

# **TOWN AND COUNTRY PLANNING DEPARTMENT HIMACHAL PRADESH**

## **TRAINING POLICY**

### **1.Mandate:**

In order to manage & regulate the increasing trend in urbanization in a Planned & scientific manner and to curb the tendency of raising the construction activities unauthorizedly the Department of Town Planning is responsible to implement the provisions of:

- (i) H.P. Town & Country Planning Act, 1977(Act No.12 of 1977)
- (ii) H.P. Town & Country planning Rules.1978.
- (iii) Development Plans and Regulations envisaged therein.
- (iv) H.P. Apartment & Property Regulation Act,2005(Act No.21of 2005)
- (v) H.P. Apartment & Property Regulation Rules, 2005

### **2.Primary Functions:**

- (i) To encourage Planned and systematic urban & rural growth in a Comprehensive and scientific manner.
- (ii) To Prevent haphazard constructions and thereby check numerous evils including environmental menace.
- (iii) To make optimum use of precious and scarce land resources.
- (iv) To create conducive conditions for encouraging planned and regulated development.
- (v) To plan for creating essential urban infrastructure in urban / rural growth centers.
- (vi) To sub-serve the basic needs of poor and especially urban slums.
- (vii) To up grade environment for conducive habitat.
- (viii) To preserve the hill architecture and rich natural & cultural heritage of the State.
- (ix) To Curb ribbon development and safeguard highways for community mobility.

### 3. Organizational Set-Up/ Structure:

#### (i) Organizational Set-Up:

Besides Directorate, there are following 7 Divisional and 5 Sub-Divisional Town and Country planning offices headed by the Town & Country Planners and Assistant Town Planners respectively. Their jurisdictions and location are as under:-

Sr.No.	Divisional Town Planning Offices	Jurisdiction
1	Shimla	Shimla and Kinnaur Districts
2	Solan	Solan District
3	Mandi	Mandi and Bilaspur District
4	Kullu	Kullu and Lahaul Spitri Districts
5	Hamirpur	Hamirput & Una Districts
6	Dharamshala	Kangra and Chamba Districts
7	Nahan	Sirmour District.
	Sub-Divisional Town Planning Offices	
1	Una	Una District
2	Chamba	Chamba District
3	Rampur Bushehar	Part of Shimla & Kinnaur Districts
4	Parwanoo	Industrial belt of Parwanoo town of Solan district i.e. Parwanoo planning Area and Jabli Special Area.
5	Bilaspur	Bilaspur Districts

**(ii) Staffing Structure:**

The Department has total sanctioned strength of 259 posts. Chart of staffing structure of the department is at annexure-“A”.

**4.Training needs:**

The Department of Town and Country Planning is basically technical department concerning with preparation of Physical plans viz Regional Plans. Development Plans. Sector Plans so as to ensure planned development in the Planning/ Special Areas, which have been constituted in the State under the provisions of H.P. Town and Country Planning Act, 1977. Therefore, in order to expedite the Plan preparation process as well as with a view to bring efficiency and efficacy in official working, training focusing on following matters is required to be imparted to the officers and officials of this Department:-

- (i) Office Procedure and Financial Administration
- (ii) Basic of Computer
- (iii) G.I.S & Spatial Planning
- (iv) Remote Sensing
- (v) Law & Revenue
- (vi) Socio- Economic Research
- (vii) Disaster Mitigation & Management
- (viii) Gender Budgeting
- (ix) Urban Planning
- (x) Heritage Conservation and regeneration

**5.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 second at the time of each promotion or at least 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 course & seminar.

## **6.Training Plan:**

Training Plan on the basis of training need analysis on separate need for different categories of employees is enclosed herewith at Annexure-“B”.

## **7.Training Manager:**

In order to review & ensure monitoring of training plan, the Town & Country Planner (HQ) has been designated as Training Manager, and the State Town Planner has been appointed as Nodal Officer.

## **8.Creation of Training Head and provision of budget for Training**

### **Purposes:**

In pursuance to Himachal Pradesh State Training Policy, 2009 circulated by the Govt. 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, “S.O.E.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. 2.31 lac. has been earmarked / allocated in favour of this Department during the current Financial Year 2011-12.

**DETAIL OF SANCTIONED, FILLED & VACANT POSTS IN THE TOWN  
& COUNTRY PLANNING DEPARTMENT, HP AS ON 01-07-2011**

<b>Sr No</b>	<b>Name of Post</b>	<b>Total Sanctioned posts</b>	<b>Filled Posts</b>	<b>Vacant Posts</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4</b>	<b>5</b>	<b>6</b>
1.	Director	1	1	-	-
2.	State Town Planner	1	1	-	-
3.	Town & Country Planner	8	8	-	-
4.	Asstt.Town Planner	14	1	13	-
5.	Planning Officer	19	13	6	-
6.	Supdt.Gr.I	1	1	-	-
7.	Law Officer	1	1	-	-
8.	Tehsildar	1	1	-	-
9.	Research Officer	2	2	-	-
10	Supdt.Gr.II	2	1	1	-
11	Personal Assistant	1	1	-	-
12.	Sr.Planning Draughtsman	13	7	6	-
13	Junior Engineer	29	17	12	-
14	Draughtsman	5	4	1	-
15	Sr.Scale Stenographer	1	1	-	-
16	Sr.Assistant	11	11	-	-
17	Research Assistant	2	2	-	-
18	Jr.Assistant	13	13	-	-
19	Field Investigator	3	1	2	-
20	Jr.Draughtsman	22	21	1	-
21	Surveyor	2	2	-	-
22	Steno Typist	15	10	5	-
23	Driver	7	7	-	-
24	Clerk	14	11	3	-
25	Ferro Printer	3	3	-	-
26	Patwari	19	14	5	-
27	Peon	16	16	-	-
28	Process Server	1	1	-	-
29	Chowkidar-cum-Sweeper	7	7	-	-
30	Chainman	24	24	-	-
31	Sweeper	1	1	-	-
	<b>Total</b>	<b>259</b>	<b>204</b>	<b>55</b>	

## Staffing Structure of Town &amp; Country Planning Department:

Technical		Non Technical	
Officer	Officials	Officer	Officials
State Town Planner	Sr. Planning D/Man	Superintendent. Gd.I	Superintendent.- Gd.II
Town & Country Planner	Jr. Engineer		Sr. Assistant
Assistant Town Planner	Draughtsman		Jr. Assistant/Clerk
Planning Officer	Jr. Draughtsman		Personal Assistant
<b>Research officer</b>	Research Assistant		Sr. Scale Stenographer
Law officer	Field Investigator		Steno –Typist
Tehsildar	Surveyor		Driver
	Patwari		Process Server
	Ferro-Printer		Peon
			Chowkidar -cum- Sweeper
			Chainman
			Sweeper

## Annexure "B"

## TRAINING PLAN

Sr. No.	Name of the Post	Provision for recruitment as per R&P Rules		Nature of duties	Training Proposed			Duration	Training Institution	
		For Direct Recruitment	For Promotion		Initial Level i.e. prior to promotion or at the time of induction to Class III Post	After 5 years/ before promotion	After 5 year / before promotion			After 5 year/ before promotion
1	2	3	4	5	6	7	8	9	10	11
1.	Class –IV (Process Server , Peon, Chainman, Chowkidar -cum- Sweeper)	-	10% by promotion to class-III categories	Delivery of dak files, cleanliness of Tables/ Chairs & Watch & Ward of office etc.	Basic Computer on M.S Word Office Procedure Diary & Dispatch or should be able to handle Ferro-Printing Machine/ Engg. Plan Printer.	-	-	-	2 weeks	Intra Deptt.

Sr.No.	Name of the Post	Provision for recruitment as per R&P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For Promotion		Initial Level i.e. prior to promotion or at the time of induction as Clerk	After 5 years/ before promotion as Jr Asstt./Sr. Aqsstt.	After 5 year / before promotion as Supdt. Gr-II	After 5 year/ before promotion as Supdt. I		
2	Clerk	90% from amongst the applicants who have passed 10+ 2 exam.	10% from amongst Class –IV officials having passed 10+2 with 5 years service in the grade.	Dairy Dispatch, Prep. of bills , Estt. Matter & typing work.	Basic Computer course on M.S. Word . office procedure & 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 to service financial Rules	-	-	I Week	HIPA
							Office Procedure & Financial Administration basic computer course on M.S. Excel & Internet	-	I Week	HIPA
								Office Procedure & Financial Admn.	3-4 days	HIPA

Sr.No.	Name of the Post	Provision for recruitment as per R&P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For Promotion		Initial Level i.e. prior to promotion or at the time of induction to the post as Steno Typist.	After 5 years/ before promotion as Sr. Scale Stenographer	After 5 year / before promotion as P.A.	After 5 year/ before promotion as Supdt. I		
3.	Steno Typist	100% from amongst the applicants who have passed 10 <sup>th</sup> or 10+2 with Shorthand speed:60 word per min. in typing and Knowledge of words processing in computer	-	To assist the officer in the disposal of typing work.  To attend Telephone.	Basic Computer Course on M.S. word	-	-	-	2 week	Intra Deptt.
						Computer course on M.S. Excel and access	-	-	1 week	HIPA
							Certificate course on Power Point Presentation & E-Governance, Internet ,SMS Gateway ect.	-	1 week	HIPA
								Office Procedure & Financial Administration	1 week	HIPA

Sr.No.	Name of the Post	Provision for recruitment as per R&P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For Promotion		Initial Level i.e. prior to promotion as JDM	After 5 years/ before promotion	After 5 year / before promotion	After 5 year/ before promotion as		
4	Ferro Printer	-	100% by promotion from amongst Class – IV officials having passed 10 <sup>th</sup> with 5 years service & should be able to handle the Ferro Printing Machine (FPM) & Engg. Plan Printer(EPP)	To Print the map of Development Plans / Schemes on Ferro printing Machine Engg. Plan printer	Basic training to handle and maintenance of EPM/EPP	-	-	-	1 week	Intra Deptt.

Sr.No.	Name of the Post	Provision for recruitment as per R&P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For Promotion		Initial Level i.e. at the time induction as F.I.	After 5 years/ before promotion as Research Asstt.	After 5 year / before promotion as Research Officer	After 5 year/ before promotion as		
5	Field Investigator	100% from amongst the applicants having passed B.A. in Science/Arts with Economics, Statistics / Math	-	To conduct survey for collection of data for preparation of Development plan/ Scheme	Techniques of Socio-Economic Research.	-  Certificate course on M.S. Word access, excel.	-  -  Certificate course on Power Point Presentation & Internet	-  -  -  Research Methodology and operational Research.	One month  2 weeks  1 week  2 weeks	Intra Deptt.  HIPA  Intra Deptt  HIPA/ Other Govt Institution

Sr.No.	Name of the Post	Provision for recruitment as per R&P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For Promotion		Initial Level i.e. prior to promotion as D/Man or at the time of indication as JDM	After 5 years/ before promotion or induction as D/Man	After 5 year / before promotion or induction as Sr. planning D/man	After 5 year/ before promotion as Planning Officer by SPD/JEs		
6.	Jr. D/Man	80 from amongst candidate having passed Matric or Higher Secondary Part-I with at least 2 years certificate course in trade or D/Man.	20% from amongst the Ferro- Printer as pointed out above.	Preparation of drawings of Development Plans Sectors plans/ Scheme.	Basic Computer course on M.S. Word.	-  Basic training on computer and Auto Cad	-  -  Auto Cad and GIS Certificate Course	-  -  GIS Training	1 week  2 weeks  3 weeks  6 weeks	Intra Deptt.  HIPA  Intra Deptt/ I.T. Deptt.  HIPA/Remote Sensing Institute, Dehradun/ BISAG

Sr.No.	Name of the Post	Provision for recruitment as per R&P Rules		Nature of duties	Training Proposed				Duration	Training Institution
		For Direct Recruitment	For Promotion		Initial Level i.e. prior to promotion or at the time of induction as P.O.	After 5 years/ before promotion or induction as ATP	After 5 year / before promotion or induction as TCP	After 5 year/ before promotion as Planning Officer by STP		
7	Planning Officer	20% from applicants having Degree/ Diploma in Architect ect.	80% from SPD/J.E. with 5 years service in grade and 5% by transfer from officials having AITP Degree.	To prepare DPS , Sector Plan/ Scheme .  To dispose off P.P. cases up to 150 sqm. And to dispose off other misc. Technical jobs.	i)GIS training of supervisory level in case of promotees  ii) Disaster mitigation & management  iii) Gender budgeting  iv) Office procedure & financial Admn. And Law & Revenue . In case of direct recruit recruits	-  -  -  -	-  -  -  -	-  -  -  -	2 months.  1 week  1 week  I week	HIPA, IISM  HIPA, NIDM  HIPA  HIPA

						i) Remote Sensing (For Promotees)	-	-	3 week	Indian Institute of remote sensing Deharadun, IISM
						Urban Planning;-				
						a) Planning ecology & management	-	-	One month	HIPA
						b)land economics & management	-	-	1 week	HIPA,IIPM
						c) Disaster mitigation & management	-	-	1week	HIPA, NIDM
						d) GIS & spatial planning	-	-	3 week	Indian Institute of remote sensing Deharadun, NRSC, BISAG, AISA&G, IISM
						ii) Office Procedure & Financial Management ( for director appointees) and Law & Revenue.	-	-	1 week	HIPA
							1.Urban Planning;-	-	2week	HIPA/ IIPA
							a) Planning & management	-	1 week	HIPA/ BISAG
							b) Heritage conservation and regeneration	-		

							c)Disaster mitigation & management	-	3 days	HIPA/ NIDM
							d) Gender budgeting	-	3days	HIPA/ other Govt Institution
							2. Right to Information Act.	-	2 days	HIPA/ other Govt Institution
							a)Decision making course in urban planning,		1 week	HIPA/ BISAG,
							b)Advance GIS & Spatial planning		2 weeks	Indian Institute of Remote Sensing Deharadun,NRSC , AISA, IISM
							c)E - Governance		3days	HIPA/ BISAG

**HIPA: HIMACHAL PRADESH INSTITUTE OF ADMINISTRATIVE , IISM:INDIAN INSTITUTE OF SURVEYING & MAPPING,HYDERABAD, NIDM :NATIONAL INSTITUTE OF DISASTER MANAGEMENT , NEW DELHI, IIPA: INDIAN INSTITUTE OF PUBLIC ADMINISTRATIVE, NEW DELHI BISAG :BHASKARACHAYRA INSTITUTE OF SPACE APPLICATIONS & GEO-INFORMATICS, GUJARAT**

**NRSC : NATIONAL REMOTE SENSING CENTER, HYDERABAD,AISA : ARYA BHAT INSTITUTE OF SPACE APPLICATION & GEO-INFORMATICS,SHIMLA**