

HCM RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION
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List of Publications

Golden Jubilee Volumes

प्रशासनिक परिवर्तन

(रमेश के. अरोड़ा एवं आभा जैन, संपादक) (2008, Rawat, Rs. 550)

Panchayati Raj, Participation and Decentralization

(Ramesh K. Arora and Meenakshi Hooja, Eds.) (2009, Rawat, Rs. 795)

Administration of Desert and Drought-Prone Arid Areas

(Rakesh Hooja and R.K. Choubisa, Eds.) (2008, Rawat, Rs. 895)

Managing Change, Organisational Behaviour and HRD

(Rakesh Hooja and G. K. Srivastava, Eds.) (2008, Rawat, Rs. 675)

Administration on Health and Education Sectors

(M.L. Mehta and Anita, Eds.) (2008, Aalekh, Rs. 650)

Governance and Reforms

(Kanta Ahuja and A. K. Ojha, Eds.) (2008, Aalekh, Rs. 650)

Administration of Public Sector Enterprises and

(Sandeep Verma and Satish Kumar Batra, Eds.) (2008, Aalekh, Rs. 650)

Development Administration and Rural Development

(Rakesh Hooja and K. K. Parnami, Eds.) (2006, Aalekh, Rs. 595)

Training, Civil Services and Personnel Administration

(Suneel Dhariwal and K.K. Parnami, Eds.) (2007, Rawat, Rs. 625)

Administrative Theories:

Approaches, Concepts and Thinkers in Public Administration

(Rakesh Hooja and Ramesh K. Arora, Eds.) (2007, Rawat, Rs. 625)

Urban Development and Administration

(K. K. Bhatnagar and K. K. Gadeock, Eds.) (2007, Aalekh, Rs. 550)

Administration for Empowerment and Welfare of Women

(Abha Jain and Shalini Shekhawat, Eds.) (2007, Aalekh, Rs. 625)

District Level Administration and Role of Collector

(Suneel Dhariwal and M. C. Sharma, Eds.) (2007, Aalekh, Rs. 625)

Welfare and Tribal Development Administration
(A.K. Ahuja and A.K. Ojha, Eds.) (2009, Aalekh, Rs. 750)

Financial Management and Economic Administration in Government
(N.M. Singhvi, Pankaj Patni and R.C. Srivastava, Eds.) (2009, Aalekh, Rs. 650)

Books

सूचना का अधिकार सिद्धान्त एवं व्यवहार
(अरूण कुमार ओझा एवं रूपा मंगलानी, संपादक) (CGG) (2008, रू. 250)

बबूल के पेड तले : तब और अब
(गो. बलभद्र कुमार हूजा, संपादक गिरवर सिंह राठीड, 2008)

Drought Management and Administrative Reforms: An All-India Perspective
(Rakesh Hooja et al., 2007 (CDM)

**Federalism and Inter-Governmental Relations in India:
A Compilation of Presentations for Use in Training**
(Rakesh Hooja and K. K. Gadeock, 2006, 2008) (CMS)

Fascinating Rajasthan
(Dharmendra Bhatanagar, 1999)*

राजस्थान में ग्रामीण विकास योजनाएं
(जी. एस. नरवानी, 1999)*

Resettlement of Project-Affected People
(Hari Mohan Mathur, 1995)

Family Planning in India
(Hari Mohan Mathur, Ed., 1995)

Women's Quest for Equality
(Anita, Ed., 1991)

Readings in Organizational Behaviour
(Anita, Ed., 1990)(CMS) (Rs. 100)

Administration of Education
(Pawan Chopra and V. K. Arora, Eds., 1987)*

Prabandha Sukta
(*O.P. Joshi*, 1987)*

Legal Aid to the Poor
(*V.K. Arora*, Ed., 1986)*

ग्रामीण विकास दिग्बोध की तलास
(*प्रधान सम्पादक प्रद्युम्न कुमार, सम्पादक डॉ. बी. एल. फडिया*, 1986)

Energy Alternatives for Rural Development
(*Rakesh Hooja and Yogeshwar Sharma*, Eds., 1985) (CMS) (Rs. 75)

People's Participation in Development Process
(*Ramesh K. Arora*, Ed., 1979) (Rs. 50)*

Training and Administrative Development
(*Ramesh K. Arora and Jagdish C. Kukar*, Eds., 1979)*

Management Development: A Syndicate Approach
(*N. K. Kulshrestha*, 1979)*

Senior-Subordinate Relationship
(*Jagdish C. Kukar and Neelam Bajaj*, 1979)*

Development Administration in Tribal Areas
(*Hari Mohan Mathur*, Ed., 1976) (also in Hindi, 1978)*

Selection Process for the Rajasthan State General Services: A Survey
(*Kanta Ahuja*, 1978)*

District Planning in Rajasthan
(*Kanta Ahuja*, Ed., 1977)*

Jaipur: Profile of a Changing City
(*Ramesh K. Arora, Rakesh Hooja and Shashi Mathur*, 1977) (Rs. 40)
(in collaboration with IIPA Rajasthan Branch)*

Agrarian Reform and Rural Development
(*Hari Mohan Mathur*, Ed., 1977)*

Case Studies in Law and Order Administration (1977)*

Management Information System
(*N. K. Kulshrestha*, Ed., 1977)*

Administration of Law and Order

(N. K. Sethi and Jagdish C. Kukar, Eds., 1975)

(in collaboration with IIPA Rajasthan Branch)*

Sasta Nyaya*

Motivation and Job Attitude

(Asha Hingar)*

Work Motivation

Training Monographs

Rajasthan Service Rules (S. S. Parnami, 1974)*

Rajasthan Service Rules (S. N. Bhardwaj, 1977)*

राजस्थान सेवा नियम (एस. एस. परनामी, 1976, 1980)*

राजस्थान सेवा नियम (हरी सिंह, 1983, 1985, 1987, 1992, 1994, 1997, 2004, 2006, 2008, 2010)

A Study of Rajasthan Service Rules through Problems

(S. S. Parnami, 1974, 1979, 1985, 2006)

A Study of Pension Rules through Problems

(S. S. Parnami, 2006)

लेखा मार्गदर्शिका (एस.एस. परनामी, एस.सी. गुप्ता, एम.सी. भार्गव, 1981)*

वित्त एवं सेवा नियमावली (1987, 1990, 1992, 1993)*

वित्त नियमावली (2002)*

सेवा नियमावली (2002)*

General Financial and Accounts Rules

(Bhagwan Singh, 1976, 1977, 1979, 1980, 1982)*

सामान्य वित्त एवं लेखा नियम (भगवान सिंह, 1987, 1991, 1994, 1997, 2000, 2006, 2009)

सामान्य वित्त एवं लेखा नियम (एस. सी. व्यास, 1986)*

सामान्य वित्त एवं लेखा नियम (एम. सी. भार्गव, 1979)*

राजस्थान यात्रा भत्ता नियम (एस. सी. गुप्ता, 1980, 1982, 1983)*

Rajasthan Travelling Allowance Rules (S.N. Bhardwaj, 1977)*

यात्रा भत्ता नियम (बी. एल. बजाज, 2004, 2005)

मकान किराया भत्ता नियम (एस. सी. गुप्ता, 1990)*

House Rent Allowance Rules (S.C. Gupta, 1979, 1981, 1983, 1984, 1986)*

मकान किराया भत्ता नियम (बी. एल. बजाज, 2004)*
मकान किराया भत्ता नियम (बी. एल. बजाज एवं चेतन कुमार जैन, 2005, 2008)
मकान किराया भत्ता नियम (चेतन कुमार जैन, 2009)

राजस्थान चिकित्सा परिचर्या नियम(एस.सी. गुप्ता, 1982,1983,1985)*
Medical Reimbursement Rules (S. C. Gupta) *
चिकित्सा परिचर्या नियम (बी. एल. बजाज, 2004, 2005)

यात्रा भत्ता, मकान किराया भत्ता एवं चिकित्सा परिचर्या नियम
(बी. एल. बजाज, 1987, 1990, 1992, 1993, 1996, 1998, 2000)*
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(एस. सी. गुप्ता, 1983,1986,1987,1991)*
चिकित्सा परिचर्या एवं मकान किराया भत्ता नियम (एस. सी. गुप्ता, 1980,1981)*
Brief Notes on House Rent Allowance Rules and Medical Attendance Rules
(S. C. Gupta, 1979)*

Rajasthan Civil Services CCA and Conduct Rules
(N. K. Sethi, 1975, 1978, 1980, 1981) *
Rajasthan Civil Services CCA and Conduct Rules (P. K. Jain, 1985, 1993, 2000)*
Rajasthan Civil Services CCA and Conduct Rules (P. K. Jain and B. L. Bajaj, 1985) *
राजस्थान असैनिक सेवाएं (वर्गीकरण, नियंत्रण एवं अपील) नियम
(प्रकाश नारायण नाटाणी, 1985, 1993)*
राजस्थान असैनिक सेवाएं (वर्गीकरण, नियंत्रण एवं अपील) नियम (राजेन्द्र भानावत)*
राजस्थान नागरिक सेवा आचरण नियम एवं राजस्थान नागरिक सेवा वर्गीकरण, नियंत्रण व अपील नियम
(सुनील धारीवाल, 2006, 2009)

Public Works Financial and Accounts Rules (Bhagwan Singh, 1976, 1979, 1983, 1984, 1986, 1988, 1989, 1992, 1996, 2000, 2006, 2008)

Treasury Rules (Bhagwan Singh)*
Treasury Rules (S. C. Vyas, 1983, 1985, 1988, 1992)*
कोषागार नियम (एस.एस. बोहरा, 1995)*
कोषागार नियम (गजानन्द शर्मा, 2004, 2008)

कार्यालय प्रबन्ध व व्यवस्था (एस.एम. शर्मा, 1979,1986)*
कार्यालय प्रबन्ध व व्यवस्था (एस.सी. सोनी, 1987,1993)*
अधिनस्थ विभागों के कार्यालयों की कार्यविधि मार्गदर्शिका (हेमचन्द्र रांका, 1979)*

Budgeting (Bhagwan Singh, 1981, 1982, 1985, 1989, 1992, 1996, 2006)

Pension Rules (D. C. Gupta, 1990, 1992, 1994)
पेंशन नियम (मनमोहन लाल शुक्ला, 2004, 2008)

राज्य बीमा एवम् प्रावधायी निधि सरल नियमावली व प्रक्रिया (नरेश कुमार गोयल, 2006)

नवीन अंशदायी पेंशन योजना एवं राज्य मेडिकलेम पालिसी (नरेश कुमार गोयल, 2006)

A Summary of Forest Accounts Rules (J. G. Belani, 1973)*

Forest Accounts Rules (Sohan Lal Harsh, 1990, 1994)*

Delegation of Financial Powers (S. C. Vyas, 1985, 1986, 1990)*

विभागीय पदोन्नति नियम (सूरजमल केडवाल, 2000, 2004, 2008)

Purchase of Stores: Drugs and Medicines (2005) (CMS)

Training Manual for Rajasthan Accounts Service (Institutional Phase) (1984)*

Trainees' Handbook for Foundational Course for State Services (1983, 2006)*

Trainees' Handbook for Institutional Course for Rajasthan Administrative Service (2006)*

Trainees' Handbook for Institutional Course for Rajasthan Accounts Service (2006)*

पाठ्यक्रम पुस्तिका राजस्थान नगरपालिका सेवा (2008)*

Compendium for Ministerial Staff Trainees*

Compulsory Retirement from Government Service in Rajasthan (S. S. Parnami)*

Functional Classification: A Landmark in Accounting Reforms (Bhagwan Singh)*

Rajasthan Holdings Act, 1954

(R. N. Saxena, 1977)*

Rajasthan Land Revenue Rules, 1970 (R. N. Saxena, 1977)*

Handling Law and Order Situations

Law of Bails and Disposal of Property in Criminal Cases

(Justice Mahendra Bhushan Sharma)

Legislation on Social Evils

Some Useful Hints on CPC for Presiding Officers
(*Hari Singh U. Asnani, 1992*)*

निर्णय लेखन (*हरि सिंह यू. अस्नानी, 1992*)

निष्पादन (इजराय) (*बिहारी लाल गुप्ता, 1992*)

Rajasthan Land & Building Taxes Act, 1964

Stores Management (*S. C. Gupta*)*

Positive Approach towards Work and Initiatives (*S. C. Gupta*)*

Role and Functions of Ministerial Staff (*S. C. Gupta*)*

Meaning of Responsive and Responsible Administration (*S. C. Gupta*)*

**Ending Poverty, Unemployment and Inequality:
Experience and Strategy** (*H. M. Mathur, 1975*)*

The Spirit of Civil Service (*Arun Kumar, 1997, 2005, 2008*)

Treading the Unbeaten Path (*P. N. Bhandari, 1999*)*

From Bondage to Freedom (*I. S. Kavdia, 1999*) (WRC)

अभिवन परिवर्तन: अवसर की चुनौतिया (*पी. एन. भण्डारी, 1999*)

Demographic Transition and the Value of Children (*John C. Caldwell, 2001*)

Population Environment and Food Security (*M. S. Swaminathan, 2001*)*

Right to Information: The American Context (*William Ferrogaro, 2001*)

**Salvation through Employees' Participation in Management, Profit-Sharing
and Ownership** (*I. S. Kavdia, 1999*)

Experiments in Administrative Innovations (*P. N. Bhandari, 2000, 2005*)

Administration, Administered and Administrator (*V. I. Rajagopal, 2005*)

Memories Recollected (*K. K. Saxena, 2006*)

Some Reflections of a Senior Civil Servant (*Indrajit Khanna, 2008*)

Memorable and Useful Experiences (*I. C. Srivastava, 2008*)

Some Recollections (*Arun Kumar*, 2008)

VAT (*D.C. Jain*, 2001) (CMS)

Pension and Leave Rules for Municipal Employees (*S.S. Parnami*, 2003) (CMS)

VAT Proposed Draft of Rajasthan Value Added Tax Act, 2002 (CMS)

वरसा-जन सहभागिता (CMS)

जल ग्रहण विकास दल के सदस्यों की भूमिका एवं उत्तरदायित्व (CMS)

स्वयं सहायता समूह क्यों बाने कैसे बाने क्या करें ? (CMS)

Computer Fundamentals (*Rakesh Singhal*, 2000, 2001)

Filing the State Away (*Arun Shourie*, 2004, 2006) (CGG)

Communication Skills for Doctors (*Neeraj Gupta*, 2005) (CMS)

Managing Organizational Change (*Neeraj Gupta*, 2004) (CMS)

Indian Judiciary in the 21st Century: Role and Constraints (*Justice B.P. Singh*, 2007)

आग (2002, 2003, 2005, 2007, 2009)(CDM)

सूखा (2002, 2003, 2005, 2007, 2009)(CDM)

प्राथमिक उपचार (2002, 2003, 2005, 2007, 2009) (CDM)

बाढ़ (2002, 2003, 2005, 2007, 2009) (CDM)

भूकम्प (2002, 2003, 2005, 2007, 2009) (CDM)

बम विस्फोट (2005, 2007, 2009) (CDM)

महामारी/लू/तापघात/शीतलहर (2005, 2007, 2009) (CDM)

आपदा प्रबंधन क्या करें क्या न करे (2005, 2007, 2009) (CDM)

मानसून पूर्व तैयारियां (2005, 2007, 2009) (CDM)

जाग भया जाग (2007) (CGG)

और पप्पू पास हो गया (2007) (CGG)

The Right to Information Act, 2005 (2007, 2010) (CGG/CMS)

Rajasthan Administrative Service Rules, 1954
(Loknath Soni, Abha Jain and P.P. Bidyasar, 2008)

महिला पार्षद के प्रशिक्षण की मंजूपा (मॉड्यूल) (2008) (CMS)

सूचना का अधिकार अधिनियम, 2005 लोक सूचना अधिकारी के कार्य एवं जिम्मेदारिया (2008) (CGG)

सूचना का अधिकार अधिनियम, 2005, 50 प्रश्नों के उत्तर (2008) (CGG)

सूचना का अधिकार अधिनियम, 2005 अपील सम्बन्धी प्रावधान (2008) (CGG)

निर्देशिका जिला जोधपुर लोक प्राधिकारी/अपीलय अधिकारी/लोक सूचना अधिकारी/सहायक लोक सूचना अधिकारी

Occasional Monographs/Papers

Civil Service Training: Some Issues and Problems (1976)*

**Sources of Indian Bureaucratic Behaviour:
Organisational Environment and Political Pressures in Rajasthan**
(Kuldeep Mathur, 1976)*

**Evaluating Training Effectiveness:
The SIPA Educational Administration Programme**
(J.C. Kukkar, 1976)*

**Students, Police and Campus Unrest:
A Study of Images and Perceptions**
(C.P. Bhambhri and Kuldeep Mathur, 1972)*

**Structural Adjustment and Economic Reforms:
The Rajasthan Strategy**
(Adarsh Kishore, 1995)*

**Multidisciplinary Management of Irrigation Schemes and the
Command Area Development Approach in India**
(Rakesh Hooja, 1995)*

**District Planning Practice and Theory
with Special Reference to 'How To' Aspects**
(*Rakesh Hooja, 1998*)*

**Constitutionalization and Beyond:
Panchayats as Institutions of Self-Governance and as Instruments for Development**
(*Rakesh Hooja and Meenakshi Hooja, 2005*)

**Ex-Gratia/Compassionate Appointments as a Goodwill Gesture of the Government:
The Haryana Experience**
(*Sanjay Kothari and Kiran Lekha Walia, 2005*)

**Migration and Trade in Services in a Globalised World:
Implications for National and International Leadership**
(*Sandeep Verma, 2006*)

**Capacity Building for Rajasthan's Panchayat Representatives and Functionaries:
What the Training Efforts Should Cover?**
(*Rakesh Hooja, 2006*)

Global Partnerships in Development: Focus on the Health Sector
(*Sreya Guha, 2006*)

Globalization and Contemporary Social Life
(*V. Srinivas, 2007*)

**Electronic Government Procurement in India:
A Framework Analysis of Access to Knowledge and Access to Opportunity**
(*Sandeep Verma, 2007*)

Local Government and Federalism in India
(*Rakesh Hooja, 2007*)

**Globalisation and Liberalisation in India Agriculture:
An Economic Measures Analysis**
(*Ritu Singh, 2007*)

**Sharing of Risks and Rewards in Public-Private Partnerships for Conservation and
Management of Heritage Monuments in India Exploring the Possible Contours of a
Model Concession Agreement**
(*Sandeep Verma, 2007*)

Reforms at State Level and Below: Some Views
(*Rakesh Hooja, 2007*)

Training of the Civil Services at State and Central Levels
(*Rakesh Hooja, 2008*)

Offset Contracts Under Defence Procurement Regulations in India Evolution, Challenges and Prospects (*Sandeep Verma, 2009*)

Competitive Awards of Unsolicited Infrastructure Proposals (*Sandeep Verma, 2009*)

Managing Water Utility: India's Federal Framework (*Rakesh Hooja, 2010*)

Reports of Seminars/ Workshops/Conferences/ Courses

**Conference of Social Development in Rajasthan:
Breaking the Barriers** (2001) (CMS)

Prospects of Planning in India (2002) (CMS)

**Workshop on Public-Private Partnership:
Capacity Building Programme for the Developing Countries** (2005) (CTI/CGG)

National Consultation on Good Governance (2005) (CGG)

Role of Media in Disaster Management (2007) (CDM)

**Impact Assessment of Trainer Development Programmes and
Faculty Development Scheme** (2007) (WCRC)

***Sushashan Samvad: Report on Conclave on Good Governance,
December 18-21, 2006*** (2006) (CGG)

Course Report: Foundation Training Programme for State Service Officers, 2006
(May 1 to August 11, 2006) (2007) (RIPA)

Training Needs Assessment for RIICO (2008) (CMS)

Drought of Rajasthan 2002 (2008) (CMS)

Rajasthan State Training Policy (2008)
(published in behalf of Government of Rajasthan)

Cumulative Index of Journals (compiled by K.K. Parnami and Jai Prakash, 2006)

Catalogue of Publications (2007)

Training Reprints

Perception of Administration (2005)

Panchayati Raj: Continuity and Change in Rajasthan

(*Rakesh Hooja and Meenakshi Hooja, 2005*)

Motivation (*M.L. Mehta, Jagdish C. Kukar and Meenakshi Hooja, 2005*)

Reflections Occasioned by New Guidelines for Disaster for District Planning by Panchayati Raj Institutions (*Rakesh Hooja, 2007*)

Premises and Perspectives in Public Administration (*Ramesh K. Arora, 2007*)

Disaster Management and Drought-Related Administration (*Rakesh Hooja, 2007*)

Reminiscences of District Collectors

(*T.N. Chaturvedi, B. Hooja, V. Nath, V.N. Bahadur and Meenakshi Hooja, 2008*)

Other Studies/Case Studies

Simplification of Government Processes at the State Level:

Ten Case Studies Related to Rajasthan

(Coordinator: *Suneel Dhariwal, 2007*) (CMS)

Steps to Ensure Effective Administration at the State Level:

A Study based upon Rajasthan's Experience

(*Rakesh Hooja et al., 2007*) (CMS)

Capacity Building for Poverty Reduction: Training Initiative (2007) (CGG)

Case Studies in Public Administration (2008) (CMS)

State Development Report 2007 on Urban Development and Housing in Rajasthan

(2008) (CMS)

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Training Strategies for State Administrative Services (1997)

Assessment of Training Impact: Work Norms for Faculty of STIs (2000)

Induction Training of IAS Direct Recruits: Some Views (*Rakesh Hooja, Ed., 2006*)

Rajasthan State Training Policy: Draft for Discussion (2006)

Cumulative Index of ASTI Journal of Training & Development, 2000 to 2006 (2007)

Water Management: Multiple Dimensions

(Rakesh Hooja, Ramesh K. Arora and K.K. Parnami, Eds.)

(2007, Rawat, Rs. 625)

Disaster Management and State ATIs: Some Views

(Rakesh Hooja, Ed., 2008)

Ethics in Governance: Innovations, Issues and Instrumentalities

(Ramesh K. Arora, Ed., 2008, Aalekh, Rs. 550)

* denotes non-availability.

The above publications are available at different stores, which have been indicated against each publication.