



# भारतीय लोक प्रशासन संस्थान

इन्द्रप्रस्थ एस्टेट, रिंग रोड, नई दिल्ली-110002

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
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16 May, 2019

Prof. Sarial,

The Following Training Programmes sponsored by Department of Science & Technology, Govt. of India, are scheduled to be organized at IIPA. Since these programmes are going to start very shortly therefore, you are requested to **kindly nominate your participants at the earliest.**

8 <sup>th</sup> Training Programme on "Financial Management in Scientific Organisations" for Scientists and Technologists (Scientist & Technologists All Levels)	19-23 August, 2019	Dr. Pawan K. Taneja
9 <sup>th</sup> Training Programme on "Science, Technology and Emerging Trends in Governance" for Scientists and Technologists (Scientist & Technologists All Levels)	14-18 October, 2019	Prof. Vinod K. Sharma Dr. Shyamli Singh
19 <sup>th</sup> Foundation Training Programme for Scientists and Technologists (8 Weeks) (Scientist & Technologist, at B & C levels and equivalent)	27 January - 20 March, 2020	Prof. Vinod K. Sharma Dr. Shyamli Singh
14 <sup>th</sup> Capacity Building Programme for Technical Personnel (Technical Officer, Technical Personnel, Technician, Senior Technician, Junior Analyst)	10-21 February, 2020	Prof. Vinod K. Sharma Dr. Shyamli Singh

The Institute has a Hostel where board/lodging facilities are made available for the participants. Please note that the programmes are fully residential and accommodation is only for the participants.

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VC  
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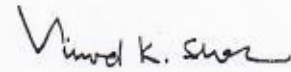
SO (GA)  
28/5/19  
SAR  
29/5/19

The Department of Science and Technology will bear the entire cost of the training organised through the IIPA. Only the expenses related to TA/DA of the participants for attending the training programmes at IIPA, and reporting back to their respective places of origin, are to be borne by the nominating organizations.

We request you to kindly circulate this information to your scientists and staff and nominate suitable Scientists/Technologists/ Technical Personnel for the respective programmes. We would be grateful if you could kindly send your nominations clearly stating the programme being applied for at the earliest. Since only 25 nominations will be accepted for each programme, you are requested to send your nominations at the earliest. The nominations may be sent in the enclosed format with the endorsement of the controlling officer.

With regards,

**Yours sincerely,**



**(Vinod K. Sharma)**

As Above

**Prof. Ashok Kumar Sarial**

Vice Chancellor

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"GENERAL ADMINISTRATION BRANCH"


**30 MAY 2019**

No.QSD.8-51/2017-CSKHPKV(GA)/- 21667-8/

Dated: Palampur, the

Copy of above alongwith its enclosures is forwarded to the following for information and necessary action:-

1. All the Statutory Officers, CSK HPKV, Palampur.
- ✓ 2. The Incharge, UNS, CSK HPKV, Palampur for uploading the same in the University website.
3. The Section Officer (Estt.), CSK HPKV, Palampur.



Section Officer (Admn.)  
CSK HPKV, Palampur.



GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE & TECHNOLOGY  
DEPARTMENT OF SCIENCE & TECHNOLOGY  
TECHNOLOGY BHAWAN, NEW MEHRAULI ROAD, NEW DELHI - 110 016  
TEL No. 011-26590349, 011-26590340  
**NOMINATION FORM**

TRAINING PROGRAMME, INSTITUTE & DATE OF TRAINING	
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NAME Prof./Dr./Mr./Ms.			
DESIGNATION:		ORGANISATION:	
DATE OF BIRTH		DATE OF ENTRY IN GOVT. SERVICE (AS GROUP 'A')	
SEX (M/F)		PRESENT PAY AND PAY LEVEL:	
CATEGORY (GEN /SC/ST/OBC)			
COMPLETE ADDRESS / CONTACT NUMBERS / E-MAIL			

EDUCATIONAL / PROFESSIONAL QUALIFICATIONS (GRADUATION ONWARDS)			
Sl. No.	YEAR	DEGREE	UNIVERSITY/INSTITUTE

RESEARCH EXPERIENCE			SPONSORING AGENCY
SL.NO.	YEAR	TOPIC OF RESEARCH	

EXPERIENCE / POSTINGS FROM LEVEL SCIENTIST 'B' ONWARDS (IN GROUP 'A')				
SL.NO.	NAME OF THE ORGANISATION	POST HELD	FROM	TO

TRAINING ATTENDED				
SL.NO.	YEAR	NAME OF THE TRAINING PROGRAMME	NAME OF THE INSTITUTE	DURATION

SPECIFIC AREA IN WHICH SKILL UPGRADATION DESIRED	1.
	2.
	3.

*Signature of the Candidate*

RECOMMENDATION BY THE CONTROLLING OFFICER

(SIGNATURE OF THE RECOMMENDING OFFICER)  
Name & Designation with Seal

**8<sup>th</sup> Training Programme on Financial Management in Scientific Organizations,  
(Scientist & Technologist) (All Levels)  
(19-23 August, 2019)**

**OBJECTIVE**

The success of every organization highly depends upon the sound management of financial resources i.e. 'Financial Management'. Financial management is of paramount importance particularly to those organizations which involve huge funds like scientific organizations, research institutes etc. In this reference the present programme attempts to familiarize the participants with some critical financial issues like financial statements, sources of finance, cost control, budgeting, financial appraisal of projects etc. The primary objective of this program is to enable the participants to plan their financial resources and make their best possible use. It attempts to develop a fair understanding of different concepts of financial management to ensure better use of funds.

**CONTENT**

- Financial information flows and financial reporting
- Analysis of financial statements
- Accounting for depreciation
- Valuation of intangible assets
- Planning for financial inflows
- Cost: Allocation and Control
- Budgeting: Cash budgets and Zero base budgeting
- Project Formulation and financial appraisal

**METHODOLOGY**

There will be a blend of theory and practice. Suitable numerical exercises, relevant case studies will be used along with the interactive discussions & lectures.

**19<sup>th</sup> Foundation Training Programme for Scientists and Technologists of the S&T  
Departments, Government of India,  
(Scientist & Technologist, at B & C levels and equivalent)  
(27 January – 20 March, 2020)**

**PROGRAMME OBJECTIVES AND CONTENT**

The Twelve weeks Foundation Training Programme for Scientists & Technologists is designed to provide the young scientist a holistic view of the Inter-relationship between Science, Society and Development. The significance of Socio-political, Cultural and Economic issues in management of science and technology will be examined in depth and detail. An attempt will be made to develop behavioral and problem solving skills, enhance leadership & team building capacity and strengthen innovation & service orientation. The Programme will also develop the capacity of participants to understand and address the problems facing society through an application of Science and Technology. At the same time, it will prepare the participants for future senior positions which will require not only technical but also administrative and communicative skills.

The focus of the Programme would be to enable the participants to:

- Appreciate the symbiotic relationship between Science, Technology, Development and Society and understand Science and Technology Policy with a social perspective.
- Understand the Legal and Administrative Framework pertaining to S&T and examine the nature of relationship between the State, Civil Society and Market and their roles in shaping the development of Science and Technology in the emerging Policy scenario.
- Acquire necessary Behavioral and Communication skills for enhancing decision making and problem solving capacity and overcoming difficult situations in work place through effective management of Time, Stress and Conflict situations.
- Appreciate the contemporary challenges confronting scientists and administrators in handling issues concerning Environment and Sustainable Development.
- Comprehend administrative rules and procedures required for dealing with related Ministries, Departments and Organizations more effectively.
- Apply some of the good practices used in other organizations in implementation of S&T Policy.
- Prepare S&T projects for funding by the concerned departments and Acquire Skills for Appraisal, Implementation, Monitoring, Evaluation and Impact Assessment of Science and Technology Projects.
- Apply the basic concepts of Financial Management and Budgetary Control.

- Apply ICT-enabled Processes of Governance for improving public service delivery systems, Information Security, IPR/Copyright and Ethical issues.
- Evaluate the role of Science, Technology and Innovation in Urban and Rural Development.

## **METHODOLOGY**

The methodology of the training programme will be a mix of interactive sessions with eminent scientists, administrators, guest faculty and faculty of IIPA. The emphasis will be on case studies, group exercises and field visits. The various components of the Programme include lectures, panel discussions, workshops as well as field visits, including **visit to NGOs/ Centres of Excellence**. The **Urban and Rural Field Visits** will provide them an opportunity to examine ground realities.

***Note: On successful completion of the Foundation Programme the Participants are taken on a Foreign Study Tour by DST.***

**14<sup>th</sup> Capacity Building programme for Technical Personnel of the Science & Technology  
Departments, Government of India,  
(Technical Officer, Technical Personnel,  
Technician, Senior Technician, Junior Analyst)  
(10-21 February, 2020)**

## **OBJECTIVES**

Capacity building is a process of strengthening the abilities of individuals / organizations to perform core functions sustainably. The goal of capacity building program is to enable the participants to tackle problems more effectively. Keeping this broad objective in mind, this two week programme aims at providing broad overview of financial management, project management and general management. Realizing the specific job requirements of technical personnel, the program will also give exposure of some relevant acts (like IPR, Patent, RTI etc.) and attempt to enhance the potential of participants in writing reports, drafting cabinet notes and making presentations.

## **CONTENT**

The broad areas to be covered under the programme are as under:

- Team building and Motivation
- Communication Skills and Interpersonal Relations
- Financial Statements and their analysis
- General Financial Rules
- Inventory Management
- Total Quality Management
- Project Management
- Economic appraisal of Projects
- Knowledge Management
- IPR/ Patents / Copy Right
- RTI and its implementation
- Conduct Rules and Disciplinary Procedure
- Rate Contract and e-procurement
- Drafting Cabinet Notes
- Report writing and presentations

## **METHODOLOGY**

The methodology of the training program will be a mix of interactive sessions with eminent scientists, administrators, guest faculty and faculty of IIPA. The emphasis will be on case studies, group exercises, management games and field visits.



**9<sup>th</sup> Training Programme on Science, Technology and Emerging Trends in Governance for  
Scientists and Technologists of the S & T Departments,  
Government of India (All Levels)  
(14-18 October, 2019)**

The programme aims to provide an in-depth analysis of the complex process of governance, involvement of various institutions and the civil society. The participants can comprehend the various issues and challenges of good governance which will enable them to strategize their role in ensuring good governance.

In brief, the objectives are to facilitate the participants to:

- Get a comprehensive understanding of the concept of governance and its importance in contemporary times.
- Comprehend the complex process of interface of science and technology and governance.
- Acquire necessary skills for facing the challenges posed by sweeping changes in governance.
- Appreciate the process of making governance citizen centric.
- Envision the role of scientists and technologists in strengthening governance and democratic structure of the country.