

ATI BIHAR Newsletter

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Competent employees do not remain competent for ever. Skills deteriorate and even become obsolete. Hence, training of officers and employees is imperative. ATI being a state level Institute is trying its best to impart not only foundational or in-service training but also run skill development courses.

Four types of training are generally given - Basic, Technical, Inter-personal and Problem solving. ATI on its part is trying to provide all the four types of training courses to officers and employees of the Government of Bihar. ATI has started imparting computer training for secretariat employees and the field functionaries.

Human resource issues have changed much in the past decade in relation to the role of the organisation with its employees. It has deviated from paternalism - in which the organisation took nearly complete responsibility of the employees. But now things have undergone drastic change and even in government sector the participatory administration approach and service-oriented mindset is required. Government can hardly take the responsibility of non-delivery variables in administration. Either deliver or quit should be the basic principle of governance. Hence a responsive administration is required and in order to make participatory administration a reality, RDTI housed at ATI and conjoined with ATI, organised a 5 day training course from 25-30 July, 2005 of PR representatives with officials of civil administration.

Apart from conventional training courses, ATI has taken the task of a facilitator in awareness issues of national concern also. It organised a two day workshop on 12-13 July 2005 of IAS officers in which deliberations on policies relating to population, health and development took place. DG, ATI Mr. A.K. Choudhary himself chaired the deliberation. Two books, one on Pension and Post Retirement Benefits and another on Role of Drawing and Disbursing Officers have already been published and one book on Departmental Proceedings is in the process. A Committee has been constituted under the Chairmanship of Mr. A.K. Sinha, IAS former DG and presently posted as Commissioner and Secretary, Minor Irrigation Department to monitor the publication. Books on computer awareness and disaster management are in the pipeline.

In-Service Training Programmes
Computer Awareness for Secretariat Employees -
(04 July to 15 July 2005)

ATI took lead to make secretariat employees computer educated and in this connection Deptt. of Personnel and Training, Government of India has sponsored some programmes. The secretariat employees particularly Assistants/officers are being imparted computer education for 12 days. They are also handed over a CD for entire study material. They are trained office software e.g. MS-Word, MS-Excel, MS-

Powerpoint, MS-Access etc. The basic purpose for introducing this training programme is to arise their interest in computer operator to enable them to work in computer savvy environment. These programmes are harbinger of making e-governance truly effective and facilitate smooth functioning of governmental operations. These programmes are to run at divisional levels also.

Foundation Course of 44th batch of Bihar Administrative Service
and Bihar Education Service
(11 July - 03 September 2005)

44th batch Bihar Administrative Service Officers and Bihar Education Service Officers were imparted foundational training from 11th July to 03rd

September 2005. In this course comprehensive syllabus a comprehensive syllabus relating to Bihar Financial Rule, Treasury Rule, Bihar Service

Code, major criminal acts, state revenue laws etc. were tutored to them and special emphasis was laid on management and computer classes. Bihar Administrative Officers were given specialised training in revenue laws and schemes of rural development whereas Bihar Education Service Officers were imparted training on Education Code and other

related provisions. They were acquainted with issues of national and international importance e.g. human rights, women empowerment, gender sensitisation, health and hygiene issues etc. All participants successfully completed the course under the course directorship of Mr. R.N. Prasad.

**Foundation Course of Assistant Jailors
(11 July - 06 August 2005)**

On request from IG (Prison) Mr. Dipak Kumar Singh, IAS for foundational training to Assistant Jailors, a training was organised from 11 July to 06

August, 2005 in which apart from general courses, specialised training was provided by Jail officials.

**Condensed Course on Maintenance of Accounts for Employees
of Child Development Project Officers**

Period
8 - 12 August 2005
16 - 20 August 2005
22 - 27 August 2005
29 August - 02 Sept. 2005

05 - 09 September 2005
12 - 16 September 2005
19 - 24 September 2005
26 - 30 September 2005
03 - 07 October 2005

9 courses of training relating to accounts and financial management were imparted to Child Development Project Officers and employees related to their department. This training was conducted by ATI in collaboration with ICDS. Exposure to proper practices relating to maintenance of accounts and checks and

balances in government accounting system were provided to participants apart from management and other related disciplines. Some of the programmes were held at ATI premises but when our rented accommodation did not permit us, we conducted training programmes at SIHFW.

One Day Training Programme on Pay Fixation for Secretariat Employees

It was found imperatively essential to train secretariat employees on issues of Pay Fixation as they urgently needed inputs in this connection. Law of proper

knowledge of fixation in matters of post-retiral benefits very often invite wrath of senior officials and is the main reason for inordinate delay.

Training in Noting and Drafting for Secretariat Employees

One day training programme on Noting and Drafting for secretariat employees was organised by ATI on 20th August 2005. It was felt that secretariat employees need to

be given proper knowledge of noting and drafting so that file work can be effectively managed.

Direct Trainer Skill

To facilitate the training skill of faculties and visiting faculties, ATI organised a Direct Trainers Skill (DTS) course in which officers from different departments including WALMI were trained, apart from ATI faculties. Three faculties

namely - Mrs. Ira Bhatnagar, RIPA, Jaipur, Mr. Raja Sadhu Khan, Kolkata and K.P. Thomas, New Delhi were tutoring the programme. Mr. Amitabh Prasad, Dy. Director (Trg.), ATI co-ordinated this programme.

Off-Campus Training Programmes

Orientation Programme of IAS Officers on Population, Health & Development in collaboration with Population Foundation of India

A two days' orientation programme of IAS officers on Population, Health & Development in collaboration with Population Foundation of India was held in which several senior IAS officers including departmental secretaries participated. Mr. A.R. Nanda, Executive Director, former Union Health Secretary

represented PFI. Mr. A.K. Choudhary, Director General, ATI himself chaired the meeting. Three consultants from PFI deliberated on issues relating to problems of population explosion and its impact on development. Mr. V.K. Pathak, Dy. Director, ATI coordinated this programme.

Training on Pension and Other Retirement Benefits

Period : 4-8 July 2005

Venue
Munger
Bhagalpur
Gaya
Chapra
Purnea
Muzaffarpur

Period: 5-9 September 2005

Gaya
Muzaffarpur
Saharsa

TOT programmes on Pension and Other Retirement Benefits were held in premises of ATI with a motive to percolate down the programme to divisional level and hence the above programmes were the outcome of these well thought process. These all programmes were the handiwork of ATI and were financed by it.

Training on Role of Drawing and Disbursing Officer

Period : 1-5 August 2005

Venue	No. of Participants
Tirhut	50
Koshi	50
Saran	50
Darbhanga	50
Purnea	50
Bhagalpur	43

TOT programmes on Role of Drawing and Disbursing Officer were held in premises of ATI with a motive to percolate down the programme to divisional level and hence the above programmes were the outcome of these well thought process. These all programmes were the handiwork of ATI and were financed by it.

Rural Development Training Institute, Bihar, Patna

It is to be noted that Rural Development Training Institute (RDTI) commonly known as SIRD is also established in the premises of ATI and Director General, ATI is also Director General of RDTI. RDTI has started training programmes and in this connection, a training programme was organised on Panchayati Raj from 25th July 2005 to 30th July 2005 in the premises of State Institute of Health and

Family Welfare, Patna. In this training programme officials from civil administration as well as Panchayat bodies jointly participated. Issues relating to operationalisation of government schemes, practical coordination between executive and Panchayati Raj Institutions were given special emphasis with a purpose to make decentralisation of power a realistic proposition.

Disaster Management and HAM Radio Training

A training programme was organised by ATI in coordination with district administration, Begusarai on Disaster Management and HAM Radio in Begusarai in

which members of public participated during 15th to 21st July 2005. It was financed by ATI.

Panel Discussion on Disaster Management and Mitigation - Issues & Challenges

A panel discussion on Disaster Management and Mitigation was organised by ATI at Hotel Patliputra Ashok, Patna on 27th September 2005 in which departmental

secretaries of Government of Bihar participated. Prof. Ravi Sinha, IIT Bombay, Prof. Santosh Kumar, NIDM, New Delhi were also present.

List of Proposed Training Programmes for the year 2005-06

Sl. No.	Title	Venue	Period	Duration	Remarks
1	Departmental Proceedings	ATI, Patna	1 week	3 - 7 Oct., 05	
2	Computer Awareness	ATI, Patna	2 weeks	3-14 Oct., 05	For Sectt. Officers & Employees
3	Role of DDO's	ATI, Patna	1 week	10 - 14 Oct., 05	For Sectt. Officers & Employees
4	Pension & Other Retirement Benefits	ATI, Patna	1 week	17 - 21 Oct., 05	For Sectt. Officers & Employees
5	Personal Development	ATI, Patna	1 week	24 - 28 Oct., 05	
6	Reservation in Services	ATI, Patna	1 week	31 Oct. - 4 Nov., 05	
7	Computer Awareness	ATI, Patna	2 weeks	7-18 Nov., 05	For Sectt. Officers & Employees
8	Disaster Management & Mitigation	ATI, Patna	1 week	7 - 11 Nov., 05	

9	Pay Fixation	ATI, Patna	1 day	15 Nov., 05	
10	Disaster Management & Mitigation	ATI, Patna	1 week	21 - 25 Nov., 05	
11	Noting & Drafting	ATI, Patna	1 day	30 Nov., 05	
12	Good Governance	ATI, Patna	1 week	5 - 9 Dec., 05	
13	Computer Awareness	ATI, Patna	2 weeks	5-16 Dec., 05	For Sectt. Officers & Employees
14	Planning & Budgeting	ATI, Patna	1 week	12 - 16 Dec., 05	
15	Departmental Proceedings	ATI, Patna	1 week	26 - 30 Dec., 05	
16	Training of Block Statistical Supervisors/Jr. Statistical Asstt./Investigators	ATI Patna	4 weeks	02 - 31 Jan. 06	
17	Training of Block Statistical Supervisors/Jr. Statistical Asstt./Investigators	ATI Patna	4 weeks	05 - 28 Feb. 06	
18	Training of Block Statistical Supervisors/Jr. Statistical Asstt./Investigators	ATI Patna	4 weeks	06 - 31 Mar. 06	
19	Combined Refresher course for State Services	ATI Patna	4 weeks	23 Jan. - 18 Feb., 2006	
20	Combined Refresher course for State Services	ATI Patna	4 weeks	20 Feb. - 18 March, 2006	
21	Reservation in Services	ATI, Patna	1 week	2 - 6 Jan., 06	
22	Planning & Budgeting	ATI, Patna	1 week	9 - 13 Jan., 06	
23	Computer Awareness	ATI, Patna	2 weeks	9-20 Jan., 06	For Sectt. Officers & Employees
24	Personal Development	ATI, Patna	1 week	16 - 20 Jan., 06	
25	DTS	ATI, Patna	1 week	23 - 27 Jan., 06	
26	Good Governance	ATI, Patna	1 week	30 Jan. - 3 Feb., 06	

27	Disaster Management & Mitigation	ATI, Patna	1 week	6 - 10 Feb., 06	
28	Computer Awareness	ATI, Patna	2 weeks	13 - 24 Feb., 06	For Sectt. Officers & Employees
29	Litigation in Government	ATI, Patna	1 week	20 - 24 Feb., 06	
30	Tenancy Reforms in Bihar	ATI, Patna	1 week	6 - 10 Mar., 06	
31	Computer Awareness	ATI Patna	2 weeks	13 - 24 Mar., 06	For Sectt. Officers & Employees

**List of Training Programmes
Conducted July – September, 2005**

Sl. No.	Title	Period	Duration	No. of participants	Participant days
1	Computer Awareness for Secretariat Empl.	04 th Jul. to 15 th Jul. 2005	12 days	25	300
2	Direct Trainers Skill	05 th Jul. to 09 th Jul. 2005	5 days	16	80
3	Computer Awareness for Secretariat Empl.	18 th Jul. to 29 th Jul. 2005	12 days	35	420
4	Foundation Course of Assistant Jailors	11 th Jul. to 06 th Aug. 2005	27 days	11	297
5	Foundation Course of 44th batch of BAS & BES	11 th Jul. to 03 th Sep. 2005	77 days	61	4697
6	Computer Awareness for Secretariat Empl.	01 st Aug. to 12 th Aug. 2005	12 days	22	264
7	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	08 th Aug. to 12 th Aug. 2005	5 days	30	150
8	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	16 th Aug. to 20 th Aug. 2005	5 days	25	125

Sl. No.	Title	Period	Duration	No. of participants	Participant days
9	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	22 th Aug. to 27 th Aug. 2005	5 days	30	150
10	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	29 th Aug. to 02 nd Sep. 2005	5 days	30	150
11	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	05 th Sep. to 09 th Sep. 2005	5 days	26	130
12	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	12 th Sep. to 16 th Sep. 2005	5 days	26	130
13	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	19 th Sep. to 24 th Sep. 2005	5 days	29	145
14	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	26 th Sep. to 30 th Sep. 2005	5 days	29	145
15	Condensed Course on Maintenance of Accounts for Employees of Child Development Project	03 rd Oct. to 07 th Oct. 2005	5 days	14	70
16	Computer Training to district officials for Election purposes	16 th Aug. to 29 th Aug. 2005	14 days	57	798
17	Training on Pay Fixation for Secretariat Employees	17 th August 2005	1 day	33	33
18	Training on Noting & Drafting for Secretariat Employees	20 th August 2005	1 day	51	51
19	Computer Awareness for Secretariat Empl.	22 nd Aug. to 03 rd Sep. 2005	12 days	22	264
20	Computer Training to district officials for Election purposes	05 th Sep. to 18 th Sep. 2005	14 days	48	672

Sl. No.	Title	Period	Duration	No. of participants	Participant days
2 1	Training on Pay Fixation for Secretariat Employees	27 th September 2005	1 day	19	19
2 2	Training on Pension & Other Retirement Benefits - Munger	04 th Jul. to 08 th Jul. 2005	5 days	45	225
2 3	Training on Pension & Other Retirement Benefits - Bhagalpur	04 th Jul. to 08 th Jul. 2005	5 days	50	250
2 4	Training on Pension & Other Retirement Benefits - Gaya	04 th Jul. to 08 th Jul. 2005	5 days	50	250
2 5	Training on Pension & Other Retirement Benefits - Chapra	04 th Jul. to 08 th Jul. 2005	5 days	50	250
2 6	Training on Pension & Other Retirement Benefits - Purnea	04 th Jul. to 08 th Jul. 2005	5 days	50	250
2 7	Training on Pension & Other Retirement Benefits - Muzaffarpur	11 th Jul. to 15 th Jul. 2005	5 days	49	245
2 8	Orientation Programme of IAS Officers on Population, Health & Development in collaboration with Population Foundation of India	12 th Jul. to 13 th Jul. 2005	2 days	36	72
2 9	Disaster Management & HAM Radio Training	15 th Jul. to 21 th Jul. 2005	7 days	50	350
3 0	Role of Panchayati Raj in Development	25 th Jul. to 30 th Jul. 2005	7 days	50	350
3 1	Training on Role of DDOs - Tirhut	01 st Aug. to 05 th Aug. 2005	5 days	50	250
3 2	Training on Role of DDOs - Koshi	01 st Aug. to 05 th Aug. 2005	5 days	50	250
3 3	Training on Role of DDOs - Saran	01 st Aug. to 05 th Aug. 2005	5 days	50	250
3 4	Training on Role of DDOs - Darbhanga	08 th Aug. to 12 th Aug. 2005	5 days	50	250

Sl. No.	Title	Period	Duration	No. of participants	Participant days
35	Training on Role of DDOs - Purnea	11 th Aug. to 15 th Aug. 2005	5 days	50	250
36	Training on Role of DDOs - Bhagalpur	01 st Aug. to 05 th Aug. 2005	5 days	43	215
37	Pension and Other Retirement Benefits-Gaya	05 th Sept. to 09 th Sept. 2005	5 days	50	250
38	Pension and Other Retirement Benefits-Muzaffarpur	05 th Sept. to 09 th Sept. 2005	5 days	50	250
39	Pension and Other Retirement Benefits-Saharsa	05 th Sept. to 09 th Sept. 2005	5 days	58	290
40	Pannel Discussion Disaster Management and Mitigation - Issues & Challenges	27 th Sept. 2005	1 days	56	56