

नेपाल प्रशासनिक प्रशिक्षण प्रतिष्ठान

सूचनाको हक सम्बन्धि ऐन, २०६४ को दफा ५(३) र सूचनाको हक सम्बन्धी नियमावली, २०६५ को नियम ३ बमोजिम सर्वाङ्गिक गरिएको विवरण

नेपाल प्रशासनिक प्रशिक्षण प्रतिष्ठानको गठन

सरकारी निकाय र संस्थानहरूको प्रशासनिक एवं व्यवस्थापन सम्बन्धी दक्षता अभिवृद्धि गर्ने उद्देश्यले त्यस्ता निकाय र संस्थानहरूको जनशक्तिलाई योजनावद्ध तरीकाले प्रशिक्षणको व्यवस्था गर्न नेपाल प्रशासनिक प्रशिक्षण प्रतिष्ठान ऐन, २०३९ बमोजिम गठन भएको हो ।

प्रतिष्ठानका मुख्य कार्यहरू:

- (क) नेपाल सरकारको र संस्थानको कर्मचारीकोलागि आवश्यक पर्ने प्रशिक्षणको व्यवस्था गर्ने ।
- (ख) देशको विकास कार्यक्रममा सघाउ पुर्याउन नेपाल सरकारको प्रशासन र संस्थानको व्यवस्थापन क्षेत्रलाई सक्षम बनाउने उपाय गर्ने ।
- (ग) प्रशिक्षणलाई बढी उपयोगी तुल्याउन तथा प्रशिक्षण सामग्री तयार गर्नका निमित्त समस्यामुलक अनुसन्धान, परामर्श सेवा तथा सूचना सेवा सम्बन्धी कार्यक्रमहरू संचालन गर्ने ।

निकाय बाट प्रदान गरिने सेवा:

प्रतिष्ठानले मुख्यतया निम्न सेवा प्रदान गर्दै आएको छ ।

- (क) तालिम
- (ख) अनुसन्धान
- (ग) परामर्श सेवा

निकायमा रहने कर्मचारी संख्या र कार्य विवरण :

कुल संख्या: ७१

- १. कार्यकारी निर्देशक - १
- २. वरिष्ठ अध्ययन निर्देशक - ५
- ३. अधिकृत प्रथम - ९
- ४. अधिकृत द्वितीय - १५
- ५. अधिकृत तृतीय - ३०
- ६. सहायक प्रथम - ११

सेवा प्रदान गर्ने निकायको शाखा र जिम्मेवार अधिकारी:

प्रतिष्ठानको अन्यत्र कुनै शाखा नरहेको र सबै कार्य मुख्य कार्यालय जावलाखेलबाट हुने गरेको

सेवा प्रदान गर्दा लाग्ने दस्तुर र अवधि:

नेपाली नागरिकले कानुन बमोजिम सूचना माग गर्न आएमा प्रचलित कानुन बमोजिम लाग्ने दस्तुर बाहेक अन्य कुनै दस्तुर लाग्दैन

निर्णय गर्ने प्रक्रिया र अधिकारी:

प्रतिष्ठानको मुख्य निर्णय प्रतिष्ठानमा रहेको प्रशिक्षण परिषद तथा कार्यकारी समिति द्वारा हुने गरेको

निर्णय उपर उजुरी सुन्ने अधिकारी : कार्यकारी समिति

सम्पादन गरेको काम र विवरण :

- १) २०८२ साउन १ गतेदेखि २०८३ असार मसान्त सम्म ८० वटा प्रशिक्षण कार्यक्रम (लामो र छोटो अवधिका) सम्पन्न भई १,९७६ प्रशिक्षार्थी सहभागी भएका र ६७ वटा सशुल्क कार्यक्रम मार्फत सम्पन्न भई १,५१६ प्रशिक्षार्थी लाभान्वित भएका ।
- २) यस अवधिमा ३८ वटा अनुसन्धान तथा परामर्श कार्यहरु सम्पन्न भएका ।
- ३) यस अवधिमा ११ वटा कर्मचारी क्षमता विकासका कार्यक्रमहरु सम्पन्न भएका ।
- ४) यस अवधिमा २८ वटा कार्यशाला/गोष्ठी कर्मचारी र विविध कार्यक्रमहरु सम्पन्न भएका ।
- ५) यस अवधिमा १६ वटा विविध कार्यक्रमहरु सम्पन्न भएका ।

क्र.स.	क्रियाकलापहरु	लक्ष्य		प्रगति	
१	प्रशिक्षण	कार्यक्रम	सहभागी	कार्यक्रम	सहभागी
	लामो अवधि (३० कार्यदिन भन्दा वढी)	३३	७८९	३०	७३६
	छोटो अवधि (३० कार्यदिन भन्दा कम)	३५	१०००	५०	१२४०
२	सशुल्क कार्यक्रम	३७	७०५	६७	१५१६
३	अनुसन्धान तथा परामर्श कार्य	१७	१२	३८	४८
४	कर्मचारी क्षमता विकास	८	२६	११	२३
५	कार्यशाला/गोष्ठी	३०	११८०	२८	१११७
६	विविध कार्यक्रमहरु	२४	१०४	१६	११३
	जम्मा	१८४	३८१६	२४०	४७९३

सूचना अधिकारी र प्रमुखको नाम र पद :

सूचना अधिकारी : शिवहरी अधिकारी

प्रमुख : श्री वसन्तराज सिग्देल

मोबाईल नं. : ९८४१-६३४०८१

मोबाईल नं. : ९८४१-३१०८४०

ऐन , नियम, विनियम वा निर्देशिकाको सुची :

नेपाल प्रशासनिक प्रशिक्षण प्रतिष्ठान ऐन, २०३९

कर्मचारी सेवा नियमावली, २०७२

आर्थिक प्रशासन सम्बन्धि नियमावली, २०६८

आम्दानी, खर्च तथा आर्थिक कारोबार सम्बन्धि अद्यावधिक विवरणः

सि. नं	बजेट शिर्षक	विनियोजन	खर्च	खर्च प्रतिशत	खर्च प्रकार
१	अन्य सार्वजनिक निर्माण	१४,०००,०००	१३,१२५,०५३.८१	९३.७५%	पूँजीगत
२	मेशिनरी तथा औजार	५,०००,०००	४,९१८,९४९.९९	९८.३८%	पूँजीगत
३	फर्निचर तथा फिक्चर्स	१,०००,०००	८२८,९३४.००	८२.८९%	पूँजीगत
४	तलव भत्ता आदि	९९,४५७,०००	८८,४१०,१५५.९२	८८.८९%	चालु
५	प्रसाशनिक खर्च	२४,०४३,०००	२१,७०३,०६६.०४	९०.२७%	चालु
६	आन्तरिक क्षमता अभिवृद्धि र प्रकाशन	७,०६३,०००	७,०३८,४२१.२७	९९.६५%	चालु
७	प्रशिक्षण	७४,०३७,०००	५६,५०८,५०७.८३	७६.३२%	चालु
	जम्मा	२२४,६००,०००	१९२,५३३,०८८.८६	८५.७२%	
	कुल पूँजीगत खर्च	२०,०००,०००	१८,८७२,९३७.८०	९४.३६%	
	कुल चालु खर्च	२०४,६००,०००	१७३,६६०,१५१.०६	८४.८८%	

यस प्रतिष्ठानबाट २०८२ साउन १ गतेदेखि २०८३ असार मसान्त सम्म सम्पादित कामको विवरण

Nepal Administrative Staff College Annual Program Target and Progress for F/Y 2082-83							
S.N	Programs/Activities (Fiscal Year 2082/83)	Target Participants	Target			Achievement	
			No. of Program	Participants per program	Total Participants	No. of Program	Total Participants
A	PSTD: Regular Programs	Target Participants					
1	Secretary Colloquium	Secretaries and Special Class Officers of GoN	1	60	60	1	56
2	Senior Executive Development Programme (SEDP)	Class I Officers of GoN	2	25	50	2	48
3	Executive Development Programme (EDP)	Executives of Public Enterprises	1	25	25	1	18
4	Advanced Course on Management and Development (ACMD)	Class II Officers of GoN	5	25	125	5	123
5	Professional Course on Management and Development (PCMD)	Class III Officers of GoN	10	25	250	10	242
6	Administrative Excellence Programme (AEP)	CDOs and Security Chiefs	7	25	175	0	0
7	Leadership Development Programme (LDP)(ARoLead)	Newly appointed Class I Officers of GoN	2	30	60	2	43
8	Management Development Programme (MDP)-LeaP	Newly appointed Class II Officers of GoN	3	25	75	6	109
9	Induction Training Programme	Newly appointed Class-III Officers of Survey Group	1	15	15	1	11
10	Induction Training Programme	Newly appointed Class III Officers of Foreign Service & Law group	6	24.5	147	3	81
11	40th Basic Administration Training (BAT)	Newly appointed Class III Officers of GoN	6	26.17	157	8	203
12	SEDP Redesign	Class I Officers of GoN	1	0	0	0	0
13	Refresher/Reflection Workshop	BAT Graduates	2	30	60	1	22
14	Certificate Course on Management and Development	Potential Trainers of Public Sector	1	25	25	1	21
15	Designing Self-paced Learning Modules in PCMD	Officers of Public Organizations	1	0	0	0	0
AD1	Administrative and Managerial skills for Newly appointed Class III Officers	Newly appointed Class III Officers of GON	0		0	2	103
AD2	Enhancing Role for Service Excellence	Newly appointed Class III Officers of GON	0		0	1	33
AD3	Managerial and Administrative Skills	Newly appointed Class III Officers of GON	0		0	1	37

AD4	Administrative Leadership for Local Governance (AllGov)	Admin group of 40th BAT	0		0	3	81
	Sub-Total (A)		49		1224	48	1231
A.1	PSTD: Programs on Request						
1	Professional Course on Management and Development (PCMD)	Officials of Public Organizations	2	20	40	2	39
2	Advanced Course on Management and Development (ACMD)	Officials of Public Organizations	1	20	20	0	0
AD1	Induction Training Programme	Newly appointed officers of NBL	0		0	4	159
AD2	Induction Training Programme	Newly appointed officials of Electricity Regulatory Commission	0		0	1	13
	Sub-Total (A1)		3	40	60	7	211
	PSTD (Regular & Requested Program)		52	40	1284	55	1442
B	MLG: Regular Programs						
1	Leadership and Management	Army Officers of Nepal and Friendly Countries	2		90	2	91
2	Leading Change: Organizational Development Interventions (ODI)	Chief Administrative Officers of Local Governments	1		25	1	26
3	Negotiation Skills Training	Government Officers	1		25	1	21
4	Training of Trainers (ToT)	Officers of Public Organizations	1		25	1	21
5	Training of Trainers (ToT) at Province Level	Potential Trainers of Provincial Training Centers	3		75	3	68
6	Trainers' Meet Programme	Trainers of Public Training Institutions	1		25	1	26
7	Late Career Management	Officers of Public Organizations	1		25	1	16
8	Sharpen the Saw	Faculty/Staff	6		0	6	0
9	Workshop on Contemporary Issues in Public Financial Management	Officers of GoN and Public Organizations	1		40	1	85
10	Learning Organizations and Knowledge Management	Officials of Sub National Government	1		25	1	20
11	Round Table on Issues and Imperatives of Public Enterprises (PEs)	Officers of Public Organizations	1		40	1	25
12	Management Development Programme of Public Enterprises Officials	Officers of Public Organizations	1		25	1	21
AD1	MTOT of Training Institutions	Officials of Training Institutions	0		0	1	23
	Sub-Total (B)		20	0	420	21	443
B.1	MLG: Programs on Request						
1	Managerial Excellence	Officers of Public Organizations	1		20	1	25
2	Leadership Excellence	Women Officers of Public Organizations	2		40	2	41
3	Organization Development Interventions (ODI)	Officers of Public Organizations	1		20	1	14
4	Negotiation Skills Training	Officers of Public Organizations	1		20	1	17
5	Service Excellence (Civil Hospital)	Officers of Public Organizations	1		20	1	30
6	Financial Management for Non-Financial Managers	Officers of Public Organizations	2		40	2	31
7	Financial Analysis and Decision Modelling	Officers of Public Organizations	2		40	1	15
8	Training of Trainers (TOT)	Officers of Public Organizations	6		120	7	131
9	Customer Service Excellence	Frontline Service Providers	1		25	1	17
AD1	Leadership Excellence	Senior Officials of NEA	0		0	1	26
AD2	Leadership and Management	Student Officers of Nepal Army	0		0	1	46
AD3	ToT Provincial Level- Bagmati	Potential Trainers of Provincial Training Centers	0		0	1	15
AD4	Managerial Skills	Officials of Federal Parliament Secretariat	0		0	1	15
AD5	Managerial Excellence	Officials of NARC	0		0	1	25
AD6	Administrative Excellence Training	Officials of Krishi Samagri Company Ltd.	0		0	1	21
AD7	Managerial Excellence program	Newly Appointed Officials of NEB	0		0	1	22
AD8	Leadership and Management Training	Student Officers of Police Leadership and Staffs	0		0	1	17
AD9	Management Audit Training	Officials of Civil Aviation	0		0	1	16
AD10	Public Financial Management and Public Procurement Clinic	Officials of Public Organizations	0		0	1	21
AD11	Training Program on Planning, Budgeting and Public Procurement	Officials of Public Organizations	0		0	1	43
	Sub-Total (B1)		17	0	345	28	588
	MLG (Regular & Requested Program)		37	0	765	49	1031
C	GDMLG: Regular Programs						

1	Evidence Based Policy Making	Officers of Public Organizations	1		25	1	34
2	Service Innovation at Local Level	Elected Representatives and Public Officials	2		50	0	0
3	Training on Municipal Assembly Conduction	Trainer and Resource Person	1		25	1	27
4	E-governance and Cyber Security in the Context of Federal Nepal	Officers of Public Organizations	1		25	1	37
5	National Seminar on Federalism	Elected Representatives, Policy Makers/Officials, Academia	1		40	1	60
6	Creating Gender Friendly Environment	GFP of Public Organizations	1		25	2	45
7	Changing role of Information Officers	IO of Public Organizations	1		25	1	27
8	Engaging with Local Governments for Faculties (ELGF)	NASC Faculties and Officials	1		14	1	3
9	Training on Project Management	Officers of Public Organizations	1		25	2	52
10	Training on Procurement and Contract management	Officers of Public Organizations	1		25	1	24
AD1	Training on Citizen Centric	Front Desk Officers of GoN	0		0	9	190
Sub-Total (C)			11	0	279	20	499
C.1 GDMLG: Programs on Request							
1	Training on Project Management	Officers of Public Organizations	1		20	1	20
2	Training on Procurement and Contract Management	Officers of Public Organizations	4		80	3	49
3	Training Programs - CDRC	Public Officials	13		260	10	261
AD1	Pavement Design, Construction and Maintenance	Technical Officials of DOR	0		0	2	40
AD2	Road and Bridge Construction, Supervision along with General Agreement and Layout	Officials of Public Organizations	0		0	1	25
AD3	Public Procurement Management	Officials of Transport Infrastructure Directorate	0		0	1	25
AD4	Training Program on GESI	Gesi Focal Person	0		0	5	105
AD5	Training on Environmental and Social Management Framework	Officials of DOR	0		0	6	121
AD6	Training on Survey, Design, Estimate, Construction and Construction Supervision of Motorable Bridges	Engineers of DOLI	0		0	1	24

AD7	Training on Climate Resilient Hills Slope Management	Officials of DOR	0		0	1	19
AD8	Training Program on GIOMS and Public Procurement	Officials of Ministry of Defense	0		0	1	38
AD9	Training on Geographical Information System (DOR)	Officials of DOR	0		0	1	15
Sub-Total (C1)			18	0	360	33	742
GDMLG (Regular & Requested Program)			29	0	639	53	1241
D RCSD: Regular Programs							
1	Internal Research/Case Studies	NASC Employees	12		12	33	48
2	Journal Publication		1		0	1	0
3	Book Publication		1		0	1	0
4	Sectoral Governance Survey	Public Sector	1		0	0	0
5	South Asian Conference on Policy and Governance	Policy Leaders, Practitioners, and Academia	1		150	1	160
6	Enhancing Case Teaching Skills	NASC Employees	1		25	1	15
7	Enhancing Research Skills	NASC Employees	2		40	2	72
8	Enhancing Consulting Skills	NASC Employees	1		25	1	23
9	NASC Discussion Series	Public and NASC Officials	10		300	10	350
10	Outreach Program of Learning Need Assessment	Service Recipients at Province Level	2		0	0	0
11	Supervisory Excellence Programme	Class I and Class II officers of NASC	1		25	1	19
12	Training Effectiveness Study of In-service Training Programs	Participants of PCMD and ACMD	2		0	2	0
Sub-Total (D)			35	0	577	53	687
D.1 RCSD: Programs on Request							
1	Consulting Service		5		0	5	0
AD1	Training Program on Research Method	Officials of Federal Parliament Secretariat	0		0	1	14
Sub-Total (D1)			5	0	0	6	14
E MSD (Management Service Department)							
1	HR Acquisition and Promotion		1		0	1	0
2	Faculty Development Programme (FDP)	Faculties	6		6	6	6
3	Professional Excellence Programme	Faculties/Staff	2		20	5	17
4	Annual Planning and Review Workshops	Management Team/Staff	2		125	1	85

5	NASC Day Celebration	NASC Staffs and Guests	1		150	1	120
6	Annual Report Publication		1		0	1	0
7	Learning Resource Purchase and Subscription		1		0	1	0
8	Documentary and Media Outreach		1		0	1	0
9	Innovation Camps for Design Thinking		1		0	0	0
10	Workshop, Seminars and Discourses		10		250	7	150
	Sub-Total (E)		26		551	24	378
	Regular Programs Total		141		3051	165	3238
	Programs on Request Total		43		765	74	1555
	Total Programs and Activities for FY 2082/83		184	0	3816	240	4793