

TRAINING MANUAL



HPDT
DEPARTMENT OF TRANSPORT

HIMACHAL PRADESH

MISSION OF THE DEPARTMENT

Providing mobility with choice, comfort, convenience, frequency, safety and minimal environmental effects. While the top most priority will be accorded to providing access facilities, efforts will be made to provide a range of transport facilities like buses, cabs, maxi cabs, auto rickshaws and Goods Carriers with varying range of load capacity and sizes to provide the maximum choice to the consumers and promote competition to maintain cost effectiveness of services. It shall also be the endeavor of the Department to promote alternate modes of transport like water transport.

TRAINING NEEDS OF TRANSPORT DEPARTMENT

There is a need for training to staff of Transport Department not only at the time of induction in Govt. Service but also at the regular intervals to improve the administrative effectiveness, capacity building and acquisition of requisite skills, knowledge and aptitude. This is also important to improve the service delivery mechanism in the department to charter a successful course towards good governance. The training programmes for the staff would focus on efficiency, public centricity, transparency, commitment, accountability, awareness and functional capability etc.

Training Policy of the State Govt. envisaged that every employee of the Department is required to be trained for skill up gradation at the time of induction/promotion and at least once in three years. Training plays a vital role in the skill development and capacity building of employees of any organization. The Department of Transport intends to update the skill and knowledge of the departmental staff by organizing orientation courses at regular intervals so that they remain well conversant with the latest developments, technical know how in their respective fields and deliver better service to the General Public.

1. Training Objective:

Objective of the training to staff can best be described in terms of capacity-building and enhancement of human capital through an integrated framework of knowledge, skill and attitude.

It should be ensured that all categories of staff should get:-

- i) Induction training at the time of entry into Govt. Service
- ii) In-service training at suitable intervals in their career at least, once in three years.

- iii) Training for all will be compulsory at two levels i.e. at the time of joining into the service and at the time of each promotion or at least once in three years.
- iv) Specific training to those who have not received any training till date.
- v) Work/assignments handled by the staff without training on the subject.
- vi) Exposure of major development issues or new techniques through short duration courses and seminars.

2. Monitoring:-

To review the implementation of the Transport Department Training manual, following empowered committee is constituted:-

- I) Director Transport..... Chairman
- II) Additional Director Member
- III) Deputy/Joint Director Member Secretary

The meeting of the committee under the chairmanship of the Director Transport will take place on annual basis and consider the following aspects apart from other that may need its consideration:-

- I) This committee will review and monitor the target and achievements in the field of training imparted to its staff during last year.
- II) Explore and suggest the design and implementation of training courses and modules for its staff.
- III) Annual action plan for the training of its staff for better delivery of public services

3. Nodal Officer for Training:

Government has nominated Joint Commissioner Transport and Assistant Commissioner (Technical) as Nodal Officer (Training) to monitor and coordinate the human development issues. They will also act as Training Manger to be responsible for organizing reviewing and monitoring of the training plan of the department.

4. Rationale of Training Programmes:

Training would be imparted to all the employees of department at the time of induction and on the promotion at least once in three years period. Training for class-IV and III employees shall focus on functional skills

and attitudinal orientation resulting into efficient delivery of public services through training of the cutting edge officials. This training will have two phases:

- I) Staff having a direct interface with the public in terms of delivering a service.
- II) Staff dealing with general administrative matters and other functional tasks.

5. Training during 2014-2015:

Department is imparting training to newly recruited staff under PWD Act and promoted staff of the department through orientation cum training courses during the year 2014-2015 as per the guide lines of the state training policy. Refresher courses are also being organized to technical personnel at various institutions with in and outside the State.

6. Institutions for conducting Technical training

- i) Automotive Research Association of India-Pune
- ii) Central Institute of Road Transport (CIRT) Pune
- iii) Indian Institute of Petroleum (IIP) Dehradun
- iv) National Institute of Disaster Management (NIDM) Delhi.
- v) M/s Tata Motors Ltd.
- vi) M/s Ashoka Leyland
- vii) M/s Maruti Suzuki India Ltd.
- viii) Engineering Staff College of India (ESCI) Hyderabad

7. Institutions for conducting training for other Staff

1. Himachal Institute of Public Administration, Mashobra, Shimla.
2. Central Institute of Road Transport (CIRT) Pune
3. Directorate of Transport, H.P.
4. National Institute of Disaster Management (NIDM) Delhi.
5. Training at Regional Level Centers
6. Training in Field Offices.
7. Any other reputed centre in the State.

8. Training Methodology:-

Training may be imparted by the department at training institution or at the work place or on decentralized bases at regional and Directorate level.

Keeping in view this broad frame work it will be desirable to use the following training methods:-

- Lectures/ group discussion
- Experience sharing Presentation
- Case studies
- Presentation of individual assignments
- Panel discussion
- Model exercises
- Audio visual materials/ printed materials

9. Field Where Training is required:

Following are the fields where the training to staff is required:-

- 1) Office procedure
- 2) Financial administration
- 3) Enforcement Act/Rules of department
- 4) Computer Training
- 5) Technical Training
- 6) Personality development and time management
- 7) Departmental Schemes
- 8) Vidhan Sabha Business

1) Office procedure

- i) About duties and responsibilities while working on different posts in the ministerial staff.
- ii) Procedure for dealing with receipt and maintenance of files.
- iii) Maintenance of data/information statistics and record.
- iv) Training of handling court cases and litigation

- v) Training on building accountability in Govt.
- vi) Provisions of CCS/CCA Rules, disciplinary proceedings
- vii) Knowledge of relevant Rules and procedure
- viii) Protection of consumer/ Human Rights
- ix) Training in matters relating to RTI.

2) Financial Administration

- i) Training on H.P. Financial Rules applicable in the State
- ii) To familiarize the official about Rules and Regulations
- iii) To improve the knowledge of revenue accounts
- iv) To familiarize with GPF Rules, pension Rules, TA Rules, and Leave Rules etc.
- v) Maintenance of Stores, Audits & physical verification.
- vi) Maintenance of service book
- vii) Preparation of bills, booking of expenditure & reconciliation.
- viii) To Acquaint the participant with the implementation of various Acts relating to tax administration
- ix) To impart basic knowledge of transport related and other allied taxes.
- x) Handling of cash and maintenance of cash book
- xi) Duties & responsibilities of DDO's
- xii) Preparation of Budget, distribution.
- xiii) Classification of Expenditure
- xiv) Reconciliation of receipt and expenditure with Treasuries and A.G.
- xv) Pay fixation & combination of appointment
- xvi) Preparation of monthly returns.

3) Enforcing Acts and Rules of Department

- i) To Acquaint the participant with implementation of various Acts/Rules relating to Transport Department
- ii) Detailed interaction on selected topics of Motor Vehicles Acts and Rules.
- iii) To improve basic Knowledge on office working and various aspects of the department
- iv) Measures for improvement in its implementation

- v) To strengthen the statistical system in the Department
- vi) Statistical methods and their usage
- vii) Latest provisions of road tax.
- viii) Transport Policy
- ix) Citizen Charter.

4. Computer Training:

- i) Awareness/ operation knowledge of the Departmental Software
- ii) Awareness / operation knowledge of Common software prepared for all offices
- iii) Awareness / operation knowledge of software in common use viz M.S. word, Excel, tally, window etc.
- iv) Knowledge with regard to plug the cables and open and close the systems/printer, faxes, Telephone instrument, Photostat etc.
- v) Knowledge regarding operation/ use of internet & e-mails, etc.
- vi) Knowledge about cyber crimes/ laws.
- vii) Knowledge of all auto-motion devices
- viii) How to operate computer devices viz CD writing, Data Storage in pen-drive or other components.
- ix) To Start the procedure for computing taxes under MV Act
- x) Basic Training of computer
- xi) Preparation & presentation of data.

5. Technical Training:

Topics for the training program of motor vehicle inspector:-

- i) Induction of new technology in vehicles
- ii) Use of Electronics in mechanical engineering
- iii) Pollution check norms and their implementation
- iv) Violation of provisions of MV Act/Rules –punitive measures
- v) Issuance of fitness certificate to vehicles carrying goods
- vi) Adulteration in fuel checking procedure
- vii) Vehicular disaster management –preparedness
- viii) Conducting induction training for new Motor Vehicle Inspectors.

6. Personality development and time management:

- i) To manage self with reference to time
- ii) Basic concept of time management
- iii) Identify the Symptoms of excessive stress
- iv) Strategies to cope with stress and prepare an action plan to improve the stress bearing capability own and work group
- v) Identify the factors influencing employee involvement and commitment
- vi) Use art of living in day to day affairs
- vii) To analyze the process of decision making in Govt.
- viii) To make decision more rational and acceptable.
- ix) To look at the obstacles that come in way of solving organizational problems

7. Departmental Schemes

Following are the subject where training on departmental scheme is required

- Ex-gratia Scheme
- National Permit Scheme
- Him Gramin Parivahan Scheme

8. Vihan Sabha Business

- i) Vidhan Sabha Matters
- ii) Vidhan Sabha Committees
- iii) PAC Matters
- iv) Vidhan Sabha Estimates Committee
- v) Vidhan Sabha Assurances.
- vi) Other related matters

10. Training Coverage:

The training of employees of Transport Department shall cover training of both technical and Non technical staff posted at Directorate, Regional level and barriers. Besides this it will include training to staff posted in different R&LAs in the State who are working on transport related activities.

11. Number of Employees to be Trained during 2014-2015

All the staff of the department shall be trained during the next three years in a systematic manner as per requirement of the State Training Policy 2009 of the Government of Himachal Pradesh. There is a total sanctioned strength of 293 employees of various categories of staff in the Transport department out of which 156 regular staff. It is proposed to provide training to 100 employees of various categories of employees including 29 contractual clerks, during the year 2014-2015.

12. Training of Ministerial Staff

The Ministerial Staff shall be provided training on the following matters on regular intervals in order to update their skills in service matters and in computer applications. The Non-Technical staff Class IV like peon, chowkidar shall also be provided training on their day to day activities regarding working and care of the departmental property:-

1. Office procedure
2. Financial administration
3. Enforcing Acts/Rules of department
4. Computer Training
5. Conduct Rules & disciplinary Proceedings
6. Personality development and time management
7. Departmental Schemes
8. Vidhan Sabha Business

Sr. No.	Category of Ministerial Staff	Designation	Strength
1	Senior Level Officers at the Directorate at Regional Level	Additional/Joint Commissioner Transport, Regional Transport Officers, Assistant Controller (F&A), Superintendent Gr-I & Supdt. Gr-II, Section Officer (F&A) and ARTO's	39
2.	Middle Level Employees	Senior Assistant, Sr. Motor Vehicle Inspectors and Motor Vehicle Inspectors	57
3.	Junior Level Employees	Jr. Assistant, Stenographer, Clerks & Computer Operator.	68
4.	Class-IV Employees	Daftri, Peon, Chowkidar, Sweeper	22

13. Training of Technical Staff

The department of Transport has to provide technical Knowhow on various aspects of modern techniques in Transport sector. The technical staff consists of the following categories:-

Sr. No.	Category of Technical Staff	Designation	Strength
1	Senior Level Officers at the Directorate	Assistant Commissioner Technical	1
2.	Middle Level Employees	Senior Motor Vehicles Inspectors/ Motor Vehicle Inspectors	12
3.	Other Employees	Drivers	15

14. Schedule of Training and course Content:

Training Programme for Technical Staff

The technical staff posted in the department shall be trained to cater to needs of the operator. The technical Staff shall be trained in the CIRT Pune, ESCI Hyderabad, IIP Dehradun and other Institution. Drivers will be trained in technical repair and maintenance schedules of the Vehicles. Trainings recommended:

1. Workshop Training
2. Driver Manual
3. Training in other vehicles
4. Disaster Management

15. Estimated Expenditure on Training of Employees during the year 2014-2015:

The tentative cost estimate of the departmental training is as under:

Sr. No.	Category of Staff to be trained	Training Institute	Expenditure
1	Senior Level Officers at the Directorate at Regional Level	Institute within State or Out Side the State	35,000/-
2.	Middle Level Employees	Institute within State or Out Side the State	25,000
3.	Junior Level Employees	HIPA and E-Governance Society Shimla	20,000/-
4.	Class_IV Employees	Institute within State	5,000/-
		Total	85,000/-

The expenditure to be incurred on training of various categories of employees of the Department of Transport during the year 2014-15 has been worked out on the basis of cost estimate and the tentative expenditure amounts to Rs. 85,000/-.

16. Training Budget:-

To ensure funding for training purposes as per the guide line of state policy a provision upto 0.09% of annual budget of department has been made. The budget provision for the department during 2014-15 is Rs.9.25 crore in salary component and budget is Rs. 85,000/- which has been earmarked for training of employees during the current financial year.

Training Plan for Employees of Department during the year 2014-2015

Sr. No.	Class of Officials	Subject on which Training required	Training Institute	Participant	Duration	Objective
1.	I & II	Road Transport Regulation and Administration	ESCI Hyderabad	Senior Level Officer	Dates as fixed by ESCI	To make aware about the road regulations and administration in the Transport Department
2.		Vehicle Compliance as per CMVR 1989	CIRT Pune	Senior Level Officer	Dates as fixed by CIRT	To best known of CMVR 1989
3.		Road Accident Investigation	CIRT Pune	Senior and Middle Level Officers	Dates as fixed by CIRT	To minimize the accidents in the state.
4.		Vehicle Pollution	IIP Dehradun	Senior and Middle Level Officer	Dates as fixed by IIP	To make pollution free atmosphere while using the commercial/non-commercial vehicles
5.		Technical aspects of CMVR 1989 & Overview to recent amendments by MoRTH in CMVR	CIRT Pune	Senior and Middle Level Officer	Dates as fixed by CIRT	To know the best use of CMVR in Transport Department
6.		I.T. application in Motor Vehicle Department	CIRT Pune	Senior and Middle Level Officer	Dates as fixed by CIRT	To know the best use of I.T. application in the department
7.		Type approval and conformity of production of vehicle and safety critical components	CIRT Pune	Senior and Middle Level Officer	Dates as fixed by CIRT	To know the best use of CMVR in Transport Department
8.		Road Safety Management	CIRT Pune	Senior and Middle Level Officer	Dates as fixed by CIRT	To help organizing road safety camps in the State.
9.		Office procedure and Financial Administration/ Financial Management	HIPA	Sr. & Middle level Officers of the Department	Dates as fixed by HIPA	To make aware of financial administration etc.
10.		Disciplinary proceedings/ conduct Rules/ Departmental Enquiry	HIPA	Middle and junior level Officers of the Department	Dates as fixed by HIPA	To apprise with CCS/CCA Rules
11.		Communication and Presentation Skills	HIPA	Middle level Officers of the Department	Dates as fixed by HIPA	To improve understating human behavior
12.		Right to Information Act,2005	HIPA	Middle and junior level Officers of the Department	Dates as fixed by HIPA	Sensitize with concept, rationale and importance of Information etc.

13.		Service Delivery	HIPA	Middle and junior level Officers of the Department	Dates as fixed by HIPA	To expose concept of Gender
14.		Training on organizational Behaviour	HIPA	Sr. & Middle level Officers of the Department	Dates as fixed by HIPA	To understand the importance etc.
15.		Basic Computer Programme	HIPA	Middle and junior level Officers of the Department	Dates as fixed by HIPA	To apprise with basics of computers
16.		Advance Computer Programme	HIPA	Middle and junior level Officers of the Department	Dates as fixed by HIPA	To apprise with potential of ICT tools and technology
17.		Training on personnel efficiency and Time Management	HIPA	Sr. & Middle level Officers of the Department	Dates as fixed by HIPA	-
18.		Training on Personality and time management	HIPA	Middle and junior level Officers of the Department	Dates as fixed by HIPA	-
19.	III	Induction training in the cadre of clerk	HIPA	Junior level official e.g. Clerk (Class-III)	Dates as fixed by HIPA	-
20.		Noting & Drafting		Class III officials of the Department	Dates as fixed by HIPA	To impart detail knowledge of Noting & drafting, record keeping and managing files.
21.		Right to Information Act,2005	HIPA	-do-	Dates as fixed by HIPA	Sensitize with concept, rationale and importance of Information etc.
22.		Basic Computer Programme	HIPA and Deptt.	-do-	Dates as fixed by HIPA	To apprise with basics of computers
23.		Advance Computer Programme	HIPA & Deptt.	-do-	Dates as fixed by HIPA	To apprise with potential of ICT tools and technology
24.		Scope and importance of financial Administration	-do-	-do-	Dates as fixed by HIPA	-
25.		Preparation of bills budget control, booking of expenditure & reconciliation thereof	-do-	-do-	Dates as fixed by HIPA	-

26.		Disaster Management	HIPA & Revenue Deptt.	Class-II & Class-III officials of the department	Dates as fixed by HIPA	-
27.		Leave Rules & maintenance of service book	HIPA and Deptt.	-do-	Dates as fixed by Directorate of Transport	-
28.		Maintenance of Store audits Physical verification	-do-	-do-	Dates as fixed by Directorate of Transport	-
29.		TA Rules & Pension Rules	-do-	-do-	Dates as fixed by Directorate of Transport	-
30.		Provision of CCS & CCA Rules	-do-	-do-	Dates as fixed by Directorate of Transport	-
31.		Preparation of Budget & submission of Expenditure statement	-do-	-do-	Dates as fixed by Directorate of Transport	-
32.	IV	Duties & Responsibility while working in Govt. Department on particular post	Department level	All Class four employees	Dates as fixed by Directorate of Transport	-