Chapter IV

STATE ADMINISTRATIVE TRAINING INSTITUTE (ATIs)

LIBRARIES IN INDIA

4.1 INTRODUCTION

Socio-economic development of the civil society is basic role that every government has to comply with. In India, after independence this role has shown gradual change mostly because the conceptual understanding of development itself has changed. In many developing countries like India the role of the government is to act as a catalyst or change agent in socio economic development of the country. In a democratic set up of our country the government is now playing an increasingly dynamic role in the management of human and material resources for promoting well being of people. Therefore, goals and targets have been fixed for achieving socio economic development in India. To achieve national goals and objectives is the crucial task of development administration.

In democratic setup, People’s Representative lay down the policies and Civil Administrators are expected to implement and execute it. Their position at different level has been fixed. The role of an administrator is not only to advice and assist policy planners, but also to execute policies at the ground level, translates it into action and there by achieve the national goals and objectives set by the policy makers. The performance of an administrator depends on the quality of his technical competence, values, attitudes and motivations. After independence, it was realized that the training, discussions, forums, workshops, visits etc definitely upgrade the effectiveness of administrators. Therefore, government has established institutes at state and national level to impart such type of the facilities to keep the administrators in active position. The urgent need for regular training of administrative person for self-development, improved performance in jobs, handling of greater responsibilities, accepting new jobs and responsibilities, and positive response to functional and technical change led to the emergence of such institutes in almost all states.
4.2 Establishment of ATIs

The performance of an administrator is evaluated by his approach towards implementing government policies, peoples’ participation, fundraising and implementation of innovative idea in governance. This requires systematic training for the updating of knowledge base and awareness of new ideas in governance. In order to build capacities of civil administrator the government has created two tier structure- for All India Administrative Services, an institute named Lal Bahadur Shastri National Academy of Administration is established at Masoori. This functions as a national training center for civil services officers. The LBSNAA provides basic training for All India Service officers. At the state level, training is imparted through the state level training institutes. These are named as Administrative Training Institutes (ATIs)

The Administrative Training Institutes (ATIs) are established in order to institutionalize the training for administrative officers at state level.

4.3 Functions/Aims and Activities/Responsibilities of the ATIs

- To function as nodal training institute in the field of development administration in the state.
- To serve as the apex institute for the collection and dissemination of information pertaining to development administration.
- To develop managerial skills, organizational capability, leadership and decision-making ability for development planning and efficiency in the implementation of policies, programmes and projects.
- To foster, assist and support individuals, organizations and institutions in their endeavors.
- To provide consultancy services in public administration and development interventions.
- To promote modern management science as a major instrument for development of economic and social activities of the State Government, and other institutions and organizations of the State Government.
• To carry out operational and policy-oriented research; evolve ideas and concepts appropriate to local, state and national environment and to formulate policy alternatives.

4.3 ROLE OF THE DEPARTMENT OF PERSONNEL AND TRAINING (DoPT) GOVT. OF INDIA

The role of the Department of Personnel and Training (DoPT) is to act as a nodal organization, formulator of policy and the overseer of the Government ensuring that certain accepted standards and norms, as laid down by it, are followed by all Ministries/Departments in the recruitment, regulation of service conditions and posting transfers and deputation of personnel as well as other related issues. Towards this end, guidelines are issued by it for the benefit of all Ministries/Departments and it monitors the implementation of these guidelines. It also advises all organizations of the Central Government on issues of Personnel Management.

Another role at a more immediate level, the Department has the direct responsibility of being the cadre controlling authority for the Indian Administrative Service (IAS) and the Central Secretariat Service (CSS). The Department also operates the Central Staffing Scheme under which suitable officers from All India Services and Group `A’ Central Services are selected and then placed in posting at the level of Deputy Secretary/Director and Joint Secretary, on the basis of tenure deputation. The Department also deals with appointment aspects of Chairman, Managing Director, full-time functional Director/ Member of the Board of Management of various public sector undertakings/enterprises, corporations, banks and financial institutions. It also deals with the assignment of Indian experts to various developing countries.

The department has a separate training division for training interventions. The Division administers induction training to recruits to the Indian Administrative Services Officers and other All India Services and Central Services officers. The Department also sponsors a number of training programmes on a variety of subjects for different categories of Central and State Government employees. The
Training Division provides assistance for strengthening Government Training Institutions. Training Division has also been coordinating the implementation of National Training Policy, which was adopted in April 1996.

**Figure 4.1**

State ATIs covered in the study
4.5 State Administrative Training Institutes (ATIs)

4.5.1 ANDHRA PRADESH

Dr. Marri Chenna Reddy Human Resources Development Institute of Andhra Pradesh (Dr. MCR HRDIAP) Hyderabad (2)

Dr. Marri Chenna Reddy Human Resources Development Institute of Andhra Pradesh (Dr. MCR HRDIAP), an apex Administrative Training Institute (ATI) of Government of Andhra Pradesh, is located at Hyderabad, the state capital. Earlier its name was Institute of Administration. The institute was set up in the year 1976 and was later renamed after the former Chief Minister of Andhra Pradesh, Dr. Marri Chenna Reddy in 1998 as MCRHRDIAP. The institute is responsible for facilitating training and providing HRD inputs to all public functionaries within the state to achieve CARING Government, i.e. Committed, Accountable, Responsive, Inspiring, Nationalistic and Genuine. The institute has been certified as an ISO 9001:2000 organization for its quality in the areas of training, consultancy and research publications. The Institute receives financial assistance from the state Government and also from the department of Personal and Training (DoPT), Government of India for organizing training programmes.

Organizational Structure: Generally the head of the institute is an officer of the State Cadre of Indian Administrative Service (IAS) who is equivalent to the rank of Principal Secretary or above designated as Director General (DG) of the institute. The institute has a Board of Governance, which is headed by the Chief Minister of Andhra Pradesh. The Board of Governance is the highest decision and policy formulating body of the Institute. The faculty and the staff manage day-to-day working of the institute under the guidance of the Director General.

Infrastructure and Facilities: The institute has good infrastructure facility including 13 lecture halls, classrooms and seminar halls. There are also three air conditioned seminar halls and an auditorium. For the trainee participants guest house facilities are also available within the campus. Other facilities include the transportation for participants, yoga, sports, gymnasium and swimming pool. The trainee participants can also avail facility of Club House, Tennis Court etc. The
residential complex for officers and staff are also available. There are three computer labs having capacity of 30 computers connected with Local Area Network (LAN). The Internet access on Kiosks has been provided at the reception for the visitors and on the desktops to all the staff members and the participants in the Computer labs.

**Activities:** The core activity of the institute is operated through five wings Accounts, Audit, Information Technology, District Training and Career based training. These wings organize specialized training programmes for the officials of the State Government in their respected areas. To coordinate and assist the State Government Departments, the institute has established six centers – Center for Agriculture and Rural Livelihood; Center for Infrastructure and Investment; Center for Disaster Preparedness; Center for Human Development; Center for Regulatory Administration; Center for Urban Development Studies. These centers prepare, provide and implement training programmes for different departments. These departments also organize Managerial Skills Development programmes for senior officials. A Center for Good Governance (CGG) has been set up in the institute to focus on the issues related to Good Governance.

**Library:** The library of HCRHRDIAP has collection of over 10,000 books and other documents on Computer Science, Journalism, Philosophy, Education, Economic Development, Sociology, Public Administration, Management, Training Methodology, various Manuals and reading materials. It has collection of CDs and DVDs also. The library offers membership facilities and services to the staff, trainers, trainees and officers of the State Government. The library collection is computerized and available through LAN.
4.5.2 ARUNACHAL PRADESH

Administrative Training Institute (ATI) Naharlagun

The Government of Arunachal Pradesh has set up the Administrative Training Institute (ATI) at Naharlagun in 1990 as a part of the Administrative Department. To maintain the high standard, efficiency, proficiency and capacity building the ATI organizes training programmes for various categories of officers at state as well as for the district level of State Government. The Director of the institute manages day-to-day affairs.

This is an upcoming institute and most of the infrastructure facilities are yet to be developed. The foundation training programmes like APSC (Arunachal Pradesh Civil Services) for the officers and staff are organized by the ATI. Since the state is small the training activities in this institute are also limited.

**Library:** The library of the institute has a small collection of 1350 books and subscribes to ten periodicals. The Library Assistant looks after the library management at present.
4.5.3 ASSAM

Assam Administrative Staff College (AASC) Guwahati (3)

The Assam Administrative Staff College (AASC) was established in the year 1960 at Shillong to provide training to State Civil Service officers. The organization shifted its office in 1962 to Guwahati. The AASC started functioning from the present campus from the year 1981. The AASC has been acting as Regional Training Centre (RTC) to cater to the needs of seven North Eastern States and also at the national level. The aim of the institute is to enhance the capacity building of various Departments of the Government for human resource development.

Organizational Structure: The AASC works under the Department of Administrative Reforms and Training Government of Assam. An IAS officer of the State Cadre heads the institute and designated as the Director of training. The Director is assisted by the Joint Directors, Deputy Directors and faculty along with the support staff to manage the day to day activities.

Infrastructure and Facilities: There are 14 classrooms and two conference halls for the training purpose. The hostel of 70 well furnished rooms is available to accommodate trainee participants. The sports complex for trainee officers, have facilities for Badminton, Table Tennis, and Lawn Tennis Gymnasium Hall etc. The two computer labs take care of the IT infrastructure. The Internet connectivity is provided for the all computers within the institute.

Activities: The AASC organizes Foundation training programmes for the state civil service officers and other officials of the Government of Assam and other North-Eastern States and also conducts a number of Orientation and Refresher Courses in the variety of areas of the Governance. The AASC organizes a number of specialized training programmes every year through its various centers such as Center for Urban Planning and Development, Center for Natural Disaster Management and Flexible Learning Unit. The AASC has collaboration with United Nations Development Programme (UNDP), various Ministries of the Government of India and DONER (Development of North Eastern Region)
**Library:** The library of AASC has huge collection of over 74,000 volumes consisting of books, bound volumes of journals, Audio & video CDs, and subscription of 10 journals, 17 magazines and newspapers. The library has about 350 members consisting of staff, trainee officers of the Government, students and research scholars. The library offers lending services reference services, bibliography service etc. The library is in the processes of automating its activities. A qualified and experienced librarian manages library.
4.5.4 BIHAR

**Bihar Institute of Public Administration and Rural Development (BIPARD) Patna (4)**

The Bihar Institute of Public Administration and Rural Development (BIPARD) is functioning Society’s Registration Act 1860 with effect from 1st April 2006. The BIPARD is an apex training institute of Government of Bihar which works for the Capacity Building in the field of Public Administration, Rural Development, Disaster Management, Panchayati Raj, Non-Government Organization, Urban Development, Land, Water Management and Sanitation etc. At present BIPARD is located at Walmi Campus, Patna, State capital. In near future the institute will be shifted to Gaya.

**Organizational Structure:** The Chief Secretary to the Government of Bihar is the President of the Governing Council of the Institute, whereas Member Secretary is the Director General, who is heads the Institute. The DG who is from Indian Administrative Services (IAS) from the State cadre. The Director General is also the Chairman of the Executive Council of the Institute. The DG looks after the day-to-day functioning of the institute with the help of faculty and support staff.

**Infrastructure and Facilities:** The Institute is presently positioned in a rental accommodation and as such yet to develop its own facilities. However the campus in which the institute is located has facilities to conduct the training programmes in-house such as classrooms, seminar and conference halls, etc. The institute has a computer lab with 30 computers and also provides hostel facilities for trainee participants.

**Activities:** The BIPARD conducts basic and induction training programmes for the probationers of IAS and state civil services officers i.e. Bihar Administrative Services (BAS) and Allied Services. The training programmes of DoPT i.e. DTS, DoT, ToT are important features of the institute. The institute has established 18 centers for civil governance. The main activities of these centers are training, research and consultancy in specified areas. BIPARD has entered in collaboration with various international and national organizations like CARE, UNDP, UNICEF, National NGOs etc. to support various training programmes.
**Library:** The institute has started developing its own library in their rented campus. At present the BIPARD library has a collection of over 2500 volumes in the area of Public Administration, Rural Development, Management, Law etc. and subscription of to ten periodicals. The collection includes some non print media in the form of CDs, Videos etc. The library is being developed as repository of state government publications. At present a retired librarian looks after the library activities.
4.5.5 CHATTISGARH

Chattisgarh Academy of Administration (CAA), Raipur

The Government of Chattisgarh has established the Chattisgarh Academy of Administration in the year 2004. The institute is in the process of development of a full fledged training centre. The Director who is the IAS of the state Cadre heads the institute. He looks after the day-to-day functioning of the institute with the help of supporting staffs. At present the institute has 20 staff. The CCA is the youngest of all ATIs. The ATI is yet to develop the necessary infrastructure and will be in a position to shift to its permanent campus in the State Capital Raipur in a couple of years.

The training programmes of Government officials are sponsored by State Government and DoPT, Govt. of India. The CAA is the State Implementing Agency (SIA) of Chattisgarh State under DoPT, Government of India and United Nations Development Programme (UNDP) project on “Capacity building for the Access to Information.” The Academy is also working on a project on “Capacity Building for Poverty Reduction” sponsored by DoPT, Government of India and the Department for International Development (DFID) of United Kingdom.

Library: The Academy has started developing its own library and collection has just grown up to about 4225 documents, 84 CDs related to training and subscribes to four periodicals. No librarian has been appointed so far. Library is open during office hours and has good collection of Hindi and English literature, Laws, Rules and Disaster Management.
4.5.6 DELHI

Directorate of Training, Union Territories Civil Service (UTCS) Delhi (5)

The Directorate of Training (Union Territories Civil Services) or the Directorate of Training (UTCS) is a premier training institute under the administrative control of the Government of National Capital Territory (NCT) of Delhi. The Institute was setup in Delhi in 1963 by the Government of India and then transferred to Delhi Administration in 1974. The objective of the Directorate is to contribute to the continuous improvement in the state administration by imparting training to the IAS (AGMUT) Probationers, DANICS probationers and in service officers and officials of Government of NCT of Delhi.

Organizational Structure: The Institute is headed by the Secretary & Director (Training), Who is an officer of the IAS cadre and is assisted by the Joint Director, Deputy Directors and Assistant Directors and the supporting staff.

Infrastructure and Facilities: The Institute has infrastructures which consists of Hostel Block, Administrative Block, Auditorium and Residential Block and offers facilities for imparting training. There are two well-equipped lecture halls with audio visual aids and an auditorium of 250 capacity. The hostel block has capacity of 57 rooms and has facility of accessing Internet and other recreational facilities.

Activities: The Directorate conducts six-week training programme for IAS probationers of AGMUT and one-year training programme for DANICS Officers. The Directorate also conducts in-service training programme for the functionaries of the Government of NCT of Delhi and autonomous bodies under the Government of NCT of Delhi and need based training programme as per the requirement of the Departments. The DoPT, government of India, is also sponsoring some programme organized by the Directorate.

Library: The Directorate’s library is situated in the main administrative block and has a collection of over 12000 documents. The library provides lending and reference services to their members. The library is currently under the process of automation. At present, Library caters to the needs of trainees, trainers and the Government officers.
4.5.7 GOA

Goa Institute of Rural Development and Administration (GIRDA) Goa (6)

Goa Institute of Rural Development & Administration is functioning at Ela Farm Old Goa since December 1999. Goa Institute of Rural Development & Administration was established by converting existing ETC into S.I.R.D. and has been functioning at the site of old ETC. The organization started functioning as Government Department till December 1999, after which it has been declared as autonomous institute. The Institute is located at a distance of 10 Km. from Panaji-the capital city of Goa.

Organizational Structure: As provided in the Rules of Goa Institute of Rural Development & Administration the management of the affairs of Goa Institute of Rural Development & Administration shall vest in the Board of Governors and the Executive Committee. The Rural Development Minister is the head of the BoG and day to day activities are supervised by the Secretary of the rural Development Department.

Activities: To impart training to various officials and non-official functionaries, directly or indirectly involved in the process of rural development, and also those involved in rendering other public administrative services or engaged in supportive roles. Another activities are to carry out research – operational and policy; to create an awareness of the potentialities of modern management service as a major instrument for rural development and better administrative services and practices also to take up other such programmes incidental to Rural Development as may be found necessary from time to time.

Library: Library of GIRDA is in developing stage. At present there are approx.1000 books available in the library. The institute library has specious Reading Room for participants and faculty members.
4.5.8 GUJARAT

Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad (7)

The Government of Gujarat established the Administrative Training School (ATS) in the year 1962 to train Government functionaries, which was later reorganized and renamed as Sardar Patel Institute of Public Administration (SPIPA) in 1974. The Institute is located in the State Capital, Ahmedabad and has been functioning from the present campus since 1985. In the year 2004, the institute became an autonomous body. The aim to establish the institute, was to provide training in the areas of Public Administration and Good Governance so as to enhance the competence of the Government functionaries in delivering services in their respective fields. The SPIPA, as an apex training institute of the Government of Gujarat, provides basic foundation courses to all fresh recruits of class I and Class II services officers of the State Government.

Organizational Structure: The overall authority of SPIPA is rested in the Board of Governors. The Director General, who is also the Commissioner of Training in the, Government of Gujarat heads the institute. The Director General is assisted by Deputy Director General, Joint Director, Deputy Directors, Course Directors and supporting staff for day to day functioning of the institute.

Infrastructure and Facilities: The Institute has well equipped computer laboratory for training. It has air-conditioned auditorium, seminar halls, lecture rooms with modern training tools and electronic equipments. The residential facilities are provided to the trainee participants with 84 rooms and VIP blocks.

Activities: Foundation courses and regular training programmes are some of the important features of the institute. The institute also organizes Executive Development Programmes (EDPs). The institute has six Regional Training Centers (RTCs) at Ahmedabad, Gandhinagar, Mehasana, Rajkot, Surat and Vadodara. These RTCs undertake training activities for Class II, III and IV employees of the State Government. Many programmes are also conducted in collaboration with DoPT, Government of India. The institute also works as an examining body for some departments in the state and conducts examination for employees. An IAS
study center has been established in the year 1992 to train youth aspirants of the state. The Vibrant Governance training aims at developing the positive approach and attitude towards work. Such training is mandatory for all state government employees. For the institutional news and development promotion two bimonthly newsletters ‘Gyandip’ and ‘Nirnay’ are published by the institute.

**Library:** The SPIPA library has over 35162 documents consisting of books, Government Reports, CDs, Videos etc. in the areas of Management, Public Administration, Political Science, Economics, Sociology, etc. It has special collection of Government Publications.

Library provides services to 600 members consisting of staff members, officers of the Government, trainees, trainers and students. The library has separate study room for trainees and students. Some of the services provided by the library are lending of books, reprography, interlibrary loan, current awareness etc. It offers Online Public Access Catalogue (OPAC) search facility on Local Area Network (LAN). At present a professional librarian looks after library.
4.5.9 HARYANA

Haryana Institute of Public Administration (HIPA), Gurgaon (8)

The Government of Haryana has set up the Haryana Institute of Administration in the year 1983 as Society registered under the Registration of Societies Act, 1860. The objectives of the institute are to provide training, research and consultancies to improve efficiency and effectiveness in the administration. The institute is located in Gurgaon. The Government of Haryana provide funds to the institute. The HIPA endeavors to realize its objectives by enhancing professional knowledge, skills and inculcating attitude necessary for better performance of an individual and also of an organization.

Organizational Structure: The HIPA is governed by a Governing Body, which is headed by the Chief Minister of Haryana and an Executive Council, which is headed by the Chief Secretary of the State. The senior IAS officer is appointed as the Director General of the institute, who looks after day to day activities of the institute with the assistance from the Director, faculty and supporting staff. The staff strength at present is 96.

Infrastructure and Facilities: The classrooms, auditorium and conference rooms with modern teaching and training aids are important facilities provided by the institute. The hostel with modern facilities can accommodate 90 trainee participants. It provides facilities like Table Tennis, Billiards, Squash, Gymnasium etc. There are well equipped computer labs and facilities like internet are provided.

Activities: The prime activity of HIPA is to conduct training programmes in Public Administration, General Management and other allied subjects for different levels of employees of the State as well as Central Government at its main campus at Gurgaon and its two Divisional Training Centers (DTCs) at Panchkula and Hisar. The Institute is engaged in studies and consultancy along with training programmes. There are specialized centers such as Secretarial Management School, Excise, Taxation, Centre of Entrepreneurship Development and Center for Studies of Haryana History, Cultural and Social Development. The Institute has launched a forum - Haryana Development Forum (HDF) as an association to provide a platform for various sections of the society to share their expertise and
experience to make a meaningful contribution to the development of the State. At present the Institute is engaged in projects sponsored by DoPT, Government of India and United Nations Programmes (UNDP) such as “Capacity Building for the Access to Information” and “Poverty Reduction” under DoPT and Department for International Development (DfID).

**Library:** The air-conditioned library of HIPA is popularly known as ‘silent zone’. The collection of the library at HIPA has over 26562 documents consisting of books, journals (5000), videocassettes, 500 CDs/DVDs in the areas of Public Administration, Economics, and management, Law, Information Technology, and Sociology etc. The library subscribes to 50 journals and 29 magazines and newspapers. Library offers services like lending, reference, documentation, bibliography services to members etc. There are around 300 members, which are staff, trainees, officers and others. The library is computerized its processes and OPAC is available to all Computers in the campus. The professional librarian with two support staff looks after the activities of the library. Library is clean and neatly arranged with comfortable sofas and other seating arrangements for reading.
4.5.10 HIMACHAL PRADESH

Himachal Pradesh Institute of Public Administration (HPIPA) Shimla (9)

The Government of Himachal Pradesh has established the Himachal Pradesh Institute of Public Administration in the year 1974 at Shimla. The institute consists of State Institute of Rural Development (SIRD), Institute of State Accounts Service (SAS) and State Board of Examinations.

Organizational Structure: The institute functions under the control of Department of Training and Foreign Assignment, government of Himachal Pradesh. It has a Governing Council having Chief Secretary to the Government as the Chairman. The Director, who belongs to IAS cadre, is the head of the Institute. He is supported by Joint Directors from Himachal Pradesh Administrative Services (HAS) the faculty members and supporting staff members. There are in all 12 faculty members at HPIPA. Collectively the total staff strength is approx. 80 at present.

Infrastructure and Facilities: The institute is located in a building that was constructed during the period of British India and has got historical importance. The infrastructure for training is developed for conducting training programmes in a smooth manner. There are two well-equipped conference halls and seven classrooms with modern teaching and training aids. The institute has two well-furnished hostels and guesthouses. The institute also provides transport facility to the trainee participants. The Information Technology Center has the State-of the Art facilities with LAN, VSAT and Internet facility.

Activity: The HPIPA conducts various professional, foundational and specialized training programmes at its campus and also at its two Regional Training Centres (RTCs) and eight District Training Centres (DTCs) located in different parts of the State. The Research and Documentation Centre (RDC) at the institute undertakes evaluation studies, projects and conducts surveys on different aspects of Public Administration and Governance. The Institute brings out occasional publications in the form of manuals and study reports besides calendar publications. The institute also conducts departmental examination for various services of the state Government as required.
Library: The library of HPIPA has over 38826 documents in different subjects, areas of training and of interest to the Institute. It is located very close to classrooms and within the campus. The library subscribes to 50 journals and about 50 magazines and newspapers. The library has also a small collection of 235 CDs/ DVDs. The library’s collection can be accessed on the Internet and library membership is open to all officers of the State Government. The library offers various services like lending, references, bibliography services etc. The Librarian and Assistant Librarian manage library activities. Library has created database by using ‘e-Granthalaya’ software developed by NIC (National Informatics Center). The reading materials prepared by faculty members for various courses are displayed in the library. Special care is taken to keep the library clean and neat.

The subject guide and signage are clear and visible. Special collection of “Books on Himachal Pradesh” and various Laws and acts is well maintained. Library is decorated with photographs of scenic and natural views from Shimla City and from Himachal.
4.5.11 JAMMU & KASHMIR

Jammu & Kashmir Institute of Public Administration & Rural Development (J & K IMPA) Srinagar and Jammu (10)

The Jammu and Kashmir Institute of Public Administration and Rural Development or IMPA, as it is popularly known was set up in 1986 as an autonomous Society by the Government of J & K to provide in-service training to employees of the State Government and to undertake research and consultancies in the related Administration, Management and Rural Development. The institute has headquarter at Srinagar while regional center has been set up at Jammu.

Organizational Structure: the institute has an Executive Council, which is the highest decision making body with Chief Minister of J & K as its Chairman and Chief Secretary to the Government of Jammu & Kashmir as Vice-Chairman. A sub-committee under the Chairmanship of the Chief Secretary supervises the working of the Institute. The institute administrator is the Director General, who is amongst the IAS of the State cadre and is assisted by Joint Director, and Deputy Directors (Srinagar & Jammu) faculty along with members and supporting staff.

Infrastructure and Facilities: Over the period of time, the Institute has developed infrastructure at both its campuses – the main campus at Srinagar and the Regional Centre at Jammu. The facilities include hostels, class room and seminar rooms. The Computer Centers at both the campuses have all the facilities to support training activities. They have been provided with the internet facility and there are more than 80 computers on LAN at both the campuses.

Activities: The type of programmes organized at the institute includes Orientation Programmes, Foundation Courses, e-literacy programmes, etc. Various Departments of the State Government, DoPT, Government of India, Ministry of Rural Development, etc sponsors all these training programmes. The Institute has also set up a Disaster Management Cell (DMC), which organizes various training programmes, workshops, seminars etc. on related to Disaster Management. The Institute has a good collaboration with the National Institute of Disaster Management (NIDM) New Delhi. The Pre-Recruitment Training (PRT) Cell organizes coaching courses for IAS Preliminary and other National and State level
competitive examinations. The Institute also undertakes research and consultancies in those areas which are crucial to the administration of the State. The Institute regularly brings out a newsletter – IMPA Newsletter and Annual Report.

**Library:** The IMPA has a good library each at Srinagar and Jammu campuses. The collection includes 13,100 documents, and the Regional center at Jammu has over 3000 documents and subscription of 24 journals. The library has 42 CDs, which can be used in training programmes, and 15 Newspapers are subscribed in the library. The library offers a range of services to its members. The computerization has recently been completed. The membership is open to research scholars, trainee, staff and faculty members. A well-qualified library professional looks after the library. A separate budget is provided for the library. There are 18 core faculties to conduct training programmes in the Institution. Detailed library information, collection, rules and services are published on the web site of the institute.
4.5.12 JHARKHAND

Shri Krishna Institute of Public Administration (SKIPA), Ranchi (11)

The Government of Bihar had set up the Administrative Training School (ATS) in 1952. By the year 1997, the school established itself as an Administrative Training Institute (ATI), which was later renamed as Shri Krishna Institute of Public Administration (SKIPA). After the reorganization of the State of Bihar in 2000, the institute was awarded to Jharkhand, a new State and remained in Ranchi, the new State capital city of Jharkhand.

Organizational Structure: The Institute has a Governing Body, which is headed by the Chief Secretary of the Government of Jharkhand. The Director General, who is a senior IAS officer, in the rank of Chief Secretary, heads the Institute. The Director, Deputy Directors, Faculty members and other supporting staff at the institute assist the Director General in executing day-to-day training activities. The faculty members are normally deputed from the State Administrative Services and other services.

Infrastructure and Facilities: The Institute has its own campus at Ranchi and has good facilities for organizing training programmes, which includes classrooms, an auditorium, three hostels and a computer centre. The Compute Cell is equipped with 42 computers and servers which are connected to LAN and offer access to Internet.

Activities: The Institute organizes Foundation courses, training programmes and workshops on different aspects of Governance. The institute has set up Disaster management Centre (DMC) with the support of the National Institute of Disaster Management (NIDM) to provide training to the officials of various departments on issues related to Disaster Management. The Institute publishes study material, working papers, workshop papers etc and regularly brings out a Newsletter and Annual Report.

Library: The library at SKIPA has over 29000 documents consisting of books, reports, manuals and other non-print media in areas of Public Administration, Economics, Law, Sociology, Management etc and subscription of over 60
periodicals. The collection includes videocassettes and CDs/DVDs. The library offers wide range of services such photocopying, scanning, and documentation facilities. The membership of the library is open to all officers of the State Government posted in Ranchi besides the staff and the trainees at the Institute. For the collection development, there are separate budget provisions. The automation of the library is going on. The Institute has also started digitization of gazetteers.
4.5.13 KARNATAKA

Administrative Training Institute (ATI), Mysore (12)

The Government of India had set up “Orientation Study Centre” at Mysore in 1959 and later handed it over to the Government of Mysore in 1967, which was renamed as Administrative Training Institute (ATI), is the apex training institute of the Government of Karnataka. The Institute caters to the training needs of the Group A and Group B officers of Karnataka. The campus also houses two institutes – State Institute of Urban Development which was set up in 1999 to meet the training requirements of Urban sector in the state and Abdul Nazeer Sab State Institute of Rural Development, set up in 1989 to impart training in the areas of Rural Development and to the elected representatives of the Panchayati Raj Institutions (PRIs)

Organizational Structure: The Institute has a Managing Committee (MC), which is headed by the Additional Chief Secretary of the Government of Karnataka. The MC guides the Institute in policy matters related to training and administration. The Institute is headed by the Director General, who is senior IAS officer and is in the rank of Principal Secretary to the Government. The Director General is assisted by Joint Directors – Administration and Training, Faculty members and supporting staffs for executing day-to-day management of the Institute. The Faculty members are drawn from various Departments of the Government on deputation basis.

Infrastructure and Facilities: The campus has all the modern facilities from conducting training programmes. The institute has six classrooms with all modern teaching and training aids. The institute has also established reprographic facilities for faculty and trainee participants. The hostel can accommodate 100 officers at a time. There are Recreation Club, Computer Centre with 70 computers with Internet facility are available for trainee participants.

Activities: The type of programme include Foundation courses for officials of the State Civil Service, Orientation course for IAS probationers, Refresher courses for in-service officers and Trainer Development Programmes (TDPs) for trainers are conducted in the Institute. The State Government and the DoPT, Government of India sponsors these training programmes. The Election Commission of India has
recognized the Institute as Regional Centre for South India to impart training in matters related to elections. There are 19 District Training Institutes (DTIs) to provide on job training to Group ‘C’ and Group ‘D’ employees of the State Government. The Institute bring out publications from time to time, besides Annual Training Calendar and a Newsletter. The institute has developed an e-learning module on ‘Disciplinary Proceedings’

**Library:** The library of ATI, Mysore has 56886 documents consisting of books, manuals, reports, etc. in of Public Administration, Management, Rural Development, Financial Management, Law and Information Technology etc. The library subscribes to around 200 periodicals. The library membership is given to all officers of the state government, trainees, faculty members and research scholars. The library offers services like bibliographic services, documentation services, and lending and reference services. The library also brings out a quarterly bulletin of articles out of the journals subscribed to. The library has computerized its operations and members can access the library collection through OPAC. The library also provides reading room facility for trainees and the library members.
4.5.14 KERALA

Institute of Management In Government (IMG), Thiruvananthapuram (13)

The institute of Management in Government (IMG), an autonomous body constituted by the Government of Kerala, was established in 1981 to develop managerial skills, organizational ability, leadership qualities and decision-making skills among different categories of employees of Government, Private and Public Sector. The Institute is an apex training institute of the Government of Kerala and is located in the State’s capital city of Thiruvananthapuram. It has two Regional Centers (RCs) located at Kochi and Kozhikode. The Institute has also been designated as the Convener of the State Training Council with the mandate to coordinate, network and standardize training activities in the State.

Organizational Structure: The institute has Governing Body (GB), is headed by the Chief Secretary to Government of Kerala as the Chairman. The Executive Committee (EC), which is chaired by the Director of the Institute, has members from the State Government and the academia. the Director, who is an officer of the All India Services (AIS), is the head of the Institute for day-to-day management of the affairs. There are about 25 faculty members to coordinate training, research and consultancy activities in Institute besides 123 administrative and ministerial staff.

Infrastructure and facilities: The Institute operates from two campuses in Thiruvananthapuram, from Barthon Hill Bungalow training complex and from the Main Campus within the city. The Institute has adequate classrooms and seminar halls with all facilities for organizing training programmes. The hostel facilities at Thiruvananthapuram has 80 rooms while at Kochi 22 rooms including one guest suite and Kozhikode has the hostel with 27 double rooms. The main campus and the RCs have the excellent computer facilities which also provides Internet connectivity.

Activities: The Institute offers a variety of need based training programmes to various Departments of the Government. The Institute also conducts functional training programmes for the officers of the All India Services (AIS), besides organizing training programmes for civil service personnel and also organizes the Trainer Development Programmes (TDPs) from time to time, which is sponsored
by the DoPT, Government of India. The Institute regularly undertakes research projects sponsored by the Government of Kerala and the Government of India. The Institute brings out a number of publications based on its training, research and consultancy activities, besides regular publications, such as training calendar and Annual Report.

**Library:** With a well-equipped library and the state-of-the-art training aids and facilities, the Institute provides an ideal training locale. The Institute Library has a collection of more than 20,000 books and 125 periodicals. Most of the books are from the areas of Management and Training.
4.5.15 MADHYA PRADESH

RCVP Noronha Academy of Administration and Management (RCVPNAAM), Bhopal (14)

The Government of Madhya Pradesh established the Lal Bahadur Shastri Institute of Public Administration in the year 1966, which was subsequently renamed as Ronald Carlton Vivian Piedade Noronha Academy of Administration and management (RCVPNAAM). In 1987, the Government declared the Academy as the nodal and apex training institute of the State. The Academy is situated in the State Capital, Bhopal. The Academy assists and advises State Government in evolving training polices for its departments and plays an advisory role in human resource development. The Academy is an ISO 9001:2000 certified organization. The mission of the Academy is to provide leadership through quality improvement in public service in the State.

Organizational Structure: The General Administration Department of the Government of Madhya Pradesh looks after the functioning of the Academy through the Board of Governors. The head of the Academy is the Director General who is in the rank of Chief Secretary. A Director, Faculty Members and supporting staff assist the Director General in the day-to-day affairs of the Institute.

Infrastructure and Facilities: The facilities available in the campus include ten AC class rooms, with all teaching and training aids. The two air conditioned conference halls and an auditorium are equipped with audiovisual system and multimedia facility. The Video conferencing facility in the Academy provides distance learning mode of training. The State Government communicates its policies and programmes to the employees, general public in different part of the State through the Satellite Communication (SATCOM) Centre. The hostel has 205 rooms and there is also a guesthouse for VIPs. The campus has good facilities for recreation and sports. The transportation facilities are also made available for trainee participants for their study tours. The Academy has three computer labs with 72-computer system on LAN with Internet connectivity.

Activities: The Academy organizes Foundation courses, Induction training programmes and In-service training programmes for the Class I & II officers of the
State Government. On an average, the Academy organizes about 250 programmes in a year, which focuses on improving the overall performance of the functionaries. Besides, seminars, workshops, symposiums are also organized in collaboration with the Government, NGOs and International Organizations. The Academy bring out a number of publications from time to time based on its training and research activities and also brings out Training Calendar every year indicating training programmes being conducted throughout the year.

**Library:** The library of RCVPNAAAM has a collection of over 34300 documents on a variety of subjects. The collection includes bound volumes, videocassettes, films and CDs/DVDs. The library subscribes to 65 journals and 18 magazines and newspapers. The library has about 2000 members consisting of officers of the Government, staff, trainees and guest faculties. The library has been computerized and offers automated library and information services. The library facilitates accessibility to its collection on LAN through OPAC. The library provides reading room facility for staff, trainees and students. A qualified team of library professionals manages the library.

Library occupies over 3000 square feet area. The books are stacked in about 2500 square feet area and the seating capacity of the library is 50 persons. The library uses e-lib software and has four computers for its day-to-day working and management. The library has kept two computers for the use where users can browse OPAC. There are 20 in-house faculties and other visiting faculty, staff of the institute and the course participants who use the library. The library provides services like OPAC, CAS, Reprographic services, Newspaper clipping services and Inter Library Loan services to its users. There is a ‘Library Committee’ which comprises of seven members and meets once in three months and discusses about problems in the library. There are library rules, which make the library working smooth and efficient.
4.5.16 MAHARASHTRA

Yashwantrao Chavan Academy of Development Administration, (YASHADA)
Pune (15)

The library of YASHADA has its origin in the Administrative Staff College
(ASC), in Mumbai. The purpose was to facilitate training activities of the ASC.
When the ASC shifted to Pune in the year 1994 with new name ‘Maharashtra
Institute of Development Administration’ (MIDA), the collection of books also
shifted to this new location at Raj Bhavan Complex in Pune.

Collection

The library houses collection of over 45,000 various documents covering core
subjects like Public Administration, Rural Development, Good Governance,
Computer Applications, Management, Gender, Women and Child, Old Age, Self
Help Groups, Cooperative Movement, Social Justice, Finance, Administrative
Reforms, Human Rights, Environment, Disaster Management, Demography,
Ageing, Water Conservation, Urbanization Child labour, TQM, Leadership, Time
Management, Personality Development etc.

Special Collection:

1. State and Central Government Acts
2. Government Documents like Rules, Handbooks, and Committee Reports etc.
3. District gazetteers

The YASHADA library also possess good collection of English and Marathi
fiction and biographies of eminent personalities of the world, besides literature in
other languages.

Working Hours

In order to optimize the utilization of library facilities by course participants and
faculty members, the library is kept open for 13 hrs on average working day. The
purpose is to make the library facility available even after the office hours. The
library is open from **9.00 AM to 10.00 PM** on all working days.
Paid Membership

The officers who wish to retain their membership even after their training programmes can have membership by paying annual fees and deposit for the books. The deposit is Rs. 200/- per book and the annual fees is Rs. 250/- The facility is made available, on the recommendation of faculty members of the Academy, to the guest faculty and other State Government officers and executives in and around the Pune city. At present we have 792 members on the register. The details are as follows:

Special Members

Our library offers a special membership (so far only 9 persons) to the senior officers in service. These members are not charged for any membership.

Infrastructure

The library section is adjacent to the Academic block, which is easily accessible. Similarly, the entrance from the ‘Parambi’ also gives special look and highlights importance of the library in the Academy.

Library has following internal functional sections for activities:

2. Study Room for ACEC Students – The AC study room is kept open for 24 hours and is used only by the students of ACEC.
3. Faculty Study Room - An elegantly decorated AC study room exclusively for the use of faculty of YASHADA with wi-fi facility.
4. The central hall of the library houses the main collection on 22 Racks. There is also a help desk and 8 Internet connected Thin Clients for the use by participants and other library visitors.
5. West side of the central hall of the library is used as working space for processing of books etc.
6. A Journal and Reference section of the library is situated on the first floor within the library. A TV with DVD player is also kept there for the use of the faculty members.
7. There is an internal room for the storage of old newspapers etc. within the library.

**Computerization:**

To meet the expectations of the library users and to manage the growing collection of books and other documents computerization was felt necessary. Initially in 1992, the decision was taken to purchase hardware and software for library with grants available from the GoI, Department of Personal and Training (DoPT).

However, due to some technical reasons the software was not in use till 1998 when new hardware for the library was purchased and library persons were trained to use the software. With the urgent need of accessibility of library catalogue from the working place of the faculty and staff a in the year 2004 upgraded web enabled version of the software LibSys 4 was installed on new Linux server. The dedicated server is exclusively reserved for library. Thus Online Public Access Catalogue (OPAC) was made available through intranet. Subsequently, training programmes and instructions for using OPAC were made available to all faculty and staff. Similarly, in the year 2001 all books were bar coded along with the user cards so as to facilitate fast and error free issue receipt of books.

**Personnel:** There are two professionals and one non-professional presently working in the library. In order to help the library working and keep the library open up to 10 PM in the evening 4 persons are working on contract: The cleaning of the library is entrusted to one specific person working on contract.

**Networking with other Libraries in Pune City:**

Our library is a member of PUNENET – A network of libraries in Pune city. This was initiative taken by the University of Pune and lasted for 5/6 years. At present it is not active. However YASHADA library has provided services of Inter Library Loan to its users by providing Institutional Membership of:
1. The British Council Library, Pune.
2. Jayakar Library (Pune University, Pune)

**Library Working**

The Academy has obtained ISO 9001:2000 certificate in the year 2005. Therefore, all activities of the library are carried out in accordance with the ISO procedure manual as described in the Library Manual. All activities of the library are divided into six procedures:

1. Selection of documents
2. Technical processing of documents
3. Procurement of Newspapers
4. Acquisition of journals
5. Issue and Receipt of Documents
6. Process for Repository Library

The processes are carried out with the help of forms and formats in the procedure manual. The procedure manual is available on Intranet for the use of persons working in the section under SOP Manuals.

**Repository Library**

The Government of Maharashtra has designated our library as Repository of Government Publications. Library is receiving some government publications but needs to develop further.

**Book Club Activity**

In order to provide a platform for exchange of ideas as Book Readers and make our library more user oriented, a YASHADA Book Club was formed and the first meeting of the Book Club was held on Monday, 20th October 2003. Many officers, retired officers, library users attended the meeting. YASHADA book club was started with a view to provide an academic platform to Government Officers in and around Pune. It also facilitated to interact with library users in an informal atmosphere to know their expectations from the library.
4.5.17 MANIPUR

State Academy of Training (SAT), Imphal.

The State Academy of Training (SAT) was established by the Government of Manipur in 1985 which is situated in the State capital, Imphal. The Academy is an apex training institute of the State. The Annual Administrative report (2007-08) of the Academy states that it has conducted a number of training programmes, however, the activities have reduced during the last four to five years due to constant harassment and recurring threats of arson due to law and order situation in the state coupled with absence of full-time faculty and fund constraints.

Organizational Structure: The institute is managed by the director General, who is a senior IAS officer assisted by faculty and supporting staffs of the Academy. An officer of the Manipur Civil Service (MCS) is the Head of the Office of SAT. The total staff strength at the Academy is 56.

Infrastructure and Facilities: The Academy is in the process of creating its infrastructure particularly the office building and in recent times, the teaching and training aids have been purchased with the financial assistance from the state Government as well as from DoPT, Government of India.

Activities: The Academy conducts foundation Courses for civil services officers, Appreciation courses for all India Services, Professional courses for various services, and a number of training programmes in Computer Applications, Financial Management, and other relevant training programmes for different functionaries of the State Government. The training on good governance was initiated through capacity building in the North Eastern States, a partnership initiative of Ministry of DONER (Development of North East Region), Government of India and Assam Administrative staff College, Guwahati. During the year 2007-08, the Academy has organized 60 training programmes, covering 1687 officials / officers. The Academy has set up a Disaster Management Cell and Right to Information (RTI) Cell through which training programmes are organized in disciplines like Disaster Management and Right to Information.
**Library:** The library of the SAT is yet to be developed, however, existing collection consists of about 3200 books and other documents. The library caters to the needs of the Academy and provides lending service and reading room facility to the trainees at the Academy.
4.5.18 MEGHALAYA

Meghalaya Administrative Training Institute (MATI) Shillong.

The Meghalaya Administrative Training Institute (MATI) was set up by the Government of Meghalaya at Shillong in the year 1989 to impart training to the state government functionaries with the objective of improving their skills. The Institute is under the administrative control of the Department of Personnel and Administrative Reforms, Government of Meghalaya. The Institute is in the process of upgrading its infrastructure and facilities and is likely to be shifted to its permanent campus in near future.

Organizational Structure: The Director, who is an officer of the IAS, is the head of the Institute. The faculty members are deputed from various departments of the State Government.

Activities: At present, the Institute is conducting a few training programmes which include induction courses for civil services offices and other heads of departments. Similarly specialized training programmes for staff of secretariat services, Computer Training programmes in collaboration with National Informatics Centre (NIC) are also organized. The Institute, besides conducting state Government sponsored programmes, also conducts DoPT and Government of India sponsored programmes. The ATI is the state implementing agency for imparting trainings on access to information under the DoPT-UNDP sponsored project. The Institute also has collaboration with National Human Rights Commission (NHRC), New Delhi, National Institute of Disaster Management (NIDM), New Delhi for conducting training programmes related to human rights and Disaster Management, respectively for the functionaries of the Government, NGOs, and others.

Library: The library of the institute has about 6000 books and subscribes ten periodicals, besides it has collections of CDs related to training modules. A professionally qualified librarian manages the library and the library is in the process of moving towards library automation.
4.5.19 MIZORAM

Administrative Training Institute (ATI), Aizawl (16)

The Administrative Training Institute (ATI) was established in the year 1983 by the Govt. of Mizoram and is housed in its own building in the heart of the Capital city Aizawl. The objective of the Institute is to disseminate Knowledge on different aspects of good governance and to provide in service training to the employees serving in various State Govt. Departments, Semi-Government Organizations and Autonomous Bodies, etc.

Organizational Structure: The Director, who is either the IAS or the state civil Service officer is the overall administrator of the institute. The Joint Director a Mizoram civil service (MCS) officer, faculty members and staff are main functionaries of the institute. The total staff strength at the institute is 40, right from the top to the bottom.

Infrastructure and Facilities: The Institutes campus has four blocks, namely Administrative Block, Lecture Hall & Library Block, IT & Disaster Management Block and Auditorium. The Lecture Halls and The Computer Labs have been Furnished with the required presentation and learning equipment.

Activities: As a premier Institute of the State Government, it conducts Foundation courses for various levels of state civil service officers and Orientation and Refresher courses for all the functionaries of the state government. A number of training programmes are also being organized in different Districts and sub-divisional headquarters for the benefit of employees at the cutting edge level with the support.If the district administration. The state government and the DoPT, Government of India sponsor these training programmes on annual basis. The Institute has set up Disaster management center in 2002 with the assistance from the government of India. The center deals with creating awareness about natural and man made disasters and organizes various training programmes on preparedness, mitigation, and ways to handle the after effects of different types of disasters.
**Library:** The library has approximately 10000 volumes covering major subjects of interest to the institute besides, subscribing to about ten periodicals. The Library has also reading room facility for the staff and the trainees. The library provides photocopy services and officers lending and reference services, the library is yet to initiate the library automation processes. There are in all eleven faculty members who regularly use the library along with the course participants.
4.5.20 NAGALAND

Administrative Training Institute (ATI), Kohima (17)

The Government of Nagaland established the Administrative Training Institute (ATI) in the year 1972, which was shifted to its campus in Kohima in 2001. The Institute, which is a management training and consultancy body functions as a government Department under the administrative control of the Department of Personnel and Administrative Reforms, Government of Nagaland. As an apex training institute of the state, it aspires to identify the training needs of the categories of government servants design Training programmes and impart Training to the functionaries.

Organizational Structure: The overall administrator of the institute is the Director who is assisted by his administrative and training wings. Both these wings are headed by the Additional Directors. Other functionaries at the institute include the Joint Director, the faculty and the supporting staffs. The Director and Additional Director are drawn from the IAS & Allied services or Nagaland Civil Services. For the smooth functioning various internal committees such as Training Committee, Library Committee, and Complex Committee have also been constituted.

Infrastructure and Facilities: The Institute campus has been divided into blocks such as Administrative Block, Training Block, Hostel Block and Library. The facilities available in the campus includes two Conference Halls, seven Lecture Rooms and an Auditorium, as “Imagine Nagaland Hall”, which has the seating capacity of 300 persons. The hostel has facilities like cable TV, Carom, Table Tennis, Badminton and Chess. The two computer labs have 15 computers connected to LAN and the internet is connected to all computers in the lab as well as on the desktops with the officers.

Activities: The institute conducts training programmes such as induction and Foundation courses for NCS officers, mass skill upgradation training programmes computer training programmes and other training programmes, as required by the Departments of the state Government. The Institute has different cells, such as Management & NCS, Computers, Accounts, Disaster Management, HUDCO,
Community Development etc. through which all these training programmes are organized. The institute has collaboration with the UNICEF for upgrading training aids. The institute regularly publishes training calendar indicating their training programmes to be conducted during the year.

**Library:** The collection of the library has about 5000 volumes of books on Management, Public Administration, Information Technology, Law, and other manuals related to service rules and accounting procedures etc. The library also subscribes to a few periodical. The library is open to all trainee participants who attend the training programmes organized by the institute. The Library is in the process of automation. An assistant librarian manages the library at present. There are 8 faculty members who are using this library along with the trainee participants.
Gopabandhu Academy of Administration (GAA) Bhubaneswar (18)

The Government of Orissa established Administrative officers training school (AOTS) at Hirakud in may 1968 and the school was subsequently relocated in the state capital, Bhubaneswar and renamed as ‘Gopabandhu Academy of Administration’. The Academy is the focal point and the nodal agency for implementation of the National Training Policy for promoting good governance.

Organizational structure: The Director General is the administrator of the Academy for steering, regulating and monitoring all activities and enjoys the powers of that of the head of the department of the state government. The Director General is appointed from amongst the senior IAS officers of the state cadre. The core faculty is drawn from the state civil services. The total staff strength of the academy is 67 from the top to the bottom level of officials.

Infrastructure and Facilities: The academy is housed in its own campus at Bhubaneswar. The academy has a three storied teaching and administrative building with two air conditioned training halls having seating capacity of 25 to 40 persons. Seven well furnished class rooms and one air conditioned lecture theatre with all modern equipment are available in the academy. Besides, the Academy has Hostel Block and staff quarters with in its campus.

Activities: The objective of the Academy is to train probationers of the IAS and Orissa Administrative Services and their allied service officers. The various types of training programmes conducted by the Academy includes Refresher training programmes and executive Development programmes for the middle and senior level officers of the state government the Natural Disaster Management cell organizes training programmes and has built up in house training capability in different aspects of disaster management. The academy has been identified as the state implementing agency for the implementation of an UNDP-DoPT sponsored project of ‘Capacity Building for Access to Information.’

Library: The Academy has a well-equipped library with about 40,000 books and subscribes to many Journals, Magazines and Newspapers. Continuous efforts are
being made to keep the library well-stocked with latest publications on subjects like Public Administration, Management, Planning, Rural Development, Economics, Environment, Community Development, Gender Studies, Human Rights, Political Science, Disaster Management and books of general interest and fictions etc. Besides, Codes, Manuals, Rules, Executive Instructions and other publications of the Government of India and State Government are also available in the library.

The library has a good collection of CDs and VCDs on State Government and Government of India training programmes and other reference material. The library has fully air-conditioned reading room, which can easily accommodate 20 persons. Periodicals and Documents of current interest are readily available for consultations. Downloaded material from the internet on relevant topics written on to CDs is available for consultation.
4.5.22 PUNJAB

Mahatma Gandhi State Institute of Public Administration, Punjab (MGSIPAP), Chandigarh (19)

The Government of Punjab has set up Punjab state Institute of Public Administration in 1978 at Chandigarh as a society under the Societies Registration Act. The institute was renamed as ‘Mahatma Gandhi State Institute of Public Administration’, Punjab in 1995. The institute is shifted to its present campus in the year 2000. The objective of the institute is to undertake training study and research in public administration and allied subjects such as Management, Economic growth and development for overall benefit of the state Government.

**Organizational Structure:** The institute has a General Council, which is headed by the chief minister of Punjab state as President and the Chief Secretary to the Government of Punjab as Vice-President. The Chief Secretary chairs the executive Committee of the institute. The Director General who is a senior IAS officer in the rank of Principal Secretary, is the administrative head of the institute. The Director, who is also an officer of the IAS, along with the faculties and the supporting staff assist the Director General to manage their day to day activities of the institute. The total staff strength is about 60, at present.

**Infrastructure and Facilities:** The institute has good infrastructure like Convention Center, Academic Block, Library Block Hostel Block, Auditorium. The facilities for sports and recreation are yet to be developed. The institute at present has four classrooms with all teaching and training aids having two conferences halls with a capacity to accommodate around 75 people each and one small seminar room. The hostel can accommodate about 50 participants and there are 12 VIP suites. The computer center has four labs with 60 computers of which three labs are connected to LAN. The institute has over 100 computer systems connected to LAN and the facility to access the internet has also been provided. Being a huge campus, it also houses transit campus for Chandigarh Judicial Academy, Chandigarh and Indian Institute of Science Education and Research, Mohali. Besides, the campus also houses the Punjab State Council for Science & Technology, Chandigarh.
Activities: the MGSIPAP is a premier institute for imparting training to the officers of IAS, Punjab Civil Services and other officers and officials of the state government. The institute also undertake projects sponsored by DoPT and UNDP and presently working on DoPT Government of India and the Department for International Development (DFID) project on Poverty Reduction. The institute organize conferences, seminars and workshops on issues relevance to the state government since the year 2007, the institute has the thrust on initiating and improving public policies for good governance and socio-economic development and the research efforts are on studying the programmes and plans of the state government, regulatory Administration, Disaster Management, Local Governance, Law and Human Resource Development, etc. Towards this end, the institute has set up “Centre for Law, Justice and Governance” in March 2008 and some more centers in the areas of Labour Welfare, Urban Development. Disaster Management etc. are also planned.

Library: The Library of the institute is situated in a three-storey building and the collection of about 26800 documents, including books, videocassettes, films, CDs/DVDs and bound periodicals. Manuals on Land Revenue and various acts & Rules relating to the state of Punjab and central Government forms a special part of library collection. The library has automated working environment. The membership of the library is open to officers of the state government, trainees and staff at the institute and individual members associated with training and teaching. The library annual budget is around Rs.3 lacks. The library offers a wide range of library & Information services to its members. The library offers facilities for scanning, photocopy and access to the Internet. The library uses LibSys software for library operations and uses Green Stone Digital Library Software for the electronic collection.
4.5.23 RAJASTHAN

Harish Chandra Mathur Rajasthan State Institute of Public Administration (HCMRIPA), Jaipur (20)

The Government of Rajasthan had set up the Officers Training School (OTS) in Jodhpur in November 1957 which was later shifted (1963) to Jaipur and renamed as ‘Harish Chandra Mathur Rajasthan State Institute of Public Administration.’ The institute is an apex training institute of the government of Rajasthan for imparting training of the Civil Services officers. The institute focuses on training, research, learning material development and publications, training coordination, departmental examinations and special lectures for the benefit of administrators, faculty and the general public in the areas of public administration, Good Governance, and management. Besides, it has also the office of the “Association of State Training Institutes”.

Organizational Structure: The HCMRIPA is under the administrative control of the Government of Rajasthan and is headed by the Director, who belongs to IAS in the rank of Principal Secretary (Training) to the state Government. The faculty members and other supporting staffs assist the Director for managing all activities of the Institute.

Infrastructure and Facilities: The Institute has the state-of-the-art infrastructure facilities. The main Administrative and Teaching Block Consists of faculty rooms, and ten class rooms, besides, six syndicate rooms having the seating capacity from 10 to 100. The rooms have been equipped with audio-visual aids. Another building has facilities for teaching and conducting examinations. The Institute hostel can accommodate 275 participants, besides the Institute has a small guesthouse and cottages within the campus. The Institute has provided residential facilities for their faculty and staff members. The ‘Officers’ Club’ on the campus is a hub for recreational activities for the trainees. The facilities for various indoor and outdoor games are also available on the campus. The institute has two computer labs and more than 100 computers are connected to LAN with the Internet connectivity through leased line.
Activities: The Institute, besides organizing training programmes, undertake research and evaluation studies for effective improvement and management of public policies and programmes and to provide inputs for its training programmes. The Institute has four Regional Training centers at Udaipur, Bikaner, Jodhpur and Kota; besides, three registered societies- Centre for Good Governance; Centre for Management Studies; Women Resources Centre are also functional. In addition, the Institute has other Centres such as Centre for Disaster Management; Centre for Trade and Investment; Centre for Urban Development. These specialized Centres at the Institute undertake a number of projects and training programmes sponsored by various departments of the Government of Rajasthan, and national and international agencies such as UNDP, DfID. At present, the Institute has also been covered by the DoPT-UNDP project on “Access to information” and DoPT - DfID project on “Poverty Reduction”. The HCMRIPA has close association with UNICEF, UNDP, British Council, World Bank, HUDCO, National Institute of Urban Affairs (NIUA), Institute of Applied Manpower Research, Administrative Reforms Commission, IIPA Regional Branch, etc and is also part of ‘Network of Public Service Training Institutions in India. The Institute has a publication unit, which brings out a half-yearly journal – “Prashashanika” besides, various monographs and publications related to their training activities.

Library: The library has a collection of more than 80000 documents in areas of Public Administration, Management and Governance, etc. and also includes Video Cassettes, CDs/DVDs related training methodology and modules. The library subscribes to 130 journals. The library has computerized its operation and activities. The collection can be accessed online through OPAC anywhere in the campus. The library has more than 1000 members. The annual budget of the library is around Rs. 5,00,000. The library has reading room and provides library and information services like, Lending, Bibliography, Reference and Referral, Current Awareness Service, Current Contents services, Newspaper Clipping Service, Bibliography Service, etc. The library has a team of five well-qualified library and information science professionals.
4.5.24 SIKKIM

Accounts & Administrative Training Institute (AATI), Gangtok.

The Government of Sikkim has set up the Accounts & Administrative Training Institute (AATI) in Gangtok in the year 1985 to impart training to the Government officials in disciplines like Administration, Management and Computers, Financial Management Social Development.

Organizational Structure: The Institute runs under the administrative control of the Department of Personnel, Administrative Reforms, Training, Public Grievances, Career Options & Employment Skill Development and Chief Minister’s Self-Employment Scheme. Director, who is supported and assisted by faulty members to organize training programmes heads the Institute.

Infrastructure and Facilities: The Institute has developed some of the basic infrastructures to run various courses in different disciplines.

Activities: The Institute conducts training programmes for in-service officers and also for the probationers of State Civil Service, State finance & Accounts Service as well as All India Services. Some of the Government officers are also trained in other states for specialized training as per the requirement of the departments. The Institute provides trainings to Group ‘B’ and Group ‘C’ officials of the state Government. The Government Departments and the DoPT, Government of India, sponsor training programmes as per the need and requirement from time to time.

Library: The Institute has relatively very small and growing library with a collection of about 1100 books and few CDs. The library also subscribes to 10 periodicals and provides lending services to members of the library consisting of employees and the staff. The library has a small but comfortable reading room. No librarian has been appointed so far to develop and manage the library.
Anna Institute of Management (AIM), Chennai (22)

Anna Institute of Management (AIM) is registered as a Society under the Societies Registration Act, 1975 and is sponsored by the Government of Tamil Nadu. The Institute started functioning in the year 1981 and is headquartered in the state capital, Chennai. The AIM was upgraded as ATI in 1999 to functions as an apex training institute of the state Government of Tamil Nadu. The state Government has declared the AIM as nodal agency for training and designated it as a training consultant.

**Organizational Structure**: The Institute has a Governing Committee assisted by two Committees viz. the Executive Committee and the Finance Committee. The administrator of the Institute is the Director, who is also the Director General of Training, Government of Tamil Nadu. The Director is assisted by three Wings, such as Programme Wing, Administration Wing and the Accounts Wing, for day-to-day management of the Institute. The regular faculties and guest faculties, are part of the Programme wing.

**Infrastructure and Facilities**: The Institute is housed in a state of the Art building complex and has got facilities that include Air Conditioned Auditorium, well furnished and Air Conditioned Training Halls and hostel facility to accommodate over 100 persons and computer center with all the Logistic support systems.

**Activities**: The Disaster Management cell at the Institute organizes a number of training programmes to sensitize officials concerned in the areas of Disaster Management. The Institute has an unique facility for undertaking research leading to Ph. D. in Management with specialization in Finance. The consultancy wing of the institute helps various Government Departments and Organizations in enhancing the organizational processes and the institute has also set up quality center to offer consultancy services and training programmes in Quality Management. The all India Civil Services Coaching Center provides coaching to about 300 selected candidates in preparing for the Central Services Examinations. The civil services training institute at Bhavanisagar, Erode District, which is part
of AIM offers condensed foundational training, foundational training and In-
service training Programmes for Junior Assistants, Assistants and Deputy
Tahsildars.

**Library:** The library has a collection of over 10000 books and non-print media
such as video films. CDs/DVDs, etc. in the areas of Management, Public
Administration, Governance, Management etc. and subscriptions of over 60
Journals. The library offers wide range of library and information services to its
readers and providing reading room facility to the students and the staff. The
members consist of staff, trainees and others. The library and information services
include lending, reference, bibliography and indexing services.
4.5.25 TRIPURA

State Institute of Public Administration and Rural Development (SIPARD), Agartala (21)

The Government of Tripura has set up in State Institute of Public Administration and Rural Development (SIPARD) at Agartala. The Institute has been recognized as an apex training institution in Tripura in areas of Public Administration and Rural Development. The Institute formally came into existence in the year 1993 and subsequently registered as Society in the year 2000 under the Registration of Societies Act, 1860. The institute is located in the State capital, Agartala.

Organizational Structure: The Institute is governed by a Governing Body headed by the Chief Secretary to the Government of Tripura. The Executive Committee is has been formed by senior officials of the State Government under the Chairmanship of the Chief Secretary to take policy decisions. The Director, assisted by Deputy Director, faculty members and the supporting staff, looks after the day-to-day management issues of the Institute. The staff of the Institute falls into two Wings, the Academic Wing consisting of faculty and the Administrative Wing consisting of office staff.

Infrastructure and Facilities: The campus of the Institute is yet to be utilized for maximum use. The Institute has a three-storied building along with the building for the hostel to accommodate 30 persons. The facilities at the Institute include seven lecture hall, which have been equipped with modern teaching and training; presentation aids; and also audio and video facilities. All the computers in the Institute are connected to LAN and offer Internet connectivity via the Computer Lab.

Activities: The SIPARD organizes a number of training programmes sponsored by the Government of India and Ministry of Rural Development, Government of India. The stakeholders for these programmes include the government officials, NGOs and the Representatives of PRIs. The training programmes are organized in prime areas of Rural Development, Tribal Welfare, Public Administration, Management, Computer literacy, etc. The Institute undertakes research and
evaluation work in the areas of Public Administration, Rural Development, Gender Issues, Social Development and Information Technology Applications. The Institute regularly brings out quarterly newsletter, “SIPARD Update” and the Training Calendar besides occasional publications and reports.

**Library:** As computerization has been prevalent in almost every sphere of activities. SIPARD has started computerizing of library. Recently SIPARD has installed a new Library Automation Software called ‘ALICE’ for Windows for facilitating day to day library works like book keeping, record maintenance, cataloguing, reporting, maintaining cards, issuing books etc. The software enables to create the database of the books, course materials, Magazines, journals and other library related documents.

The literature of books & Journals in library has been well developed. The Govt. officials are being issued a bar coded library card showing which the books can be issued from the library. Depending upon successful use of the software, additional modules related to web inabilities etc will also be incorporated in the software.
4.5.27 UTTARANCHAL

Uttarakhand Academy of Administration (UAoA), Nainital

The Uttarakhand Academy of Administration was initially set up as ‘Officers Training School’ (OTS) in Allahabad in the year 1951 to train IAS and Provincial Civil Services (Executive) and Provincial Judicial Officers of Uttar Pradesh. The OTS, later in 1971, was shifted to Nainital, to its present campus, which is known as Ardwell Camp. The School was known as ATI and later in 1998, the Institute was renamed as Uttar Pradesh Academy of Administration, Nainital. After the reorganization of the State of Uttar Pradesh and formation of a new State of Uttarakhand in 2000, the Government of Uttarakhand renamed the Academy as Uttarakhand Academy of Administration (UAoA) in 2001. The UAoA is an apex training institute in Uttarakhand and also the nodal institute for the operation of National Training Policy as well as the State Training Policy.

Organizational Structure: The Academy is under the administrative control of the Government of Uttarakhand. The Academy has Board of Governors with the Chief Secretary to Government of Uttarakhand as its Chairman. The Director, who is an officer of the IAS, is the head of the Academy. The joint Directors, Deputy Director, faculty members and the supporting staff assist the Director for carrying out day-to-day activities of the Academy.

Infrastructure and Facilities: The Institute has well developed campus conducive for conducting the training activities and has good residential facilities which include two hostels having capacity to accommodate about 150 participants of various training programmes and are well furnished and equipped with in-house facilities for the Internet access, sports, etc. The academy has also one quest house for the VIPs. The Academy has nine class rooms with a capacity of 60 participants each. These classrooms are spacious and equipped with modern teaching and training aids. The Auditorium in the campus has the capacity to seat 200 people equipped with LCD projectors and Public Address systems. There are three Conference/Seminar Halls equipped with State-of-the-Art technology and are used to organized meetings and study programmes. The Computers Lab has centralized computer facilities, LAN and the Internet connectivity.
Activities: The academy has two centers and three Institutes under its control to undertake activities like training programmes, conferences, seminars, projects and research studies. The Disaster management Centre (DMC), which was set up in 1995, uses technology tools, remote sensing and Geographical Information System (GIS) as part of training for disaster management planning process. The focus of the ‘Centre for Good Governance’ (CGG), which was registered as a Society, is on providing professional services in research, capacity building, training and consultancy. The Centre has four units, such as Urban Affairs, E-Governance, Documentation and Project Appraisal. The Centre works in close collaboration with various national and international organizations like DoPT, Government of India. The UAoA has three institutes – Revenue, Police and Land Survey Training Institute, Almora; Extension Branch of the Academy at Dehradun; and Uttarakhand Institute of Rural Development (UIRD) at Rudrapur, under its control to undertake activities related to training and research in the State.

Library: The Library and Documentation Centre of the Academy has a vast collection of over 87489 documents and subscription of approx 95 journals in areas of Public Administration, Economic Planning & Development, Disaster Management, Rural Development and Environmental Sciences, etc. The library has also rich collection of government documents, reports, etc. and non-print collection, such as CDs/DVDS, Video films, etc. besides e-resources. The library has got the status of depository library for the World Bank publications. The library is automated with LibSys software and has computerized its operations and services. The users can access the OPAC within the campus of the Academy. The library offers wide ranges of library and information services and facilities such as reading room and photocopier. The library has a regular budget through which it updates its collection. The library has about 400 regular and about 6000 occasional members, which include Staff, Officers of the Government, Students, Research Scholars Trainees and the Trainers. The library is being managed by 3 library professionals and 6 non-professionals. There is a library committee of 4 members, who meets once in a month for book selection and other purpose.
4.5.28 UTTAR PRADESH

Uttar Pradesh Academy of Administration & Management (UPAAM), Lucknow (23)

The Government of Uttar Pradesh established the Uttar Pradesh Academy of Administration (UPAA) in August 2000, after the reorganization of state in the same year. The Uttar Pradesh Academy of Administration & Management (UPAAM) has been set up in Lucknow and became functional after its merger with the Institute of Management Development, UP (IMDUP) in July 2003. The UPAAM is a registered as a Society under the Societies Registration Act. The prime responsibility of the Academy is to train government functionaries of State and Central services.

Organizational Structure: The Academy is governed by a Board of Governors, which is headed by the Chief Secretary to the Government of Uttar Pradesh as its Chairman. The Administrator of the Academy is the Director General, who is from amongst the senior IAS officers of the State cadre. The Director General is assisted by Directors, faculty members and supporting staffs at the Academy for day-to-day management of the Academy. There are 66 employees working in the Academy.

Infrastructure and Facilities: The campus of the Academy has two blocks viz. the Administrative Block and the Hostel Block. The Administrative Block has the facilities like training halls, library and a compute laboratory, while the Hostel Block has 42 rooms of different types including rooms for VIPs. The Computer Cell has two laboratories with 30 computers connected to LAN and the Cell has all the required hardware and software. The Internet connectivity is provided on all computers. The facilities available at the teaching and training aids, an air conditioned auditorium with a seating capacity of 225 persons, an ultramodern conference hall which can seat 60 person, besides facilities for Indoor games and Outdoor sports. Academy includes seven Air Conditioned Training Halls equipped with all modern training facilities.

Activities: Besides organizing regular training programmes for different level of officials of the State Government, the Training Developing Programmes are also
undertaken at the Academy. Some training programmes are also conducted with the assistance from international organizations like UNICEF, UNDP, etc. The Academy has set up Disaster Management Cell to undertake research, studies, training programmes and seminars in the field of disaster mitigation and management. The Academy organizes programmes to familiarize the RTI Act to officers of the State Government.

**Library:** The library of the Academy has a collection of approximately 12000 documents consisting of books, bound journals, Audio-Visual Materials, Microforms, Films/Tapes, CDs/DVDs and subscribes to a few journals. The library has computerized its activities using a software, ‘Libra’ developed by a local vendor. The library’s collection can be accessed online through OPAC on LAN in the campus. The library provides lending, reference and information services.
Administrative Training Institute (ATI), Kolkata (24)

The Administrative Training Institute (ATI) Kolkata was set up in the year 1981 to provide trainings to officers of the All India and State Civil Services, State Government Departments and other functionaries of the State Government. The ATI is an apex training institute of the Government of West Bengal which is located in Salt Lake City, Kolkata.

**Organizational Structure:** The ATI is under the administrative control of the Department of Personnel and Administrative Reforms, Government of West Bengal. The Director, who is from the IAS of the State cadre in the rank of Additional Chief Secretary, heads the Institute. Additional Director, either from the IAS or from the West Bengal Civil Services (WBCS) cadre, assists the Director. The other officials are Deputy Directors, Faculty members and supporting staffs. There are also some internal committees, like Training Advisory Committee, Advisory Committee for formulation of Case Studies, etc to advise the Institute from time to time regarding formulation of strategies. The total staff strength is around 90.

**Infrastructure and Facilities:** The ATI has developed its own campus and has good infrastructure facilities, which includes eight Air Conditioned class rooms with training aids, three computers labs consisting of 60 computers on LAN, one hostel to accommodate about 100 participants besides facilities for recreation and games.

**Activities:** The Institute conducts training programmes for all levels of staffs of different Departments and Directorates of the State Government on different aspects of Governance and Public Administration. The ATI also undertakes research projects and evaluation studies from time to time and also developed training modules on Urban Management, Project Management, etc. The ATI has set up two centers; one is Disaster Management Unit, which conducts training programmes seminars and workshop on natural disaster Management. The other one is the Urban Management Centre, which was set up in collaboration with HUDCO to organize training programmes and capacity building on issues related
to Urban Management. Besides, the ATI has nine (9) Regional Training Centers (RTCs) at different district headquarters, which conduct training programmes on Administrative and Financial procedures, etc, to cater to the needs of the cutting edge level employees. The ATI regularly brings out publications, reports and monographs on training related activities.

**Library:** The library has a collection of about 19000 documents and subscription of 54 journals. The library has been automated and offers OPAC search facility within the campus to their users. The library provides various library and information services to the trainee participants and users in the Library. The membership of the library is open to the State Government officials, Staffs and trainees. The library has reading room facilities for 25 readers.
4.6 Association of State Training Institutions India (ASTI)

The Association of State Training Institutions in India (ASTI) was founded in the year 1983. The idea was to provide a platform for training institutions located in various States of India; to exchange information on training techniques, methodologies and training materials; to promote inter-institutional co-operation; to collaborate with individuals and organizations pertaining to the development of training programmes; and to promote greater integration and co-operation amongst generalist and specialist cadres of Public Administration.

The ASTI has been registered as a Society under the Rajasthan Institutions Registration Act, 1958. The ASTI is housed in the HCM Rajasthan State Institute of Public Administration (HCMRIPA), Jaipur. The Association is a non-profit organization devoted to further the cause of training and research in the field of Administration and Public Management aimed at improving the capability of public systems to better serve the people.

The ASTI offers three categories of membership which is open to all the State and Union territory institutions of Public Administration and Public Management. The annual membership fee per institution is Rs.5000/- per annum. The institutions may also be enrolled as non-voting Institutional members on payment of Rs.3000/- per annum. The faculty members working full time in training institutions in India may also be enrolled as non-voting members of ASTI on payment of Rs.100/- per annum. Presently, the ASTI has 22 State ATIs as members and while 10 members have enrolled as non-voting members of ASTI.

The ASTI has been working for the co-operation and networking with other institutions. The activities of the ASTI includes organizing workshops, seminars and conferences on themes related to Public Administration and Public Management. The ASTI also takes up issues related to training with DoPT, Planning Commission, etc. from time to time to improve existing training infrastructures and standards of trainings imparted in the training Institutions in India. The ASTI brings out publications related to training techniques, training methodology, etc. and organizes Annual General Meeting (AGM) to take up
various issues related to training for discussion. The ASTI also brings out a Half-
Yearly journal, “ASTI Journal of Training & Development”.

There are 29 State Administrative Training Institutes (ATIs) in India, including
one Directorate of Training for Union Territories Civil Services located in Delhi.
The senior most officers of the All India Services, mostly the IAS officers, of
respective State cadres act as heads of these ATIs. Some of the State ATIs have
permanent faculty members while some ATIs draw them from various
Departments of their respective State Governments. Almost all the State ATIs
depend on Guest Faculty members for organizing various training programmes.
The State ATIs are increasingly expanding their activities to research, evaluation
studies, consultancy and publication. ‘Annually, on an average, each of these ATIs
organizes 15 to 300 plus training programmes in various areas of Public
Administration, governance and management, etc for the State civil service
officers and other categories of officials depending upon the requirement and size.

The regular source of funding to these ATIs for their activities comes from their
respective State Governments. The DoPT, Government of India has been playing a
major role for Strengthening these institutions by providing financial assistance for
organizing a number of training programmes every year and also provide grants for
training infrastructure, such as hardware and software for the development of
libraries. The State ATIs undertake research projects sponsored by the DoPT,
Government of India and also have collaborations with national and international
organizations, particularly the UNDP.

Over a period of time, the State ATIs have developed infrastructure and facilities
for organizing training programmes on modern lines, yet there are differences
among ATIs. The State ATIs provide hostel facility, modern libraries to cater to
the needs of the trainers and the trainees, computer labs with the Internet
connectivity, class rooms with teaching and training aids, seminar and conference
halls with multimedia facility, and auditoriums, besides recreation and indoor and
outdoor games in the campuses.

The libraries of the ATIs have also been playing supportive role to meet
information needs of trainees and trainers. Some of the State ATIs have developed
the State-of-the-Art libraries using Information Technology. While some libraries are catching up to provide the ICT based library and information services campus and off campus to their trainees, trainers and other officers of their respective State Governments. The collection in these libraries, ranging from a few hundreds to close to a lakh, largely of books and other documents in the areas of Public Administration, Governance and management. The libraries offer traditional services to automated services depending upon the status of the library. Some of the libraries of the ATIs are organized in a manner like typical government libraries while some other libraries are being termed as most modern and special libraries with all the modern facilities and access to the emerging technology applications.

The ASTI has been playing a key role for the State ATIs to improve the quality of Training imparted, developing the standard training infrastructure and sharing and exchanging of information related to training.
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