



TRAINING MANUAL

**DEPARTMENT OF URBAN
DEVELOPMENT
HIMACHAL PRADESH.**

CHAPTER-I

INTRODUCTION:

Himachal Pradesh is predominantly a mountain region where urban growth was slow until the turn of the millennium. The population of Himachal Pradesh according to the 2011 census(provisional) is 68.56 lacs, out of which 89.95% are living in villages and remaining 10.05 % are living in Urban areas. During the last decade (2001-2011) the urban population has increased by 15.64% which is much higher than the decadal population growth and this upward trend is likely to continue in future. This urban growth has generated unprecedented demand for urban infrastructure throwing up new challenges in the administration of Local Self Government.

In a fast changing urban milieu training is emphasised by Government of India as well as State Government to respond effectively to stakeholder/ citizen's needs. A coordinated response to enable the urban local bodies to deliver efficient public services is needed for which training of the employees and elected representatives along with exposure to best practices prevailing in the country is essentially required. Elected representatives of ULBs are also required to be sensitised to various programmes /policies of the Department. Training is essential to the employees and elected representatives of the ULBs to achieve the goals by enhancing their existing knowledge and skill to the desired level so as to improve the service delivery to the Urban Population. Through regular monitoring of trainings imparted feedback is elicited to enable modifying modules in a need based manner.

The Department of Urban Development is a facilitator and regulator to enable capacity development in improving urban service provisioning and delivery. The emphasis on inclusive growth requires sensitising the stakeholders to plan civic/basic amenities in a manner that improves access of the underprivileged also through slum improvement, urban poverty alleviation, facilities of parks, garden and play grounds and all civic/public amenities.

These objectives are enshrined in the Result-Framework Document(RFD) of Urban Development Department prepared under the Performance Management Evaluation System (PMES) scheme of Govt of India. The objectives, policies, programme and projects in the RFD are to be achieved a time bound manner. In the RFD for the Urban Development Department capacity building of key stakeholders, including elected representatives of Urban Local Bodies,

is a priority among key objectives, success indicators and targets for the year 2011-12. It includes the extensive training programmes for total 480 functionaries of Urban Local Bodies and the Directorate through the Training Policy of the department.

The 13th Finance Commission has recommended special grant-in-aid to the tune of Rs. 50.00 crores for the development of parking lots, sewerage, drainage, and Solid Waste Management for 13 tourist towns of the state and funds are flowing from the year 2011-12 @ 12.50 crores per year. Similarly, it has been made mandatory by the Thirteen Finance Commission to set and achieve the Service Level Benchmarks (SLBs) of performance parameters in the sectors of Water Supply, Sewerage, Drainage and Solid Waste Management over a 4 year period. Consequently in the 1st phase the department has notified Service Level Benchmarks with annual targets to be achieved by 31st March, 2012. Therefore, in order to achieve the notified targets, the functionaries and Elected Representatives of Urban Local Bodies including Directorate are required to be imparted training.

Similarly, the Government has notified the H.P. Public Services Guarantee Act, 2011 and 9 services being rendered by the ULBs are being notified under the H.P. Public Services Guarantee Act, 2011. Since, notified services are required to be provided in a time bound manner, the functionaries of Urban Local Bodies are required to be sensitised about the service delivery within the prescribed time line.

Also under JNNURM Reforms the main thrust is urban renewal to strengthen urban governance so that Urban Local Bodies (ULBs) become financially sound with enhanced credit rating and ability to access market capital for undertaking new programmes and expansion of services. In this improved environment, public-private participation (PPP) models for provisioning of various services would also become feasible. To achieve this objective, State Governments, Urban Local Bodies agencies are undertaking two categories of reforms i.e. i) Mandatory reforms and ii. Optional reforms to be implemented within the mission period. This requires skill development and capacity building of the functionaries of ULBs and elected representatives of ULBs which is separately detailed under JNNURM funding for which funds parked with HIMUDA are awaited.

Mountains are more vulnerable to the negative impact of the climate change which became visible faster here more than plains. Natural Resource conservation is imperative

for sustainable development especially in the fragile Himalayan Eco-System. To strive towards carbon neutrality, it is imperative that the development choices of urban civic service infrastructure technology harmonize with environmental priorities.

In the Urban Development & TCP areas provisioning and regulating the following services can be done together innovatively by choosing low carbon options in order to work towards the Clean Development Mechanism(CDM):-

- Municipal Solid Waste Management and landfill.
- Clean polythene drives.
- Sewerage treatment and Septage management.
- Root Zone Technology initiatives.
- Drinking Water Supply.
- Promoting Green Buildings-Solar Passive.
- Urban Transport.

The training manual of the department has been attempted to enable UDD to Act as an effective facilitator and regulator and to strengthen administrative and financial support to Urban Local Bodies for improving the quality of their municipal service delivery system/ infrastructure .

CHAPTER-2

TRAINING NEEDS:

The Department of Urban Development basically is a service provider Department concerning with the civic/basic amenities, slum improvement, urban poverty alleviation, facilities of parks, garden and play grounds and public amenities including street lighting, parking lots and bus stops etc. which are defined in the H.P. Municipal Corporation, 1994 and H.P. Municipal Act, 1994.

The outcomes desired from trainings undertaken are:-

- Modern, transparent budgeting, accounting, financial management systems, designed and adopted for all urban services and governance functions;
- City/ town-wide planning/ governance framework to become operational;
- Inclusive equitable access to basic civic service level;
- Reforming major revenue instruments for financial self-sustainability and decentralised ULB governance
- transparent and accountable service delivery;
- E-Governance applications in core ULB functions.
- Including elected representatives for efficient urban mgt.

Hence, basic training inputs are needed to improve following basic operations:-

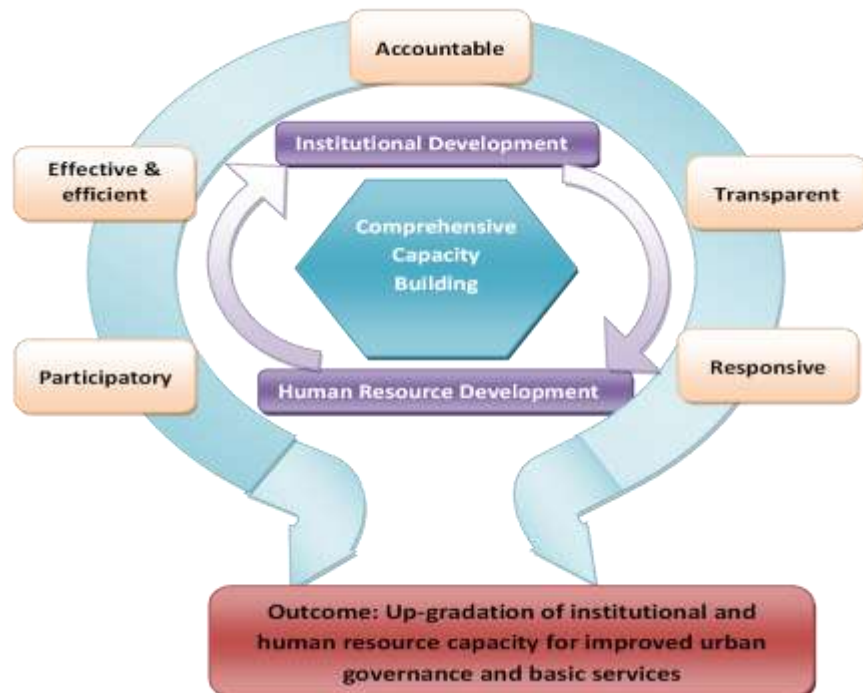
- (i) Office Procedure and Financial Administration.
- (ii) Basic of Computer
- (iii) Law & Revenue
- (iv) Socio Economic Development
- (v) Urban Planning
- (vi) Gender Budgeting.

- Social Audit
- Professional management of personnel.
- Creating an attractive investment environment in ULBs

Comprehensive Capacity Building Framework (CCBF).

- (A) For this purpose TNA (Training Needs Assessment) for each Urban Service Sector is being undertaken. Since, e-Governance is the key to efficient and modern Urban Management, TNA for assessing current level of computer knowledge was done for Directorate staff and their training needs outlined (ANNEXURE A)

- (B) To capture current level and method of service delivery deployed by Urban Local Bodies over last one year, 23 formats have been developed to gather scheme / project information from all ULBs in a standardised manner (**list at ANNEXURE A-1**). These also reveals training gaps.
- (C) Since, Urban Development Department has no district level field agency, Deputy Commissioners were actively involved through an orientation video conference in June, 2011 to enable them to review UDD Schemes monthly and identify training gaps simultaneously. To facilitate standardised data captured for DC level review, 10 Formats on prioritized Schemes have been circulated to all Urban Local Bodies and DCs (**List at ANNEXURE A-1(a)**)



2.1 ORGANIZATIONAL SET-UP/STRUCTURE:

(i) Organizational set-up of Department:-

Besides Directorate, there are 50 Urban Local Bodies (i.e 1 Municipal Corporation, 29 Municipal Councils and 20 Nagar Panchayats) in the State of Himachal Pradesh as under:-

I. DISTRICT SHIMLA		6. DISTRICT HAIMRPUR	
1	MUNICIPAL CORPORATION SHIMLA	27	M.C. HAMIRPUR
2	M.C.RAMPUR	28	N.P.NADAUN
3	M.C.THEOG	29	N.P.SUJANPUR
4	M.C..ROHROO	30	N.P. BHOTTA.
5	N.P.NARKANDA	7. DISTRICT KANGRA	
6	N.P.SUNI	31	M.C. DHARAMSHALA
7	N.P.CHOPAL	32	M.C.KANGRA
8	N.P.KOTKHAI	33	M.C.PALAMPUR
9	N.P.JUBBAL	34	M.C.NURPUR
2. DISTRICT SOLAN		35	M.C..NAGROTA
10	M.C.SOLAN	36	N.P.DEHRA
11	M.C.NALAGARH	37	N.P.JAWALAMUKHI.
12	M.C. PARWANOO	8. DISTRICT CHAMBA	
13	M.C. BADDI	38	M.C. CHAMBA
14	N.P.ARKI	39	M.C.DALHOUSIE
3. DISTRICT SIRMOUR.		40	N.P.CHOWARI
15	M.C.NAHAN	9. DISTRICT MANDI	
16	M.C.PAONTA	41	M.C. MANDI
17	N.P.RAJGARH	42	M.C.SUNDERNAGAR
4. DISTRICT BILASPUR.		43	N.P.SARKAGHAT
18	M.C. BILASPUR	44	N.P.JOGINDERNAGAR
19	M.C. NAINADEVI JI	45	N.P.REWALSAR
20	M.C.GHUMARWIN	46	N.P. KARSOG
21	N.P.TALAI	10. DISTRICT KULLU	
5. DISTRICT UNA			
22	M.C.UNA	47	M.C KULLU
23	N.P.GAGRET	48	M.C.MANALI
24	N.P.DAULATPUR	49	N.P.BHUNTER
25	N.P.MEHATPUR	50	N.P. BANJAR
26	N.P.SANTOKGARH		
(I)	Municipal Corporation		1
(II)	Municipal Council		29
(III)	Nagar Panchayat		20
Total:-			50

(ii) Staffing Structure:

The Department of Urban Development including 50 Urban Local Bodies has total sanctioned strength of 3613 posts of various categories out of which 750 posts are lying vacant (**detail attached as ANNEXURE A-2**). Chart of staffing structure of the Directorate is annexed in Table-I and of the Urban Local Bodies in Table-II

CHAPTER-3

FUNCTIONS :(as per 12th Schedule inserted vide 74th Amendment to the constitution of India).

- (i) urban planning including town planning
- (ii) regulation of land-use and construction of buildings
- (iii) planning for economic & social development
- (iv) roads and bridges;
- (v) water supply for domestic, industrial and commercial purposes;
- (vi) public health, sanitation, conservancy and solid waste management;
- (vii) fire services;
- (viii) urban forestry,, protection of the environment and promotion of ecological aspects;
- (ix) safeguarding the interests of weaker sections of society including the handicapped and mentally retarded;
- (x) slum improvement and up-gradation;
- (xi) urban poverty alleviation;
- (xii) provisions of urban amenities and facilities such as parks, gardens and playgrounds;
- (xiii) promotion of cultural, educational and aesthetics aspects;
- (xiv) burials and burial grounds, cremations, cremation grounds and electric crematoriums;
- (xv) cattle pounds and prevention of cruelty to animals;
- (xvi) vital statics including registration of births and deaths;
- (xvii) public amenities including street lighting, parking lots, bus stops and public conveniences;
- (xviii)** regulation of slaughter houses and tanneries;

CHAPTER-4

ACTS & RULES PERTAINING TO THE DEPARTMENT:

In order to prepare plans for economic development & social justice, & regulate the increasing trend in urbanization in a planned manner and to curb the tendency of raising construction un-authorizedly, as well as to provide civic amenities to the urban areas of the State, the Department of Urban Development is responsible for implementing the following Laws:-

- (i) The H.P. Municipal Act, 1994
- (ii) The H.P. Municipal Corporation Act, 1994.
- (iii) The H.P. Municipal Services Act, 1994.
- (iv) The H.P. Urban Rent Control Act, 1987
- (v) The H.P. Public Premises and Land (Eviction and Rent Recovery) Act, 1971

- (vi) The H.P. Municipality Disclosure Bill, 2009
- (vii) The H.P. Municipal Corporation (Election) Rules, 1996
- (viii) The H.P. Municipal (Election) Rules, 1994
- (ix) The H.P. Municipal Corporation (Reservation and Election to the office of Mayor and Deputy Mayor) Rules, 1996
- (x) The HP Municipal (Reservation and Election to the office of President and Vice President) Rules, 1995
- (xi) The H.P. Municipal Corporation (Delimitation and Reservation of Wards) Rules, 1995
- (xii) The H.P. Municipal (Delimitation and Reservations of Wards) Rules, 1994
- (xiii) The Leasing Out of Stalls/Shops constructed by the Municipalities in HP Rules, 2001

CHAPTER-5

TRAINING POLICY:

5.1 TRAINING FRAMEWORK

Training would be imparted to all the categories of officials working in the Department as per training framework given below:-

- (a) Induction training at the time of entry into service.
- (b) In service training / training for all based on the aforesaid objectives at two levels i.e. first at the time of joining the service and 2nd at the time of each promotion or atleast once in 5 years.
- (c) Employees / officers attending training as per career span specific plan should only be eligible for promotion.
- (d) Exposure to major development issues or new techniques through short duration courses, seminars, workshops and exposure visits.

5.2 TRAINING REVIEW COMMITTEE:

The training review committee will be constituted under the Chairmanship of Pr. Secretary (UD) to the Govt. of H.P. which shall meet atleast once in every quarter and shall monitor in review the progress of training of the employees of the Department.

5.3 TRAINING MANAGER

In order to review & ensure monitoring of training plan, the Project Officer (Directorate) has been designated as Training Manager who has undergone ToT at HIPA in January, 2011. The Additional Director (UD) has been appointed as Nodal Officer.

5.4 TRAINING PLAN

In the RFD for the Urban Development Department, capacity building of key stakeholders including elected representatives of Urban Local Bodies # 2 in the key objectives, success indicators and targets for the year 2011-12. It includes the

extensive Training Programmes for total 480 functionaries of Urban Local Bodies and the Directorate to be addressed through the Training Policy of the department.

Convergence & co-ordination is regularly needed with other line departments on schemes e.g. Sewerage & Water with IPH Department, land issues with PWD, Forest, TCP and Revenue department's etc. Based on TNA-Annual Training Need Analysis, the training plans based on R&P Rules & e-governance needs for different categories of employees of the Directorate of UD, Urban Local Bodies as well as elected representatives of the Urban Local Bodies are attempted. The training plans are given in table-III, IV and V below:-

- (a) Training for the officials of Directorate 38 persons
 (b) Training for the functionaries of ULBs 3231 persons
 (c) Training for the elected representatives of ULBs 502 members

TABLE-III

TRAINING PLAN FOR OFFICIALS OF DIRECTORATE OF URBAN DEVELOPMENT (38 PERSONS)

SN	Name of post	Nature of duties	Training Proposed				Duration	Training Institution
			Initial level i.e. prior to promotion or at the time of induction to Class-III post	After 5 year/ before promotion	After 5 year/ before promotion	After 5 year/ before promotion		
1	2	3	4	5	6	7	8	9
1	Class-IV [Peon, Chowkidar]	Delivery of dak, files, cleanliness of tables/chairs and watch & ward of office etc.	Basic Computer on M.S. Word Office Procedure Diary & Despatch or should be able to handle Photostat Machine.	-	-	-	2 weeks	Intra Deptt.
2	Clerk	Diary Despatch, Prep. Of Bills, Service Matters and typing work etc.	Basic Computer course on M.S. Word, Office Procedure and Service / Accounts matter.	-	-	-	2 weeks (1 week basic computer & 1 week office procedure of service matter)	Intra Deptt.
				To expose with the Principles, Procedure, Rules & Regulations relating			1 week	HIPA
					Office Procedure & Financial Admn., basic	Office Procedure, Financial Admn. & RTI matters.	1 week	HIPA
						5-6 days	HIPA	

				to service financial rules	computer course on M.S. Excel & Internet					
3	Jr. Scale Stenographer	To assist the Officer in the disposal of typing work. To attend Telephone	Basic Computer Course on M.S. Word	-	-	-	2 weeks	HIPA		
				Computer course on M.S. Excel and access	-	-	-	1 Week	HIPA	
					Certificate course on Power point presentation and e-Governance, Internet, SMS Gateway etc.	-	-	1 Week	HIPA	
						Office Procedure & Financial Admn.		1 Week	HIPA	
4	JE/AE/EE/Asstt. Town Planner	To prepare Sector Plan/Scheme	Gender budgeting.	Gender budgeting	Gender budgeting	Gender budgeting	1 week	HIPA		
		Planning Permission cases	Office procedure & fin. Admn	Office procedure & fin. Admn.	Office procedure & fin. Admn.	Office procedure & fin. Admn	1 week	HIPA		
		Checking of estimates	Law & Revenue	Law & Revenue	Law & Revenue	Law & Revenue	1 week	HIPA		
		Other misc.		Urban Planning/Social Audit/ Investment Climate	Urban Planning	Urban Planning	1 week	HIPA		
		technical works/Dev. Plan		Disaster mitigation & management	Disaster mitigation & management	-	1 week	HIPA		
			Provisions of deptt. Acts/Rules	Provisions of deptt. Acts/Rules	Provisions of deptt. Acts/Rules	Provisions of deptt. Acts/Rules	2 weeks	HIPA		
		5	Project Officer/Statistical Asstts.	Centrally Sponsored Schemes Finance/13 th Finance Commission JNNURM Solid Waste Management.	Office procedure & fin. Admn.				1 week	HIPA
Provisions of deptt. Acts/Rules							1 week	HIPA		
	Solid Waste Management & JNNURM.							1 week	HIPA	
					Centrally Sponsored Schemes				1 week	HIPA
						Financial admn. & e-governance			1 week	HIPA

Specilized Training Module for Directorate Officers is at **ANNEXURE C-1**

TABLE-IV

TRAINING PLAN FOR OFFICIALS OF URBAN LOCAL BODIES (3231 PERSONS)

SN.	Name of post	Nature of duties	Training Proposed				Duration	Training Institution
			Initial level i.e. prior to promotion or at the time of induction to Class-III post	After 5 year/ before promotion	After 5 year/ before promotion	After 5 year/ before promotion		
1	2	3	4	5	6	7	8	9
1	Class-IV [Peon, Chowkidar]	Delivery of dak, files, cleanliness of tables/chairs and watch & ward of office etc.	Basic Computer on M.S. Word Office Procedure Diary & Despatch or should able to handle Photostat Machine.	-	-	-	2 weeks	Intra Deptt.
2	Clerk/Tax Attendant/Toll Guard/Community Organizer	Diary Despatch, Prep. Of Bills, Service Matters and typing work, collection of tax etc.	Basic Computer course on M.S. Word, Office Procedure and Accounts matter.	-	-	-	2 weeks)	Intra Deptt
				To expose with the Principles, Procedure, Rules & Regulations relating to service financial rules	-	-	1 week	HIPA
					Office Procedure & Financial Admn., basic computer course on M.S. Excel & Internet	-	1 Week	HIPA
						Office Procedure, Financial Admn. & RTI matters	5-6 days	HIPA
3	Steno typist	To assist the Officer in the disposal of typing work. To attend Telephone	Basic Computer Course on M.S. Word	-	-	-	2 Weeks	Intra Deptt
				Computer course on M.S. Excel and access	-	-	1 Week	HIPA
					Certificate course on Power point presentation and e-Governance, Internet, SMS Gateway	-	1 Week	HIPA
						Office Procedure & Financial Admn.	1 Week	HIPA

					etc.					
4	JE/AE/EE/Asstt . Arch. Planner/Arch. Planner	To prepare Sector Plan/Scheme	Gender budgeting	Gender budgeting	Gender budgeting	Gender budgeting	1 Week	HIPA		
		Planning Permission caseS	Office procedure & fin. Admn.	Office procedure & fin. Admn.	Office procedure & fin. Admn.	Office procedure & fin. Admn.	1 Week	HIPA		
		Preparation/Checking of estimates	Law & Revenue	Law & Revenue	Law & Revenue	Law & Revenue	1 Week	HIPA		
		Assessment of property tax	-	Urban Planning/Social Audit / Investment Climate	Urban Planning	Urban Planning	1 Week	HIPA		
		Other misc. technical works/Dev. Plan.	Provisions of deptt. Acts/Rules	Provisions of deptt. Acts/Rules	Provisions of deptt. Acts/Rules	Provisions of deptt. Acts/Rules	2 Weeks	HIPA		
5	Asstt. Draughtsman/ Draughtsman	Preparation of drawings of development plans, sector plans /schemes	Basic Computer course on M.S. Word.	-	-	-	1 Week	HIPA		
				Basic training on computer and Auto Cad	-	-	-	2 Weeks	HIPA	
					Auto Cad	-	-	-	2 Weeks	HIPA
						Office procedure & fin. Adm.	1 Week	HIPA		
						Law & Revenue	1 Week	HIPA		
						Urban Planning	1 Week	HIPA		
						Disaster mitigation & management	1 Week	HIPA		
						Provisions of deptt. Acts/Rules	1 Week	HIPA		

In addition, Training by TCP on spatial Planning Issues is at **ANNEXURE B-1**

TABLE-V

SN	Name of post	Nature of duties	Training Proposed				Duration	Training Institution
			Initial level i.e. at the time of induction Secretary / Executive Officer .	After 5 year	After 5 year	After 5 year		
1	2	3	4	5	6	7	8	9
1	Executive Officers/Secretaries	To assist the President of the municipality in discharging their functions under various Acts;	Office procedure & fin. Admn. & Basic computer course / Internet, RTI matters & CSs	-	-	-	3 weeks	HIPA
		To exercise the powers conferred upon him under the various Acts	Provisions of deptt. Acts/Rules	-	-	-	1 week	HIPA
		Supervise and control the municipality in accordance with rules;	Law & Revenue & Urban Planning	-	-	-	1 week	HIPA
		Supervise & control the execution of all development works of municipality;		Office Procedure, Rules & Regulations relating to service financial rules.	-	-	-	1 week
					Office Procedure & Financial Admn., & CSS	Office Procedure, Financial Admn. & RTI matters	1 week	HIPA

TRAINING MODULE FOR ELECTED REPRESENTATIVES OF URBAN LOCAL BODIES (502 persons)-

- In the RFD for the Urban Development Department, capacity building of key stakeholders including elected representatives of Urban Local Bodies # 2 in the key objectives, success indicators and targets for the year 2011-12.
- It includes the extensive Training Programmes for total 480 functionaries of Urban Local Bodies and the Directorate to be addressed through the Training Policy of the department.
- For 502 elected representatives of Urban Local Bodies including President & Vice-President, 8 training modules have been prepared **ANNEXURE A-3**).
- This training is to be imparted to them in 2 phases-

(A)PHASE-I (ORIENTATION TRAINING):

In phase-I Orientation Training (**ANNEXURE A-3**) of 2 days in 3 regional level institutes of HIPA covering following aspects of Urban Governance/ management is being imparted to the Elected Representatives of Urban Local Bodies-

- a. General Administration and Functions of ULBs.
 - b. To identify Role and Functions of Elected Representatives of ULBs.
 - c. Finance & Accounts of ULBs
 - d. The Management / Generation of revenue resources of ULBs
 - e. Managing Developmental Schemes in ULBs
 - f. Construction, maintenance, repair works and tendering process in ULBs
 - g. Municipal Services, Infrastructure and public grievance redressal-Citizen Interface.
 - h. Urban Environment protection and social development / social audit.
- The Elected Representatives of Urban Local Bodies of 6 Districts i.e. Kullu, Bilaspur, Mandi, Solan, Shimla & Sirmaur have been imparted the orientation training through HIPA.
 - Their feedback on this training has been obtained to enable suitable modifications.
 - Elected representatives of the Urban Local Bodies of remaining 4 Districts i.e. Kangra, Hamirpur, Chamba and Una are to be covered by 31st March, 2012.

(B)PHASE –II (Schematic Training):

In phase-II, in addition to orientation course, detailed schematic training will also be imparted to the elected representatives of the Urban Local Bodies. The Training Module for phase-II is annexed at **ANNEXURE A-3(a)**.

5.5 TRAINING RESOURCES AND AGENCIES-

- After technical scrutiny, 4 agencies have been empanelled ((i) Centre for Urban Governance, (ii) Institute of Integrated Rural Development ACADEMICS, (iii) Samiksha Group, & Santoshi Mahila Sangthan Sabha Rampuri, Jubbal Distt. Shimla (**ANNEXURE A-4**))
- The second phase of Urban Local Bodies elected representatives training covers details of central and State schemes and will be more exhaustive.
- Exposures visits learn best urban practices within the country are being separately tide-up with MoUD

5.6 TRAINING UNDERTAKEN IN 2010-11 AND 2011-12:-

The trainings conducted in the years 2010-11 and 2011-12 by the Department through various agencies / parastatal agencies within and outside the State are annexed at **Annexure A-5**.

5.7 Establishment of Regional Urban Management Institute(RUMI):

The GoI has sanctioned Rs. 35.00 Crores for establishing a Regional Urban Management Institute (RUMI) for the western Himalayan Region i.e. for the States of Himachal, Uttrakhand, Jammu & Kashmir under JNNURM. For this purpose, budget provision of Rs. 1199.99 lacs has been provided during the current financial year and land measuring 20-08-00 bighas stands transferred in the name of Urban Development Department. the HIMUDA. Matter regarding preparation of drawings/estimates etc. is under process with the HIMUDA.

5.8 CREATION OF TRAINING HEAD AND PROVISION OF BUDGET FOR TRAINING PURPOSE :

In pursuance to Himachal Pradesh State Training Policy, 2009, circulated by the Government of H.P. Department of Training & Foreign Assignment vide Notification No. Per (Trg.) B(12)-6/2007 dated 1st July, 2009, Training Head under Major Head of Account 2217-080-001-02-SOON, SOE 15-Training” has been created and in order to ensure funding for training purposes, 1% of salary head of annual budget of this Department i.e. Rs. 0.81 lacs has been earmarked / allocated in favour of this Department for training of the staff of Directorate of Urban Dev. during the current financial year 2011-12.

The training of the officials of the Urban Local Bodies will be undertaken under JNNURM capacity building project for Rs.402.74 lacs sanctioned by the GoI. Funds to the tune of Rs. 201.37 lacs are lying with HIMUDA for the training of functionaries of ULBs, Directorate, line Departments including elected representatives of Urban Local Bodies. A separate Capacity Building Document is prepared for these trainings funded by GoI. Abstract annexed at **ANNEXURE A-6**.

As such funding sources are as under:-

1.	State Non plan	0.81 lacs	for Directorate training
2.	Capacity Building funds under JNNURM phase-I (training expenses for official and elected representatives of	170.00 lacs	1 st instalment of Rs.201.37 lacs sanctioned by GOI from a total project of 4.02 crores which was lying with HIMUDA. HIMUDA

	ULBs)		has returned Rs.170.00 lacs.
3.	On 70% expenditure in 1st phase Rs.2.01 crores will be provided by GOI.		70% has to be spent urgently to enable UCs for for getting 2.01 crores.

5.9 TRAINING SCHEDULES FOR THE YEAR 2012-13 IN RESPECT OF DEPARTMENT OF URBAN DEVELOPMENT:-

- i. Directorate of Urban Development at **Annexure C-I**
- ii. Staff of Urban Local Bodies at **Annexure C-II**.
- iii. Elected Representatives of Urban Local Bodies at **Annexure C-III**

Annexure A

Computer Training Needs - Training Need Assessment(TNA)				
For officers and officials of Directorate of Urban Development				
<u>Skill Levels :</u>				
	"N" - Novice(Person with primitive working knoweldge)			
	"B" - Basic (Person with only Basic working knoweldge			
	"M" - Mediocare(Person with barely adequate working knowledge			
	"A" - Adequate(Person having fluent working knoweldge)			
<u>Types of Training :</u>				
	"B" - Basic Training(MS-WORD, MS-Excel, E-mail etc.)			
	"A" - Advance Training(MS-WORD, MS-Excel, MS-Power Point, Internet, E-mail etc.)			
	"S"- Software Application/Elevation Training(Internet & Application software etc.)			
Sr. No.	Name of Officer/Official	Designation	Present Skill Level	Training Type Required- Skill Need
1	Sh. Sahab Singh Dhiman	Executive Engineer	N	B
2	Sh.H.M.Verma	Dy.Controller (F&A)	B	B
3	Shri Kanwar Singh	Legal Officer	B	B
4	Sh. B.S. Thakur	Project Officer	B	B
5	Shri P.K.Verma	Jr. System Analyst	A	S
6	Miss Anjana Sushil	PA to Director	M	A
7	Shri D.R.Pal	Sr. Assistant	M	A
8	Shri Dharam Pal	Sr. Assistant	M	A
9	Shri Amar	Sr.Assistant	A	S
10	Shri Vinod Kapoor	Junior Engineer	A	S
11	Shri Naresh	Junior Engineer	M	A
12	Shri Vijay Chauhan	Statistical Assistant	M	A
13	Shri Rajinder Chauhan	Statistical Assistant	A	S
14	Mrs. N. Kotvi	Comp. Operator	A	S
15	Shri Ganga Ram	Jr.Assistant	M	A
16	Shri Govind Thakur	Jr.Assistant	A	S
17	Shri Mohan Lal	Clerk	B	A
18	Shri Balwinder Kumar	Clerk	A	S
19	Shri Lok Raj	Clerk	B	A

List of Formats Circulated to ULBs

- 1 Sewerage Schemes – Completed and on-going , connectivity .
- 2 Income & Expenditure(2008-09).
- 3 House /property tax .
- 4 Cadre Strength.
- 5 Polythene collected & handed over to PWD
- 6 IHSDP.
- 7 JNNURM – UIG,BSUP..
- 8 RAY..
- 9 Rehan Basera..
- 10 UIDDSMT.
- 11 SJSRY.
- 12 Street Vendors..
- 13 Disciplinary Cases.
- 14 Maintenance of ULB Roads.
- 15 Solid Waste Management(SWM).
- 16 Rain Damages.
- 17 Rain Water Harvesting.
- 18 Building Plans.
- 19 Parking Details.
- 20** Service Level Benchmarks-

Monthly Monitoring Proformae for DCs:-

1. Status of incomplete Rehan Basera:-
2. Information regarding IDSMT Scheme:-
3. Information regarding UIDSSMT:-
4. Progress regarding SJSRY:-
5. Status of Land Availability for IHSDP Projects
6. Rajiv Awas Yojna (RAY)
7. Street Vendors.
- 8.(A) Information regarding ongoing Solid Waste management:-
 - (B) Information regarding polythene handed over to PWD and Challans upto 30.11.2011:-
9. Service Level Benchmarks:-

Table-I

SANCTIONED STAFF OF DIRECTORATE OF URBAN DEVELOPMENT.					
Sr. No.	Name of post	Class	Total sanctioned post(s)	Filled-up	Vacant
1	2	3	4	5	6
1	Director	I	1	1	0
2	Addl./Joint/ Deputy Director	I	1	1	0
3	Executive Engineer	I	1	1	0
4	Joint Controller (F&A)	I	1	1	0
5	Assistant Engineer	I	1	1	0
6	Project Officer	I	1	1	0
7	Superintendent Gr. I	I	1	1	0
8	Assistant Town Planner	I	1	1	0
9	Jr. System Analyst-cum-Programmer	I	1	1	0
10	Personal Assistant	II	1	1	0
11	Superintendent Grade. II	II	1	1	0
12	Law Officer	II	1	1	0
13	Sr. Assistants	III	4	4	0
14	Junior Engineer	III	2	2	0
15	Statistical Assistants	III	2	2	0
16	Computer Operator	III	1	1	0
17	Jr. Scale Stenographer	III	1	0	1
18	Jr. Assistant / Clerk	III	10	7	3
19	Driver	III	3	3	0
20	Peon	IV	6	6	0
21	Chowkidar	IV	1	1	0
	Total :-		42	38	4

Table-II

STAFF POSITION OF URBAN LOCAL BODIES IN H.P.							
Sr. No.	Category	Posts Sanct.	Posts filled				Posts Vacant
			Reg.	Daily wage	Cont.	Total	
1	COMMISSIONER	1	1	0	0	1	0
2	EXECUTIVE OFFICER	25	21	0	0	21	4
3	SECRETARY	23	9	0	0	9	14
4	JOINT/ASSISTANT COMMISSIONER	1	1	0	0	1	0
5	LEGAL ADVISER-CUM-LAW OFFICER	1	1	0	0	1	0
6	EXECUTIVE/MUNICIPAL ENGINEER	3	3	0	0	3	0
7	CORPORATION HEALTH OFFICER	1	1	0	0	1	0
8	MARKET SUPDT.	1	1	0	0	1	0
9	ARCHITACT PALNNER	1	0	0	0	0	1
10	ASSISTANT ARCHITECT PLANNER	1	0	0	0	0	1
11	ACCOUNTS OFFICER	1	1	0	0	1	0
12	ASSISTANT ENGINEER	5	5	0	0	5	0
13	ASSTT. ENGINEER (M.E.)	6	4	0	0	4	2
14	PRIVATE SECRETARY	1	1	0	0	1	0
15	SECRETARY (TAX)	1	0	0	0	0	1
16	ASSISTANT SECRETARY (TAX)	1	0	0	0	0	1
17	SUPDT. GENERAL	1	0	0	0	0	1
18	SUPDT. GRADE-II	6	6	0	0	6	0
19	SUPERINTENDENT GR-II	5	0	0	0	0	5
20	CHIEF ACCOUNT	1	0	0	0	0	1
21	JUNIOR ENGINEER	82	57	0	11	68	15
22	SERIOR ASSISTANT	58	40	0	0	40	18
23	STATISTICAL ASSISTANT	19	0	0	0	0	19
24	COMPUTER OPERATOR	1	1	0	0	1	0
25	JR. ASSISTANT / CLERK	290	190	0	13	203	87
26	TOLL CLERK	3	2	0	0	2	1
27	COMNUNITY ORGAINSER	48	10	0	2	12	36
28	PERSONAL ASSISTANT	1	1	0	0	1	0
29	DY.FOREST RENGER	2	0	0	0	0	2
30	STENO GRAPHER	1	1	0	0	1	0
31	STENO TYPIST	1	0	0	0	0	1
32	SECRETARY (SJSRY)	1	1	0	0	1	0
33	COMPUTER ASSISTANT	3	1	0	2	3	0

34	DRAUGHTSMAN	6	6	0	0	6	0
35	JUNIOR D/MAN	1	1	0	1	2	0
36	ASTT. DRAUGHTSMAN	5	5	0	2	7	0
37	PROJECT COORDINATOR	1	1	0	0	1	0
38	SEVERYOR	2	2	0	0	2	0
39	PATWARI	3	2	0	0	2	1
40	ELECRCIAN	3	2	0	0	2	1
41	PHARMASIST	1	1	0	0	1	0
42	FOREMAN (ELECT.)	1	0	0	0	0	1
43	FOREMAN	6	5	0	0	5	1
44	ASSISTANT FOREMAN	1	1	0	0	1	0
45	SANITARY INSPECTOR	18	10	0	0	10	8
46	SUPERVISOR	1	1	0	0	1	0
47	WORK SUPERVISOR	29	24	1	3	28	5
48	SANITARY SUPERVISOR	39	11	0	0	11	28
49	FITTER GRADE-I	13	13	0	0	13	0
50	FITTER GRADE-II	23	23	0	0	23	0
51	FITTER	7	2	0	0	2	5
52	FITTER HELPER	1	1	0	0	1	0
53	MOTOR MATE	1	1	0	0	1	0
54	MATE	15	12	0	0	12	3
55	MASON	62	62	4	0	66	12
56	MASON (JR. TECHNICIAN)	2	2	0	0	2	0
57	MASON/ CARPENTER	10	6	0	0	6	4
58	ASISTANT PUMP DRIVER	9	6	0	0	6	3
59	PUMP OPERATOR.	0	0	0	1	1	0
60	CARPENTER	8	6	0	0	6	2
61	TAILERING TEACHER	1	1	0	0	1	0
62	LIBERTARY ATTENDENT	6	3	0	0	3	3
63	FOREST GUARD	7	3	0	0	3	4
64	TAX ATTENDANT.	6	5	0	0	5	1
65	TAX GUARD/TOLL GUARD	17	12	0	0	12	5
66	TOLL GUARD	20	17	0	0	17	3
67	TECHNICIAN	0	0	0	1	1	0
68	COOK	1	0	0	0	0	1
69	HEAD JAMDAR	3	0	0	0	0	3
70	HEAD MALI	1	1	0	0	1	0
71	MALI	45	28	1	0	29	16
72	CATTLE POUND ATTENDENT	4	3	0	0	3	1
73	FEE COLLECTOR	5	4	0	0	4	1
74	PLUMBER	3	3	0	0	3	0
75	SANAITARY FITTER	1	0	0	0	0	1
76	RECORD KEEPER	2	2	0	0	2	0

77	DRIVER	71	72	6	22	100	9
78	LAB. ASSISTANT	2	2	0	0	2	0
79	PEON /CHOWKIDAR	51	47	3	6	56	0
80	PEON	116	70	2	1	73	43
81	CHOWKIDAR	52	30	0	1	31	21
82	COOK-CUM-CHOWKIDAR	5	2	0	0	2	3
83	MALI-CUM-CHOWKIDAR	2	2	0	0	2	0
84	WATCH & WARD REHAN BASERA	0	0	1	0	1	0
85	WATCHMAN	1	0	0	0	0	1
86	MALE HEALTH SUPERVISOR/ FOOD INSPECTOR	9	1	0	5	6	3
87	MALE/FEMALE HEALTH WORKER	2	2	0	0	2	0
88	AAYA	1	0	0	0	0	1
89	DAFTRI/JAMADAR	5	4	0	0	4	1
90	DAFTRI	2	1	0	0	1	1
91	METER MACHANIC	1	0	0	0	0	1
92	METER READER	3	4	0	0	4	0
93	BHISTY	10	8	0	0	8	2
94	BILL DISTRIBUTORS	2	0	0	0	0	2
95	CLEANER	2	2	0	0	2	0
96	HELPER	4	2	0	1	3	2
97	KEYMEN	12	9	0	0	9	3
98	CARTMAN	5	3	0	0	3	2
99	ADDA MUHARRIR	2	0	0	0	0	2
100	WWH ATTENDANT	1	1	0	0	1	0
101	NOTICE SERVER	1	1	0	0	1	0
102	RONEO OPERATOR	1	0	0	0	0	1
103	FERRO PRINTER	1	1	0	0	1	0
104	DE-RATING MATE/OTHER MATE	9	29	0	0	29	0
105	COOLIE	1	1	0	0	1	0
106	RATE BELDAR	4	8	0	0	8	0
107	BOILER MAN	1	0	0	0	0	1
108	ORDERLY	1	1	0	0	1	0
109	BLACK SMITH	3	2	0	0	2	1
110	MAZDOOR	229	421	28	6	455	0
111	BELDARS	557	512	80	5	597	34
112	SANITARY JAMADAR	51	28	0	0	28	23
113	SAFAI KARAMCHARI	1365	980	99	30	1109	266
Total:-		3571	2893	225	113	3231	746

TRAINING MODULES FOR ELECTED REPRESENTATIVES OF URBAN LOCAL BODIES

- General Administration, Functions and importance of decentralization/devolution of functions in Urban Local Bodies
- Identity, Role & Functions of Elected Representatives of Urban Local Bodies.
- Finance & Accounts of the Urban Local Bodies and core principles of fiscal decentralization
- The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies
- Managing Developmental Schemes in Urban Local Bodies.
- Construction, maintenance, repair Works and tendering process in ULBs
- Municipal Services, infrastructure and public grievance redressal - Citizen Interface.
- Urban Environment protection and social development/
Social Audit.

Name of Training: Training Programme for Elected/Nominated Representatives of ULBs in H.P.

Duration: : 2 days

No. of participants : 628 (21 batches of 30 persons each)

Sr. No.	Theme	Number of Trainees (Approx.)	Duration of Training	Venue of Training	Total Training period	Expected Learning
1	General Administration, Functions and importance of decentralization/ devolution of functions in Urban Local Bodies	628	2 days	HIPA	3 months	<ul style="list-style-type: none"> • To orient the ERs on the local self government, functions and municipal governance • To make the ERs aware of the salient features of 74th Constitutional Amendment Act. • Decentralization & basic Principles. • Devolution of functions and responsibility • Better performance of devolved functions SWM, civic amenities, map approval, management & technical process, M&E user charges. • To orient the ERs on the various provisions of HP Municipal Act, 1994 • Managing house proceedings, resolutions etc. • To orient the ERs on the City Development Strategy of Himachal Pradesh • Municipal laws.

2	Identity, Role and Functions of Elected Representatives of Urban Local Bodies					<ul style="list-style-type: none"> • Powers, Roles, Responsibilities and Limitation of Municipal Councils and Elected Representatives • Sensitization about constitutional, legal and social responsibilities of ERs • Leadership issues • Capacity building for improved ULB Management. • Basic computer literacy & Internet. • Gender Budgeting
3	Finance & Accounts of the Urban Local Bodies and core principles of fiscal decentralization					<ul style="list-style-type: none"> • Municipal Budget • Municipal accounting concepts and accounting procedures. • Maintenance of Finance and Financial statements • Role of State and 13th Finance commission • Performance linkage to 13th FC Award. • Public works, Store & stock etc. • Audit reports • Do's and Don'ts
4	The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies					<ul style="list-style-type: none"> • Municipal Taxes / Fees. • Grants • Self reliance of ULBs • Other revenue resources • Levy of taxation in order to make ULB self reliant. • Improved collection of taxation levied by ULBs .

5	Managing Developmental Schemes management in Urban Local Bodies					<ul style="list-style-type: none"> • Need and priorities of development of local area. • Scope of various development schemes for local area. • Land availability and financing requirements • Reforms / conditions to implement the schemes. • Effective implementation and monitoring of schemes. • Cost Benefit Project Analysis
6	Construction , maintenance, repair Works and tendering process in ULBs					<ul style="list-style-type: none"> • Handling issues regarding procurement, technical and administrative approvals • Importance of Estimates in new & maintenance/repair works. • Execution & monitoring • Maintenance of proper record.
7	Municipal Services, Infrastructure and public grievance redressal system in ULBs					<ul style="list-style-type: none"> • RTI Act. • Legal Issues • Service Level Benchmarks • Citizen Charter • Effective Service Delivery • Infrastructure creation and Management • Effective public grievance redressal system through E-samadhan

8	Urban Environment protection and social Impacts					<ul style="list-style-type: none"> • Community Sensitization on environment and development. • Polythene campaigns • Eco friendly Solid waste management • Door to door garbage collection • Segregation at door step level. • Transportation method and treatment • Disaster Management, rationalizing resource use, climate change
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MODULE-1

General Administration, Functions and importance of decentralization/devolution of functions in Urban Local Bodies

Session	Theme	Expected Learning
1	Local Governance	<ul style="list-style-type: none"> • Powers & Functions of the Municipalities • Duration of municipality. • Quorum • Municipal Laws. • Norms and Bye-Laws • Payment of allowances to the Members out of municipal fund
2	State Government Role	<ul style="list-style-type: none"> • Power of State Government to give directions, dissolution of Municipality • Power of State Government to frame & make rules. • Powers of Deputy Commissioner.
3	Committees	<ul style="list-style-type: none"> • Constitution of standing Committees and their functions • Constitution of wards Committee. • Meeting of the Ward Sabha. • Better committee structure w.r.t budget & performance orientation
4	House Meetings	<ul style="list-style-type: none"> • Ordinary and Special meetings • Chairman of the meeting of the municipality • Time for holding House Meetings • Recording of Proceedings of meetings and submission to the quarter concerned.

5	Decentralization & Basic Principles	<ul style="list-style-type: none"> • Role & meaning of decentralization • Basic Principles of decentralization • Historically violation of decentralization and it's principles. • Decentralization & 74th amendment in constitution of India • Limitation of 74th amendment and history of later attempts by Finance Commission to realize this.
6	Devolution of Functions and responsibility allocation	<ul style="list-style-type: none"> • Devolution of functions • Proper sub-division of functions • Responsibility allocations.
7	Better Performance in discharge of devolved functions and other civic functions	<ul style="list-style-type: none"> • Way to perform better what is devolved. • Better performance in SWM, civic amenities, map approval etc. • Effective management and technical processes for better performance • Levy of M & E User charges and also sign other functions
Session	Theme	Expected Learning
1	Identity & Role of elected Representatives	<ul style="list-style-type: none"> • Resignation of Member • Resignation of President / Vice-President • Removal of President/Vice-President • Bar to hold more than one office, • Honorarium to President & Vice-President and members. • Elected representatives to be public servants, • Delegation of Powers and liability for loss etc. • Municipal laws. • Power of State Government as to removal, • Police assistance, financial control, power to suspend execution of order etc.
2	Capacity Building	<ul style="list-style-type: none"> • Capacity building for improved ULB Management. • Basic computer literacy & Internet. • Gender Budgeting

MODULE-3
Finance & Accounts of the Urban Local Bodies and core principles of fiscal decentralization

In pursuance of the recommendation of the 11th Finance Commission the Government of India requested the C&AG of India to devise an effective and appropriate accounting system for ULBs. The C& AG constituted a task force in February, 2002, which was accepted by the Government of India in April 2003 and forwarded to the State to prepare its own Municipal Account Manual. Accordingly the H.P. Municipal Account Manual was prepared and the instructions to switchover to the system of Double entry system w.e.f 01.04.2009 were issued and ULBs are now maintaining the accounts on the basis of Municipal Account Manual based on Double entry system. Which contain required forms, formats, periodical statement, reconciliation procedure etc with report to position of the ULBs .

Session	Theme	Expected learning Outcomes
1.	Accounting Procedure	Page. No.3
2.	Sources of Funds (1) Property & other Taxes. (2) Cess. (3) Water Supply. (4) Assigned revenue. (5) Rental Fee & other income. (6) Grants. (7) Borrowing. (8) Special Funds. (9) Health & Sanitation.	<ul style="list-style-type: none"> The particulars will learn about various sources of funding including taxation and its accounting transactions.
3	Expenditure Mechanism & Maintenance. (1) Public works. (2) Store. (3) Employees related Expenditure. (4) Other revenue Expenditure. (5) Investments. (6) Deficiations	<ul style="list-style-type: none"> The particulars about expenditure terms/works etc. & its accounting transactions.
4	Budget	<ul style="list-style-type: none"> Importance of budget. Role of Finance Committee in budget preparation. Process and stages of preparing and approving budget.
5	Period & Procedure	<ul style="list-style-type: none"> Period and procedure. Reconciliations. Financial Statement.
6	Cash Book	<ul style="list-style-type: none"> To make the participants understand general issues regarding cash book. The importance of filling in/signing of cash book. Provisions for Cash in Hand.

7.	Ledger	<ul style="list-style-type: none"> • Importance of maintaining proper ledger.
8.	Store and Stock	<ul style="list-style-type: none"> • Principles and procedure for procurement of material and other stock items. • Construction of committees for purchase. • Maintenance of Stock register : receipt and issuance of items from the stock register. • Maintenance of inventory and all immovable property.
9.	Core Principles of fiscal decentralization	<ul style="list-style-type: none"> • Fiscal decentralization and its core principles • Role of State & centre schemes
10	Role of State Finance commission	<ul style="list-style-type: none"> • State Finance Commission & its role • Need to strengthen State Finance Commission

MODULE-4

The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies

Session	Theme	Expected Learning
1	Existing financial resources with ULBs	<ul style="list-style-type: none"> • Procedure for imposition of taxes and collection thereof. • Leasing out of Shops/Staff of the municipalities. And recovery thereof.
2	Levy of taxation and improved collection	<ul style="list-style-type: none"> • New directions for property and other taxation. • Improvement in collection of taxation.
3	Effective Recovery & realization mechanism	<ul style="list-style-type: none"> • Maximum realization of Taxes, Fees and rent recovery to strengthen ULB • Generation of additional resources to make ULBs financially viable.
4	Performance Linkage to Grants & funds	<ul style="list-style-type: none"> • Excellence in performance linked with 13th FC award.

MODULE-5

Managing Developmental Schemes management in Urban Local Bodies

Session	Theme	Expected Learning
1	Scope of Schemes	<ul style="list-style-type: none"> • Introduction to various schemes / projects being implemented by Urban Local Bodies. • Aims and Objectives of the Schemes • Components of Schemes. • Funding pattern and norms

2	Sanctioning & approval process	<ul style="list-style-type: none"> • Prioritizing works / projects under various schemes. • Cost benefit project analysis. • Preparation of DPRs • Role of resolution of House in submission of proposals. Completion of all documents / formalities such as availability of land for the project clearly indicating Khasra No. and tile, area etc.
3	Project Monitoring & Supervision	<ul style="list-style-type: none"> • Contract arrangement, outsourcing, experts, consultancies. etc. • Monitoring of ongoing works / projects. • Timely completion of projects to avoid cost escalation • Submission of utilization certificates • The funds are utilized on works for which it was sanctioned.

MODULE-6

Construction , maintenance, repair Works and tendering process in ULBs

Session	Theme	Expected Learning
1	Powers of Municipal Functionaries	<ul style="list-style-type: none"> • Powers of Administrative Approvals • Power for execution of original/repair work • Revised Administrative approval
2	Grant-in-Aid & Estimates	<ul style="list-style-type: none"> • Grant-in-aid for original/repair work • Preparation of Preliminary plans, specifications and Estimates of works • Procedure for alignment adjoining railway line • Repeal & Savings • Writing off of the government Property after dismantling and declared unsafe by concerned PWD authorities
3	Land availability for Projects/Schemes	<ul style="list-style-type: none"> • Availability of land for implementation of various projects/schemes free from all incumbencies. • Final sanction/approval of the land by Forest department, if land is involved under FCAct,1980.
4	Tendering Process	<ul style="list-style-type: none"> • Guidelines for proper tendering procedure to be adopted by making necessary advertisements in News Papers and Giri Raj etc. • Approval of DNIT's before tendering from competent authorities.

MODULE-7		
Municipal Services, Infrastructure and public grievance redressal		
Session	Theme	Expected Learning
1	Public Services	<ul style="list-style-type: none"> • Importance of adherence to Service Level Benchmarks • Role of Citizen Charter in delivering the public services
2	Transparency & public Grievance Redressal	<ul style="list-style-type: none"> • RTI Act and it's implementation • Use of E-Samadhan for Public Grievance Redressal • Displaying information on Notice Board • Legal Issues.
3	Infrastructure & Asset Management	<ul style="list-style-type: none"> • Preservation of natural resources in the area. • Maintenance of ULB's assets • Proper upkeep and maintenance of existing & to be created infrastructure.
MODULE-8		
Urban Environment protection and social Impacts		
Session	Theme	Expected Learning
1	Clean & Green Cities	<ul style="list-style-type: none"> • To make cities Clean Green and Livable. • Installation of public water purifiers at main tourist points, bus stands, religious places and busy market places displaying that purified drinking water is available free of cost. • Adherence to MSW-Rules • Scientific Management of Solid Waste • Clean Polythene Campaigns • Coverage of Sewerage connectivity & septic tanks. • Sanitation
2	Community awareness & sensitization	<ul style="list-style-type: none"> • Ill effects of plastic & pollution on public health & environment. • Role of community in preserving environment and eco-friendly development. • Social Audit.
3	Disaster Management	<ul style="list-style-type: none"> • Need for effective disaster management to fight natural as well as man made calamities. • Reasons for Climate change .
4	Penalties & deterrents	

TRAINING MODULES FOR ELECTED REPRESENTATIVES OF URBAN LOCAL BODIES (2ND PHASE)

1. Orientation Course (2 days)

The issues are as under:-

- General Administration, Functions and importance of decentralization/devolution of functions in Urban Local Bodies
- Identity, Role & Functions of Elected Representatives of Urban Local Bodies.
- Finance & Accounts of the Urban Local Bodies and core principles of fiscal decentralization
- The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies
- Managing Developmental Schemes in Urban Local Bodies.
- Construction, maintenance, repair Works and tendering process in ULBs
- Municipal Services, infrastructure and public grievance redressal - Citizen Interface.
- Urban Environment protection and social development/ Social Audit.

2. Schematic Training (3 days)

In addition to Orientation Training on above mentioned issues, detailed knowledge about following State Sponsored Schemes and Centrally Sponsored Schemes being implemented by the Department through Urban Local Bodies will be imparted to the elected representatives of Urban Local Bodies:-

(A) Centrally Sponsored Schemes:

- JNNURAM
- UDISSMT
- IHSDP
- SJSRY

(B) State Sponsored Schemes:

- RGURF
- EIUS
- Maintenance of ULB Roads

(C) Development Schemes:-

- Solid Waste Management Project
- Sewerage Scheme

The training will be imparted through the agencies empanelled for Capacity Building Programmes for H.P. by the GoI / State Government / HIPA

TRAINING RESOURCE AGENCIES

Agencies Empanelled by the Government of India for the Capacity Building programme for Himachal Pradesh

Sr. No	Name of Organization.	Activity to be undertaken
1	Central for Research in Rural and Industrial Development (CRRID) Chandigarh.	Social Development & Community Mobilization.
2	National Institute of Urban Affairs(NIUA) New Delhi	Social Development & Community Mobilization, Housing
3	Himalayan Institute for Environment, Ecology and Development, Dehradun. (HIEFFED)	Social Development & Community Mobilization.
4	Regional Capacity Building Hub Progress by CEPT. , Ahemedabad.	Land Management Town Planning Scheme.
5	Human Settlement Management Institute (HSMI), New Delhi.	Urban Planning and Site & Architectural Designs, Social Development and Community Mobilization, Housing, Municipal & Housing Finance.

Agencies Empanelled by the Urban Development Department Government of H.P. for undertaking various capacity building activities.

Sr. No.	Name of Organization.		Programme / Scheme
1	(i)	Centre for Urban Governance, Institute of Integrated Rural Development Complex, Bye Pass Road, Shanana, Sanjauli Shimla.	Swaran Jayanti Shahari Rojgar Yojna(SJSRY).
	(ii)	ACADEMICS , 3 rd floor Dhan Nirman Complex 15, Ashok Marg, Hazratganj , Lucknow, Utter Pradesh.	
2	(i)	Centre for Urban Governance, Institute of Integrated Rural Development Complex, Bye Pass Road, Shanana, Sanjauli Shimla	Rajiv Awas Yojna (RAY).
	(ii)	ACADEMICS , 3 rd floor Dhan Nirman Complex 15 , Ashok Marg, Hazratganj , Lucknow, Utter Pradesh.	
	(iii)	Samiksha Group ,Mangeet House , Near DECT of Horticulture, Navbahar Shimla.	
3	(i)	ACADEMICS , 3 rd floor Dhan Nirman Complex 15 , Ashok Marg, Hazratganj , Lucknow, Utter Pradesh.	MIS/GIS.
	(ii)	Centre for Urban Governance, Institute of Integrated Rural Development Complex, Bye Pass Road, Shanana, Sanjauli Shimla .	
4	(i)	Centre for Urban Governance, Institute of Integrated Rural Development Complex, Bye Pass Road, Shanana, Sanjauli Shimla .	Capacity Building Issues including preparation of training modules and conducting of Training.
	(ii)	ACADEMICS , 3 rd floor Dhan Nirman Complex 15 , Ashok Marg, Hazratganj, Lucknow, Utter Pradesh.	
	(iii)	Samiksha Group ,Mangeet House , Near DECT of Horticulture, Navbahar Shimla.	
	(iv)	Santoshi Mahila Sangthan Sabha Rampuri, Jubbal Distt. Shimla .	
5	(i)	Centre for Urban Governance, Institute of Integrated Rural Development Complex, Bye Pass Road, Shanana, Sanjauli Shimla .	DPR preparation.
	(ii)	ACADEMICS , 3 rd floor Dhan Nirman Complex 15 , Ashok Marg, Hazratganj , Lucknow, Utter Pradesh.	
	(iii)	Samiksha Group ,Mangeet House , Near DECT of Horticulture, Navbahar Shimla.	

ANNEXURE A-5

TRAINING UNDERTAKEN DURING 2010-11 & 2011-12

Sr. No	Subject /Topic of Training	Date	Participants	Outcome
1	Service Level Benchmarks	16.02.2011	All ULBs	ULBs were given handholding to fill the SLB formats which were notified by GoHP on 31.03.2011.
2	Geo-Informatics Training at BISAG, Gandhinagar, Gujrat.	11.04.2011 to 15.04.2011 & 11.05.2011 to 15.05.2011	10 Persons 10 Persons	The incumbents have been sensitized to the utility of using GIS mapping for generating area specific data for multiple uses.
3	Sensitisation of ULBs on various Schemes. Viz Institutionalising SJSRY, creating MSW handling rules compliant SWM plants, Sewerage with emphasis on connectivity for better public health, quantification of SLB targets.	29 & 30.04.2011	All ULBs (Note on SJSRY structure at grassroots attached).	All EOs/Secys of ULBs were sensitized to implementing MSW Rules, in establishing SWM projects. Emphasis was placed on improving sewerage connectivity to all households and filling gaps with Root Zone Technology. Quantification of SLB targets was taught to enable time bound implementation to achieve the notified targets in all 4 select sectors through notified core team. The institutional SJSRY structure set up at grass root was explained to ULBs with inputs from Lead Bank,& HIMCON..
4	Root Zone Innovation for Natural Sewerage Treatment. (Note attached)	10.05.2011 & 11.05.2011	All ULBs	A pilot team was formed which visited select ULBs to initiate & site selection for planting Phragmitus Cummuinus before its widespread adoption.
5	MIS/GIS, PPP and quantification of SLBs.	06.06.2011	All ULBs	ULBs were taught how to use the PPP software for generating contractual options on civic projects The need for a reliable database through improved MIS was demonstrated in

				relation to quantification of SLB targets.
6	Regional Capacity Building Hub Progress by CEPT, Ahmedabad on issues of Urban management modules (including CDP, DP, City Sanitation, Slum free and Mobility Planning aspects).	16 to 18.06.2011	Elected Representative and officials of MC Shimla	Elected representatives and officials of MC Shimla have been sensitized on inclusive urban development best practices on RAY, IHSDP, BSUP, Urban Transport.
7	Environment Master plan use of Vulnerability Index by M/s IRG, Systems South Asia Pvt. Ltd. for enabling environment friendly Spatial Land use Planning and Town Development Plans so that field offices of TCP & UD can begin formulating environmentally compliant spatial development plans and town development plans.	27.06.2011	13 ULBs and field Officers of TCP Deptt.	Officials were sensitized to form environmentally compliant spatial development plans and town development plans to fit into the H.P. State Environment Master Plan.
8	CIPS Workshop on Innovations in Urban Governance in partnership with ASCI, Hyderabad. Decision was taken to showcase an efficient SWM service and 24X7 water supply in selected ULBs in partnership with GoHP, ASCI, CIPS and ULBs	08.07.20011	ULBs and various line deptt, viz. IPH, TCP, PCB, HIMUDA, PWD, Transport, Tourism BBND, NGOs etc.	Various innovative projects from all over India were showcased to replicate the same in H.P. The success of this workshop has prompted replication at other venues and selecting certain ULBs to showcase 24X7 WSS and SWM.
9	Workshop on RAY in collaboration with Regional Programme Co-ordinator, SNPUPR, MoHUPA Got. Of India	29.09.2011	ULBs and various line deptt, TCP, HIMUDA,	Officers/officials were given detailed deliberations on preparation of slum free city planning under RAY.
10	Workshop on Service Level Benchmark and Urban Sanitation for ULBs and IPH.	07.12.2011	ULBs and IPH.	Officers/officials were given detailed deliberations on quantification of Service Level Benchmarks and Sanitation Plans.

Comprehensive Capacity Building Programme

The Government of India has sanctioned a Comprehensive Capacity Building Programme with project cost of Rs.402.74 lacs under JNNURM. First installment of Rs.201.37 lacs has been released by the Government of India. Presently, these funds are with HIMUDA (Nodal Agency). The approved financial support for Capacity Building for State of H.P. is as under :-

Sr. No.	Components	Quantity	Unit	Cost per unit (Rs.)	Amount (Rs.)
1	Training Modules	33	Modules	50000	1650000
2	Residential Training Programme (6 days)	471	Participants	4000	11304000
3	Non-Residential Training Programme (1day x 19 batches)	100	Participants	3000	5700000
4	State Resource Centre	1	--	10000000	10000000
5	City / Community Urban Resource Centre	1	--	2500000	2500000
6	Workshop / Seminars at State Level	3	Seminar (s)	200000	600000
7	External Resource Persons	33	Modules	40000	1320000
8	Study Visit in the country	--	--	1200000	1200000
9	Networking	--	--	1000000	1000000
10	e-tool for poverty management etc.	--	--	5000000	5000000
Total (Rs.402.74 lacs)					40274000

List of Topics under Capacity Building

1. Urban Water Supply Schemes.
2. Planning Survey,
3. Preparation of Project Report,
4. Execution of Project & Quality Control,
5. Urban Sewerage Disposal schemes,
6. Road Construction & Construction of Drains in ULBs,
7. Operation & Maintenance of urban Water Supply Schemes,
8. Accounting & Reforms Programme under Urban Local Bodies,
9. Computer Training Programme for Officers/ Staff of urban Local Bodies,
10. Training of E-Governance,
11. Municipal Resource Mobilization,
12. Property Tax Administration,
13. Project Management for Engineers,
14. Training on GIS, Municipal,
15. E-Governance Design Document (MEDD) based on National Design Document as per NMMP,

16. Business Process Reengineering (BRR),
17. Birth and death registration,
18. Citizen's grievance monitoring,
19. Personnel management system,
20. Procurement and monitoring of projects,
21. Building plan approval,
22. Health programs,
23. Preparation & maintenance of service record,
24. Preparation of DPRs/estimates,
25. Office Procedure,
26. Preparation & compilation of data of various schemes,
27. Formulation of Building Bye-Laws and Regulations.
28. Contracting arrangements-PPP management contracts, concession agreements, BOOT options.
29. Civic services module.
30. English Speaking skills.

ULBs WITH TCP OVERLAP

ULBs under H.P.TCP Act, 1977	Under Single Window System
1. Shimla	24. Shimla
2. Rampur	25. Solan
3. Theog	26. Nalagarh
4. Rohroo	27. Parwanoo
5. Solan	28. Nahan
6. Parwanoo	29. Paonta sahib
7. Baddi	30. Rampur
8. Nalagarh	31. Bilaspur
9. Nahan	32. Hamirpur
10. Paonta sahib	33. Mandi
11. Bilaspur	34. Una
12. Una	35. Chamba
13. Mehatpur	
14. Hamirpur	
15. Shah Talai	
16. Mandi	
17. Kullu	
18. Bhunter	
19. Manali	
20. Dharamshala	
21. Palampur	
22. Chamba	
23. Dalhousie	

TRAINING SCHEDULE BY TCP FOR ELECTED REPRESENTATIVES & STAFF OF ULBs

Target Group	Area of Training	Duration	Training imparting office
Elected ULB representatives + E.O. & Technical Staff	Barrier Free Environment for PWDs notified vide Notification No. TCP-A (3)-7/2006 dated 24.2.2007	One day	Local Town Planning Office at District HQ in collaboration with U.D. & SJ&E .
Elected ULB representatives + E.O. & Technical Staff	Solar Passive Design Features Notified vide Notification No. TCP-F (1)-1/ 2008 dated 11.11.2009	One day	Local Town Planning Office at District HQ in collaboration with U.D. & HIMURJA, HPSEB Ltd.
Elected ULB representatives + E.O. & Technical Staff	Rain Water Harvesting notified vide Notification No. TCP-A (3)-2/2011 dated 8.12.2011.	One day	Local Town Planning Office at District HQ in collaboration with U.D.
Elected ULB representatives + E.O. & Technical Staff	Heritage Buildings, their conservation guidelines and data Management.	One day	Local Town Planning Office at District HQ in collaboration with U.D. , ASI, LA & C Department.
Elected ULB representatives + E.O. & Technical Staff and Promoters	H.P. Apartment & Property Regulation Act,2005 and Competition Act,2002 (No.12 of 2003)	One day	Local Town Planning Office at District HQ in collaboration with U.D. & HIMUDA.

TRAINING SCHEDULE FOR DIRECTORATE(2012-13)

Title of Training	Category	No. of persons	Durations in days
RTI Act , P.S.G. Act 2011 & H.P.	Addl. Director Suptd. Gr-I Suptd. Gr-II Sr. Assistant	1 1 1 2	03 days
Spatial Urban/ Regional Planning/Structure stability and map approval procedure.	A.T.P.	1	03 days
Stress Management	All staff	25	02 days
Personnel Management	Addl. Director Suptd. Gr-I Suptd. Gr-II Sr. Assistant	1 1 1 2	03 days
Disaster Mitigation and Management	Executive Engineer A.E J.E	1 1 1	05 days
E-Governance and GIS and computer etc.	Director Addl. Director Executive Engineer Jr. System analyst Suptd. Gr-I Project Officer A.T.P. A.E. Suptd. Gr.-II Sr. Assistant	1 1 1 1 1 1 1 1 1 1	02 days
Office Procedure and Financial Management	Suptd. Gr-I Suptd. Gr.-II Sr. Assistant Jr. Assistant	1 1 2 2	03 days
Technical Procedure i.e. Drafting, Estimation, Valuation, Field Survey and Mapping	A.E J.E	1 1	03 days

TRAINING SCHEDULE FOR STAFF OF ULBs(2012-13)

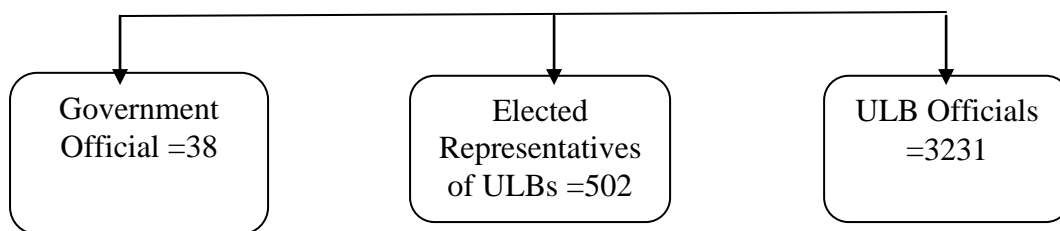
Sr. No.	Title of Training	Category	No. of persons	Durations in days
1	Municipal Acts, Rules RTI Act , P.S.G. Act 2011 & Property Tax	Asstt. Comm. E.O Secy. A.E. J.E. Clerk	1 25 23 4 53 48	05 days
2	JNNURM, RAY, 13 th FC, SLBs, RGURF, SJSRY/ NULM	Asstt. Comm. E.O Secy. A.E. J.E. Clerk	1 25 23 4 53 48	05 days
3	E-Governance and GIS and computer etc.	Asstt. Comm. A.P. E.E. E.O. Secy. A.E J.E. Sr. Asst. Clerk	1 1 1 25 23 7 50 15 60	02 days
4	Budget Account (accrual accounting) and Audit, Revenue Mobilisation (Property tax etc.) and Asset management	Sr. Asstt. Jr.Asstt/Clerks	20 75	05 days
5	Office Procedure and Financial Management	E.O. Secy. Suptd. Gr. -I Sr. Asstt. Clerk	20 20 1 40 50	03 days
6	Contracting, outsourcing and PPP Modes,	E.E. A.E. J.E. D/Man	1 2 60 5	02 days
7	Computer Basics	J.E. Sr. Asstt. Clerk	50 15 60	04 days
8	Training for Sanitary staff	Sanitary Inspector Sanitary Supervisor Safai Karamcharies	1161	01 day

Annexure C-III**TRAINING SCHEDULE FOR ELECTED REPRESENTATIVES OF ULBs (2012-13)**

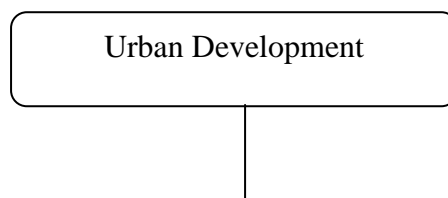
Title of Training	Category	No. of persons	Durations in days
General Administration, Functions and importance of decentralization/devolution of functions in Urban Local Bodies, PSG Act and RTI.	Mayor Dy. Mayor President Vice-President Councillor/Member	1 1 10 10 40	2 days
Identity, Role and Functions of Elected Representatives of Urban Local Bodies	Mayor Dy. Mayor President Vice-President Councillor/Member	1 1 10 10 40	2 days
Finance budgeting & accrual Accounting of the Urban Local Bodies. Core principles of fiscal decentralization	Mayor Dy. Mayor President Vice-President Councillor/Member	1 1 10 10 40	2 days
The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies	Mayor Dy. Mayor President Vice-President Councillor/Member	1 1 10 10 40	2 days
Familiarisation with guidelines and flagship urban schemes of GOI and GoHP	Mayor Dy. Mayor President Vice-President Councillor/Member	1 1 10 10 40	2 days
Construction , maintenance, repair Works and tendering process in ULBs	Mayor Dy. Mayor President Vice-President Councillor/Member	1 1 10 10 40	2 days
Municipal Services, Infrastructure and public grievance redressal system in ULBs	Mayor Dy. Mayor President Vice-President Councillor/Member	1 1 10 10 40	2 days
e-governance ,GIS, MIS, computer basics(mail merge, excel word processing)	Mayor Dy. Mayor President Vice-President Councillor/Member	1 1 10 10 40	2 days
Contracting, outsourcing and PPP Modes,	Mayor/Dy. Mayor President/Vice-President Councillor/Member	2 20 40	2 days

Training Schedule for 2012-13

A. Officers/ Official/Elected representatives of the ULBs to be trained.



Training Calendar



B.

- i. Training outside state:-
- ii) Training inside state:-
- iii) Training Institutes:-
 - (a) HIPA
 - (b) AGISEC
 - (c) NIT Hamirpur
 - (d) HPIDB
 - (e) REC Sundernagar
 - (f) Polytechnic
 - (g) Health Deptt. Training Center, Parimahal, Shimla.

C. Training in the Department.

D. Workshop/Seminars.

E. Research studies.

F. Preparation of case .

Training Calendar for 2012-13

TRAINING CALENDAR FOR THE ELECTED REPRESENTATIVES OF URBAN LOCAL BODIES (2012-13).

1st Phase (orientation course)

6 batches of 30 persons per batch

Title of Training	Category	No. of persons	Durations of course	Dates (subject to slot confirmation by HIPA)
<ul style="list-style-type: none"> • General Administration, Functions and importance of decentralization /devolution of functions in Urban Local Bodies • Identity, Role & Functions of Elected Representatives of Urban Local Bodies. • Finance & Accounts of the Urban Local Bodies and core principles of fiscal decentralization • The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies • Managing Developmental Schemes in Urban Local Bodies. • Construction, maintenance, repair Works and tendering process in ULBs • Municipal Services, infrastructure and public grievance redressal - Citizen Interface. • Urban Environment protection and social development/ Social Audit. 	<p>Elected representatives of Urban Local Bodies of Kangra, Hamirpur, Una and Chamba Districts.</p>	<p>174</p>	<p>2 days</p>	<p>April – May, 2012.</p>

2nd Phase (Schematic Training)
18 batches of 30 persons per batch.

Title of Training	Category	No. of persons	Durations of course	Dates (subject to slot confirmation by HIPA/empane lled agencies)
<p>In addition to Orientation Training on above mentioned issues, detailed knowledge about following State Sponsored Schemes and Centrally Sponsored Schemes being implemented by the Department through Urban Local Bodies will be imparted to the elected representatives of Urban Local Bodies:-</p> <p>(A) Centrally Sponsored Schemes:</p> <ul style="list-style-type: none"> • JNNURAM • UDISSMT • IHSDP • SJSRY <p>(B) State Sponsored Schemes:</p> <ul style="list-style-type: none"> • RGURF • EIUS • Maintenance of ULB Roads <p>(C) Development Schemes:-</p> <ul style="list-style-type: none"> • Solid Waste Management Project • Sewerage Scheme <p>The training will be imparted through the agencies empanelled for Capacity Building Programmes for H.P. by the GoI / State Government / HIPA</p>	Elected representatives of all Urban Local Bodies	502	3 days	June, 2012 to February, 2013.

**Training calendar for the staff of Directorate of Urban Development,
Himachal Pradesh (2012-13).**

Title of Training	Category	No. of persons	Tentative Duration	Dates for training
RTI Act , P.S.G. Act 2011 & H.P.	Addl. Director Executive Engineer Assistant Engineer ATP Suptd. Gr-I Suptd. Gr-II Sr. Assistant	1 1 1 1 1 1 2	03 days	Officials/Officers will be sponsored for training as per the slots given by the identified Resource Centres.
Spatial Urban/ Regional Planning/Structure stability and map approval procedure.	A.T.P.	1	03 days	
Stress Management	All staff	25	02 days	
Personnel Management	Addl. Director Suptd. Gr-I Suptd. Gr-II Sr. Assisstant	1 1 1 2	03 days	
Disaster Mitigation and Management	Executive Engineer A.E J.E	1 1 1	05 days	
E-Governance and GIS and computer etc.	Director Addl. Director Executive Engineer Jr. System analyst Suptd. Gr-I Project Officer A.T.P. A.E. Suptd. Gr.-II Sr. Assistant	1 1 1 1 1 1 1 1 1 1	02 days	
Office Procedure and Financial Management	Suptd. Gr-I Suptd. Gr.-II Sr. Assistant Jr. Assistant	1 1 2 2	03 days	
Technical Procedure i.e. Drafting, Estimation, Valuation, Field Survey and Mapping	A.E J.E	1 1	03 days	

Training calendar for the staff of Urban Local Bodies in Himachal Pradesh (2012-13).

Sr. No.	Title of Training	Category	No. of persons	Durations in days	Dates for training
1	Municipal Acts, Rules RTI Act , P.S.G. Act 2011 & Property Tax	Asstt. Comm. E.O Secy.	1 15 9	05 days	Dates of training courses will be finalized after obtaining slots from the identified Resource Cetres.
2	JNNURM, RAY, 13 th FC, SLBs, RGURF, SJSRY/ NULM	A.E. J.E.	4 25	05 days	
3	E-Governance and GIS and computer etc.	A.P. E.E. E.O. Secy. A.E J.E.	1 1 5 3 2 15	02 days	
4	Budget Account (accrual accounting) and Audit, Revenue Mobilisation (Property tax etc.) and Asset management	Sr. Asstt. Jr. Asstt/Clerks	10 15	05 days	
5	Office Procedure and Financial Management	Sr. Asstt. Clerk	10 15	03 days	
6	Contracting, outsourcing and PPP Modes,	E.E. A.E. J.E. D/Man	1 2 20 5	02 days	
7	Computer Basics	Jr. Assistant/Clerk	30	04 days	
8	Training for Sanitary staff	Sanitary Inspector Sanitary Supervisor Safai Karamcharies	1161	01 day (16 Batches)	

Schedule of one day Training Plan for the Sanitary Staff:-

Sr. No.	Date	Name of Distt.	Name of ULB	No .of participants
1	21.02.2012	Distt. Shimla	Municipal Corporation, Shimla	100
2	02.02.2012	Distt. Shimla	Municipal Corporation, Shimla	100
3	23.02.2012	Distt. Shimla	Municipal Corporation, Shimla	100
4	24.02.2012	Distt. Shimla	Municipal Corporation, Shimla	100
5	25.02.2012	Distt. Shimla	Municipal Corporation, Shimla and All other ULBs of Shimla Distt.	99
6	27.02.2012	Distt. Solan	Municipal Council, Solan	70
7	28.02.2012	Distt. Solan	Municipal Council, Solan and Parwanoo	66
8	01.03.2012	Distt. Sirmour	MC Nahan, Paonta and NP Rajgarh	75
9	03.03.2012	Distt. Bilaspur	MC Bilaspur, Sri nainadevi, Ghumarwina and NP Talai	32
10	05.03.2012	Distt. Hamirpur	MC Hamirpur, NP Naduan, Bhoota and Sujampur	38
11	07.02.2012	Distt. Mandi	MC Mandi	56
12	09.03.2012	Distt. Mandi	MC Sundernagar, NP Jogindernagar, Sarkagaht and Rewalsar	51
13	12.03.2012	Distt. Kullu	MC Kullu, Manali NP Bhuntar and Banjar.	93
14	14.03.2012	Distt. Kangra	MC Dharamshala, Kangra, Palampur, Nurpur, Nagrota, NP Jawalamukhi and Dehra	92
15	16.02.2012	Distt. Chamba	MC Chamba, Dalhousei and NP Chawari.	57
16	19.03.2012	Distt. Una	MC Una, NP Gagret, Doulatpur, Santokhgarh and Mehatpur	32
			Total	1161

Schedule of workshops:-

Workshop	Date	Topics	Sessions
Work-Shop-I	08.02.2011	Eco-efficient and Sustainable Urban Development in HP under JNNURM	Delivery I -The Journey of JNNURM in Himachal Pradesh Delivery II -Understanding - JNNURM processes and procedures for City Development Delivery III Capacity building of cities to implement reforms & Projects—Special Reference Shimla City Group Work Presentation on Group Work
Work-Shop-II	14.02.2011	Knowledge Sharing on – Best Practices & Lessons from Experience under JNNURM	Delivery I-Lessons from Experience Delivery II-Knowledge Sharing on Best Practices—All India Scenario. Delivery III -The importance of creation of Knowledge Centre for better practices Group Work Presentation on Group Work & Action Plan
Work-Shop-III	21.02.2011	A Journey towards inclusive cities	Delivery I RAY-Emergence & Integration Delivery II -Journey of Shimla town towards inclusive cities Delivery III -Community Participation and PPP in JNNURM—Scope in Himachal Group Work Presentation on Group Work
