



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)(2)/T&P/RIPA/2025-26/ 130-33

Date: 02/04/2025

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 May, 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 May, 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 :01-04-2025 04:11:29

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

S. No.	Course Code	Category	Course Name	Duration	From	To	Course Director	User Department	Spon Autho	Room No	Email
1	JPR157	RIPA	Institutional Course for RAS (2024)	44W	9-Sep-24	11-Jul-25	Prabha Vyas, Shipra Sharma, Vinod Kumari, Pooja Saini.	DOP	FIRM	In Field	hcmripa@rajasthan.gov.in
2	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
3	JPR025	RIPA	Institutional Course for IAS (Batch 2024)	365	28-Apr-25	27-Apr-26	Shelly Kishnani/ Priyanka Vyas	DOP	FIRM	Srijan/N.108	hcmripa@rajasthan.gov.in
4	JPR027	CMS	Capacity Building Course for Officials of Secretariat Service(Group C)	10	5-May-25	16-May-25	Pooja Saini	DAR	DAR	Nipun/B-08	poojaripa@gmail.com
5	JPR028	RIPA	Institutional Training of CDPO-ACDPO	21	5-May-25	23-May-25	Meenakshi Khangarot	ICDS	FIRM	Srishti/N.114	meenakshikhangarot1@gmail.com
6	JPR029	RIPA	Official Statistics & Official Procedure Training Programme of Newly appointed ASOs	5	5-May-25	9-May-25	Dharmendra Prasad Gupta	DES	FIRM	Buddhi/P.17	dp.gupta@rajasthan.gov.in
7	JPR013	CMS	Education cum Study Tour for Bihar State Service Probationers	5	5-May-25	9-May-25	Yogmitra Dinkar	BIPARD	BIPARD	Drishti-1/KPB	dinkaryogmitra0@gmail.com
8	JPR052	CMS	Capacity Building training of Women Empowerment Supervisor.	3	5-May-25	7-May-25	Sonia Agarwal	KBIWCD	KBIWCD	Kaushal/B-12	soniaagarwal1110@gmail.com
9	JPR283	CMS	Regional Workshop on Social and Behaviour Change	2	6-May-25	7-May-25	Gul Firdosh	NIDM	NIDM	Neeti/N.216	drgulripa@gmail.com
10	JPR030	RIPA	Administrative & Financial Rules	3	7-May-25	9-May-25	Himani Sonwal	PHED & Other	FIRM	Deeksha/N.212	hssonwal93@gmail.com
11	JPR032	RIPA	IFMS 3.0	2	7-May-25	8-May-25	Vinod Kumari	All	FIRM	Pragya/N.215	vinodkumari0979@gmail.com
12	JPR044	RIPA	Data Analysis using MS Excel	3	7-May-25	9-May-25	R Singhal	All	FIRM	Kriti/N.316	singhal.rakesh@gmail.com
13	JPR033	CMS	Orientation of Child Protection Stakeholders for Care, Support and Rehabilitation of children victim of Sexual Abuse for Protection Officers	1	8-May-25	8-May-25	Rajesh Yadav, Sonia Agarwal	DCR	CRC	Vevek/P.18	rajyadav1956@yahoo.com
14	JPR035	CMS	Organizational Behaviour and Management in Government	3	12-May-25	14-May-25	Sonia Agarwal	Revenue Intelligence	Revenue Intelligence	Nipun-B-08	soniaagarwal1110@gmail.com

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2/4/25

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

15	JPR039	RIPA	Rajasthan Service Rules	3	14-May-25	16-May-25	Prabha Vyas	All	FIRM	Deeksha/N.212	jd.hcmripa@gmail.com
16	JPR036	RIPA	Office Procedure & e-Governance	5	19-May-25	23-May-25	Madhulika Arora	DOIT&C	FIRM	Kriti/N.316	madhulika08.arora@gmail.com
17	JPR040	RIPA	Mid Career Training Programme for State Service Officers	5	19-May-25	23-May-25	Komal Agri	All	FIRM	Pragya/N.215	komalkagri@gmail.com
18	JPR041	RIPA	Office Procedure & Management	3	19-May-25	21-May-25	Himani Sonwal	All	FIRM	Neeti/N.216	hssonwal93@gmail.com
19	JPR043	RIPA	Training on Disaster management	2	19-May-25	20-May-25	Gul Firdosh	All	FIRM	Srishti/N.114	drgulripa@gmail.com
20	JPR038	RIPA	Official Statistics & Official Procedure Training Programme of Newly appointed ASOs	5	19-May-25	23-May-25	Shakuntla Choudhary	DES	FIRM	Buddhi/P.17	shakku15july@gmail.com
21	JPR046	RIPA	General Finance and Accounts Rules	3	21-May-25	23-May-25	Satish Kumar	All	FIRM	Srishti/N.114	satish.gudawali@gmail.com
22	JPR045	RIPA	Master Trainers Course of District Officials on SIPP Portal	3	21-May-25	23-May-25	Yogmitra Dinkar	All	FIRM	Deeksha/N.212	dinkaryogmitra0@gmail.com
23	JPR048	CMS	Training Program for empowering CWCs on case management for the rehabilitation of children under the JJ Act and as well as in POCSO cases	1	22-May-25	22-May-25	Rajesh Yadav, Sonia Agarwal	DCR	CRC	Vevek/P.18	rajyadav1956@yahoo.com
24	JPR049	RIPA	Audit Procedure	2	26-May-25	27-May-25	Vinod Kumari	LFAD	FIRM	Pragya/N.215	vinodkumari0979@gmail.com
25	JPR050	RIPA	Ethics and Excellence in Governance	3	26-May-25	28-May-25	S. S. Bissa	PHED & Other	FIRM	Deeksha/N.212	ssbissa.ias@gmail.com
26	JPR051	RIPA	Service Rules & Disciplinary Matters	3	26-May-25	28-May-25	Shipra Sharma	PHED & Other	FIRM	Nipun-B-08	shiprasharma@rajasthan.gov.in
27	JPR052	CMS	Education cum Study Tour for U.P State Service Probationers	5	26-May-25	30-May-25	Prabha Vyas	UPAAM	UPAAM	Drishti-I/KPB	jd.hcmripa@gmail.com
28	JPR047	RIPA	Professional Development for Effective Governance	2	27-May-25	28-May-25	Priyanka Vyas	All	FIRM	Neeti/N.216	vyaspriyanka24@gmail.com
29	JPR034	RIPA	Effective Use of Online Portals	1	28-May-25	28-May-25	R Singhal	All	FIRM	Kriti/N.316	singhal.rakesh@gmail.com

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2/4/25

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

S. No.	Course Code	Category	Title	Duration	From	To	Course Director	Department	Spons Autho	Email
Udaipur										
1	UDR10	RIPA	Office Procedure & E-Governance	5	05-May-25	09-May-25	Navita Agrawal	DOIT & C	FIRM	udr.hcmripa@rajasthan.gov.in
2	UDR11	RIPA	Mid Career Training Programme for State Service Officers	5	05-May-25	09-May-25	B D Kumawat	All	FIRM	udr.hcmripa@rajasthan.gov.in
3	UDR12	RIPA	Rajasthan Service Rules	3	05-May-25	07-May-25	Prakash Chand Regar	All	FIRM	udr.hcmripa@rajasthan.gov.in
4	UDR13	RIPA	APR, DPC and Roaster System	2	08-May-25	09-May-25	Anil Kumar Sharma	All	FIRM	udr.hcmripa@rajasthan.gov.in
5	UDR14	RIPA	Store Purchase Rules and E-Tendering	3	12-May-25	14-May-25	Bharti Raj	All	FIRM	udr.hcmripa@rajasthan.gov.in
6	UDR15	RIPA	Personality Development & Positive Work Culture	3	21-May-25	23-May-25	Anil Kumar Sharma	All	FIRM	udr.hcmripa@rajasthan.gov.in
7	UDR16	RIPA	Training Programme on Budget Manual	2	26-May-25	27-May-25	Bharti Raj	All	FIRM	udr.hcmripa@rajasthan.gov.in
8	UDR17	RIPA	Conduct Rules & DPC	3	26-May-25	28-May-25	Prakash Chand Regar	All	FIRM	udr.hcmripa@rajasthan.gov.in
Bikaner										
1	BKN012	RIPA	Cyber Crime Security & Awareness	2	01-May-25	02-May-25	Hanuman Jat	All	FIRM	hcmripabkn@rajasthan.gov.in
2	BKN013	RIPA	Data Analysis Using MS Excel	3	05-May-25	07-May-25	Hemant Kumar Bhati	All	FIRM	hcmripabkn@rajasthan.gov.in
3	BKN014	RIPA	Mid Career Training Programme for State Service Officers	5	05-May-25	09-May-25	Shailendra Deora	All	FIRM	hcmripabkn@rajasthan.gov.in
4	BKN015	RIPA	Office Procedure and CCA Rules	3	07-May-25	09-May-25	Yogita Goyal	All	FIRM	hcmripabkn@rajasthan.gov.in
5	BKN016	RIPA	Refresher Course for Accounts Officers	5	12-May-25	16-May-25	Prem Prakash Goyal	All	FIRM	hcmripabkn@rajasthan.gov.in
6	BKN018	RIPA	Developing Presentation Skills Using Power Point	3	19-May-25	21-May-25	Pratibha Kaswan	All	FIRM	hcmripabkn@rajasthan.gov.in
7	BKN019	RIPA	Computer Portals With IFMS	2	22-May-25	23-May-25	Hemant Kumar Bhati	All	FIRM	hcmripabkn@rajasthan.gov.in
8	BKN020	RIPA	Audit Procedure	2	26-May-25	27-May-25	Yogita Goyal	LFAD	FIRM	hcmripabkn@rajasthan.gov.in
9	BKN021	RIPA	Store and Record Management	1	30-May-25	30-May-25	Prem Prakash Goyal	All	FIRM	hcmripabkn@rajasthan.gov.in

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2/4/25

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

Kota										
1	KTA06	RIPA	Institutional Training for Newly Appointed Junior Assistants	5	05-May-25	09-May-25	Dipika Mittal	SIPF	FIRM	hcmripakota@rajasthan.gov.in
2	KTA07	RIPA	Rajasthan Transparency in Public Procurement Act & Rules	3	05-May-25	07-May-25	Mahesh Chand Meena	All	FIRM	hcmripakota@rajasthan.gov.in
3	KTA08	RIPA	Data Analysis using MS Excel	3	14-May-25	16-May-25	Bal Krishna Gupta	All	FIRM	hcmripakota@rajasthan.gov.in
4	KTA10	RIPA	Orientation Course on New Criminal Laws	1	21-May-25	21-May-25	Dipika Mittal	All	FIRM	hcmripakota@rajasthan.gov.in
5	KTA09	RIPA	Computer Appreciation for Executives	3	26-May-25	28-May-25	Bal Krishna Gupta	All	FIRM	hcmripakota@rajasthan.gov.in
Jodhpur										
1	JDH05	RIPA	Mid Career Training Programme for State Service Officers	5	05-May-25	09-May-25	A.H. Gauri	All	FIRM	hcmripa.jodhpur@gmail.com
2	JDH06	RIPA	RSR, Leave Rules and Office Procedure	3	14-May-25	16-May-25	Rashmi Bania	All	FIRM	hcmripa.jodhpur@gmail.com
3	JDH06	RIPA	Developing Presentation Skills using Power Point	3	19-May-25	21-May-25	Ashutosh Purohit	All	FIRM	hcmripa.jodhpur@gmail.com
4	JDH07	RIPA	Awareness Generation Workshop on Right to Information	1	21-May-25	21-May-25	A.H. Gauri	All	FIRM	hcmripa.jodhpur@gmail.com
5	JDH08	RIPA	Office Procedure and Administration	3	26-May-25	28-May-25	Rashmi Bania	All	FIRM	hcmripa.jodhpur@gmail.com

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2/4/25