



राजस्थान सरकार
हरिश्चन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान
H.C.M. Rajasthan State Institute of Public Administration
Jawahar Lal Nehru Marg, Jaipur-302 017 □ Rajasthan □ India



No.:F6(1)(6)/T&P/RIPA/2024-25/ 17823-26

Date: 03/01/2025

All Additional Chief Secretary/Principal Secretary/Secretary
All Head of Department
All Divisional Commissioners/All District Collectors
All Chairman and Managing Directors, Public Sector Undertakings

Subject: On-Campus Training Courses during February, 2025

Madam/ Sir,

HCM Rajasthan State Institute of Public Administration is an apex level training institute for to organize training courses for officers of All India Services/ State Services and Public Sector Undertakings. The training courses are designed and conducted, based on the requirements received from various Government Departments during consultation meetings. Accordingly, monthly calendar is issued incorporating demands received from various Departments and Public Sector Undertakings. The training courses proposed to be organized at HCM RIPA, Jaipur and its Regional Centers (at Udaipur, Jodhpur, Bikaner and Kota) during the month of February, 2025 is enclosed herewith.

You are requested to nominate officers in the following format for the courses on respective email address of the course director or at hcmripa@rajasthan.gov.in.

S. No.	Name of the course, date and Centre for which officer has been nominated	Officer's Name	Designation	Place of Posting	Mobile No.	E-Mail

A link for online registration for all the course has been created on Institute's website: hcmripa.rajasthan.gov.in. Nominated Officer may register online for the scheduled training course.

Yours faithfully,

(Shelly Kishnani)
Additional Director General

Document certified by SHELLY KISHNANI
<shelly_kishnani@yahoo.com>

Phone: 0141-2715244 □ Fax: 0141-2705420
Email: hcmripa@rajasthan.gov.in □ Website: www.hcmripa.rajasthan.gov.in
Digitally Signed by Shelly Kishnani
Designation: Additional Director General
Date :02-01-2025 06:08:40

HCM RIPA Training Courses - February, 2025 Jaipur
(ON CAMPUS)

S. No.	Course Code	Category	Course Name	Duration	From	To	Course Director	User Department	Spon Autho	Room No	Email
1	JPR026	RIPA	Institutional Course for IAS (Batch 2023)	365	18-Apr-24	28-Mar-25	Shelly Kishnani/ Priyanka Vyas/ Surbhi Singh	DOP	FIRM	In Field	hcmripa@rajasthan.gov.in
2	JPR157	RIPA	Institutional Course for RAS (2024)	44W	9-Sep-24	11-Jul-25	Prabha Vyas, Shipra Sharma, Pooja Saini, Vinod Kumari	DOP	FIRM	In Field	hcmripa@rajasthan.gov.in
3	JPR158	RIPA	Institutional Course for RACS (2024)	44W	9-Sep-24	11-Jul-25	Komal Agri , D. P. Gupta , Sarita Batra	Finance	FIRM	In Field	komalkagri@gmail.com
4	JPR283	CMS	Foundation Course of Officials of RHB	2W	27-Jan-25	7-Feb-25	Vibha Sharma	RHB	RHB	Auditorium (BSM)	vibhaamits@gmail.com
5	JPR176	RIPA	Effective use of Online Portal	1	3-Feb-25	3-Feb-25	Madhulika Arora	All	FIRM	Kriti/N.316	madhulika08.arora@gmail.com
6	JPR122	CMS	Orientation Course on New Criminal Laws	1	3-Feb-25	3-Feb-25	S S Bissa	All	DOPT	Deeksha/N.212	ssbissa.ias@gmail.com
7	JPR249	CMS	Good Governance	3	5-Feb-25	7-Feb-25	Gul Firdosh	All	DOPT	Neeti/N.216	drgulripa@gmail.com
8	JPR250	CMS	Leadership & Attitudinal Change in Organization	3	5-Feb-25	7-Feb-25	Sonia Agarwal	All	DOPT	Nipun-B-08	soniaagarwal1110@gmail.com
9	JPR251	CMS	Office Procedure & Management	3	5-Feb-25	7-Feb-25	Surbhi Singh	All	DOPT	Deeksha/N.212	surbhisinh27@rajasthan.gov.in
10	JPR252	RIPA	Personality Development & Emotional Intelligence	3	5-Feb-25	7-Feb-25	Priyanka Vyas	All	FIRM	Pragya/N.215	vyaspriyanka24@gmail.com
11	JPR248	CMS	Capacity Building Course for Officials of Secretariat Service(Group A)	5	10-Feb-25	14-Feb-25	Prabha Vyas	DAR	DAR	Srishti/N.114	jd.hcmripa@gmail.com
12	JPR253	RIPA	Roles & Responsibilities of DDO's	3	10-Feb-25	12-Feb-25	Shipra Sharma	All	FIRM	Kaushal-B-12	shiprasharma@rajasthan.gov.in
13	JPR123	RIPA	Mid Career Training Programme for State Service Officers	3	10-Feb-25	14-Feb-25	Komal Agri	All	FIRM	Srijan/N.108	komalkagri@gmail.com
14	JPR255	RIPA	Ethics and Excellence in Governance	3	10-Feb-25	12-Feb-25	S S Bissa	All	FIRM	Deeksha/N.212	ssbissa.ias@gmail.com
15	JPR124	RIPA	Data Analysis using MS Excel	3	10-Feb-25	12-Feb-25	Madhulika Arora	All	FIRM	Kriti/N.316	madhulika08.arora@gmail.com
16	JPR284	CMS	Capacity Building training Programme for PM SHRI School Teacher	5	10-Feb-25	14-Feb-25	Vinod Kumari	RSSP	RSSP	Vevek/P.18	vinodkumari0979@gmail.com

HCM RIPA Training Courses - February, 2025 Jaipur
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17	JPR254	CMS	Service Rules & Disciplinary Matters	3	12-Feb-25	14-Feb-25	Pooja Saini	All	DOPT	Nipun-B-08	poojaripa@gmail.com
18	JPR125	CMS	Gender Budgeting	3	12-Feb-25	14-Feb-25	Meenakshi Khangarot	All	DOPT	Pragya/N.215	meenakshikhangarot1@gmail.com
19	JPR257	RIPA	Handling Litigation	2	13-Feb-25	14-Feb-25	Vikash Agarwal	All	FIRM	Neeti/N.216	hemripa@rajasthan.gov.in
20	JPR110	CGG	Innovation & Best Practice in Governance	1	19-Feb-25	19-Feb-25	S S Bissa	All	CGG	Deeksha/N.212	ssbissa.ias@gmail.com
21	JPR116	RIPA	Developing Presentation Skills using Power Point	3	19-Feb-25	21-Feb-25	Kamlesh Sharma	All	FIRM	Kriti/N.316	kamal.inmit@gmail.com
22	JPR117	RIPA	General Finance and Accounts Rules	3	19-Feb-25	21-Feb-25	Satish Kumar	All	FIRM	Neeti/N.216	satish.gudawali@gmail.com
23	JPR214	RIPA	Refresher Training on SIPF Portal for IA & Stenos	2	20-Feb-25	21-Feb-25	Suresh Kumar Punia	SIPF	FIRM	Pragya/N.215	skpoonia96@rajasthan.gov.in
25	JPR262	CMS	Awareness Generation Workshop on Right to Information	1	24-Feb-25	24-Feb-25	Pooja Saini	All	DOPT RTI	Nipun-B-08	poojaripa@gmail.com
26	JPR261	RIPA	Audit Procedure	2	24-Feb-25	25-Feb-25	Surbhi Singh	LFAD	FIRM	Deeksha/N.212	surbhisingh27@rajasthan.gov.in
27	JPR246	CMS	Refresher Training Programme for CHOs	2	24-Feb-25	25-Feb-25	D P Gupta	Ayurveda	Ayurveda	Auditorium (BSM)	dp.gupta@rajasthan.gov.in
28	JPR258	CMS	Effective use of Online Portal	1	25-Feb-25	25-Feb-25	R Singhal	All	DOPT	Kriti/N.316	singhal.rakesh@gmail.com
29	JPR256	RIPA	Master Trainers Course of District Officials on SIPF Portal	2	27-Feb-25	28-Feb-25	Yogmitra Dinkar	SIPF	FIRM	Pragya/N.215	dinkaryogmitra0@gmail.com
30	JPR259	RIPA	Time Management	2	27-Feb-25	28-Feb-25	Gul Firdosh	All	FIRM	Neeti/N.216	drgulripa@gmail.com
31	JPR247	CMS	Refresher Training Programme for CHOs	2	27-Feb-25	28-Feb-25	D P Gupta	Ayurveda	Ayurveda	Auditorium (BSM)	dp.gupta@rajasthan.gov.in
32	JPR263	CMS	Training Course for Right to Information Act for Nodal Officers	1	28-Feb-25	28-Feb-25	Meenakshi Khangarot	All	FIRM	Pragya/N.215	meenakshikhangarot1@gmail.com


OIC(Training Planning)

HCM RIPA - Regional Training Centers Training Courses - February, 2025
(ON CAMPUS)

S. No.	Course Code	Category	Title	Duration	From	To	Course Director	Department	Spons Autho	Email
Udaipur										
1	UDR69	CMS	Training Course for Right to Information Act for Nodal Officers	1	03-Feb-25	03-Feb-25	Prakash Chand Regar	All	DOPT-RTI	udr.hcmripa@rajasthan.gov.in
2	UDR27	RIPA	Developing Presentation Skills using Power Point	3	05-Feb-25	07-Feb-25	Navita Agarwal	All	FIRM	udr.hcmripa@rajasthan.gov.in
3	UDR41	CMS	Refresher Training Programme for CHOs	2	06-Feb-25	07-Feb-25	Ruchi Priyadarshi	Ayurveda	Ayurveda	udr.hcmripa@rajasthan.gov.in
4	UDR50	RIPA	Orientation Course on New Criminal Laws	1	07-Feb-25	07-Feb-25	Anil Kumar Sharma	All	FIRM	udr.hcmripa@rajasthan.gov.in
5	UDR70	CMS	Capacity Building Training Programme for PM SHRI Teacher	5	10-Feb-25	14-Feb-25	Banshidhar Kumawat	RSSP	RSSP	udr.hcmripa@rajasthan.gov.in
6	UDR68	CMS	Refresher Training Programme for CHOs	2	10-Feb-25	11-Feb-25	Ruchi Priyadarshi	Ayurveda	Ayurveda	udr.hcmripa@rajasthan.gov.in
7	UDR70	CMS	Refresher Training Programme for CHOs	2	17-Feb-25	18-Feb-25	Ruchi Priyadarshi	Ayurveda	Ayurveda	udr.hcmripa@rajasthan.gov.in
8	UDR67	RIPA	Roles and Responsibilities of DDO's	3	19-Feb-25	21-Feb-25	Prakash Chand Regar	SIPF	FIRM	udr.hcmripa@rajasthan.gov.in
9	UDR65	CGG	Innovation & Best Practice in Governance	1	21-Feb-25	21-Feb-25	Anil Kumar Sharma	All	CGG	udr.hcmripa@rajasthan.gov.in
Bikaner										
1	BKN69	RIPA	Orientation Course on New Criminal Laws	1	03-Feb-25	03-Feb-25	Shailendra Deora	All	FIRM	hcmripabkn@rajasthan.gov.in
2	BKN63	RIPA	Office Procedure & CCA Rules	3	05-Feb-25	07-Feb-25	Prem Prakash Goyal	All	FIRM	hcmripabkn@rajasthan.gov.in
3	BKN57	CMS	Administrative and Financial Rules	3	05-Feb-25	07-Feb-25	Yogita Goyal	All	DOPT	hcmripabkn@rajasthan.gov.in
4	BKN58	RIPA	Shala Darpan	1	10-Feb-25	10-Feb-25	Hanuman Jat	Education	FIRM	hcmripabkn@rajasthan.gov.in
5	BKN66	RIPA	Developing Presentation Skills using Power Point	3	10-Feb-25	12-Feb-25	Hemant Kumar Bhati	All	FIRM	hcmripabkn@rajasthan.gov.in
6	BKN67	CMS	Organizational Behaviour in Government	3	12-Feb-25	14-Feb-25	Yogita Goyal	All	DOPT	hcmripabkn@rajasthan.gov.in
7	BKN64	CMS	Capacity Building Training Programme for PM SHRI Teacher	5	17-Feb-25	21-Feb-25	Shailendra Deora	RSSP	RSSP	hcmripabkn@rajasthan.gov.in
8	BKN68	RIPA	Data Analysis using Excel	3	19-Feb-25	21-Feb-25	Hanuman Jat	All	FIRM	hcmripabkn@rajasthan.gov.in
9	BKN65	CGG	Innovation & Best Practice in Governance	1	25-Feb-25	25-Feb-25	Prem Prakash Goyal	All	CGG	hcmripabkn@rajasthan.gov.in

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Kota										
1	KTA63	RIPA	Data Analysis using Excel	3	05-Feb-25	07-Feb-25	Bal Kishan Gupta	All	FIRM	hemripakota@rajasthan.gov.in
2	KTA66	CGG	Innovation & Best Practice in Governance	1	08-Feb-25	08-Feb-25	Kalyani Sharma	All	CGG	hemripakota@rajasthan.gov.in
3	KTA62	CMS	Capacity Building Training Programme for PM SHRI Teacher	5	17-Feb-25	21-Feb-25	Dipika Mittal	RSSP	RSSP	hemripakota@rajasthan.gov.in
4	KTA64	RIPA	Rajasthan Transparency in Public Procurement Act & Rules	3	19-Feb-25	21-Feb-25	Kalyani Sharma	All	FIRM	hemripakota@rajasthan.gov.in
5	KTA65	RIPA	RajKaj & e-File	3	25-Feb-25	25-Feb-25	Bal Kishan Gupta	All	FIRM	hemripakota@rajasthan.gov.in
6	KTA67	RIPA	Orientation Course on New Criminal Laws	1	27-Feb-25	27-Feb-25	Dipika Mittal	All	FIRM	hemripakota@rajasthan.gov.in
Jodhpur										
1	JDH38	CGG	Innovation & Best Practice in Governance	1	05-Feb-25	05-Feb-25	Rashmi Bania	All	CGG	hemripa.jodhpur@gmail.com
2	JDH34	CMS	Capacity Building Training Programme for PM SHRI Teacher	5	10-Feb-25	14-Feb-25	Azizul Hassan Gauri	RSSP	RSSP	hemripa.jodhpur@gmail.com
3	JDH21	RIPA	Administrative & Financial Rules	3	19-Feb-25	21-Feb-25	Rashmi Bania	All	FIRM	hemripa.jodhpur@gmail.com
4	JDH40	RIPA	Orientation Course on New Criminal Laws	1	27-Feb-25	27-Feb-25	Azizul Hassan Gauri	All	FIRM	hemripa.jodhpur@gmail.com

