cooperative Societies (Module-MJ-I)	RICM
3	--do--	8	e-Governance and checking of e-mails etc. (Module-MJ-I)	HIPA
4	--do--	8	Healthy practice in office functioning and grooming of sub-ordinates(Module-MJ-I)	NPC JAIPUR
5	--do--	8	Computer & Internet Skills(Module-MJ-I)	HIPA/RICM
6	--do--	8	Establishment,Budget and General Matters(Module-MJ-II)	HIPA

2. TRAINING PLAN FOR FUNCTIONAL CATEGORY

The Distt. Inspector / Distt.Audit Officer and Inspector Cooperative Societies have been placed under functional category in the Training Manual. As per the training need analysis assessed in the training manual, the training plan (Module MP-I) for functional category is as under:-

Sr. No.	Category	No.of employees	Courses	Institution
1	Newly promoted/recruited Inspector Cooperative Societies	5	Higher Diploma in Cooperative Management(Module MI-I)	RICM
2	--do--	4	Junior Basic Course(Module MI-II)	Mashobra & Garli
3	DI/DAO and Inspector	15	Training on Act & Rules and Judicial/quasi-judicial procedure (Module-MI-III)	Judicial Academy
4	--do--	15	Orientation course(Module-MI-IV& V)	RICM/Directorate
5	--do--	15	Basic/Advance Computer Application (Module MI-VI)	RICM/HIPA
6	--do--	15	Short Term Course(Module MI-VI&VII)	RICM/Directorate
7	--do--	15	Training on RTI/Service Guarantee Act	HIPA/Directorate

3. TRAINING PLAN FOR MINISTERIAL/PERSONAL STAFF

Ministerial/Personal Staff requires specialized training on service matters ,office procedures, store purchase, registration matter and public dealing etc. Keeping in view the required skills, their training plan for the year 2012-13, is designed as under:-

Sr. No.	Category	No.of employees	Courses	Institution
1	Newly promoted/recruited Clerks	5	Foundation Course(Module MC-I)	HIPA
2	Clerks/Sr.Asstt.	10	Orientation course on office procedure,noting & drafting(Module MA-I)	HIPA/Directorate
3	Sr.Asstt./ Supdt.Grade-II	15	Orientation Course on Establishment, Budget and General Matters(Module MA-II & MS-I)	HIPA/Directorate
4	Supdt./ Sr.Asstt/ Clerk/ PA/ Sr./Jr.scale /Stenotypist	15	Computer applications including Internet(Module MA-III)	HIPA/Directorate

4. **TRAINING PLAN FOR OTHER CATEGORIES**

The Driver, Peon and Chowkidars have been placed under other categories in the training manual. The training plan for other category is as under:-

Sr. No.	Category	No.of employees	Courses	Institution
1	Driver	6	Sailent features of M.V.Act/Rules(Module MD-I)	Directorate
2	--do--	6	Introduction to staff car rules and instruction issued by the Govt. from time to time(Module MD-I)	Directorate
3	--do--	6	First Aid/Disaster Management, CCS & CCA Conduct Rules 1964(Module MD-I)	Directorate
4	Peon/Cowkidar	20	Relevant provisions of Office Manual(Module MP-I)	Directorate
5	--do--	18	CCS & CCA Conduct Rules 1964(Module MP-I)	Directorate
6	--do--	20	Fire Safety & Disaster Management, Hospitality (Module MP-I)	Directorate

The modules mentioned above are enclosed.