SPIPA
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Sardar Patel Institute of Public Administration

Annual Report
2013-14

THE CHIEF SECRETARY, Government of Gujarat

Gujarat has ear marked Good Governance as the most essential component of its growth. Good Governance has been considered an integral part of our nation. The State has set an example pan India and worldwide by implementing innovative and proactive governance models through incessant efforts in building capacity of its workforce at all levels of state governance. In these efforts, State Administrative Training Institute plays key role in ensuring value-driven, transparent and effective governance to the citizens of the State.
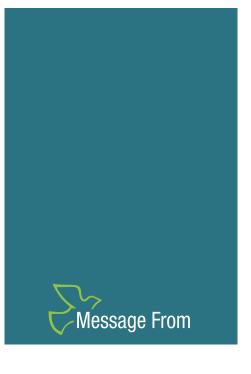
Sardar Patel Institute of Public Administration (SPIPA), Gujarat, the apex training institute of Gujarat Government has been playing critical role as a nodal training arm imparting training to government functionaries. The trainings offered by the Institute encompass comprehensive and wide-ranging subjects including Public Administration, Urban Governance, Ethics in Governance, Good Governance, Use of Technology in Governance and Inclusive Growth for better governance. This autonomous Institute has done commendable work and continues to innovate and offer new training programs every year. Their notable achievements in building capacities of the State work-force include training programs targeted in improving rural development initiatives of the government, implementation of Right to Information Act and management of government departments for effective governance. The Government has provided regular funding support to meet SPIPA's requirements and demands for achieving the objectives of the Institute every year. The active board members of SPIPA provide their guidance and support in all the initiatives of the Institute. I hope that these efforts will fulfill the objectives of 'Gatishil Gujarat'.

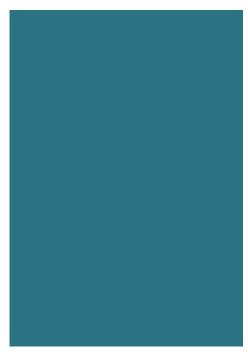I wish the Institute all the best in its future endeavors.

D. J. Pandian, IAS

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Message From

THE DIRECTOR GENERAL, SPIPA

I present the Annual Report of SPIPA for the year 2013-14.

We, at SPIPA, have come a long way in continuing to make concerted efforts for improving and providing better training facilities with commitment and sincerity. We are grateful to our Board of Governors headed by the Chief Secretary for providing us regular guidance and support.

In the past five decades of SPIPA's existence, it has evolved as a nodal agency and apex body for providing training to the government staff working at various levels, so as to improve provision of public services and provide better administration. We have earnestly served our mission and shall continue our efforts to provide quality training so as to groom professional, humane and citizen-centric government work force. This is central to our existence following the vision of Late Sardar Vallabhbhai Patel.

SPIPA's state-of-the-art infrastructure, modern library with latest books and publications, qualified faculty, latest technology enabled training rooms and well-furnished hostels make the Institute an ideal place for learning. Our redesigned website and our social media presence on Facebook and Twitter make our outreach and interaction with the world better.
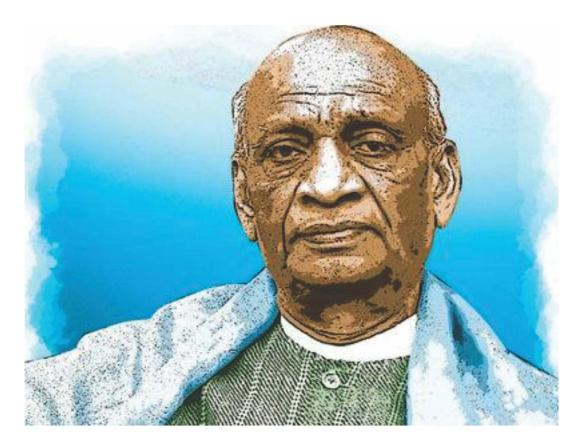
SPIPA strives to pursue excellence by undertaking cutting edge research and constantly engaging with sector experts and industry. The human resource at SPIPA strongly believes in our core values of quality, dedication and honesty. We are constantly involved in bringing innovations to our pedagogy and program package, so that we remain relevant and contemporary.

On behalf of SPIPA family, I thank you for placing faith in us.

Jai Hind!

Vipul Mittra, IAS

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"Faith is of no avail in absence of strength. Faith and Strength, both are essential to accomplish any great work."

• Sardar Vallabhbhai Patel

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OUR GENESIS

SPIPA : THE APEX TRAINING
INSTITUTE OF GUJARAT

Named after the Iron Man of India,
the Sardar Patel Institute of Public Administration,
popularly known as SPIPA,
was established in 1962 as the apex training institute of
the state to train government functionaries.
The Institute was renamed as Sardar Patel Institute of Public Administration in 1974.
It became an autonomous body (registered under the Societies Registration Act, 1860) in October 2004,
so as to gain essential flexibility in fulfilling its role and meeting the expectations of the State Government.

OUR GENESIS

SPIPA: THE APEX TRAINING INSTITUTE OF GUJARAT

The Institute is strongly committed to development of human capital. It provides state-of-the-art training in public administration, rural development, human development, urban development, public private partnerships (PPPs), Panchayati Raj and related areas so as to enhance the competence of government Functionaries and, thereby, help realize the vision of ideal governance. It also enables a constructive interface between the government & all the stakeholders outside the government to attain the ultimate goal of good governance.

SPIPA derives inspiration from the Ashoka Chakra, the symbol of ideal governance. The Chakra has 24 spokes, each of which stands for a vital characteristic of good governance.

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Peacefulness Patience Magnanimity Goodness Faithfulness Selflessness Self-control Self sacrifice Courage Love Faith & Hope The "Fear" of God Spiritual Wisdom Moral Values Spiritual Knowledge Sympathy Empathy Humility Gracefulness Mercy Justice Righteousness Gentleness Truthfulness

Mere good governance is not enough; it has to be pro-people and pro-active. Good governance is putting people at the center of development process.

Shri Narendra Modi

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Sardar Patel Institution of Public Administration

Our Vision

"To emerge as a Centre for Excellence in governance and citizen centric public administration."

Our Mission

SPIPA is established to impart training to all the departments and offices of the State Government; and for this purpose it assesses the training and skill up-gradation needs for various categories of officials.

I suppose leadership at one time meant muscles; but today it means getting along with people.

Mahatma Gandhi

Our Key Objectives

- To bring together various State Government institutions desiring to share resources of common infrastructure for implementing the Common Training Policy
- To provide foundation training to the new recruits of the State Government, conduct pre-service and in-service training to Gazetted and non-Gazetted officials at all levels - be it at secretariat, departmental or district level
- To organize customized training programs, seminars, conferences, discussions, workshops, lecture series on diverse subject
- To assess training needs and devise course structures for various State Government Departments, Boards, Corporations, Local Self Government Bodies and NGOs
- To design programs for preparing meritorious students for civil service examination
- To organize training programs for Panchayati Raj Functionaries of state on issue related to government functioning and public administration
- To organize training programs, seminars, conferences, discussions, dissertations, exhibitions, research studies, field surveys, workshops etc. for officials & non officials of NGOs
- To establish and maintain libraries and publications for information and awareness on public administration
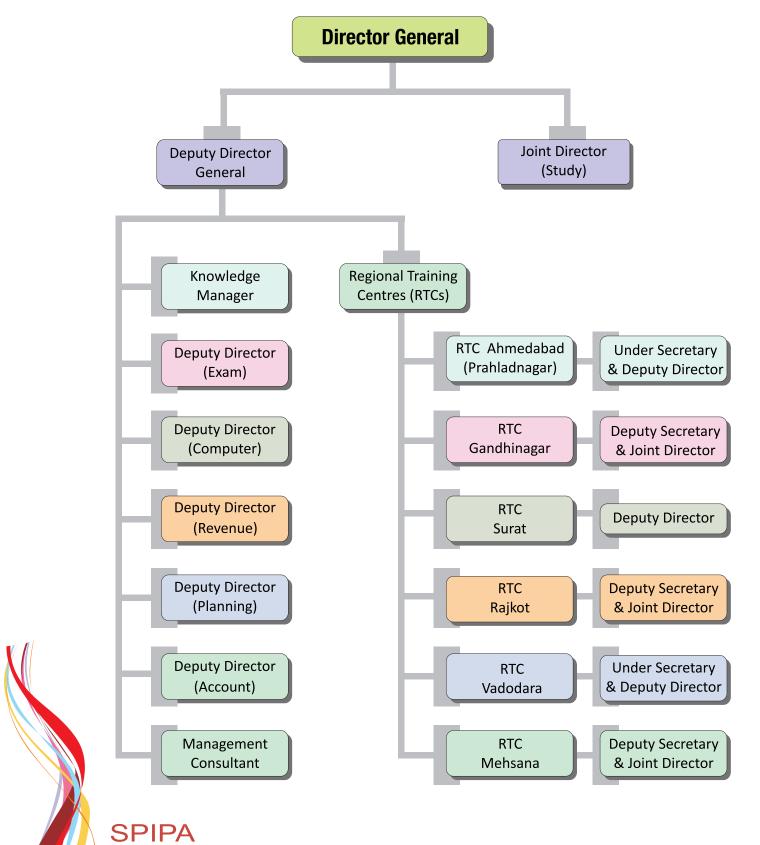
State Training Policy

The Government of Gujarat has accepted training as an effective tried-and-tested tool for performance enhancement of its personnel. The State Training Policy 2004 forms the guiding document to provide 'Compulsory Training' of public servants at SPIPA or any other recognized training institution. SPIPA has been relentlessly pursuing the effective implementation of the State Training Policy

Our Advantage

SPIPA has emerged today as the nationwide platform for sharing and exploring new possibilities in improving governance. The campus and facilities at SPIPA offer the perfect ambience for studies, discussions and research.The institute is unique in its ability to draw out experts from each field to supplement the efforts of its in-house faculty. SPIPA also boasts of distinguished alumni serving the country in their respective fields and enjoying satisfying careers. It thrives to devise on strong economy through transformation of government functionaries into human capital by facilitating specialized training according to varied needs. All in all, SPIPA with its campus, facilities and strategic location represent an institution that is characterized by dynamism and commitment to its objectives

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Director General

- Deputy Director General
- Joint Director (Study)

Under Deputy Director General:

- Knowledge Manager
- Deputy Director (Exam)
- Deputy Director (Computer)
- Deputy Director (Revenue)
- Deputy Director (Planning)
- Deputy Director (Account)
- Management Consultant

- Regional Training Centres (RTCs)
  - RTC Ahmedabad (Prahladnagar) — Under Secretary & Deputy Director
  - RTC Gandhinagar — Deputy Secretary & Joint Director
  - RTC Surat — Deputy Director
  - RTC Rajkot — Deputy Secretary & Joint Director
  - RTC Vadodara — Under Secretary & Deputy Director
  - RTC Mehsana — Deputy Secretary & Joint Director

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Members of Board of Governance

1 **Dr. Varesh Sinha, IAS**
Chief Secretary,
Office of the Chief Secretary, Block No. 1,
Sardar Bhavan, Sachivalaya, Gandhinagar

2 **Shri K. Shrinivas, IAS**
Secretary (Personnel),
General Administration Department, Block No. 7,
Sardar Bhavan, Sachivalaya, Gandhinagar

3 **Shri Pankaj Kumar, IAS**
Principal Secretary (ARTD),
General Administration Department, Block No. 7,
Sardar Bhavan, Sachivalaya, Gandhinagar

4 **Shri Hasmukh Adhia, IAS**
Principal Secretary
Finance Department, Block No. 4,
Sardar Bhavan, Sachivalaya, Gandhinagar

5 **Shri Rajesh Kishor, IAS**
Additional Chief Secretary
Health & Family Welfare Department, Block No. 7,
Sardar Bhavan, Sachivalaya, Gandhinagar

6 **Shri Rajkumar, IAS**
Principal Secretary,
Agriculture & Co-operation Department,
Block No.- 5, Sardar Bhavan,
Sachivalaya, Gandhinagar

7 **Shri Poonamchand Parmar, IAS**
Principal Secretary,
Panchayat, Rural Housing &
Rural Development Department, Block No. 8,
Sardar Bhavan, Sachivalaya, Gandhinagar

8 **Shri V. Thirupuggas, IAS**
Secretary & Commissioner,
Rural Development Department, Block No. 8,
Sardar Bhavan, Sachivalaya, Gandhinagar

9 **Shri S. S. Rathore**
Principal Secretary,
Roads & Buildings Department, Block No. 14,
Sardar Bhavan, Sachivalaya, Gandhinagar

10 **Shri Pankaj Kumar, IAS**
Director General,
Sardar Patel Institute of Public Administration,
Opposite ISRO, Satellite Road, Ahmedabad

11 **Shri Samir Barua**
Director,
Indian Institute of Management,
Vastrapur, Ahmedabad

12 **Shri B. C. Patel**
Deputy Secretary (ARTD),
General Administration Department, Block No. 7,
Sardar Bhavan, Sachivalaya, Gandhinagar

13 **Shri K. K. Nair**
Executive Director,
Ahmedabad Management Association,
Near IIM, Vastrapur, Ahmedabad

14 **Shri R. K. Tripathi, IAS**
Director General,
Mahatma Gandhi Labour Institute,
Near Manav Mandir , Drive in Road, Ahmedabad

15 **Dr. Mukul Shah**
Vice Chancellor (In-charge)
Gujarat University, Navrangpura, Ahmedabad

16 **Dr. Niti Mehta**
Director,
Sardar Patel Institute of Social & Economic
Research, Economic Research,
Drive-in Road, Thaltej Tekra, Ahmedabad

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17 Shri R. G. Joshi
Deputy Secretary & Financial Advisor,
General Administration Department
Block No. 2, 7th Floor, Sardar Bhavan,
Sachivalaya, Gandhinagar

18 Shri Dinesh Patel, IAS
Deputy Director General & Member Secretary,
Sardar Patel Institute of Public Administration,
Opposite ISRO, Satellite Road, Ahmedabad

19 Dr. N. Ravichandran
Director,
Indian Institute of Management, Indor
Prabandh Shikhar, Rau-Pithampur Road, Rau,
Indor-453331 (Madhya Pradesh)

20 Shri VRS Cowlagi (Retired IAS)
Plot No. 809, Panchasheel Park,
Sector 21, Gandhinagar

21 Shri Vinaya Sahastrabuddhe
103, Surabhi Society, Green Road,
Luiswadi Area, Thane (West), Mumbai

22 Smt. Krishna Shastri
Dean,
School of Interior Designer,
CEPT University, Navrangpura, Ahmedabad

23 Shri Manoj Soni
Vice Chancellor,
Dr. Babasaheb Ambedkar Open University,
R. C. Technical College Compound, Opposite
Gujarat High Court, S. G. Road, Sola, Ahmedabad

24 Shri Vishal V. Sharma
Vishabh Business Services,
Church Gate Chambers,
Mumbai

25 Shri J. Mahapatra (Retired IPS)
B/39, Sun City, Spring Medows Bungalows,
Bopal, Ahmedabad

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SARDAR PATEL INSTITUTE
OF
PUBLIC ADMINISTRATION
AHMEDABAD

Members of Executive Committee

1 Shri Pankaj Kumar, IAS
Director General,
Sardar Patel Institute of Public Administration,
Opposite ISRO, Satellite Road, Ahmedabad

2 Dr. R. Bannerji, IAS
Chief Executive Officer,
Gujarat State Disaster Management Authority,
Block No.-11-12, 5th Floor,
Udhyog Bhavan, Gandhinagar

3 Shri V. Thirupuggas, IAS
Secretary & Commissioner,
Rural Development Department,
Block No.- 16, 3rd Floor,
Dr. Jivaraj Mehta Bhavan, Gandhinagar

4 Shri R. N. Pandya
Director,
Directorate of Economics & Statistics,
Sector 18, Gandhinagar

5 Shri Sachin Oza
Executive Director,
Development Support Center, Marutinandan Villa,
Near Government Tube well, Bopal, Ahmedabad

6 Shri Bharat Patel
Deputy Secretary (ARTD -1),
General Administration Department,
Sachivalaya, Gandhinagar

7 Smt. Kavita Sheth
(In-charge) Joint Director & Member Secretary,
Sardar Patel Institute of Public Administration,
Opposite ISRO, Satellite Road, Ahmedabad

8 Smt. S. S. Gavande
Deputy Director (Accounts),
Sardar Patel Institute of Public Administration,
Opposite ISRO, Satellite Road, Ahmedabad

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Core Team and Other Officers at SPIPA

Sr.	Designation	Name of Member	Period
1.	Director General	Shri Arvind Agarwal, IAS Shri Pankaj Kumar, IAS	01/04/2013 to 01/05/2013 02/05/2013 to 31/03/2014
2.	Deputy Director General	Shri P. A. Shah, IAS (Charge) Shri Dinesh Patel, IAS (Charge) Shri S. L. Amrani, IAS	01/04/2013 to 29/04/2013 30/04/2013 to 14/02/2014 24/02/2014 to 31/03/2014
3.	Joint Director (Study)	Shri J. M. Acharya Shri Dinesh Patel, IAS (Charge) Shri G. C. Brhambhatt (Charge) Smt. Kavita Sheth (Charge)	01/04/2013 to 30/04/2013 02/05/2013 to 14/11/2013 25/11/2013 to 10/12/2013 21/12/2013 to 31/03/2014
4.	Knowledge Manager	Smt. Shabana Kureshi (Charge)	01/04/2013 to 31/03/2014
5.	Management Consultant	Shri Bharat Patel (Charge) Smt. Sonal Solanki	01/04/2013 to 06/09/2013 07/09/2013 to 31/03/2014
6.	Deputy Director (Revenue)	Smt. Kavita Sheth	01/04/2013 to 31/03/2014
7.	Deputy Director (Exam)	Smt. Beena Bhatt	01/04/2013 to 31/03/2014
8.	Deputy Director (Planning)	Shri A. R. Chaudhari Smt. Sonal Solanki (Charge)	01/04/2013 to 28/02/2014 01/03/2014 to 31/03/2014
9.	Deputy Director (Accounts)	Smt. Sonal Gavande	01/04/2013 to 31/03/2014
10.	Deputy Directors (Computer)	Smt. Shabana Kureshi (Charge)	01/04/2013 to 31/03/2014
11.	Office Superintendent	Shri Ajay M. Patel Smt. P. U. Trivedi (Charge)	01/04/2013 to 04/01/2014 06/01/2014 to 31/03/2014
12.	Librarian	Ms. Sanjeevani Rajput	01/04/2013 to 31/03/2014
13.	Rector	Shri N. B. Ghoda Shri A. M. Patel (Charge) Shri R. C. Desai	01/04/2013 to 13/08/2013 14/08/2013 to 30/08/2013 31/08/2013 to 31/03/2014
14.	Registrar	Smt. J. P. Trivedi	01/04/2013 to 31/03/2014
15.	Executive Officer (Good Governance)	Smt. P. U. Trivedi	01/04/2013 to 31/03/2014
16.	Section Officer (Exam)	Shri R. C. Desai Smt. Trupti H. Shah	01/04/2013 to 30/08/2013 31/08/2013 to 31/03/2014
17.	Internal Audit Officer	Shri P. H. Patel	01/04/2013 to 31/03/2014
18.	Research Officer	Smt. Sonal Solanki	01/04/2013 to 06/09/2013

WINGS

OF

SPIPA

The Premise

For a state advancing with leaps and bounds into an era of rapid progress and development, a continual updating of skills is the sine qua non for its governing workforce. The capacity to become an instrument of change requires personal betterment and the necessary knowledge to translate vision into action. It is with this mandate that SPIPA has chalked out a multitude of training programs, in order to equip government functionaries to serve the citizens to their utmost satisfaction. It also undertakes research and surveys in its Centre for Good Governance and State Institute of Rural Development.

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Wings of SPIPA

SPIPA, as the apex training institute, has set up various dedicated centres within its organization.

Civil Service Study Centre

To fulfil the government's objective of driving the state's youth towards a career in the civil services, SPIPA's Civil Service Study Centre imparts comprehensive training to the youth of Gujarat who aspire to succeed in the highly competitive UPSC exam and join the civil services, be it the IAS, IPS, IFS, IRS etc. For this, SPIPA lays a host of facilities at their disposal: expert faculty equipped to train the aspirants to clear all three levels of the exam, a well stocked library containing all relevant study material and publications, exclusive and dedicated Reading Rooms open round-the-clock, financial aid for meritorious students from economically weaker backgrounds, comfortable accommodation at reasonable rates, a serene and tranquil campus, accommodation in Gujarat Bhavan, New Delhi for candidates appearing for the interview, etc.

State Institute of Rural Development

The State Institute for Rural Development (SIRD) has emerged as a Centre of Excellence in Panchayati Raj and Rural Development, providing specific training programs for development at the grassroots. The task of the SIRD is to facilitate the efforts of the Government in the rural development sector by improving the knowledge, skills and attitudes through trainings, workshops and seminars. The SIRD also does detailed analysis of the best practices and innovations to ensure that these can be studied, replicated and put to use. The SIRD also does research and documentation on various projects.

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Centre For Good Governance

The Gujarat Centre for Good Governance is a unit within SPIPA engaged in research, evaluation, documentation and training. It strives to promote the spirit of public service and skill up-gradation through constant monitoring. Given the diversities within our country, challenges in governance and public administration are bound to increase manifold. SPIPA conducts skill development programs for government officials at various levels. These programs focus on up-skilling and morale boosting of the officials. Research and documentation is also conducted in the Centre for Good Governance in projects sponsored by the State Government, Government of India and other organizations.

In addition, SPIPA works through its six Regional Centres situated at Ahmedabad, Vadodara, Rajkot, Surat, Mehsana and Gandhinagar. The six Regional Centres undertake the following activities:

- Pre Service Training for Clerks and training for Peons for Promotion to Class III
- Training for Secretariat Staff (Class II and III) in Departmental Proceedings
- Training in Reservation Policy, Roster Operation, Government Purchase etc. for Class III officials
- Program on Office Systems for Class IV Staff
- On Demand programs for Boards and Corporations and Government Departments.
- EDP programs for Class III officials
- Customized programs as and when demanded

The other training and development programs undertaken at SPIPA include:

Foundation Courses

Foundation courses are arranged for direct recruit officers to orient them for their new duties. The underlying aim is to educate them in government laws, rules and regulations, policies and functioning, as also to foster greater co-operation and co-ordination among various categories of officers by building an environment of togetherness and team spirit. These programs are offered to IAS, GAS Class-1, Mamlatdar, Taluka Development Officers, Accounts cadre officers and gazetted officers of various departments such as Sachivalaya cadre, Agriculture, Cooperation etc. It is mandatory for the entry level officers to undergo this training.

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EDPs (Executive Development Programs)

In order to excel at work, it is necessary to be physically and mentally healthy and sport an optimistic attitude. It is also important to be abreast of the times. SPIPA offers 'soft skills' courses to help government officials enhance their personality and deal with their duties in a more positive way. The aim is to develop an efficient and vibrant public administration system by instilling its executives with skills of professionalism, the ability to cope with change and efficient workplace management.

CCC + Training

The Government of Gujarat has made the Certificate Course on Computer Concepts (CCC+) training compulsory for its officers to remain at par with changing trends in Information Technology. In order to expose government officials to the latest in the field of Information & Communications Technology (ICT), SPIPA offers training in CCC+, GSWAN and other computer related programs. These courses are aimed at enhancing organizational efficiency by making optimum use of information technology and computers.

Government Of India Sponsored Programs

Sponsored by various departments of the Government of India, such as the Department of Personnel & Training, Department of Administrative Reforms & Public Grievances, Ministry of Panchayati Raj, Ministry of Rural Development and the Ministry of Urban Development, these programs are in the nature of in-service training and cater to multiple needs of government officials. Personality development, stress management, management of change etc. are some of the important topics addressed under these courses.

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Customized Training Programs

SPIPA offers tailor made training courses, seminars and workshops to meet the specific requirements of government offices. The programs are designed after a preliminary training needs analysis, jointly conducted by the department/office concerned and representatives of SPIPA. The underlying idea behind this endeavor is to help each department realize its full potential through targeted inputs. Private Banks, NGOs, and private institutions can also avail these specialized programs.

Training In Effectively Implementing The RTI Act

This training program for capacity building of government officers as information providers has been devised for realizing the spirit of the Right to Information Act, 2005. SPIPA is renowned not only within the state of Gujarat but also at the national level as a strong authority in this area. The core faculties of SPIPA are actively involved in imparting training to Public Information Officers and Appellate Authorities on various aspects of the RTI Act. The State Government gives SPIPA separate annual grant for this activity.

Departmental Exams

The State Government has notified SPIPA as the institution for conducting departmental examinations. These examinations fall under three major categories:

- Pre-service examinations as part of training of directly recruited gazetted officers
- Departmental exams for promotions
- Exams for CCC+

In addition, SPIPA also conducts examinations for many government offices for their recruitment purposes.

Branches of SPIPA

SPIPA has carried out its principal activities through its 12 branches and 6 Regional Training Centres situated in Ahmedabad, Gandhinagar, Vadodara, Surat, Rajkot and Mehsana. SPIPA works on the principle of increasing its attention to the training of officials who are to perform administrative functions in public 'interest'.

The Success of Teamwork

Coming together is the beginning, keeping together is progress and working together is success.

Henry Ford

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1 Management Consultant Branch

Management Consultant branch works as per Government of India guidelines providing several training programs in areas of Basic Administration, Ethics and Values for Public Governance, Life after Retirement etc. during the year 2013-14. 20 training programs of Government of India were organized in which total 534 officers participated in these programs. These training programs were conducted for state government Class 1 and Class 2 officers from various departments such as Animal Husbandry, Education, ESIS, Panchayat, Statistics and Bureau, Agriculture etc.

The branch successfully organized 2 week special training program for Institute of Secretariat Training and Management (ISTM) for 35 secretaries of Government of India. The branch also organized national level program for National Academy of Indian Railways (NAIR).

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2 Research Branch

During the 2013-14, 145 RTI Act related training were conducted in which 9774 trainees were trained.

The Research branch organized RTI workshops at district and taluka level during the year. In these programs PIO/ APIO / AA of Gujarat Government as well as public representatives were trained and study material was also distributed to them for creating awareness about the RTI Act. The branch also initiated reaching out to people through print media and 11 advertisements were published in Gujarati and English newspapers to spread and promote RTI Act 2005. 20,000 pocket books (for guidance only) on RTI Act 2005 have been printed for trainees.

The branch also organized 1 Day RTI workshop for employees of various government departments, officers of Finance Department, Gujarat Vidhansabha, GMDC, Gujarat Tourism Corporation, Uttar Gujarat Vij Company Limited and Paschim Gujarat Vij Company Limited, Municipal Corporation of Surat, Vadaodara and Ahmedabad, Medical College of Bhavnagar etc.

1 day RTI Awareness Training was organized for students of different colleges.

The branch also organized 6 GOI training programs on various subjects including Positive attitude and Positive thinking, Team Building and Motivation, Man and Time Management. A workshop was arranged at SPIPA in May 2013, chaired by Mr. Manoj Joshi, Joint Secretary, Department of Personnel and Training, Government of India in which 32 government officials from different departments of state and representatives of NGOs participated.

The branch had also organized training programs for probationer officers for IES and IAS.

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3 Establishment Branch

SPIPA possesses a very well-conceived and requisitely constructed infrastructure. SPIPA, with its infrastructural facilities and lush green flora and fauna enlivens the atmosphere, thus creating a perfect academic ambience. The infrastructure work of SPIPA is separately carried out under the establishment branch. The Establishment Branch works on infrastructure up-gradation and up-keeping, other services like appointments, transfers, promotions, pay fixations, allowance and reimbursement, maintenance of various registers like muster, leave, issues related to court and legal matters etc.

During this year, this branch undertook the activity of renovating 24 hostel rooms, thus creating rooms with latest and modern facilities. The renovation work is entrusted to famous organization in Architecture sector, CEPT University. Construction of 2 air-conditioned rooms for students preparing for civil service examinations was also undertaken by this branch.

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4 Examination Branch

The Examination Branch is an indivisible and distinct organ of SPIPA which effectively organizes different types of exams and conducts various training programs sponsored by GOI and GOG. Apart from the regular exams, this branch also conducts examinations for other Government offices / Boards / Corporations on payment basis. All stake holders recognize SPIPA as a reliable and efficient agency for conducting examinations.

SPIPA accepted the challenge of conducting competitive exams for Direct Recruitment of Class-III employees in various government departments/corporations. The process was initiated in May 2012 with 656 applicants and by the year 2013-14, SPIPA had conducted 45 competitive exams for different cadres of government offices/corporations with 34045 candidates. Offices like Commissioner of Fisheries, Gandhinagar Municipal Corporation, GRIMCO, Commissioner of Geology and Mining, D-SAG, Director of Libraries and Gujarat State Tribal Development Residential Educational Institutional School have entrusted SPIPA with the responsibility for conducting the competitive exams. For the competitive examinations, the question papers are set according to the requirement of concerned department/offices. After completion of examination, the result is generated as per merit and seat number and sent to the concerned department/offices within seven to ten days of conducting the examination. The branch had conducted all these competitive examinations effectively within a short time span. Apart from helping the government fill up the vacant posts by conducting exams, it also generates considerable revenue for the institute.

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SPIPA is the examining body for holding departmental examinations which fall under 4 categories:

I	Pre-Service/Departmental exam for Gazetted officers and Class III employees
II	Tailor made departmental exams for government employees
III	Exams for CCC+
IV	Competitive exams

It is also the examining body for holding pre-service training and departmental examination for promotions. During 2013-14, the branch conducted 11 pre-service and departmental exams in which 1697 employees appeared. The branch also conducted 6 pre-service and departmental exams during 2013-14 for 518 candidates. The pre-service exams were conducted for class IV employees of secretariat/other than secretariat offices/panchayat department for promotion.

The branch co-ordinates and monitors all the Regional Training Centres for conducting departmental examination and pre service training for class III and class IV employees of non-secretariat cadres and panchayat services.

The branch also conducted 63 CCC+ exams in which 7280 employees appeared out of which 4418 candidates cleared the exam.

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5 Computer Branch

In year 2013-14 the computer branch organized various training programs as below:

I	CCC+ Training Programs
II	Computer Security Awareness
III	Project Management
IV	Training Programs for Central Election Commission

A total of 38 training programs were conducted by the branch, thus training 1469 participants. 17 CCC+ training programs were conducted each of 12 days. A Project Management training was organized covering 22 man-days in year 2013-14. For Central Election Commission, 15 various programs were also conducted.

The branch also started a new training Program named 'Computer Security Awareness' for secured computing and providing knowledge of the Information Technology.

The branch installed Video Conferencing facility at SPIPA and 4 other Regional Training Centres at Rajkot, Surat, Vadodara and Ahmedabad. This will help to live telecast lectures from SPIPA to other regional centres. This live telecast training was started from 12th December, 2013.
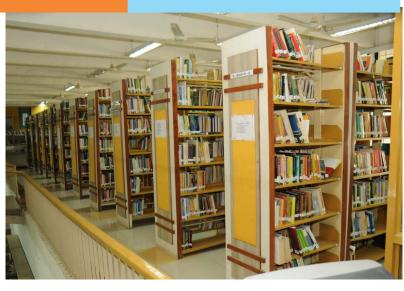
Computer branch successfully revamped SPIPA's website in year 2013 -14. It also created it presence on Facebook, Twitter and YouTube for reaching out to masses. Installation of Wi-Fi in campus area was also carried out.

6 Library :
The knowledge factory

SPIPA has 1424 library members including general members, staff members, government officers and IAS study centre and CGRS students. SPIPA library has a collection of 50,163 books, 80,000 government publications and text books, 108 journals, magazines and 18 newspapers in 3 languages, 66 CDs and 66 audio cassettes.

SPIPA library is spread over approximately 5165.41 sq. ft. space. The library has collection of Print, Digital and media resources of public administration, rural development, local self-government, disaster management, humanities and social science to fulfill teaching, learning and the administrative needs of the institute. Library manages its database using SOUL 2.0 software.

The library also provides internet and computer system to users for web browsing and accessing e-resources subscribed by the library.

SPIPA publishes a bi-monthly newsletter 'Gyandeep' which provides insights into activities undertaken at SPIPA and other training institutes of the state. The in-house journal 'Nirnay' is also published bi-annually which consists of articles from practitioners, academicians and experts in their respective field for the specific theme selected for each issue.

7 Hostel

The SPIPA hostel gives accommodation to the trainees and students providing enabling environment for learning and repose. The hostel is managed by competent staff and they are known for their hospitality and care provided to occupants. SPIPA has two hostels, one is Men's hostel which consists of 84 Rooms and the other one is for Women which consists of 15 Rooms. Hostel building has two dining halls i.e. VIP dining hall with 40 person capacity and general dining hall with a capacity of 90 persons at a time. The hostel dining hall plays important role in terms of hospitality & reception. Occasions like New Year day, Republic day, Independence Day and Farewell of staff members are celebrated at SPIPA and hostel plays vital role at such instances.

It also has two gymnasiums with latest equipments and a trainer who helps participants maintain their diet plan and health. Indoor sports facilities like table tennis, carom etc. are also available.

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8 Accounts Branch

The Accounts branch conducted various training programs on rules and regulations of the subject related to accounts and administration. During this year, 8 Executive Development Program trainings were conducted on different subjects and 5 customized programs on e-procurement were conducted by the branch. The branch also conducted Foundation Training of 45-60 days for newly recruited government officers. Under this program, total 263 trainees were trained in 5 batches. Officers of Horticulture department, Agriculture department and Employment and Training department participated in these training programs.

Accounts branch also conducted one customized training program for MD/Directors working on board of PSUs of the state. In this program, subjects like Company Law, Annual Accounts, Listing of companies, provisions related to Audit, Income Tax/Corporate Tax, Borrowing and government guarantee and roles and responsibilities of Directors were covered.
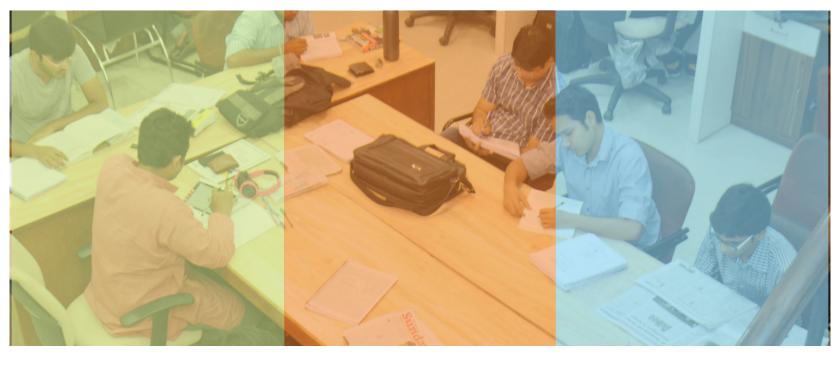
9 SPIPA IAS Study Centre

Gujarat is the state of Entrepreneurs and a small number of young talent aspire to take Public Administration as a career. In 1992, Sardar Patel Institute of Public Administration took lead in training the youth of Gujarat who aspire to join Civil Services like IAS, IPS, IFS, etc. SPIPA offers full time training for the preparation for UPSC Civil Services Examinations.

There are 2 programs running under the IAS Study Centre:

1. Orientation program for UPSC Civil Services Examination (On-campus & Off-campus)

2. Preparation Program for UPSC Civil Services Examination

The facilities provided by SPIPA for these students include training under experts and experienced faculty; library with all necessary materials like books, publication and electronic material for preparation and reading rooms with all facilities SPIPA also provides financial assistance to the students who belong to families of low income group. In addition,

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SPIPA provides comfortable accommodation facility to every student at a negligible cost.

The study centre has gained popularity over the years and has strengthened itself over the last two decades. The centre has received a total of 10,424 applications so far and more than 100 candidates have been selected in civil services from the centre.

This year, SPIPA took new initiative in providing training through video conferencing to candidates at the regional training centres across the state.

The SPIPA IAS study centre conducted orientation course (on-campus and off-campus) during the year for the students to provide them information, awareness and motivation to take up the Civil Services Examinations. The course is free of cost for all the participants. The centre also reached out to participants through Satellite Communication in association with Bhaskaracharya Institute for Space Applications and Geo-Information (BISAG).

BISAG provides specialized services and solutions in implementing map-based Geospatial Information System. BISAG undertakes all services for the entire process of implementing an enterprise level GIS system. These services includes GIS database design and development, map creation/updating and finishing, data migration/conversion and format translation, software development and customization, system integration and technical consulting.

BISAG also provides complete GIS solutions which bundle hardware and software with GIS system development services.

BISAG offers comprehensive GIS/PHOTOGRAMMETRIC solutions over large geographical areas. These include solutions and services in the areas of mapping, cartography, imaging, photogrammetry and utility/environment resource management. BISAG provides solutions based on Remote Sensing using multi-spectral data, for specific applications like agricultural crop monitoring, watershed management, forest fire mapping etc.

So, through satellite communication (Sat-Com) in BISAG, SPIPA arranged lectures by which nearly 75,000 participants benefited.

During the year 2013-14, the centre conducted orientation course as follows:

Year	Venue	Total No. of Courses	Total Participants
2013 - 14	On-Campus	3	840
2013 - 14	Off-Campus	11	2589
2013 - 14	Sat-Com	3	75,000

As a result of the training provided by SPIPA, 11 candidates successfully cracked UPSC civil service examination 2012.

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Sardar Patel Institute of Public Administration
Civil Services Study Center

UPSC CIVIL SERVICES EXAM 2012
Result - Date – 3 May 2013 (Friday)

SUCCESSFUL CANDIDATES

Shri Sagili Shan Mohan
Rank - 132
Optional Subjects
1 - Management
2 - Sociology

Shri Bhorsing Yadav
Rank - 328
Optional Subjects
1 - Public Administration
2 - Geography

Shri Dharmendra Herma
Rank - 439
Optional Subjects
1 - Sociology
2 - Gujarati Literature

Shri Vyomesh Sheth
Rank - 587
Optional Subjects
1 - History
2 - Gujarati Literature

Kum. Komal Ganatra
Rank - 591
Optional Subjects
1 - History
2 - Gujarati Literature

Shri Vipul Chavada
Rank - 597
Optional Subjects
1 - Medical Science
2 - Public Administration

Shri Karanraj Vaghela
Rank - 702
Optional Subjects
1 - History
2 - Gujarati Literature

Shri Kartik Saresa
Rank - 717
Optional Subjects
1 - Gujarati Literature
2 - Management

Shri Kiran Chhatrapati
Rank - 836
Optional Subjects
1 - Geography
2 - Gujarati Literature

Shri Jyantilal Solanki
Rank - 952
Optional Subjects
1 - History
2 - Gujarati Literature

Shri Aniruddh Ambaliya
Rank - 980
Optional Subjects
1 - History
2 - Gujarati Literature

10 Executive Development Program (EDP) Branch

SPIPA has been incessantly working towards development and knowledge up-gradation of government employees in the state. The EDP branch provides training to government officers and employees on various subjects including speedy service delivery, court procedure and handling litigations, roster policy and implementation of programs etc. The courses were sponsored by the state government of Gujarat and central government of India. All the programs were successfully organized and SPIPA provided excellent facilities including expert faculty, training material and exposure during the programs.

In September 2013, SPIPA organized a seminar on mid-career interaction between armed and civil services officers on "Cyber Security and Crime". In this seminar, 31 participants participated from armed police officers and civil service officers.

As per the guidelines of Indian government, EDP branch made the plan of National Training Policy, 2012 and submitted it to the Government of Gujarat.

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11 Centre for Good Governance

Good Governance is one of the main objectives of SPIPA right from its inception. Under growing diversities and challenges that the governance and public administration face in current context, SPIPA's Centre for Good Governance makes continuous efforts towards improving governance and public administration and instill a feeling of proactive governance. The centre established in 2006, has strived to promote spirit of social service and boost the morale of government officials with the efforts of skill up-gradation, capacity building etc. It has conducted various training programs, workshops and seminars to promote good governance in the state.

This centre is engaged in providing training at all levels of the governance, conducts research, evaluation and documentation of projects sponsored by the State Government, Central Government and other reputed institutions and organizations.

The various important programs conducted by the centre during 2013-14 as follows:

- Public Private Partnerships (PPPs) Training Programs Under National PPP Capacity Building Program (NPCBP): Public Private Partnerships (PPPs) are seen by Central Government and State Governments as a critical pillar in their strategy for improving services in infrastructure sectors including social infrastructure like health and education. Keeping this in view, Department of Economic Affairs has developed the National PPP Capacity Building

Program (NPCBP). SPIPA had tied up with IDFC, New Delhi to conduct PPP programs in different nagarpalikas of the state for officials having little or no experience of undertaking PPPs under the scheme of NPCBP. SPIPA organized eight programs on awareness and sensitization course. The courses were aimed at enhancing the target participants' overall understanding of PPPs.

- Human Development Training Program: SPIPA conducted programs on Human Development (HD) this year in the months of July 2013 and March 2014. The program was conducted for the Engineers, Doctors, Officers of Government of Gujarat of various departments/organizations like R and B, ESIS, Sardar Sarovar Narmada Nigam Ltd., SRTC (Walmi), District Panchayat, Central Design Organization etc. It was aimed at overall development of human being and the training modules were designed to suit the current scenario of human development so that participants can easily understand the content and remain updated as well. Extensive use of techniques like group discussions, brainstorming sessions and class exercises was highly appreciated by the participants as these activities gave them practical orientation of the course. The motivational videos taught them important lessons of life.

- WTO Seminar on "Negotiations in Agriculture and Non-Agricultural Market Access (NAMA)": SPIPA was

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declared as the nodal institute in the state on WTO and FTA related matters by Government of Gujarat on 30th April, 2012. As a nodal institute, SPIPA is responsible for conducting research and organizing seminars/training programs/workshops on trade related matters relevant to the state. To fulfil the above responsibility, a WTO seminar on 'Negotiations in Agriculture and Non-Agricultural Market Access (NAMA)' was organized this year in collaboration with FICCI - Gujarat State Council and Centre for WTO Studies, IIFT, New Delhi. The seminar had participants from Government of Gujarat, Agricultural Universities, private corporate sector, consultants and journalists. The aim of the seminar was to acquaint the stakeholders including policy-makers in government with the theory and practice of WTO Negotiations in Agriculture and Non-Agricultural Market Access (NAMA), disputes and solutions in trade of agricultural products, tariff structures in agriculture etc. that are in place. The seminar gave first-hand exposure to the theory and practice of WTO negotiations.

- Projects in Collaboration with FICCI: Based on the inputs received during the Seminar "Impact of WTO and FTAs on Gujarat" held in 2012, two projects namely 1) Compilation of data on industry/product-wise associations/trade bodies in the state in agriculture, industry and service sectors and 2) Prepare a list of WTO related incentive schemes of the State Government had been undertaken by SPIPA in the FY 2012-13 and were assigned to FICCI. The first Project has been completed this year and second is under process and expected to get completed during first quarter of FY 2014-15.

- JnNURM Program: SPIPA, in association with IDFC organized training program to address the supply side of capacity building needs of Urban Local Bodies (ULBs) and parastatal agencies across all cities under Jawaharlal Nehru National Urban Renewal Mission (JnNURM). Training was imparted to the employees of Nagarpalikas and Municipal Corporations across the state for their skill building in areas of Financial Management and Public Private Partnership.

- Workshop in Collaboration with CIPS, Hyderabad: SPIPA has entered into MoU with Centre for Innovations in Public Systems (CIPS), Hyderabad to promote innovative culture for transforming creative ideas into sustainable practices. The aim is to disseminate knowledge of new ventures and best practices in administration along with diffusion of innovations in the areas of education, health, e-governance and urban governance. In line with this mandate, SPIPA conducted one workshop on "Innovative Practices on Health" participated by government doctors and officials of health sector.

- Lecture Discussion with US Consul General, Mumbai: SPIPA conducted a lecture discussion on the subject "U.S. India – Economic Relations and Bilateral Trade" at the institute during which Mr. Peter Haas, US Consul General in Mumbai, addressed issues including trade relations between both countries and provided new dimensions towards exploring and strengthening the bilateral relations between US and India.

- Kisan-e-Setu Project: The project, 'Kisan-e-Setu', is an organized wireless internet-based solution for farmers. Ministry of Personnel, Public Grievances and Pension, Department of Administrative

Reforms and Public Grievances, GoI, New Delhi sponsored documentation of "Kisan-e-Setu - Reaping an Innovative 'Agro-E-Link' for Farmers" Project under CBPR Program. SPIPA had completed the task of documenting this project during the year. The report documents the process of how to use Information Technology in the field of agriculture and thus gain information related to crop management. In the long run, this would help farmers to achieve economic sustainability and reduce crop failure in absence of adequate and timely information.

12 State Institute of Rural Development (SIRD)

The State Institute of Rural Development (SIRD) is the state apex body for Training, Research and Consultancy functions in the Rural Development and Panchayati Raj Department. It works as an autonomous organization under the Rural Development and Panchayati Raj Department of Government of Gujarat.

Mission : SIRD serves its mission to impart training on multi-faceted disciplines namely Rural Development, Panchayati Raj, Human Resources Development, Poverty Alleviation, Women Empowerment, Watershed Development, Decentralized Planning, Consumer Protection and Human rights to State Officials, Peoples representatives, NGOs and Panchayati Raj Institution Personnel.

State Institute of Rural Development undertakes research and project works:

- To evolve idas and concepts appropriate for rural development activities and to formulate policy alternatives.

- To bring about development in the sphere of appropriate technology for strengthening the qualitative aspects of the production of rural artisans.

- To create an awareness of the potentialities of modern management service as a major instrument for rural development.

- To take up such other programs incidental to rural development as may be found necessary from time to time

SIRD undertook more than 1100 training programs during 2013-14, in the areas of Watershed Development, Livelihood Promotion, MNREGA, Use of Technology for Rural Development, Effective

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delivery by Panchayati Raj Institutions and PESA. Details of the various training programs provided during the year are given below:

- **Trainings for Watershed Development Team (WDTs):** 9 different kinds of training programs were designed and completed for WDTs on various subjects like Basic Training Course in Integrated Watershed Management Program (IWMP), Behavioral Aspects in IWMP, Account and Record Keeping in IWMP and Training of Trainers &Master Trainers. The design of the training program included field visits to orient participants on watershed technical & non-technical aspects of IWMP, Promotion of Agriculture based livelihoods and practical experience on conducting Participatory Rural Appraisal (PRA). The trainings were participated by agriculturists, community mobilizers, engineers, data entry operators and accountants working in the WDT.

- **Training for officers of Indira Awaas Yojana (IAY) and Gujarat Livelihoods Promotion Company (GLPC):** Core faculty - Plant Science handles mainly training programs for Indira Awaas Yojna and Gujarat livelihood Promotion Company.

  The trainings for GLPC included:

  ‣ Alignment of Mission Mangalam Yojna and NRLM

  ‣ Induction Training for officers of GLPC

  ‣ Training for GLPC staff on SHG concept & management, Micro finance, Agriculture and Animal husbandry, Cottage & Rural services

  ‣ Administrative Trainings on Government Procedure, Finance Management, RTI & LAQs

  ‣ Soft skill Trainings including team building & leadership & time management

  ‣ Technical Training for housing construction

with disaster resistance measures

  ‣ Administrative training for Administration and Accounts Procedures

All the trainings are conducted with training modules prepared by SIRD in vernacular language. Various modules prepared are as follows:

(1) NRLM – Training module for Cluster coordinator training on SHG concept and management

(2) NRLM – Training material for bank linkages and management

(3) Module for Cluster Resource Persons on "SHG concept and management"

(4) Leadership and Team building

(5) Operational guidelines of Indira Awaas Yojna 2013

(6) Manual on Awaas Soft

(7) Module for Shram-yogi training

(8) Brochure for educating and awareness on Government Schemes and Yojanas for Shram-yogi
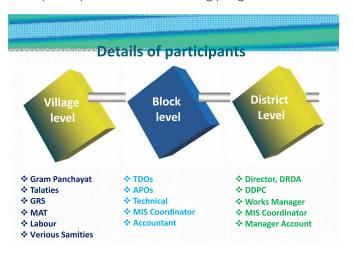
The participants for the above training programs included State, District, Block, Cluster (NRLM Cluster coordinator and Cluster resource persons) and Village community (Shramyogi).

- **Training programs under The Mahatma Gandhi National Rural Employment Guarantee Act, 2005 (MGNREGA):** The mandate of the MGNREGA Act is to provide at least 100 days of guaranteed wage employment in a financial year to every rural household whose adult members volunteer to do unskilled manual work. There are two types of implementers in the MGNREGS. One is the Technical and the other is the Administrative & Accounting. SIRD conducted trainings for both the groups; For technical we included training on civil construction related subjects like preparation of estimates for the work, technical sanctions, execution of work, supervision of work, and

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preparing bills for payment. The training programs included class room and field based inputs. Other important part of MGNREGA is the Administrative and Accounting and training on subjects like capacity building and awareness generation, planning for annual action plan and preparation of labour budget, payments of wage, record maintenance, management information systems (MIS), transparency and accountability including social audit and partnership with civil societies. The pedagogy included group discussions, role play, film shows, simulation games and case studies.

The participants in these training programs included:

Details of participants

Village level	Block level	District Level
❖ Gram Panchayat	❖ TDOs	❖ Director, DRDA
❖ Talaties	❖ APOs	❖ DDPC
❖ GRS	❖ Technical	❖ Works Manager
❖ MAT	❖ MIS Coordinator	❖ MIS Coordinator
❖ Labour	❖ Accountant	❖ Manager Account
❖ Verious Samities		

- Training programs under Backward Region Grant Fund (BRGF), Panchayats Extension to the Scheduled Areas (PESA) and Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) & E-Panchayat: Core faculty Social Science handles training programs and projects for Backward Region Grant Fund, Rajiv Gandhi Panchayat Sashaktikaran Abhiyan, Panchayat Extention to the Schedule Areas and E-Panchayat funded by Ministry of Panchayati Raj, National Institute of Rural Development (NIRD) and Department of Personnel Training under Government of India and Government of Gujarat.

(1) Backward Region Grant Fund (BRGF): The main focus of BRGF is linking all cader personnel to enhance their efficiency and lead towards growth of their territories through responsibilities and functioning. BRGF functions as a missing link in the scheme having less fund or non availability of fund. The trainings in this area included:

▶ Functional trainings
▶ TOT on BRGF
▶ District, block and cluster level training on BRGF
▶ Basic Functional Course

▶ Basic skill building for planning and implementation
▶ Technical Inputs through Computer Training

(2) Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) trainings: The main focus of RGPSA is for strengthening and empowering the Panchayats. The activities and trainings in this area included:

▶ Training Need Assessment and module development
▶ Report & Documentation of Training
▶ Basic Computer Application Course for elected representatives
▶ Rural Development Flagship Programs-

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Integrated Training (BRGF, PESA, RGPSA, MGNREGA, IAY, Watershed, NRLM, IWMP)

▶ PRA, Different Methods & Social Mobilization for Project Planning, Monitoring & Evaluation

▶ Effective Research & Research Methodology & Documentation DoPT, GOI

(3) **Panchayats Extension to the Scheduled Areas Act (PESA):** Special Support on PESA Gram Panchayats was provided through trainings and workshops in following areas:

▶ A State Level Workshop on "Effective Implementation of Panchayats Extension to Scheduled Areas (PESA) Act-1996"

▶ TOT on "Effective Implementation of Panchayats Extension to Scheduled Areas (PESA) Act-1996"

▶ TOT on Effective Implementation of IEC On PESA

▶ Phase wise Orientation Program at Gram panchayat level:

✓ First phase - 200 trainings, covering 35862 persons

✓ Second phase – 266 trainings, covering 50,000 persons

(4) **E-Panchayat:** In E-Panchayat 11 applications were used to train people to bring decentralization, accountability and transparency in the functioning of Panchayati Raj Institutions. After preparing a successful module including all applications, Regional Trainings on these applications were conducted, Master Trainers were trained as well as ToT were organized. These applications were already launched but they were not implemented effectively so far. During these trainings theoretical as well as practical knowledge was provided to participants. An input for policy level implementation of software was made during the trainings. The valid suggestions after the discussion of faculties and all the participants were forwarded to GOI though state for making software easy and for its efficient functioning. Gandhinagar and Ahmedabad districts were chosen for PRIA Soft and Plan Plus & Action Soft respectively as pilot projects. District, block and village level officers and technical persons were trained by SIRD at field level in their respective Gram Panchayat office. The trainings included:

▶ Technical trainings: Panchayat Enterprise Suite(PES) applications

▶ Local Government Directory

▶ Area Profiler

▶ Plan Plus

- PRIA Soft, Action soft
- National Asset Directory
- Service Plus & Grievance Redressal
- Social Audit and Meeting Management
- Training & Skill Management
- National Panchayat Portal
- GIS

- Training programs under Basic Computer Application Course for elected representatives: The Main objective of this training program was to train participants to know basic features about computers, its various parts and the importance of typing and saving the documents. The training on basic computer skills to Elected Representatives included following topics
  - Introduction To Computers
  - What is Computer?
  - Different Parts of computers
  - Introduction to Windows
  - Microsoft Word
  - Microsoft PowerPoint
  - Internet & Email

- Training program on Geo Informatics under the guidance of NIRD: Centre for Geo Informatics Application in Rural Development is working under the guidance of NIRD, Hyderabad from 2005 at SIRD - SPIPA, Ahmedabad. The first phase of

the project was for 5 years duration from 2005 to 2009, and then extended by 5 more years from 2009 to 2013. The centre works to support Watershed Development projects by providing information through Satellite Images and set up GIS facilities at the state level. The various training programs under the centre included:

- Basic GIS Application Course
- Geo Spatial Technology for Planning, Implementation and Monitoring of MGNREGS Projects
- Basic Computer Application Course for Watershed Staff
- Workshop in SwaRsys software for IWMP

The centre provides training on use of tools and application techniques of GIS, Remote Sensing, ICT, GPS and details of Software and data relating to spatial data, planning, monitoring, and decision making. The training also includes orientation on operating methodologies and various inbuilt features to use GIS in local level planning and decision making processes of MGNREGS. The Centre provides special emphasis on use of Open Source Software so as to make the use and deployment of Geo-spatial technologies cost effective. The techniques of Digital Image Processing of Satellite data, Integration of various thematic layers, extraction of information and handholding of GPS systems are imparted during the training program.

- Training Techniques And Methods At SIRD: Training programs at SIRD are handled professionally and in a systematic way. It starts with Training need assessment, preparation of modules based on needs identified, completion of trainings with after training follow-ups and finally documentation of

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success stories and case studies. The pedagogy includes Ice-breakers, Demonstrations, Small group discussions, Plenary group discussions, Simulation, Brainstorming, Role-play, Assignment/ Exercise, Games, Film/video clips, Individual exercise, Debates, Energizers, Case studies, Quiz, Storytelling and Panel Discussions.

- **Training Materials Prepared During The Year:** All the trainings at SIRD are conducted with in-house prepared training modules and relevant material. The efforts are made to prepare these materials in vernacular language. The training modules and material developed in vernacular language during the year are:

- ▸ 13 books on different subjects for trainings of Panchayat Raj Institutions
- ▸ Operational guidelines of BRGF
- ▸ Training Manual on the Provisions of the Panchayats (Extension to the Scheduled Areas) Act 1996
- ▸ Manual on Micro Planning for Gram Panchayats
- ▸ Integrated Gram Panchayat Micro Planning an Effective tool for Decentralization
- ▸ Brochures and leaflets for awareness of PESA among community members

- **Exposure Visits Organized During The Year:** Study Tour of Officials of Government of Assam on PRI System in Gujarat: With a view to making Assam Panchayati Raj System better, three senior officials of Ministry of Panchayati Raj, Assam came on study tour of Gujarat to understand the successful three tier system and development work undertaken through panchayats in Gujarat State. Their meeting was held with Shree Bhupendrasinh Chudasma, Hon. Minister of Panchayati Raj, Gujarat. The Hon. Minister appreciated SIRD for making an overview of success and development of Gujarat to the people of other states. The team from Assam were taken to see E-Gram Panchayat centre in Sachivalaya and Vavol E-Gram Panchayat. They also visited Gram Panchayats of Surat District including Baben Gram Panchayat of Surat District acknowledged by the state government as one of the best Gram Panchayats in Gujarat. They visited Amul Dairy (Anand), one of the most successful co-operative model in Asia.

- **Exposure Tour from Himachal Pradesh for IWMP in Gujarat:** IWMP officials from Himachal Pradesh including officers from project implementation agency, up-sarpanch, sarpanch, BDC members

visited Gujarat to learn about implementing the IWMP, process and operational guidelines followed in Gujarat including various types of innovative soil and moisture conservation practices.

Additional Projects Handled By SIRD during 2013-14

- UNICEF Project for Nirmal Bharat Abhiyan: SIRD had performed noticeable achievements during first phase of the project and it carried out activities the following areas:

(1) Module Developmentfor Induction Training of Nirmal Dootthat included conducting Rapid TNA & series of consultations from state to grass root level.
(2) Conducted 2 Induction Trainings for 70 Nirmal Doot for Nirmal Bharat Abhiyan to test the module at grass root level.
(3) Validation of Training Module (Induction Training for Nirmal Doot) at State Level in presence of State head and representatives of UNICEF.
(4) Conducted 4 Regional courses "TOT for Induction Training Course of Nirmal Doot" and trained 120 Trainers to shoulder the responsibility to carry forward this training in cascading mode.

In the second phase, following activities were undertaken:

(1) "Hand holding Support & Monitoring during Induction Training Course of Nirmal Doot"
(2) Training of Trainers for selected trainers "Review, Orientation & Use of IEC Tools"
(3) Demonstrative Training for Nirmal Doot "Review, Orientation & Use of IEC Tools"

- Workshop on Capacity Building Strategy for IWMP in Gujarat: The workshop was held from 10th to 13th

September, 2013 at Environment Sanitation Centre-SUGAD, Gandhinagar. It was organized by SIRD in collaboration with NIRD and GSWMA. To achieve the broad representation and experiences from all districts, GSWMA and SIRD had collectively identified the participants for the workshop. The participants were Technical Experts, MDTs and representatives from Capacity Building Institutions.

The specific objectives of the workshop were:

▶ To develop a vision for the future capacity building program in terms of module and strategy
▶ To brainstorm ideas and issues related to the training system
▶ To develop a common understanding for the training system & module among CB institutions and DWDUs,
▶ To facilitate inter-learning from each other's experience on strategy, methods and tools

The workshop was structured around a series of small group discussions and plenary feedback sessions that were guided by experts. Eminent Speakers like Shri Manikant, Professional expert - GSWMA, Dr. S S P Sharma- Professor and Head, NIRD-CWLR, Shri Ramchandrudu-WASSAN, Hyderaband, Shri Hemant Pinjan - WOTR, Rajasthan, Shri Sachin Oza - Executive Director - Development Support Center, Shri Binoy Acharya- Founder Director - UNNATI and Ms. Kirtida Vora-Consultant and Trainer were share their views and draw the workshop in desired direction.

- Training program on Agri-based livelihood and Value chain: Watershed works for the rural livelihood in

which most important livelihood remains in Agriculture. How to strengthen agri-based livelihood more and what is value chain in which we can be helpful to the farmers for the betterment of their livelihood. Four days program includes the field work at market – APMC and field visit at the village based institution called Producer Company of farmers.

- **Workshop on IEC development in IWMP:** The workshop was organized in consultation with GSWMA to develop different kind of IEC material under IWMP. The workshop exercised the different strategy, type of IEC material and target community for three phases of IWMP i.e. preliminary phase, implementation phase and consolidation phase.

- **Workshop on SWaRsys software Implementation:** SWaRsys is the IWMP software for execution of Watershed project online. All DWDU of Gujarat using this software for data entry and GIS Maps. Watershed project approval to execution of the projects should be done through the online software process. SIRD had arranged workshop for above three districts in which how implementation of the projects should be done by this application and different functionality of the software was covered. Practical hands on each module of the software were done online and data entry issues related to it solve during the workshop. Workshop was arranged for 3 days with 31 participant and 93 man days.

Notable Achievements during 2013-14

- **SATCOM programs for MGNREGA Act:** The Mahatma Gandhi National Rural Employment Guarantee Act is a "People's Act" which was prepared after several consultations with civil society and to provide fundamental right to life with dignity. There is a need to build up the capacity and sensitivity of stakeholders in implementing this Act and envisioning this particular need SIRD has planned a training program through SATCOM for different stakeholders of MGNREGA with an objective to impart the skills and sensitivity of planning and implementation under MGNREGA. This training is transmitted from the studio at BISAG, Gandhinagar and received at receiving centers at DRDAs, Taluka Panchayats, BRC Bhavans and Gram Panchayats equipped with SATCOM receiving facility. The training is through an interactive media platform where participants can ask questions and clarify their doubts.

- **Bharat Niraman Volunteers (BNV) motivated & trained:** SIRD is nodal state level agency for flagship concept of Lab to Land Initiative & Bharat Nirman Volunteers (BNV) Strategy for Ministry of Rural Development, Government of India. We have registered 14000 plus BNVs in our state. There is no provision to give monetary benefits to volunteers for any kind of services they provide to the villagers. It is difficult to sustain their motivation to serve for long run without rewards.

SIRD has worked to overcome this constraint by offering 'Skill Development Training' for only BPL - BNVs at National Institute of Rural Development, Hyderabad. SIRD is helping District Administration for review, orientation & selection of BNVs for Skill Based Training. In 2013-14, SIRD provided exposure to 126 BPL BNVs (sponsored by SIRD) in six batches at Hyderabad to various units making soaps, herbal products, pearls jewelry, paper bags, soya products and bee keeping. This has helped raise confidence of 126 BPL volunteers for social services and have acquired knowledge to share with people back in their neighborhood.

- **National level Workshop for Program Adviser Group (PAG), MGNREGS:** A workshop was organized by MoRD, NIRD and SIRD with PAG to discuss ways to increase participation of vulnerable groups in the MGNREGS and the need to develop mechanisms and processes that will proactively reach out to these groups and increase their participation in the program. In light of this, it was decided that a National Resource Group on Vulnerable Groups in MGNREGA will be set up with following terms of reference:

  ▶ Identifying barriers to inclusion, discrimination and other difficulties faced by vulnerable groups such as the aged, single women, people with disabilities, particularly vulnerable tribal groups, nomadic tribes, bonded labourers and artisan

  ▶ Identifying changes in provisions required to ensure that vulnerable groups have access to job cards

  ▶ Drawing up a list of works that arc more inclusive of vulnerable groups'

  ▶ Identifying changes in rules, schedule of rates and other processes so as to include and support vulnerable groups to access work in MGNREGA works

  ▶ Identifying on-site and off-site services and facilities which will actively Support and encourage inclusion, well-being and protection of rights of vulnerable groups and their dependents

  ▶ Any other related matters

- **Workshop on making MGNREGA effective in Gujarat:** A workshop was organized by CRD, Gandhinagar and SIRD, Ahmedabad with NGOs of Gujarat on making MGNREGA effective in Gujarat. The workshop was graced by the Secretary, Rural Development Department, Additional Secretary, Rural Development Department and Director SIRD. Primary objective of the workshop was to deliberate on some of the key aspects related to implementation of MGNREGA in Gujarat and develop a strategy to involve NGOs to strengthen it.

- **Workshop on Inclusion of Postal Department in E-FMS payment of MGNREGA:** One state level workshop was organised for the officers of the postal departments of the State to implement the EFMS properly. EFMS was developed by government to pay the wages to labourers of MGNREGS, directly in the postal accounts and timely also to avoid the delay in payments of labourers. The workshop was organized to sensitize the officers of postal department about the intent of

MGNREGA and its alignment with E-FMS and the advantages to the poor.

- The State Institute of Rural Development (SIRD) will focus on implementation of the training programs related to rural development schemes/projects which are aimed at improving the living standard of rural population. It will also organize trainings for capacity building of elected representatives of Panchayats and Empowerment of Panchayats under Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) and Backward Regions Grant Fund (BRGF).

The village is the cell
of the national body and
the cell-life must be healthy and
developed for the national body
to be healthy and developed

Shri Aurobindo

Programs at a Glance 2013 -14

Sr. No.	Details	Subject	No. of Programs	No. of Participants	Training Man Days
1	Management Consultants		20	534	1602
a.	Training	Life after Retirement	4	92	276
		Basic Administration	11	315	945
		Biodiversity Conservation	2	66	198
		Ethics & Values for Public Governance	3	61	183
2	Executive Development Program (EDP)		5	187	368
a.	Training	Cyber Security & Crime	1	31	92
		HRMS	1	12	132
		Training for Preparation for Comparatives Exams	2	144	144
		Orientation for Central Public Companies Recruitment & Probationary Officers for Students	1	Many Students Participated	
3	Examination Branch		132	43778	40561
a.	Training	Seniority List, Roster Rules and DPC (GoG)	4	152	152
		Rules and Procedures of Accounts and Audit of Municipalities (GoI)	3	86	258
b.	Exams	CCC+	63	7280	4418 (Passed)
		Pre Services/Departmental Exams	11	1697	1170 (Passed)
		Pre Services/Departmental Exams- Payment Base	6	518	518
		Competitive Exams	45	34045	34045
4	Research Branch		154	9810	9810
a.	Training	Training on RTI Act, 2005 (Sponsored by GoI)	98	6252	6252
		Training on RTI Act, 2005 (Sponsored by GoG)	47	3522	3522
		Training Programs at SPIPA & Field Level for IES	1	4 (IES)	4
		Customised Training Programs by GoI	6		
b.	Meetings	Board of Governance			
		Executive Committee Staff Meeting			
		RTC, GAD & SPIPA Officers Meeting	1		

Sr. No.	Details	Subject	No. of Programs	No. of Participants	Training Man Days
c.	Workshop	Pro- Active Disclosure	1	32	32
5	Computer Branch		38	1469	7145
a.	Training	CCC+ Training Programs	17	469	5628
		Computer Security Awareness	5	126	126
		Project Management	1	11	22
		Training Programs for Central Election Commission	15	863	1369
6	Account Branch		19	546	8263
		EDP Training Programs on Different Subjects	8	160	386
		Customised Training Programs on E-Procurement	6	123	139
		Foundation Training for Newly Recruited Government Officers	5	263	7738
7	SPIPA IAS Study Centre		22	92505	92505
		Training for Civil Service Exam	1	100	100
		Training for Civil Services Exam of Various RTC via Video conferencing	1	65	65
		Orientation Program In- Campus	3	840	840
		Orientation Program Off-Campus	11	2589	2589
		Orientation Program through BISAG	4	75000	75000
		Preliminary Exam for Selecting Students for Preparation for IAS - P1	1	6989	6989
		Preliminary Exam for Selecting Students for Preparation for IAS -P2	1	6922	6922
8	Centre for Good Governance		17	531	1040
a.	Training Programs with IDFC	RCBH Financial Management Programs under JnNURM	4	234	468
		PPP Programs under NPCBP	8	171	319
b.	Workshop with CIPS	Innovative Practices in Health Sector	1	47	94
c.	Lecture Discussion with US Consul General, Mumbai	U.S. India – Economic Relations and Bilateral Trade	1	-	-
d.	WTO Seminar in Collaboration with CWS and FICCI	Negotiations in Agriculture and Non Agricultural Market Access (NAMA)	1	39	39

Sr. No.	Details	Subject	No. of Programs	No. of Participants	Training Man Days
e.	Human Development Program, Sponsored by GoI	Human Development Programs	2	40	120
9	SIRD		1095	149319	163287
a.	Training Programs Through SIRD (On & Off Campus)	Training under Watershed	33	987	3303
		Training under MGNREGA	35	2299	3029
		Training under GLPC	44	1072	2942
		Training under BRGF	75	3810	5673
		Training under Lab to Land	51	2069	3760
		Training under GIS	11	197	675
b.	Specific Training Programs through ToT/Master Trainers/Volunteers	PESA Orientation Training	466	85862	85862
		BRGF Training at District, Block] and Village Level	228	16916	16916
		Monitored and Supervised BNVs Programs at District Level Training	150	2510	7530
c.	Training Programs Through SATCOM	Training under MGNREGA	2	33597	33597
10	Regional Training Centre		335	17226	96417
a.	Ahmedabad RTC		39	1656	18177
		Pre-service Training Classes	4	216	9766
		Administrative Development Programs (EDPs)	16	368	1047
		Central Government Recruitment Study (C.G.R.S.) Programs	2	65	5401
		Customized Training Programs	17	1007	1963
b.	Rajkot RTC		39	4347	17935
		Pre-service Training Classes	5	271	10593
		Pre-Service Exam	2	249	498
		CCC+ Training	16	307	3684
		CCC+ Exam		1085	1085
		Civil Service Training Program	1	30	30
		RTI Awareness Programs	15	2405	2045
c.	Vadodara RTC		70	2343	14396
		Pre-Service Training Classes	3	142	6533

Sr. No.	Details	Subject	No. of Programs	No. of Participants	Training Man Days
		GoI Sponsors Trainings	20	631	1861
		EDP Trainings	4	108	255
		Training on Right to Information Act, 2005	6	187	374
		Off Campus Training Programs on RTI ACT, 2005	2	425	425
		CCC+ Training Programs	17	333	3942
		Customized Training Programs	18	517	1006
d.	**Surat RTC**		**103**	**2198**	**8540**
		Training on Right to Information Act, 2005	5	83	166
		CCC+ Training Programs	68	1320	4818
		EDP Trainings	14	189	551
		Pre Service Training Programs	5	244	2643
		Others	11	362	362
e.	**Mehsana RTC**		**31**	**4966**	**18573**
		Pre Service Training Classes	6	579	11381
		EDP Training	1	38	38
		CCC+ Training Programs	17	255	3060
		Training on Right To Information, 2015	1	313	313
		IAS Seminar	6	2852	2852
		CCC+ Exam		929	929
f.	**Gandhinagar RTC**		**53**	**1716**	**18796**
		GPSC & UPSC Awareness Program (Uma Arts & Nathiba Commerce Mahila College)	1	84	84
		Government of India Training Programs	9	204	612
		Customised Training Programs	12	424	1891
		EDP Training Programs	9	208	610
		Training on RTI, 2005	17	532	815
		Pre -Service Training Programs	5	264	14784
		Total	**1837**	**315359**	**412735**

RTC, Vadodara
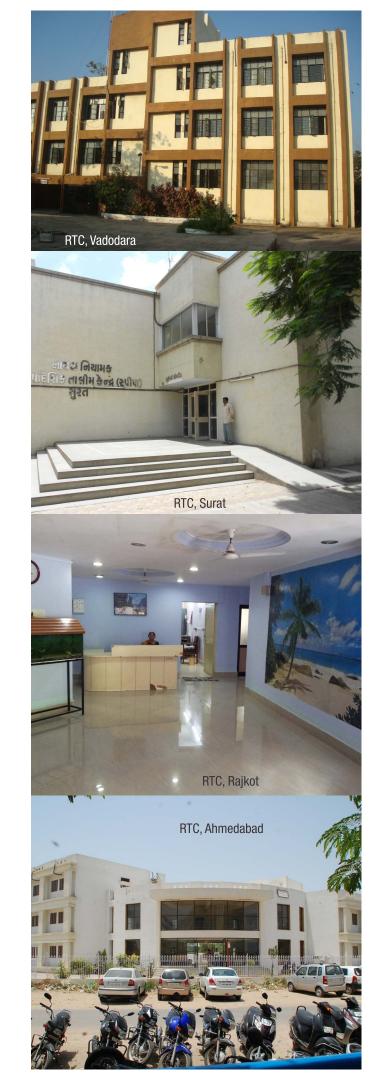
SPIPA REGIONAL TRAINING CENTREs

SPIPA has six Regional Training Centres (RTCs) which are situated at Ahmedabad (Prahladnagar), Gandhinagar, Mehsana, Rajkot, Surat and Vadodara. RTCs offer an assemblage of training programs at regional level.

The major activities of the regional training centres are as follows:

- Pre Service Training for Clerks and training for Peons for Promotion to Class III
- Training for Secretariat Staff (Class II & III)
- Training in Reservation Policy, Roster Operation, and Procurement & Purchase for Clerks & Assistants of Secretariat and Heads of Department
- Program on Office systems for Class IV Staff
- On-Demand Programs for Boards and Corporations & Government Departments

RTC, Surat

RTC, Rajkot

RTC, Ahmedabad

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RTC, Ahmedabad (Prahladnagar)

Ahmedabad Regional Training Centre:

The Regional Training Centre (RTC) at Ahmedabad is housed in a new building at prime location of Corporate Road, Prahaladnagar, Ahmedabad. The state of the art infrastructure and campus location & tranquil environment makes it suitable for trainings, research and learning. During the year, the centre trained over 1650 government employees under different training . Keeping in mind the vision of developing human capital through upgrading knowledge and skills of mainly non-Gazetted employees, RTC - Ahmedabad conducted following training classes.

- **Pre-Service Training Classes:** At RTC in Ahmedabad Pre-service training classes are conducted for class-III and class-IV employees of State Government Offices. Employees appointed in the post of clerks, Clerk-cum-typists and those to be promoted from class-IV to Class-III employees in 5 districts viz. Ahmedabad, Gandhinagar, Kheda, Anand & Mahisagar are trained at in this centre. The 2 months training is imparted by senior Lecturers and subject experts

of the training Centre. Examination oriented test are also conducted to uplift confidence level of employees so that they can appear in the exam without fear.

- **Administrative Development Program (EDPs Class):** Administrative Development Program is conducted for Class-III & Class-IV employees. EDPs classes cover various subjects including General Administration, Office Procedure, Record Management, Stress Management, Record Management, Financial Management, Gujarat Civil Services Rules, Pension & Pensionary Benefits, Disciplinary and Conduct Rules, Purchase Procedure & Contingency Expenditure Rules, Departmental Inquiry, Budget & Planning, Service conditions - Classification & Recruitment Rules, Financial Advances & Delegation of Financial Powers, Corruption Prevention & Administrative Reforms, Pay Fixation and Gujarat Treasury Rules etc. The training is imparted by expert guest lecturers and as per Government Resolution, specific fees are charged for EDP class.

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- **Special Classes on "Right to Information Act-2005":** Special free classes on "Right to Information Act-2005" are being conducted by RTC-Ahmedabad. There is an effort made to design and prepare study material on RTI to be given to trainees.

- **Customized Training Programs:** With a view to meet special training needs of a particular Govt. Department or Institute, RTC-Ahmedabad arranges Customized Training Programs in consultation with particular Department/Institute.

During the year, the Centre undertook several initiatives to upgrade its infra structural facilities which included installation of air-conditioners in all the classrooms, seminar halls, and offices; installation of CCTV cameras to bring the entire campus under surveillance and installation of purified water system for provision of safe drinking water.

Gandhinagar Regional Training Centre:

The RTC, Gandhinagar is also known as Secretariat Training Centre having space of 5638 square feet area. This centre is located at Dr. Jivraj Mehta Bhavan in Gandhinagar. The Centre has 3 well equipped class rooms, 2 AC class rooms with sitting facility for 50 participants per class and an AC computer lab containing 24 computers with a server. The centre has 3 LCD projectors and other audio-video facilities. There is also a well maintained library housed in the centre for use of the pre and in-service trainees. The Centre offers training covering a broad spectrum of subjects for the Class-III and IV employees.

Rajkot Regional Training Centre:

The RTC in Rajkot undertakes training for government employees working in Rajkot, Morbi, Kutch-Bhuj, Bhavnagar, Botad, Jamnagar, Devbhumi-Dwarka, Junagadh, Gir-Somnath, Surendranagar, Amreli and Porbandar. The centre is equipped with hostel facilities both for men and women, a committee hall, 2 air conditioned classrooms with capacity of 50 persons each and a computer lab with 20 work-stations. The training programmes undertaken by the centre during the year include:

Pre-Service Training: In 2013-14, the centre conducted 5 pre service training classes training 271 participants. The centre also conducted 2-pre

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service training exams in which 249 persons participated.

Computer Training (CCC+ Training and Exam): The centre conducted 16 CCC+ training classes during 2013-14 for class-I and class- II officers of Saurashtra and Kutch region. Over 300 trainees participated in the training and 1085 persons appeared for the CCC+ examination conducted by the Centre.

Civil Service Training Program: Civil service training classes were conducted for the first time at the centre and along with it 5 awareness programs were conducted in various colleges and institutions to motivate youth to apply for UPSC.

R.T.I. Awareness Program: Under RTI awareness Program, the centre conducted 15-seminars outside the institute in which total 2405 persons participated.

Surat Regional Training Centre:

This centre had conducted total 103 training during the year 2013-2014. The centre provided services to over 2198 persons in form of training and other services. The centre makes efforts to provide training and training material in vernacular language facilitated through audio-visual facilities and books.

Vadodara Regional Training Centre:

Vadodara where The Maharaja Sayajirao University is located, is the land known for excellent pursuit for education, training and enlightenment with the various training institutes in Vadodara for government, corporate and private sectors. The RTC Vadodara, a sub-centre of SPIPA caters to the need of training to the government employees serving in the seven districts of Central Gujarat, viz. Vadodara, Chhotaudepur, Bharuch, Narmada-Rajpipla, Panchmahal-Godhara, Mahisagar-Lunavada and Dahod. RTC Vadodara has one A.C. Conference room, two A.C. classrooms viz. Mahisagar and Vishvamitri and one video conference room viz. Narmada, each with the seating capacity of 30 participants. It has one A.C. computer lab with latest version of i5 computers and facilities of GSWAN & Internet, with 20.

During the year 2013-14 the centre provided training to 142 persons as part of Pre-service training, to 108 persons as part of Executive Development Program which included special Program on "Departmental Inquiry and Rules of Discipline & Appeal-1971" and on "Gujarat Civil Services Rules-2002, R.O.P. Rules & Office Procedure".

The centre also undertook GOI sponsored training in the areas including:

"Public Distribution System" for 44 trainees
"Disaster and Crisis management" for 19 trainees
"Pension and Pensionary Benefits" for 50 trainees
"Event Management" for 37 trainees
"Stay Fit and Perform Better" for 58 trainees
"Budget and Accounting Procedure" for 23 trainees
"Improvement of Work Environment" for 65 trainees
"Stress and Time Management" for 55 trainees
"Skills for Self Development" for 32 trainees
"Empowerment of Women" for 48 trainees
"Effective Meeting and Facilitation Skills" for 23 trainees

"Stress Management" for 34 trainees

"Efficient Office Management" for 59 trainees

"Communication and Presentation Skills" for 14 trainees

"Physical and Mental Fitness" for 36 trainees

"In Tune With Nature" for 34 trainees

Other training at the centre included:

Training on Right to Information Act, 2005: 6 training on Right to Information Act, 2005 have been conducted in which 187 trainees.

Off-Campus Training Program under RTI Project: 2 training were conducted under RTI Project in the year 2013-14 in which 425 trainees have participated in the Program.

CCC+ Training Programs: Following the E-governance policy of Government of Gujarat, RTC, Vadodara has conducted 17 training (duration of 12 working days each) on CCC+ for 333 trainees. It has also conducted post training CCC+ examination for them.

Customized Training: RTC, Vadodara has been conducting customized training as per the requirements of various departments. In 2013-14 RTC, Vadodara has conducted total 18 customized training viz. for Research and Statistical Assistants, Sanitary Safai Sevaks of Vadodara Mahanagar Seva Sadan and training on request of Chief Election Officer, Gandhinagar.

The centre endeavors to make this institute a source of inspiration to the Govt. employees. With the training on administrative subjects, the centre also imparts training of soft-skill subjects to help the government employees become more sensitive to the needs of people, positive in attitude and professional in handling their tasks. Upgradation of "Gyanshakti" for converting in to "Karmashakti" and in that way, enhancement of "Karmashakti" of

government employees and "Gyanarthe Pravesh, Sevarthe Prasthan" are the motto of this institute. All possible economic measures have been taken so that the best training is available with the less expenditure.

Mehsana Regional Training Centre:

Time Bound Training are planned and conducted for general and special administrative matters and imparted to district and taluka officials. Compulsory training classes are conducted for class 3 employees of State Govt. Offices, District Panchayat office, those appointed in the office under jurisdiction of district panchayat viz. clerks, clerk-cum-typists and those to be promoted from class 4 to class 3 employees. The centre also conducts administrative development programs and training for promotion of mukhya sevikas of district panchayats including rural housing department and employees of primary health centers. The centre also follows the policy of GoG and lays emphasis on providing reliable e-government at the cutting edge by providing training for CCC+ to the class III & IV employees and is also conducting exams for the same.

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Quotes from Faculty Members

Dr. A. K. Ganatra

I am associated with the Sardar Patel Institute of Public Administration since 2004 as a Resource Person and Trainer for various trainings imparted at SPIPA. Before 2004, I was one of the trainees. I have seen and experienced "SPIPA" constantly growing qualitatively towards achieving excellence.

SPIPA, being an institute of administration has justified its name by creating many administrators from this institute for Government in the form of excellent and intelligent IAS and GAS officers. Thousands of Government employees have been made skilful by providing training to them through best experts at SPIPA.

This Institute has become a successful instrument for conducting different examinations for different cadres of government departments, boards & corporations, thus creating a miniature of GPSC.

John Stuart Mill has said "The worth of a state, in long run, is the worth of the individuals composing it." I strongly believe and hope that SPIPA is honestly working towards shaping such individuals for creating such a State.

Shri VRS Cowlagi

Over the years, the Sardar Patel Institute of Public Administration has done much for promoting the art and science of public administration. Its library is possibly the largest repository of books on public administration in the state, constantly augmented by impressive number of new books added annually. SPIPA has also done much to add to the numbers of entrants to higher civil services and management positions in banking in the country.

I am pleased to see that the basic task of training middle and higher levels of management in state civil services by way of induction, pre-service and foundational training courses is growing apace.

In recent years, I am happy to note that officers of Central Government and other states are also making good use of the resources of this Institute.

Dr. P. J. Derashri

Sardar Patel Institute of Public Administration is Gujarat's Apex Training Institute. It possesses excellent training facilities to facilitate the trainees as well as the trainers. Varieties of Training Courses are successfully conducted in SPIPA. In order to keep pace with the development and advancement, SPIPA has kept on introducing newer subjects and topics.

I have come to know that a "Case Study" method is being introduced as one of the Training Methods, which I feel, will be of great help to the trainees to understand the concept/principle of the training's topic/subject.I am happy to be associated with SPIPA as a Trainer.

I wish all the best to SPIPA for its future endeavours.

"I am grateful to SPIPA, Government of Gujarat's one of the best institute to guide students from various backgrounds to prepare for Civil Services Examination and provide continuous support and guidance through retired and working civil servants with extremely friendly and supportive staff."

- Bhor Singh Yadav

"SPIPA for me holds special place in my life as it has helped me as a mentor and guide to help me breaking through the Civil Services Examination. It means a lot to me and help me in shaping my career."

– Komal Ganatra

"SPIPA is Gujarat's only institute that provides nurturing atmosphere to Civil Services Examination aspirants and guides them through expert faculty, well-equipped library and state of the art infrastructure facilities."

– Jayanti Solanki

"SPIPA provides an ideal environment not only to develop career and prepare for UPSC but also helps in shaping up the personality, improve communication skills and provides confidence to lead one's life. I highly appreciate the efforts of all the staff and faculty of SPIPA for their hard work and support to all the trainees and students."

– Dr. Anand Dineshbhai

SPIPA provides comprehensive support and overall environment to enhance capability of a candidate so that he/she can compete at national level in competitive examinations for civil services.

– Saresa Kartik

When I am at SPIPA, I feel like home. The trainings and experiences I have gained at SPIPA have shaped my personality and I am grateful too SPIPA for providing me an opportunity to be associated with this one of the best training institutes for studying public administration.

– Kiran Chatrapati

Other Activities at SPIPA

Blood Donation Camp:

SPIPA organized a voluntary blood donation camp with a view to help the needy in getting safe blood. The staff, UPSC aspirants and CGRS students whole heartedly supported the cause. The active participation of officials and students was notable. The support and cooperation of IHBT Civil Hospital was highly appreciable. The organizer Dr. Sandip Mishra from IHBT civil hospital worked diligently and guided the efforts of his team. Certificates were given to the donors hence motivating them to donate blood in future also.

Picnic for the staff, faculty & their families:

A picnic for SPIPA staff and their families was organized to Jambughoda. The picnic was organized to escape from the routine and allow staff members and their families simply enjoy and rejuvenate in natural surroundings. They enjoyed the picnic and enthusiastically participated in the activities and games organized. The trekking was the most interesting part of the picnic. They also visited Kada Dam, Hatni Mata and Jand Hanuman temple.
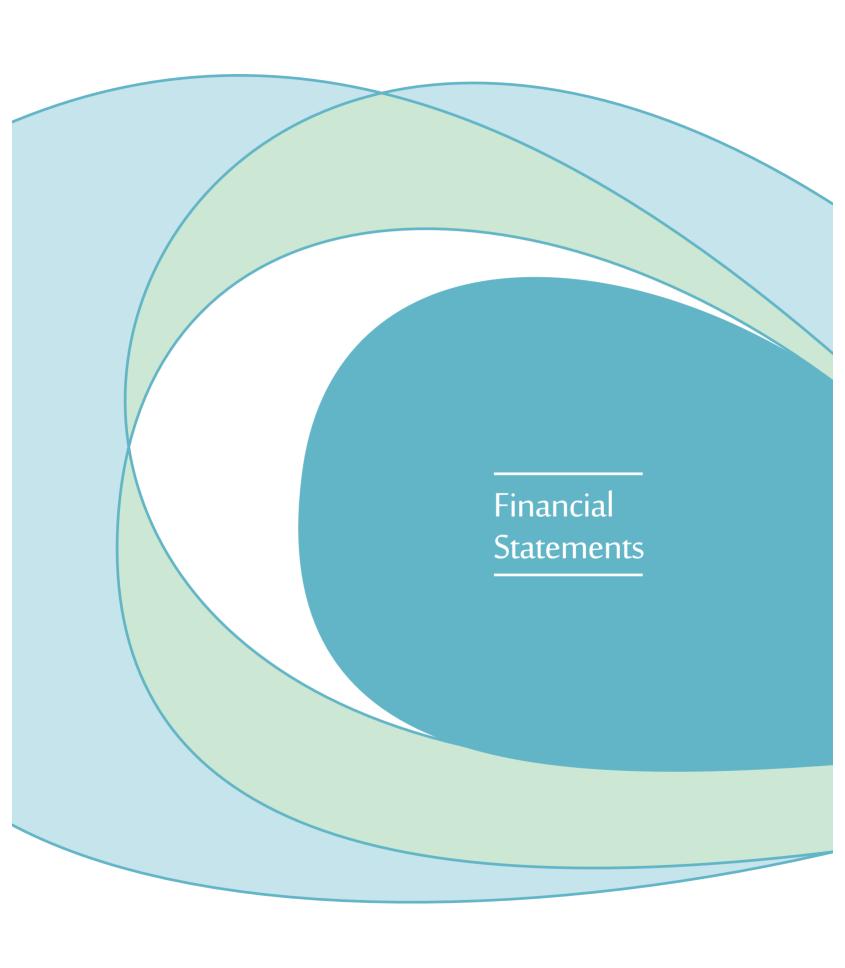
Independence Day Celebration:

Director General, SPIPA hoisted the flag on the Independence Day and the staff, faculty & students participated in the event. Keeping in view the importance of 'Save the Planet Earth', SPIPA organized a 'Tree Plantation' activity on this day and everyone participated in planting a tree on this day in the campus. This community tree planting activity was aimed at sensitizing people towards the benefit of trees and fostering community spirit and interaction. The Director General addressed the gathering bringing nationalist fervour amongst all, present for the event. Everyone sang National Anthem and saluted the National Flag raising their spirits with patriotism and national pride.

Flag Hoisting by Shri Pankaj Kumar, DG, SPIPA on 15th August, 2013

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Other Activities Includes Independence Day Celebration at SPIPA, Blood Donation Camp at SPIPA and Picnic at Jambughoda

Financial
Statements

Manubhai & Shah
Chartered Accountants
(Formerly Manubhai & Co.)

AUDITOR'S REPORT

NAME OF THE PUBLIC TRUST :   SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION

REGISTRATION NO   :   F/13108/AHMEDABAD

1. We have audited the attached Balance Sheet of **SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION (SPIPA)** as at 31st March, 2014 and Income and Expenditure Account for the year ended on that date annexed thereto in which the accounts of 6 (six) Regional Training Centers audited by other auditors are incorporated . These financial statements are the responsibility of the Trust's management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

3. We report that:

   a) The accounts are maintained regularly and in accordance with the provisions of the Act and the rules.

   b) Receipts and disbursements are properly and correctly shown in the accounts.

   c) The vouchers in the custody of the Manager on the date of the audit are in the agreement with accounts.

   d) Books, Deed, Accounts Vouchers and other documents and records required by us were produced before us.

   e) Ms. Sonal Gavande, Deputy Director (Accounts) appeared before us and furnished the necessary information required by us.

   f) No property or funds of the Trust were applied for any objects or purposes other than the objects or purposes of trust.

   g) The amount for more than one year is ₹ 14,94,000/- being grant given to Regional Training Center and ₹ 38,66,660/- being TDS receivable .

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h) Tenders were invited for repairs exceeding ₹ 5000/-.

i) No money of the public Trust has been invested contrary to the provisions of section 35.

j) No alliterations of immovable property have been made contrary to the provisions of section 36.

Remarks:

1. In our opinion, internal control system needs to be strengthened in respect of review of grant given to various Regional Training Centers at regular intervals.

2. The Trust has not maintained proper records showing full particulars including quantitative details and situation of fixed assets. The Fixed Assets have been physically verified by the management during the year ended 31st March, 2013 . However discrepancy and subsequent reconciliation, between physical assets and that as per accounts is pending to be carried out.

3. As per the accounting policy consistently followed by the trust, depreciation on fixed assets acquired out of grant from various sources is debited to Income & Expenditure Account. However, amount equivalent to depreciation for the year has not been transferred to Income & Expenditure Account as required under para no. 8.4 of Accounting Standard (AS) 12 on Accounting for Government Grant issued by The Institute of Chartered Accountants of India. The cumulative impact of the same on the balance of Grant and accumulated balance of surplus can not be ascertained.

4. Attention is invited to note no. 4, Part B of Schedule F to the financial statement in respect of reconciliation of difference in the bank balance amounting to ₹ 6,23,512/- in respect of Bank Account maintained by RTC-Surat (Included in Balance with Banks). As a result of the same, effect of such difference on the surplus for the year or Assets and Liabilities as at year-end could not be ascertained.

Place : Ahmedabad

Date : August 12, 2014

For Manubhai & Shah
Chartered Accountants
Registration No 106041W

(J. D. Shah)
Partner
Membership No. 100116

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THE BOMBAY PUBLIC TRUST ACT 1950

Schedule VIII

(vide rule 17 (1))

Name of the Public Trust : Sardar Patel Institute of Public Administration

Balance Sheet as at March 31, 2014

Registration No. F/13108/AHMEDABAD (Under Bombay Public Trust Act, 1950)
Registration No. GUJ/10590/AHMEDABAD (Under Societies Regisration Act, 1860)

Amount in ₹

Funds & Liabilities	Sch	2013-14	2012-13
Trust Funds or Corpus :			
Other Earmarked Funds:			
(Created under the provisions of the Trust deed or scheme or out of the income)			
Depreciation Fund		-	-
Sinking Fund		-	-
Development Fund			
Any other Fund-Grant for Capital Assets	A	42 22 83 484	32 81 78 484
Loan (Secured or Unsecured):			
From Trustee		-	-
From Others		-	-
Liabilities :			
Amount Received to be utilised for Specific Purpose	B	8 16 77 477	8 29 62 431
Sundry Creditors			
Current liabilities & Provisions		67 80 473	31 89 645
Income and Expenditure Account :			
Balance as per last Balance Sheet		7 07 75 580	5 44 14 530
Add: Surplus as per income and expenditure		3 63 07 610	1 63 61 051
		10 70 83 190	7 07 75 580
TOTAL		102 05 53 959	88 78 35 475

Property & Assets	Sch	2013-14	2013-14	2012-13
Immovable Properties	C		35 46 75 563	35 53 24 490
(Suitably classified giving made of valuation).				
Additions or deductions (including those for depreciation), if any during the year.				
Work in progress	C		16 57 04 529	19 59 54 062
Fixed Assets - Computer & Other Equipments	C		1 28 46 046	2 00 86 760
Furniture and Fixtures	C		1 94 30 254	2 21 62 375
Other Fixed Assets	C		83 52 504	57 52 235
Investments				
(Suitably classified, giving mode of valuation)				
Deposits with Gujarat State Financial Services Limited	C		15 70 99 692	15 39 91 554
Loans (Secured or unsecured)				
Good/doubtful				-
Loans scholarships				-
Others loans				-
Deposits		3 70 100	3 70 100	3 70 100
Advances				
Project Grant		14 94 000		14 94 000
Road & Buildind Department		9 38 34 000		
Centr for Enviromental Planning and Technology		47 75 117		
To Others		5 91 853		7 81 031
Income-tax Receivable		72 16 846		52 25 000
Income Receivable		3 29 73 993		1 13 40 691
Other Current Assets		54 00 785	14 62 86 594	49 66 610
				2 38 07 332
Cash & Bank Balances :				
(a) In Savings Accounts		15 57 88 677	15 57 88 677	11 03 86 567
(b) In Deposit Account				11 03 86 567
TOTAL			102 05 53 959	88 78 35 475

Statement of Significant Accounting Policies
Notes forming Part of Accounts — F

For Sardar Patel Institute of Public Administration

Director

Date: १२/०८/२०१५
Place: Ahmedabad

Director General
Sardar Patel Institute of Public Administration
Gujarat State, Ahmedabad.

As per our report of even date.
For Manubhai & Shah
Chartered Accountants
Firm Registration No. 106041W

(J. D. Shah)
Partner
M. No. 100116
Date: १२/०८/२०१५
Place: Ahmedabad

THE BOMBAY PUBLIC TRUST ACT 1950

Schedule IX

[vide rule 17 (I)]

Name of the Public Trust : Sardar Patel Institute of Public Administration
Income and Expenditure Account for the year ending on March 31,2014

Registration No. F/13108/Ahmedabad (Under Bombay Public Trust Act, 1950)
Registration No. GUJ/10590/Ahmedabad (Under Societies Regisration Act, 1860)

Amount in ₹

Expenditure	Sch	2013-14	2012-13
Expenditure in respect of properties			
Rent,Taxes,Cesses,Repairs and Maintenance			
Salaries, Insurance,		21 37 512	18 96 738
Depreciation (by way of provisions of adjustments)	C	46 96 558	70 87 853
Other Expenses(Loss on Sale of Assets)			-
Establishment expenses	D	68 34 070	89 84 591
Remuneration to trustees.		7 51 97 629	6 33 22 111
Remuneration (in the case of a math) to the head		-	-
Legal expenses.		-	-
Audit Fees		3 59 964	2 97 191
Contribution and Fees to Charity Commissioner			-
Amount written off			
(a) Bad Debts		-	-
(b) Loan Scholarships		-	-
(c) Irrecoverable rents		-	-
(d) Other Items			-
Miscellaneous Expenses			
Depreciation	C	2 07 10 679	1 79 14 227
Amount transferred to Earmarked funds			
Expenditure on object of the trust	E	2 78 48 659	2 15 47 940
(a) Religious		-	-
(b) Educational		-	-
(c) Medical		-	-
(d) Relief of poverty		-	
(e) Other charitable objects			
Surplus carried over to Balance Sheet		2 78 48 659	2 15 47 940
		3 63 07 610	1 63 61 051
TOTAL		**16 72 58 610**	**12 84 27 111**

Income	Sch	2013-14	2013-14	2012-13
Rent (accrued)*				-
(Realised)				-
Interest (accrued)*		1 56 33 326		1 13 40 691
(Realised)				-
On securities		5 82 648		70 70 402
On loans				-
On bank account		1 44 64 340	3 06 80 314	24 65 173
Dividend				2 08 76 266
Training Income		2 65 98 865		2 31 15 937
Grant		9 80 30 000		8 33 56 950
Other income		1 19 49 431	13 65 78 296	10 77 958
				10 75 50 845
TOTAL			**16 72 58 610**	**12 84 27 111**

Statement of Significant Accounting Policies F
Notes forming Part of Accounts

For Sardar Patel Institute of Public Administration

Director
Date: 12/06/2014
Place: Ahmedabad

Director General
Sardar Patel Institute of Public administration
Gujarat State, Ahmedabad.

As per our report of even date.
For Manubhai & Shah
Chartered Accountants
Firm Registration No. 106041W

(J. D. Shah)
Partner
M. No. 100116
Date: 12/06/2014
Place: Ahmedabad

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Sardar Patel Institute of Public Administration

Schedule Attached to Balance Sheet as at March 31, 2014

Schedule A
Grant for Capital Assets

Amount in ₹

Sr. No	Name of Fund	Opening Balance as at 01/04/2013	Grant received during the year	Closing Balance as at 31/03/2014
1	Grant in Aid (For Assets under Plan Allocation)	31 38 08 700	9 41 05 000	40 79 13 700
2	Grant in Aid (Capital Works)	83 00 000	-	83 00 000
3	Grant (Plan 2052)	20 91 396		20 91 396
4	Grant(Plan 2070)	39 78 388	-	39 78 388
	Total	32 81 78 484	9 41 05 000	42 22 83 484
	Previous Year	23 04 98 484	9 76 80 000	32 81 78 484

Sardar Patel Institute of Public Administration
Schedule Attached to Balance Sheet as at March 31, 2014

Schedule B

Amount Received to be Utilised for Specific Purpose

Amount in ₹

Sr. No.	Name of Fund	Opening Balance as on 01/04/2013	Funds Received During the year	Expenses Incurred during the year	Closing Balance as on 31/03/2014
1	Computer Assistance From Government of India	15 49 000	-	-	15 49 000
2	Library Assistance From Government of India	1 50 000	-	-	1 50 000
3	Course Development Assistance From Government of India	1 200	-	-	1 200
4	A1 Intensive Training Programme	25 00 000	-		25 00 000
5	Capacity Building for Poverty Reduction (Development Program)	12 00 000	-	-	12 00 000
6	Capacity Building for Poverty Reduction (Development Program (Training)	31 98 004	1 00 000		32 98 004
7	Domestic Training Government of India	120,000		-	1 20 000
8	Human Development- United Nations Development Program	13 68 465	-	-	13 68 465
9	Research Works - Revenue Department	2 49 073			2 49 073
10	Civil Service Day	3 66 961			3 66 961
11	Education Course	1 03 229			1 03 229
12	Geology and Mining Course	12 85 000	50 000	30 760	13 04 240
13	Manav Vikash	199,700			199,700
14	Panchayat Department	1,410,680		1,410,680	-
15	Revenue Courses	1,667,100			1,667,100
16	Right To Information Publicity (Sec-26)	4,114,832	3,647,744	6,717,691	1,044,885
17	Swarna Jayanti Shahari Rozgar Yojna-Information, Education & Communication	1,214,655			1,214,655

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Sardar Patel Institute of Public Administration
Schedule Attached to Balance Sheet as at March 31, 2014

Schedule B

Amount Received to be Utilised for Specific Purpose

Amount in ₹

Sr. No.	Name of Fund	Opening Balance as on 01/04/2013	Funds Received During the year	Expenses Incurred during the year	Closing Balance as on 31/03/2014
18	SPIPA Hostel Building Liability	20,000,000			20,000,000
19	Urban Governance	27,834,402		152,484	27,681,918
20	United Nation Development Program	341,968			341,968
21	Computer Grant GOI	2,584,000			2,584,000
22	RTI Publicity (GOI)	2,238,836	500,000	672,963	2,065,873
23	RTI Publicity (GOI) 2013-14		1,100,000		1,100,000
24	Gujarat Prathmik Siskshan Parisad	1,805,012			1,805,012
25	Grant for training	-	1,868,880		1,868,880
26	JnNURM Project	800,864	1,729,000		2,529,864
27	Research work - GAD	741,500			741,500
28	Human Rights Training	158,850			158,850
29	Police Academy Karai	5,759,100		1,296,000	4,463,100
	Total	**8 29 62 431**	**89 95 624**	**1 02 80 578**	**8 16 77 477**
	Previous Year	6 95 07 886	2 41 22 277	1 06 67 732	8 29 62 431

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Sardar Patel Institute of Public Administration

Schedule Attached to Balance Sheet as at March 31, 2014

Schedule C
Fixed Assets

Amount in ₹

Sr. No.	Particulars	Gross Block				Depreciation			Net Block as on 31-03-2014	Net Block as on 31-03-2013
		Opening Balance as on 01-04-2013	Addition during the year(Plan)	Deduction during the year	Total	Opening Balance as on 01-04-2013	Depreciation during the year	Total		
1	2	3	4	5	6 = (3+4)-5	7	8	9	10 = (6-9)	11=(3-7)
1	Immovable Properties									
	Land	29 99 92 000	-		29 99 92 000		-		29 99 92 000	29 99 92 000
	Building	10 87 44 160	40 47 631		11 27 91 791	5 34 11 670	46 96 558	5 81 08 228	5 46 83 563	5 53 32 490
	Sub-Total	40 87 36 160	40 47 631		41 27 83 791	5 34 11 670	46 96 558	5 81 08 228	35 46 75 563	35 53 24 490
2	Computers & Office Equipments									
	Computers, Printers & Projectors	5 89 84 466	35 71 100	-	6 25 55 566	4 24 08 150	1 10 51 066	5 34 59 217	90 96 349	1 65 76 316
	Office Equipments	88 18 403	14 17 253	-	1 02 35 656	53 07 960	11 78 000	64 85 960	37 49 697	35 10 444
	Sub-Total	6 78 02 869	49 88 353		7 27 91 222	4 77 16 110	1 22 29 066	5 99 45 176	1 28 46 046	2 00 86 760
3	Furniture & Fixture	4 20 48 255	6 48 524		4 26 96 779	1 98 85 880	33 80 646	2 32 66 526	1 94 30 254	2 21 62 375
4	Other Assets:									
	Vehicles	54 08 255	0	-	54 08 255	29 18 327	4 97 986	34 16 313	19 91 942	24 89 928
	Books	1 51 46 449	77 01 236	-	2 28 47 685	1 18 84 141	46 02 982	1 64 87 123	63 60 562	32 62 307
	Sub-Total	2 05 54 704	77 01 236		2 82 55 940	1 48 02 468	51 00 967	1 99 03 435	83 52 504	57 52 235
5	Work in Progress (Building)	19 59 54 062	7 20 97 584	10 23 47 117	16 57 04 529			-	16 57 04 529	19 59 54 062
	Total	73 50 96 050	8 94 83 328	10 23 47 117	72 22 32 261	13 58 16 128	2 54 07 238	16 12 23 364	56 10 08 897	59 92 79 922
	Previous Year	63 56 18 034	9 94 78 016	-	73 50 96 050	11 08 14 048	2 50 02 080	13 58 16 128	59 92 79 922	

Notes:

1 (i) The trust in their Governing Board Meeting dated 29/08/2013 has decided to discontinue construction of Swarnim Management Development Centre Building. Consequently Advance Given to Road & Building Devision, Navrangpura, Ahmedabad and Centre for Enviromental Planning and Technology amounting to Rs. 9,38,34,000/ and Rs. 47,75,177/- respectively are treated as advance recoverable and included under Advance head which was earlier included in Work in Progress...

(ii) Grant of Rs. 37,38,000/- is returned by Road & Building Devision, which was earlier given for the contruction of Swarnim Management Development Building and included in work in progress.

2 The break up of the work in progress of building amounting to Rs. 16,57,04,529 as on 31/03/2014 is not available. The Trust has initiated action for reconciliation of the same. Necessary rectification entry will be passed based on the reconciliation.

Schedule Attached to Balance Sheet as at March 31, 2014

Amount in ₹

Particulars	2013-14	2012-13
Schedule 'D'		
Establishment Expenses:		
Salary & Allowances to Staff & Officers	5 10 11 788	4 66 45 047
Professional Fees	13 66 973	25 500
Advertisement Expense	4 74 964	12 19 521
Electricity	33 49 916	37 21 410
Postage & Courier	4 25 206	1 23 824
Travelling & Conveyance	18 51 672	15 81 646
Security Charges	42 97 573	22 05 263
Insurance	1 12 472	93 054
Wages	57 03 345	46 69 192
Miscellaneous Expenses	66 03 720	30 37 654
Total	7 51 97 629	6 33 22 111
Schedule 'E'		
Training Expenses:		
Honorarium & Conveyance to Lecturers	1 46 15 025	97 56 291
Hostel Routine Charges	49 42 727	51 57 106
Seminar	6 67 897	5 89 159
Telephone	8 23 006	6 78 089
Computer Maintanance	1 05 000	2 07 975
Training Expenses	14 64 679	9 60 563
Printing & Stationery	49 44 701	33 81 324
Miscellaneous Training Expenses	2 85 624	8 17 434
Total	2 78 48 659	2 15 47 940

Schedules Forming Part of the Accounts as at 31st March, 2014.

SCHEDULE- 'F'

SIGNIFICANT ACCOUNTING POLICIES AND NOTES ON ACCOUNTS:

A. Significant Accounting Policies:

1. Basis of Accounting:

    The Financial Statements have been prepared under the historical cost convention in accordance with the generally accepted accounting principles in India. All income and expenditure are recognized for on accrual basis.

2. Use of Estimates:

    The preparation of financial statements requires estimates and assumptions to be made that affect the reported amount of assets and liabilities on the date of the financial statements and reported amount of income and expenditure during the reporting period. Difference between the actual result and estimates are recognized in the period in which the results are known and materialized.

3. Grant received from Government:

    a) Grants received during the year for acquiring fixed assets under Plan approval is treated as other earmarked fund.   The unutilized fund out of the said grant (i.e. fund received reduced by value of assets acquired) is transferred to Income & Expenditure Account.

    b) Grants received for the projects, and which is required to be refunded if the amount remains unutilized is included under the head Liabilities i.e. amount received to be utilized for specific purpose in Balance Sheet.   Expenditure incurred on related projects is reduced from the balance of the said grant. However, if the assets are acquired out of the said grant, balance of the grant is not reduced out of balance of related grant and the assets are treated assets of the Trust.

    c) Grant received for Administrative Expenditure (Non Plan) is treated as revenue grant and accordingly credited to Income and Expenditure Account.

    d) Incidental income earned out of Funds lying with Bank Accounts is treated as income of the trust and accordingly credited to Income and Expenditure Account.

4. Fixed assets are stated at Cost less depreciation.

5. Depreciation:

    a) Depreciation on fixed assets is provided on written down value method at the Following Rates:

Sr. No.	Name of Asset	Rate of Depreciation
1	Building	10%
2	Furniture and Fixture	15%
3	Electric Installations	15%
4	Office Equipments	25%
5	Computers/ Printers	60%
6	Vehicles	20%
7	Books	60%

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b) Depreciation on additions is provided as under:

- In case off additions before 30ᵗʰ September – @ Full rates as per above table
- In case off additions after 30ᵗʰ September – @ Half rates as per above table

6. All other accounting policies not specifically mentioned herewith above are consistent with generally accepted accounting practices.

B. Notes on Accounts

1. The Government of Gujarat has setup Sardar Patel Institute of Public Administration under the provisions of Societies Registration Act, 1860 (Registration No GUJ/10590/Ahmedabad) and Bombay Public Trust Act, 1950 (registration no. F/13108/Ahmedabad) vide resolution no. VATABH-1804-1127/VASUTAPRA-3 w.e.f. 1ˢᵗ October, 2004. The Trust is also registered under Section 12AA of the Income Tax Act,1961 vide Director of Income Tax (Exemption), Ahmedabad vide their letter no. DIT(E)/12AA/604/2004-05 dated 07/07/2005 effective from 1ˢᵗ October, 2004.

2. The Trust has acquired / created all the assets out of contribution from various agencies. However the costs of Fixed Asset have been treated as assets of the trust. Accordingly,, the depreciation on the assets is charged to Income & Expenditure Account of the trust.

3. During the year under audit, Income tax refund amounting Rs. 13,58,340/- has been received by the trust out of the refund of earlier years. The trust do not have information in respect of the interest. In the absence of the information, the trust has adjusted entire refund against advance tax receivable. On receipt of information from Income Tax Department, the trust will pass necessary rectification entry in the books of accounts.

4. In respect of unidentified payment(net) of Rs 6,23,512/- out of bank balance with Bank of Baroda maintained by RTC-Surat, the trust has initiated action to reconcile the balance. On receipt of reconciliation, necessary rectification entries will be passed.

5. Outstanding balance as at Balance Sheet date of parties and agencies included in amount received to be utilised for specific purpose, Sundry Creditors Current Liabilities and loans and advances are subject to confirmation and subsequent reconciliation if any by the Trust.

6. Previous Year's figures have been regrouped wherever necessary to make them comparable with Current Year's figures.

SIGNATURES TO SCHECULE `A' TO `F'

For, Manubhai & Shah
Chartered Accountants

(J. D. Shah)
Partner
Place: Ahmedabad
Date: 12/08/2014

Sardar Patel Institute of Public Administration

Director
Place: Ahmedabad
Date: 12/08/2024

Director General
Sardar Patel Institute of Public administration
Gujarat State, Ahmedabad.

We are moving...

Our Way Forward

SPIPA recognizes and places high importance to the fact that knowledge gaps must be filled and even today, knowledge to inform policy for bottom-up development is incomplete. These become major milestones to be achieved for SPIPA and its given mandate. Along with trainings, SPIPA will invest considerable resources in training, research, documentation and mainstream good practices in governance and public administration.

The future plans for Financial Year 2014-15 are:

Seminars in collaboration with CIPS

SPIPA has entered into MoU with Centre for Innovations in Public Systems (CIPS), Hyderabad to disseminate innovative practices for transforming creative ideas into sustainable practices. It shall conduct workshops in areas of education and urban governance in FY 2014-15

Documenting Best Practices in Governance

SPIPA shall carryout documentation of Best Practices of the state in three languages i.e. English, Gujarati and Hindi. So, as to showcase the best and innovative practices, thus allowing its replicability elsewhere.

Compendium of Good Governance

SPIPA shall publish a compendium of Best Practices of Gujarat to showcase the innovative practices followed in governance and public administration in Gujarat, thus sharing it for replication across India.

WTO Seminars in collaboration with Centre for WTO Studies (CWS), New Delhi

Under the scheme of Department of Commerce, Government of India, the State Government has notified SPIPA as the Nodal Institution in Gujarat to conduct research and impart training on the subjects relevant to the state on International Trade, including WTO and Free Trade Agreements (FTAs). SPIPA shall conduct seminars related to WTO in FY 2014-15 in close association with CWS, New Delhi.

New Courses and Programmes

Keeping pace with time and demand from the stakeholders, SPIPA and its RTCs plan to launch training programs in several new areas like M-Governance, Data Management, Administration Law and Adjudication, Advanced computer studies for office use etc.

New Applications Development

7 new applications will be made available on SPIPA website so as to allow accessing online training calendar; the application from participants for the training programs, exams, events; generation and display of exam results; feedback evaluation of faculties etc.

Infrastructure Up-gradation

Renovation of Hostel Rooms of SPIPA is planned so as provide top class, well equipped accommodation to the participants and students. The expansion of hostel rooms equipped with AC, LED TV, and Wi-Fi enabled computer systems is planned. SPIPA also plans to modernize the Gymnasium with latest equipments. The RTC buildings will be upgraded to meet the futuristic needs of latest training infrastructure for the government machinery.

THE BEST WAY FORWARD

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Sr. No.	Regional Training Centres
1.	**Regional Training Centre, Ahmedabad** Opp. Prahladnagar Garden Corporate Road, Behind Ashwaraj Bunglows, Opp. Safal Prelude Building, Ahmedabad – 380015 **Phone:** (079) 2909 7114, **Fax:** (079) 2970 1740 **E-mail:** rtcspipaahmedabad@gmail.com **Contact Person: Smt. Shabana Kureshi, Under Secretary & Deputy Director**
2.	**Sachivalaya Training Centre, Gandhinagar** 16/1, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382010 **Phone:** (079) 2325 3849 / 50 / 51, **Fax:** (079) 2325 3849 **E-mail:** usspipagnr@yahoo.co.in **Contact Person: Shri G. K. Thakor, Deputy Secretary & Joint Director**
3.	**Regional Training Centre, Surat** Opp. Mani Ratna Park Society, Gujarat Gas Company Road, Adajan, Surat – 395009 **Phone & Fax:** (0261) 2732033 **E-mail:** srtdeputydirector@yahoo.in **Contact Person: Shri G. B. Mungalpura, Deputy Director**
4.	**Regional Training Centre, Rajkot** Near Radio Colony, At the corner of Bajarangwadi, Jamnagar Road, Rajkot – 360001 **Phone & Fax:** (0281) 2447710, **E-mail:** spipartcrajkot@yahoo.co.in **Contact Person: Shri M. H. Jadeja, Deputy Secretary & Joint Director**
5.	**Regional Training Centre, Vadodara** Dhaval Nursing Home Street, Near Municipality Community Hall, Harani – Varasiya Ring Road, Vadodara – 390022 **Phone:** (0265) 2489724, **Fax:** (0265) 2480885 **E-mail:** spipartcbaroda@yahoo.com **Contact Person: Smt. Kalpanaben Parikh, Under Secretary & Deputy Director**
6.	**Regional Training Centre, Mehsana** Block No. 2/3, Multi Stories Building, Near Raj Mahal, Mehsana – 384001 **Phone & Fax:** (02762) 221326 **E-mail:** spipartcmeh@yahoo.co.in **Contact Person: Shri B. B. Nayak, Deputy Secretary & Joint Director**

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Contact Details of SPIPA & SIRD Officers

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Abbreviations

Sr. No.	Abbreviations	Full Name
1	AC	Air Conditioned
2	AMA	Ahmedabad Management Association
3	APMC	Agricultural Produce Market Committee
4	APO	Assistant Project Officer
5	ATI	Administrative Training Institute
6	ARTD	Administrative Reforms & Training Division
7	BAOU	Dr. Babasaheb Ambedkar Open University
8	BDC	Block Development Committee
9	BISAG	Bhaskaracharya Institute for Space Applications and Geo-Informatics
10	BNV	Bharat Nirman Volunteers
11	BOG	Board of Governance
12	BRC	Block Resource Centre
13	BRGF	Backward Region Growth Fund
14	CBPR	Capacity Building for Poverty Reduction
15	CCC	Certificate Course on Computer Concepts
16	CEPT	Centre for Environment Planning & Technology
17	CGRSC	Central Government Recruitment Study Centre
18	CGG	Center for Good Governance
19	CIPS	Centre for Innovations in Public Systems
20	CWLR	Centre for Water and Land Resources
21	CWTOS	Center for World Trade Organisation Studies
22	DRDA	District Rural Development Agency
23	DWDU	District Watershed Development Unit
24	D-SAG	Development Support Agency of Gujarat
25	EC	Executive Committee
26	EFMS	Electronic Fund Management System
27	EDP	Executive Development Programme
28	FAQ	Frequently Asked Question
29	FICCI	Federation of Indian Chambers of Commerce and Industry
30	FTA	Free Trade Agreements
31	GAD	Gujarat Administrative Department
32	GAS	Gujarat Administrative Service
33	GIS	Geographical Information Systems
34	GLPC	Gujarat Livelihood Promotion Company
35	GoG	Government of Gujarat
36	GoI	Government of India
37	GMDC	Gujarat Mineral Development Corporation Limited
38	GPSC	Gujarat Public Service Commission
39	GRIMCO	Gujarat Rural Industries Marketing Corporation Limited
40	GSWAN	Gujarat State Wireless Area Network
41	HO	Head Office
42	HRMS	Human Resources Management System
43	IAS	Indian Administrative Service

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44	IAY	Indira Awass Yojana
45	ICT	Information and Communication Technology
46	IDFC	Infrastructures Development Finance Company
47	IEC	Information, Education and Communication
48	IES	Indian Engineering Services
49	IFS	Indian Forest Services
50	IHBT	Institute of Himalayan Bio-resource Technology
51	IIFT	Indian Institute of Foreign Trade
52	IIM	Indian Institute Management
53	IIS	Indian Information Service
54	IPS	Indian Police Service
55	IRS	Indian Revenue Service
56	ISRO	Indian Space Research Organisation
57	ISTM	Institute of Secretariat Training & Management
58	IWMP	Integrated Watershed Management Programs
59	JuNURG	Jawaharlal Nehru Urban Renewal Mission
60	LCD	Liquid Crystal Display
61	MD	Managing Director
62	MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act
63	MoU	Memorandum of Understanding
64	NAMA	Non-Agricultural Market Access
65	NGO	Non-Government Organisation
66	NIRD	National Institute of Rural Development
67	NPCBP	National PPP Capacity Building Programme
68	NRLM	National Rural Livelihood Mission
69	PA	PersonalAssistant
70	PESA	Panchayat (Extension to Scheduled Areas)
71	PPP	Public Private Partnership
72	PRI	Panchayati Raj Institute
73	PS	Personal Secretary
74	PSU	Public Sector Unit
75	RCBH	Regional Capacity Building Hubs
76	RTC	Regional Training Centre
77	RTI	Right to Information
78	SATCOM	Satellite Tele Communication
79	SHG	Self Help Group
80	SIRD	State Institute of Rural Development
81	SPIPA	Sardar Patel Institute of Public Administration
82	TDP	Trainer Development Programme
83	TNA	Training Needs Assessment
84	ToT	Training of Trainers
85	UNICEF	United Nations Children's Fund
86	UPSC	Union Public Service Commission
87	US	United State
88	VIP	Very Important Person
89	WTO	World Trade Organisation

Notes