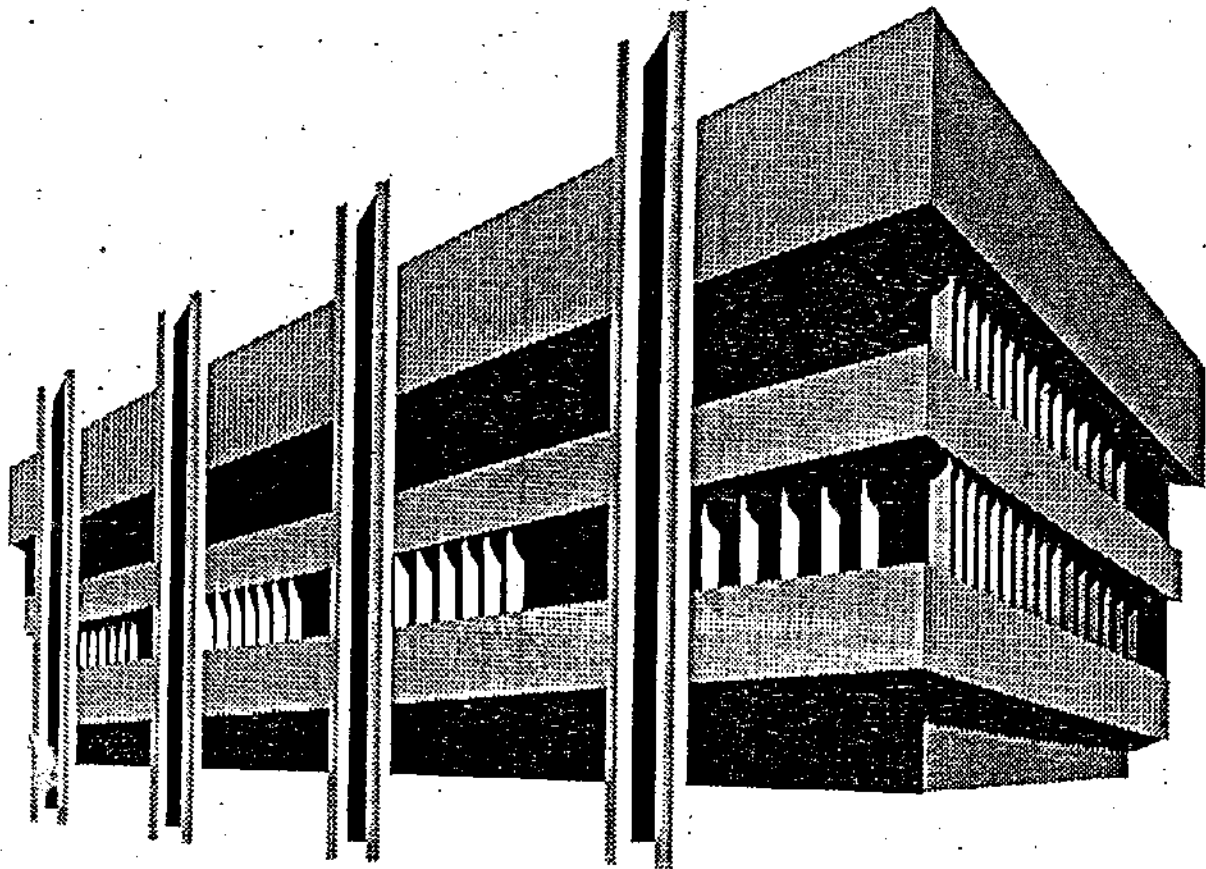


**ANNUAL ADMINISTRATIVE REPORT  
OF  
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
(1991 - 92)**



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**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
HIPA COMPLEX, 76, SECTOR - 18,  
GURGAON - 122 001**

**: 0124 - 340413**

**PH : 0124 - 340 409**

Administrative Report of Haryana Institute of  
Public Administration for the year 1991-92

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Objectives of the Institute

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st August, 1983 as Registered Society with its registered office at Panchkula.

The objectives of the Institute are to improve the administrative competencies of the officers working in the administrative set up of the state in so that they may improve the administrative of this system. In this regard the institute undertake to conduct:-

1) Courses for new entrants in the All India Services, Haryana Civil Services, Tehsildars and the various allied services of the State Government.

Special courses for officers working in various departments of the State Government.

Mid-career refresher courses for officers who have done 10-15 years' service.

Impart revenue Training for IAS/HCS and Tehsildars either directly or through a subsidiary Institution like Revenue Training School.

Undertake promote and co-ordinate research, analytical studies and training in the fields of Public Administration and Management, on its own or in-collaboration with other agencies including Universities, Training Institutions of the Government of India and other State Govts.

Chandigarh, has 8 bed rooms with attached baths, a drawing and dinning hall. The administrative and teaching block houses, two class-rooms, one seminar room, nine faculty rooms, library and some rooms for officers and other staff members. These rented buildings are conveniently located and easily approachable. A plot measuring 7 acres had been purchased through HUDA at Gurgaon for the construction of campus of Institute and its Hostel. The construction work is under progress.

The Institute is organising training programmes in the following areas :-

#### Training Activities

(I) Foundational Courses: The courses are organised to familiarise the new entrants with the administrative system in Haryana, as also the salient features of its history, geography, and economy. The 5 IAS Probationers were trained during 1991-92.

(II) Refresher Courses: Refresher courses are organised by the Institute for experience sharing, skills, building and re-enforcement of training as a part of continuing education of the officers.

95 in-service courses and two Institutional courses as per details given in Annexure<sup>A</sup> were organised during the year 1991-92 and thus imparted training to 1616 officers of the State Government.

The Institute has set up its own computer centre and is imparting training to officers of the State Government in computer also.

Review of the Annual Administrative Report of  
Haryana Institute of Public Administration  
for the year 1991-92.

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The Principal Executive Officer of the Institute is the Director who is responsible for the proper administration and affairs of the Institute under the overall direction and guidance of the Executive Council. She/he is an officer from the Indian Administrative Service in the rank of Commissioner & Secretary to Government, Haryana and is assisted by an Executive Director also from the Indian Administrative Service. A core faculty in the following disciplines is planned :

1. Law and Constitution
2. Behavioural Sciences
3. Public Administration
4. Economics and Development Planning
5. Spatial Planning and Urban Development
6. Sociological Development
7. Business Administration
8. Quantitative Methods
9. Information System
10. Science & Technological Studies

In order to upgrade the level of Institute from a limited training arrangement to a State level institution, faculty comprising of 8 Professors, 8 Associate Professors and 10 Research Officers have been approved, out of which the core faculty in the following disciplines is in position :

1. Law and Constitution
2. Behavioural Sciences

Critique on the Annual Administrative Report  
of Haryana Institute of Public Administration  
for the year 1991-92.

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The Haryana Institute of Public Administration, Chandigarh was established by the Haryana Government on 1st August, 1983 for imparting training to new entrants to IAS, HCS, Tehsildars and various services of the State. Inservice courses/ workshops for other officers of the State Government were also organised.

The Institute is headed by a Director, who functions under the overall directions and guidance of the Executive Council headed by the Chief Secretary.

The Government of Haryana (Training Department) sanctions the grant-in-aid, keeping in view the requirements of IPA. During 1991-92 grant-in-aid of Rupees 80.00 lacs was sanctioned by the Government for carrying out training activities. In addition, the Government of India has released 1.50 lacs for the purchase of computer.

2 Institutional Courses and Refresher courses/ workshops were organised in which 1459 officers of the State Government participated. Institutional training was provided to 100 IAS Probationers of Haryana Government.

The E.P.F. Scheme for the welfare of employees of Haryana Institute of Public Administration has since been introduced.

Sr. No.	Name of the Officer	From	To	Remarks
1.	Dr. H.B.L. Vohra Prof. in Behavioural Science	1.4.91	31.3.92	Whole time faculty on contact basis
2.	Dr. S.P. Gupta Prof. in Economic & Dev. Plg.	1.4.91	31.3.92	Whole time faculty Direct Recruitment
3.	Dr. T. Duhan Credit & Public Finance Officer	1.4.91	21.1.92	-do-
4.	Dr. T. Duhan Prof. in Finance Management	21.1.92	31.3.92	-do-
5.	Dr. M. Seetharam Chief Planning Officer & Expert in Agriculture & Rural Development	1.4.91	30.8.91	-do-
6.	Sh. Baij Nath Systems Analyst & Computer Management	1.4.91	31.3.92	-do-
7.	Dr. B.K. Gupta Prof. of Law	1.4.91	30.9.91	Part time faculty
8.	Dr. Varinder Kumar Prof. of Law	27.11.91	31.3.92	-do-
9.	Dr. S.L. Kaushik Prof. of Public Admn.	25.11.91	21.1.92	-do-
10.	Dr. S.L. Kaushik Prof. of Public Admn.	22.1.91	31.3.92	Whole time faculty Direct Recruitment
11.	Sh. B.B. Lal PSMS	1.4.91	31.12.91	On contact basis
12.	Sh. B.B. Lal Under Secy. (Teaching)	1.1.92	31.3.92	-do-

## HARYANA SECRETARIAT MANAGEMENT SCHOOL

Statement showing Number of Training Courses  
Conducted alongwith number of participants  
during 1991-1992.

Sr. No.	Name of the Courses	No. of participants	Actual days of	Trainee Days
1.	4 Foundational/Refresher Training for Assistants (in service and establishment matters)			
i)	22nd April-3rd May, 1992	34✓	10✓	340
ii)	3rd to 14th June, 1991	24✓	10✓	240
iii)	3rd to 13th Sept., 1991	29✓	9✓	261
iv)	2nd to 6th Dec., 1992	27	5	135
v)	9th to 13th Dec., 1992	19	5	95
vi)	24th to 28th Feb., 1992	34	5	170
2.	3 Foundational Training Course for Clerks			
i)	13th to 24th May, 1991	29✓	10✓	290
ii)	11th to 15th Nov., 1991	36	5	180
iii)	27th to 31st Jan., 1992	30	5	150
3.	2 Course on 'Accounts & Cash Management'			
i)	5th to 8th Aug., 1991	22	5	110
ii)	10th to 14th Feb., 1992	20	5	100
4.	2 Course on 'Plan Formulation & Elementary Statistics'			
i)	19th to 23rd Aug., 1991	23	5	115

Total Number of Courses	:	29
Total Nos. of Participants	:	789
Total Nos. of Trainee Days	:	3608

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S.D. 624



15. Total Quality Management (Feb. 04-05, 1992)	24	2	48
16. Managing Conflicts of Corporations (Feb. 24-28, 1992)	31	5	155
17. Planned Change for Dairy Officers (Mar. 23-25, 1992)	16	3	48

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SD 265

15. Social Forestry (Feb. 17-21, 1992)	24	5	120
16. Employment & Manpower Planning (Mar. 03-04, 1992)	13	2	26

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14.	Credit Planning for Rural Dev. (Nov. 26-29, 1991)	25	4	100
15.	Working Capital Management (Dec. 2-3, 1991)	15	2 ✓	30
16.	Project Planning & Management (Dec. 9-13, 1991)	13	5	65
17.	Orientation in Recent Dev. in Administrative Law (Dec. 16-20, 1991)	11	5	55
18.	Finance for Non-Financial Executives (Jan. 27-29, 1992)	16	5	48
19.	Credit Planning for Rural Development (Feb. 10-14, 1992)	36	5	180
20.	Management of Dis. Proceedings & Administrative Law (Feb. 10-14, 1992)	17	5	85
21.	Publicity Techniques for DPRO's (Feb. 24-28, 1992)	11	5	55
22.	Writ Remedy & the Administration (Feb. 27-28, 1992)	17	2 ✓	34
23.	Recent Development in Administrative Law (March 9-13, 1992)	12	5	60

SA 798

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	Name of the Course	No. of participants	Actual days of Trg.	Trainee Days
1.	Management of Deciplinary Proceedings & Administrative Law (Apr. 08-12, 1991)	17	3	85
2.	Application of Principles of National Justice (Apr. 27-30, 1991)	09	2 ✓	18
3.	Writ Remedy and the Administration (June 27-28, 1991)	09	2 ✓	18
4.	Fundamentals of Govt. Contracts (Aug. 03-07, 1991)	08	2 ✓	16
5.	Distribution Matters (Sept. 19-20, 1991)	14	2 ✓	28
6.	Management of Deciplinary Proceedings & Administrative Law (Oct. 14-18, 1991)	17	3	85
7.	Application of Principles of National Justice (Nov. 28-29, 1991)	11	2 ✓	22
8.	Orientation in Recent Dev. in Administrative Law (Dec. 14-20, 1991)	11	5	55
9.	Labour Legislation (Jan. 13-17, 1992)	11	5	55
10.	Consumer Protection (Jan. 30-31, 1992)	14	2 ✓	28
11.	Management of Dis. Proceedings & Administrative Law (Feb. 10-14, 1992)	17	5	85
12.	Writ Remedy & the Administration (Feb. 27-28, 1992)	17	2 ✓	34
13.	Recent Development in Administrative Law (March 9-13, 1992)	12	5	60

ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF  
PUBLIC ADMINISTRATION FOR THE YEAR 1992-93

OBJECTIVES OF THE INSTITUTE

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860.

The objectives for which this Institute has been set up are to organise courses in general administration as below:-

- a) Courses for new entrants to the All India Services, Haryana Civil Services, Tehsildars and the various allied services of the State Government.
- b) Special courses for officers working in various departments of the State Government.
- c) Mid-career refresher courses for officers of the State Govt.
- d) Impart revenue training to IAS/HCS Officers and Tehsildars either directly or through a subsidiary institution like Revenue Training School.

In addition, the Institute may also undertake the following activities:-

- i) Undertake, promote and co-ordinate research, analytical studies and training in the fields of Public Administration and Management, on its own or in collaboration with other agencies including Universities, Training Institutions of the Government of India & State Governments.
- ii) Undertake and provide for the publication of journals, research papers, books and take up any other allied activity which will further the cause of training in and promotion of the study of Public Administration and Management.

16.	Computers for Police (Jan. 06-10, 1992)	24	5	120
17.	Computers for Police (Jan. 13-17, 1992)	18	5	90
8.	Computer Appreciation (Jan. 20-24, 1992)	10	5	50
19.	Computer Appreciation (Feb. 03-07, 1992)	5	5	25
20.	Computers for Secretarial Staff (Feb. 24-28, 1992)	7	5	35
21.	Working with Wordprocessors (Mar. 09-13, 1992)	7	5	35

SD 1069

iii) Participate in the organisation of training and study courses, conferences, seminars and lectures.

#### ORGANISATIONAL SET UP

Haryana Institute of Public Administration was established on August 1, 1983 as a Registered Society by Govt. of Haryana.

It is an apex Training Institute of the State funded mainly by Govt. of Haryana.

The governing body is headed by the Chief Minister of the State.

A Managing Committee called the Executive Council, headed by the Chief Secretary of the State, looks after the functioning of the Institute.

The Principal Executive Officer of the Institute is the Director who is responsible for the proper administration of the affairs of the Institute under the overall direction and guidance of the Executive Council.

#### RESOURCES

The Haryana Government and Govt. of India have provided Rs. 1,42,33,000/- lacs as grant-in-aid as per details given below:-

(i)	Grant-in-aid Govt. of India	Rs. 82,000.00
(ii)	Grant-in-aid Govt. of Haryana	Rs.70,00,000.00
(iii)	Grant-in-aid Govt. of Haryana (Plan Scheme) for construction of Building.	Rs.70,00,000.00

(iv)	Grant-in-aid Govt. of India for Equipments	Rs. 26,000.00
(v)	Misc. Income	Rs. 1,25,000.00
		<hr/> Rs.1,42,33,000.00 <hr/>

#### FACULTY

At present the Institute has the following core faculty:

1. Faculty of Behavioural Sciences
2. Faculty of Public Administration
3. Faculty of Financial Management
4. Faculty of Economics and Development Planning
5. Faculty of Computer Science
6. Faculty of Law

#### TRAINING ACTIVITIES

The Institute is engaged in :-

##### (A) TRAINING

During the period 1.4.92 to 31.3.93, the Institute conducted 2 long duration courses, 28 short duration courses, 6 workshops/seminars and SMS Chandigarh has conducted 16 courses.

A total of 52 training programmes were conducted through which training was imparted to 1136 officers/officials of various organisations summary of which has been given at Annexure 'AA' for more details.

##### (i) LONG DURATION COURSES

1. One Institutional course for HCS Probationers and one



Orientation Programme for IAS were conducted. More details are given at annuexure 'A'.

(ii) SHORT DURATION COURSES

HIPA Chandigarh organised 28 short duration courses, the details of courses conducted by HIPA are shown at Annexure 'B' and SMS Chandigarh organised 16 Short Duration courses the details of courses conducted by SMS are at Annexure 'D' respectively.

(iii) WORKSHOPS/SEMINARS

Six one day to two days workshops/seminars were organised during this year. The detals are given at Annexure 'C'.

PUBLICATION

1. News Letters : Vol. 1 No. 1,2  
Vol. 2 No. 3.

POSTING POSITION OF OFFICERS/FACULTY HIPA  
APPOINTMENT OF OFFICERS

S.No.	Name with Designation	From	To	Remarks
1.	Sh. Prem Prashant, IAS Director	1.4.92	26.4.92	
2.	Smt. Promila Issar, IAS <i>Director</i>	27.4.92	22.6.92	
3.	Sh. Prem Prashant, IAS <i>Director</i>	23.6.92	31.3.93	
4.	Executive Director(Vacant)			
5.	Sh. I.C. Gupta Administrative Officer	1.4.92	31.3.93	
6.	Sh. D.K. Malhotra Sr. Accounts Officer	1.4.92	31.3.93	
7.	Sh. K.K. Verma, Sr. Accounts Officer	1.4.92	31.3.93	

APPOINTMENT OF FACULTY MEMBERS

1.	Dr. H.B.L. Vohra Prof. of Behavioural Sciences	1.4.92	31.3.93	Regular basis
2.	Dr. T. Duhan Prof. in Financial Management	1.4.92	31.3.93	Regular basis
3.	Sh. Baij Nath Expert in Computer Sciences	1.4.92	31.3.93	Regular basis
4.	Dr. S.P. Gupta Prof. in Economics & Development Planning	1.4.92	31.3.93	Regular basis
5.	Dr. S.L. Kaushik Prof. of Public Administration	1.4.92	30.6.92	Regular basis
6.	Sh. C.L. Pasrija, Principal, SMS, Chandigarh.	1.4.92	31.3.93	Regular basis
7.	Sh. B.B. Lal, Under Secretary	1.4.92	31.3.93	Contract basis
8.	Mrs. Anjula Kapoor, Asstt. Librarian	1.4.92	31.3.93	Regular basis
9.	Sh. R.K. Gulati, Research Officer(C)	1.4.92	31.3.93	Regular basis
10.	Mrs. Aarti Bajaj Research Officer(PA)	1.4.92	31.3.93	Regular basis
11.	Ms. Manveen Kaur, Research Officer(RD)	1.4.92	31.3.93	Regular basis
12.	Sh. Rajansh Thukral, Research Officer	1.4.92	31.3.93	Regular basis
13.	Ms. Vandana Chawla, Research Officer	1.4.92	31.5.92	Regular basis
14.	Dr. Virender Kumar Faculty (Law)	1.4.92	31.7.92	Part time

## SUMMARY OF COURSES/SEMINARS/WORKSHOPS

(01.04.1992 TO 31.03.1993)

Sr. NO.	TYPE OF COURSE	NO.	SPON- SORED COURSES	DURA- TION DAYS	NO OF TRAINEES	TRAINEE DAYS
1.	LONG DURATION COURSES INSTITU- TIONAL TRAINING COURSES	2		46	19	452
2.	SHORT DURATION COURSES INCLUD- ING DIVISIONAL TRAINING CENTRE PANCHKULA	28		138	510	2335
3.	SEMINAR/WORKSHOP	6	-	10	145	234
5.	SMS, CHD.	16	-	67	462	1934
	TOTAL	52		261	1136	4955

## ANNEXURE 'A'

## DETAILS OF LONG DURATION COURSES

01.04.1992 TO 31.03.1993

Sr. NO	TITLE OF COURSE	SPON- SORED BY	FROM	TO	ACT- UAL DAY	NO OF TRAIN- EES	TRAN- EES DAYS
1.	Institutional Trainig course for HCS	HIPA	21.12.92	29.01.93	26	12	312
2.	Orintation Progra- mme for IAS	HIPA	08.06.92	07.07.92	20	7	140
TOTAL					46	19	452

## DETAILS OF SHORT DURATION COURSES

01.04.1992 TO 31.03.1993

Sr. NO	TITLE OF COURSE	SPONSORED BY	FROM	TO	ACTUAL DAY	NO OF TRAINEES	TRAN-EEES DAYS
1.	Policy Implementation for Women	HIPA	21.4.92	24.4.92	4	20	80
2.	Financial Management and Management Accounting	HIPA	27.4.92	01.5.92	5	15	75
3.	Manpower Development and Employment Generation	HIPA	11.5.92	15.5.92	5	24	120
4.	Public Relation Activities and Publicity Activities	HIPA	18.5.92	29.5.92	10	10	100
5.	Effective uses of Micro Computer	HIPA	18.5.92	29.5.92	10	5	50
6.	Decentralised Planning	HIPA	6.7.92	10.7.92	5	19	95
7.	Finance for non-Finance Executives	HIPA	8.7.92	10.7.92	3	21	63
8.	Computer Application	HIPA	13.7.92	18.7.92	6	10	60
9.	Project Planning Implementation and Evaluation	HIPA	10.8.92	14.8.92	5	27	135
10.	Principles and cocepts of Administrative Organisation -Facilitating effective and efficient functioning	HIPA	24.8.92	28.8.92	5	12	60
11.	Problem of Minorities in Mewat area	HIPA	27.8.92	28.8.92	2	40	80
12.	Agro based industries in Haryana	HIPA	07.9.92	11.9.92	5	21	105
13.	Credit Planning for Rural Development	HIPA	14.9.92	18.9.92	5	32	160

14.	Computer applications for forestry	HIPA	14.9.92	18.9.92	5	24	120
15.	Communication and grievances handling	HIPA	21.9.92	25.9.92	5	21	105
16.	Problem Solving & Decision Making	HIPA	12.10.92	16.10.92	5	13	65
17.	Computer Application	HIPAI	19.10.92	23.10.92	5	4	20
18.	Project Planning , implementation and Evaluation	HIPA	26.10.92	30.10.92	5	17	85
19.	Social Forestry	HIPA	16.11.92	20.11.92	5	14	70
20.	Course on Total quality management	HIPA	23.11.92	27.11.92	5	19	95
21.	Planning and Management of rural development Programmes	HIPA	07.12.92	11.12.92	5	17	85
22.	Municipal Administration and tax Management	HIPA	14.12.92	18.12.92	5	13	65
23.	Management for TOP Executive of HSEB	HIPA	22.12.92	24.12.92	3	20	60
24.	Project formulation and appraisal of small & tiny sector industrial units	HIPA	11.01.93	15.01.93	5	22	110
25.	Towards Effective Administrative system	HIPA	18.01.93	22.01.93	5	23	115
26.	MICRO Computer Application	HIPA	01.02.93	05.02.93	5	14	70
27.	Management of self employment programme	HIPA	08.02.93	09.02.93	2	12	24
28.	Course on Public Distribution System	HIPA	17.03.93	19.03.93	3	21	63
TOTAL					138	510	2335

**DETAILS OF SEMINARS/WORKSHOPS**  
**01.04.1992 TO 31.03.1993**

Sr. NO	TITLE OF COURSE	SPON- SORED BY	FROM	TO	ACT- UAL DAY	NO OF TRAIN- EES	TRAN- EES DAYS
1.	WORKSHOP ON GROUP DYNAMICS & GROUP COHESION	HIPA	27.02.92	28.02.92	2	20	40
2.	WORKSHOP ON GROUP DYNAMICS & GROUP COHESION	HIPA	03.3.92	04.3.92	2	23	46
3.	WORKSHOP ON GROUP DYNAMICS & GROUP COHESION	HIPA	12.5.92	13.5.92	2	20	40
4.	WORKSHOP ON GROUP DYNAMICS & GROUP COHESION	HIPA	01.7.92	-	1	36	36
5.	INCOME TAX MATTERS	HIPA	19.8.92	-	1	20	20
6.	WORKSHOP ON IDENTIFICATION OF PROBLEM ON PDS	HIPA	3.11.92	4.11.92	2	26	52
	TOTAL				10	145	234



## ANNEXURE 'D'

## DETAILS OF COURSE ORGANISED BY SMS, CHANDIGARH

(01.04.1992 TO 31.12.1993)

Sr. NO	TITLE OF COURSE	SPON-SORED BY	FROM	TO	ACT-UAL DAY	NO OF TRAIN-EES	TRAN-EES DAYS
1.	Foundational Training course for Assistants	SMS	11.5.92	22.5.92	10	24	240
2.	Short term course on Office Management	SMS	03.6.92	05.6.92	3	19	57
3.	12th Foundational training course for clerks	SMS	13.7.92	17.7.92	5	33	165
4.	10th specialised training course on Reservation policy for SCS/BCS in services in Hry.	SMS	27.7.92	29.7.92	3	34	102
5.	3rd Refresher training course on Accounts & cash Management	SMS	10.08.92	14.08.92	5	19	95
6.	9th specialised training course on Disciplinary proceedings (Under P & A Rules) & procedure for disposal of court cases.	SMS	25.08.92	28.8.92	4	19	76
7.	Short term course on office Mgt. procedure and disposal of files for the Supdt., Secretaries/PS to Ministers	SMS	02.09.92	04.09.92	3	22	66
8.	15th refresher training course for Assistants (In servc Estt. matters)	SMS	07.09.92	11.09.92	5	31	155
9.	11th specialised training course on	SMS	07.10.92	09.10.92	3	29	87

	Reservation policy for SCBC in Hry.						
10.	5th training course on pension & Estt. matters for Dist. level officers/officials	SMS	20.10.92	23.10.92	4	56	224
11.	2nd course Communication & improving office efficiency in office work for Supdt	SMS	29.10.92	30.10.92	2	21	42
12.	16th refresher trg course for Asstts (In service Estt. matters)	SMS	02.11.92	06.11.92	5	30	150
13.	8th specialised course on pension and other retirement benefits	SMS	18.11.92	20.11.92	3	31	93
14.	10th specialised training course on Disciplinary proceedings (Under P&A rules) & procedure for disposal of court cases	SMS	24.11.92	27.11.92	4	34	136
15.	13th Foundational training programme for clerk	SMS	14.12.92	18.12.92	5	33	165
16.	5th specialised course on Budgetary mechanism & Budget as a tool of Admn.	SMS	06.01.93	08.01.93	3	27	81
TOTAL					67	462	1934

# CRITIQUE/REVIEW ON THE ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON FOR THE YEAR 1992-93

The Haryana Institute of Public Administration, Gurgaon was established by Haryana Government on 1st August, 1983 for imparting training to new entrants to IAS, HCS, Tehsildars BD&PO and various other services of the State. Inservice courses/workshops for officers of the State Government are also conducted.

The Institute is headed by the Director, who functions under the overall directions and guidance of the Executive Council (headed by the Chief Secretary).

In 1992-93 Haryana Government and Govt. of India have provided Rs 1,42,33000/- as grant-in-aid as per details given below:-

(1)	Grant-in-aid Govt. Of India	Rs. 82,000.00
(2)	Grant-in-aid Govt of Haryana	Rs.70,00,000.00
(3)	Grant-in-aid Govt. Of Haryana (Plan Scheme) for construction of Building	Rs.70,00,000.00
(4)	Grant-in-aid Govt.of India for Equipments	Rs. 26,000.00
(5)	Misc. Income	Rs. 1,25,000.00

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Rs.1,42,33,000.00

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During the period 01.4.1992 to 31.03.1993, the Institute including the Secretariat Management School, Chandigarh conducted 2 long duration courses, 44 short-duration courses and 6 Workshops/Seminars. Thus total 52 training programmes were conducted through which training was imparted to 1136 Officers/officials of various Departments.

One Institutional Courses for 12 HCS (Executive Branch) officers was conducted during 21.12.1992 to 29.01.1993 and one Orientation Programme for <sup>7</sup>IAS <sub>4</sub> Officers during the year.

## **ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION FOR THE YEAR 1993-94.**

### **OBJECTIVES OF THE INSTITUTE**

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860, with its registered office at Panchkula.

The objectives of the Institute are to improve the administrative competencies of the officers of the state, in order to enhance administrative efficiency and responsiveness. In this regard, the institute undertakes the following activities:

- a) Courses for new entrants in the All India Services. Haryana Civil Services, Tehsildars and the various allied services of the State Government.
- b) Special courses for officers working in various departments of the State Government.
- c) Mid-career refresher courses for officers.
- d) Impart revenue Training to IAS/HCS Officers and Tehsildars either directly or through a subsidiary Institution like Revenue Training School,
- e) Undertake promote and co-ordinate research, analytical studies and training in the fields of Public Administration and Management, on its own or in collaboration with other agencies including Universities, Training Institutions of the Government of India & other State Govts.,
- f) Undertake and provide for the publication of journals, research papers, books and take up any other allied activity which will further the cause of training in and promotion of the study of Public Administration and Management.
- g) Participate in the organisation of training and study courses, conferences, seminars and lectures;

### **ORGANISATIONAL SET UP**

Haryana Institute of Public Administration was established on August 1, 1983 as an autonomous Society by Govt. of Haryana.

It is an apex Training Institute of the state funded mainly by Govt. of Haryana.

The governing body is headed by the Chief Minister of the State. A Managing Committee called the Executive Council, headed by the Chief Secretary of the State, looks after the functioning of the Institute.

The Principal Executive Officer of the Institute is the Director who is responsible for the proper administration of the affairs of the Institute under the overall direction and guidance of the Executive Council.

### **LOCATION**

The Institute has shifted to Gurgaon to its own Complex on 1st of March, 1993, where the Administrative-Cum-Training Block is ready and the Hostel with a capacity to accommodate 72 trainees at a time is under construction. It is likely to be completed shortly.

The Institute comprises of three main wings : Administration, Accounts and the Faculty. It has three air conditioned class rooms in addition to other rooms for officers/ faculty. The spacious air-conditioned library maintains various reference Books, Journals, Reports and other reading materials of different disciplines. A big Auditorium and well furnished visitors room gives an elegant look to Haryana Institute of Public Administration.

The Institute is located close to the International Airport and some of the best Tourist Resorts are located close by. HIPA has hired four residential buildings on rent in Sector-17, Gurgaon to function as hostels. These buildings provide decent and comfortable stay arrangements. Kitchen arrangements are made in the Hostel Building to provide Breakfast and Dinner to the participants. For their recreation, the participants enjoy the facilities of T.V. V.C.R., in addition to Newspapers and Magazines.

The faculty block and the residential component of the Campus has been designed and construction is about to start.

### **FACULTY**

At present the institute has the following core faculty:

1. Faculty of Public Administration
2. Faculty of Behavioural Sciences
3. Faculty of Economic Development & Planning.
4. Faculty of Financial Management
5. Faculty of Computer Science
6. Faculty of Sociology
7. Faculty of Disaster Management
8. Faculty of History
9. Faculty of Library Science

## **TRAINING ACTIVITIES**

The Institute is engaged in

- (A) TRAINING;
- (B) RESEARCH & CONSULTANCY; and
- (C) PUBLICATION

The Institute imparts training both, Foundational as well as in-service. In addition, a large variety of subject specific courses are conducted for the officers of the state government as provided to all Class -I & II officers of the State who are directly recruited through HPSC. Institutional training is also provided to the officers of the Indian Administrative Service to impart to them the necessary state orientation. In-service training till now has been in the form of short duration optional courses on various subjects.

Shortly the Institute is starting in-service compulsory training for state civil service officers. This training would be once in 2 years and for officers of 5 to 30 years of service.

## **RESEARCH & CONSULTANCY**

Research is considered an integral and essential component of training. Research proposals are in offing with different Ministries of Govt. of India. Some studies are likely to be taken up within the state too, in collaboration with state departments.

Efforts are being made to develop different case studies to provide realistic basis for training.

The Institute also provides consultancy on various administrative issues to different departments of the state government and Ministries of the Govt. of India.

Recently the Institute has entered the field of organising courses, workshops and seminars for the private sector as well.

## **PUBLICATION**

The institute brings out a monthly newsletter which carries a good lead article and some other bits of news including news of the institute and courses. Efforts are also being made to bring out small brochures/hand outs on key issues of interest to the state.

## **RESOURCES**

The Haryana Government provided Rs. 72.00 lacs as grant-in-aid to carry out the training activities of the Institute during the year 1993-94. The Haryana Government also provided Rs. 70.00 lacs to HIPA under plan scheme. Haryana Institute of Public Administration has received Rs. 1,89,000.00 from Department of Personnel, Govt. of India, New Delhi in which Rs. 72,000.00 were provided for course fee,

Rs. 1,67,000.00 for Audio-visual equipments and Rs. 50,000.00 for Fax Machine.

Besides above, Boards and corporations from Haryana have provided Rs. 70,000.00 as course fee.

During 1993-94 Institute spends per trainee per day Rs. 23.56 on Guest faculty, Rs. 20.04 on working lunch/refreshment, Rs. 14.49 on training material, Rs. 13.03 on Seminar/Exhibition, Rs. 1.99 on Publications and Rs. 1.33 on Faculty Development.

#### **DIVISIONAL TRAINING CENTRE, PANCHKULA:**

✓ In order to further streamline the training programmes, a State Training Plan was approved by the Executive Council during 1987-88 for implementation during 1990-91 and onwards. According to this Training Plan, the objectives of the Institute are career development (Higher Group/Lower Group), supporting level (Higher Group/Lower Group) and Assistance level of the administrative hierarchy.

Accordingly, as per provisions contained in the State Training Plan, the Haryana Secretariat Management School was set up for providing in-service training facilities to ministerial establishment, as an integral part of this Institute. During the year 1993-94, a Divisional Training Centre was set up at Panchkula which organised 16 courses/workshops, through which training was imparted to 482 officials from Haryana Civil Secretariat, various Departments and Boards/Corporations as per details given in Annexure 'F'.

#### **WELFARE OF HIPA EMPLOYEES:**

The HIPA Complex is situated in the Institutional area which is not very thickly populated. Hence, for the convenience of the employees of HIPA, the director has taken great interest in the opening of a cafeteria within the premises of the building. HIPA Employees Welfare Association runs the cafeteria. The items are available in the cafeteria on a very nominal margin and the margin so earned is utilised for the Welfare of the employees for granting them loans which are not covered in the usual service rules. In addition to it, for recreation of the employees within the Campus, games like Table Tennis, Volley ball etc. are provided.

#### **SPECIAL EVENTS**

✓ A conference was held on 27-11-93, of all Deputy Commissioners and Commissioners of Divisions at HIPA, on the initiative of the Financial Commissioner (Revenue). The workshop was to discuss and deliberate on writing of revenue case judgements and the disposal of such cases. It was addressed by the Chief Minister, Chief Secretary, Financial Commissioner (Revenue) and other Financial Commissioners.

A National workshop on 'Training Policy: Status & Strategies' sponsored by Training Division, Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, New Delhi was conducted by HIPA on 14th & 15th Jan., 1994. The objective of the workshop was to invite the views of the States and help the working group members and the state representatives to appreciate the mutual perceptions and build expectations of the training policy. The workshop was inaugurated by Mrs. Margaret Alva, Hon'ble Union Minister of State for Personnel, Public Grievances and Pension. Directors of State Training Institutes, representatives of State Governments, working group members and experts from different states attended the workshop.

A two day Exhibition "HIPA TECH 1994" was organised on 26-27 Feb. 1994 in which 15 firms had participated and exhibited their products. The Exhibition was inaugurated by Sh. B. Narasimhan, Addl. Secretary, Department of Personnel & Training, Govt. of India, New Delhi. The theme of exhibition was to make aware various departments/corporations/Boards about the newly launched Computer Hardware, Software and peripherals in the market. It also provided them a common platform to access and chance of purchasing/procuring the equipments, if desired.

A panel discussion on the union budget 1994-95 was organised by HIPA on 19th March, 1994 at Haryana Niwas, Chandigarh. The discussion was chaired by Sh. J.D.Gupta, IAS, Financial Commissioner and Secretary, Finance, Haryana Government.

This discussion aimed at examining the explicit and implicit signals provided in the union budget having implications to the economy of the state. In addition, other issues pertaining to the Centre-state relations and sharing of financial resources was the topic of discussions. The panelists included Sh. Vivek Bharti, Economic Journalist, Economic Times; Dr. Pulin Nayak, Economist, Dr. Srinivas Madhur, Economic Advisor, Ministry of Industry and Planning Commission, Shri K.K. Ramachandran, Economic Editor Financial Express and Dr. Shubhashish Gangopadhyaya, Head Economics Division, Indian Statistical Institute, New Delhi. The panel discussion was attended by Administrative Secretaries, heads of departments, managing directors etc., of the state government and its corporations/boards.

Sh. B.S. Ojha, Chairman, HSEB & Ex-Chief Secretary, Haryana addressed the HIPA Faculty at his farewell lunch on 22/3/94.

Sh. M.C.Gupta, Chief Secretary, Haryana and Chairman Executive Council addressed the faculty and discussed areas where research/consultancy could be initiated. He also discussed the training programme conducted by HIPA.



**ANNEXURE 'A'****POSITION OF POSTING OF DIRECTOR/EXECUTIVE DIRECTOR  
Ad.O/Sr. A.O. AND FACULTY IN HIPA DURING 1993-94.**

Sr.No.	Name of the Officer	From	To	Remarks
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**APPOINTMENT OF DIRECTOR**

1.	Sh. Prem Prashant, IAS	01.04.93 <sup>94</sup>	31.03.94 <sup>95</sup>	
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**APPOINTMENT OF EXECUTIVE DIRECTOR**

1.	Vacant ✓			
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**APPOINTMENT OF ADMINISTRATIVE OFFICER**

1.	Sh. I.C.Gupta ✕	01.04.93 ✕	27.06.93 ✕	
2.	Sh. K.C. Lall	28.06.93 <sup>94</sup>	31.03.94 <sup>95</sup>	

**APPOINTMENT OF SENIOR ACCOUNTS OFFICER**

1.	Sh. K.K. Verma ✕	01.04.93 ✓	01.07.93 ✓	
2.	Sh. P.K. Tarikha ✕	20.07.93 ✕	29.11.93 ✓	
3.	Sh. Bhim Singh	06.10.93 <sup>94</sup>	31.03.94 <sup>95</sup>	

**APPOINTMENT OF FACULTY MEMBERS**

1.	Dr. H.B.L.Vohra Prof. in Behavioural Sciences	01.04.93 <sup>94</sup> ✓	31.03.94 <sup>95</sup> ✓	Whole time Faculty
2.	Dr. S.P. Gupta ✕ Prof.in Economic & Dev.Plg.	01.04.93 ✕	20.01.94 ✕	On contract ✕
3.	Dr. T.Duhan Prof. in Financial Management	01.04.93 <sup>94</sup>	31.03.94 <sup>95</sup>	Whole time Faculty
4.	Sh. Baij Nath System Analyst	01.04.93 <sup>94</sup>	31.03.94	Whole time Faculty
5.	Dr. S.L. Kaushik Prof.in Public Administration	01.06.93 <sup>94</sup>	31.03.94 <sup>95</sup> ✓	Whole time Faculty
6.	Sh.B.B.Lal Principal SMS	01.04.93 ✕	30.06.93 ✕	On contract

7.	Sh.B.N.Garg Principal DTC, Panchkula	24.08.93 1.4.94	31.03.94 31.8.94	On Deputation
8.	Dr. J.George Prof. in Economics & Dev. Plg.	20.01.93 1.4.94	31.03.94 95	Whole time Faculty
9.	Sh. Rakesh Gulati R.O. Cum Lecturer (Computer)	01.04.93 94	31.03.94 95	Whole time Faculty
10.	Ms. Aarti Bajaj R.O.Cum Lecturer (Pub.Admn.)	01.04.93 94	31.03.94 95	Whole time Faculty
11.	Ms. Manveen Kaur R.O.Cum Lecturer (Rural Development)	01.04.93 94	31.03.94 95	-do-
12.	Mr. Rajansh Thukral R.O. Cum Lecturer (Public Enterprises)	01.04.93 X	31.03.94 X	-do- X
13.	Ms. Rachna Gupta R.O. Cum Lecturer (Behavioural Sciences)	20.06.93 1.4.94	31.03.94 95	-do-
14.	Mr. Maheshwar Dayal R.O. Cum Lecturer (Financial Management)	08.12.93 94	31.03.94 95	-do-
15.	Ms.Divya Jyoti R.O. Cum Lecturer (MIS)	01.04.93 94	31.03.94 95	-do-
16.	Dr. Abhay Shrivastava R.O. Cum Lecturer (Sociology)	21.04.93 1.4.94	31.03.94 95	-do-
17.	Ms. Sangita Vardhan R.O. Cum Lecturer (History)	28.09.93 X	31.03.94 X	Part time
18.	Dr. Chandrajit R.O. Cum Lecturer (PE)		31.03.95	

**NUMBER OF COURSES/WORKSHOPS ALONGWITH  
NUMBER OF PARTICIPANTS WHO ATTENDED THE  
COURSES/WORKSHOPS AT HIPA, GURGAON - 1993-94.**

Sr.No.	Name of the Course (Short duration)	No. of participants	Actual Days of Training	Trainee Days
1.	Computer Awareness (19.4.93 to 23.4.93)	19	5	95 ✓
2.	Decentralised Planning (17.5.93 to 22.5.93)	16	6	96 ✓
3.	Computer Awareness (24.5.93 to 28.5.93)	12	5	60 ✓
4.	Computer Based Project Management (21.6.93 to 25.6.93)	13	5	65 ✓
5.	Computer Awareness (5.7.93 to 9.7.93)	23	5	115 ✓
6.	Distt. Child Welfare Officers (12.7.93 to 16.7.93)	22	5	110 ✓
7.	HARTRON Computer Trg (26.7.93 to 4.9.93)	11	30	330 ✓
8.	Computer Awareness (2.8.93 to 6.8.93)	13	5	65 ✓
9.	Role & Scope of Agro Based Industry in Haryana (2.8.93 to 6.8.93)	19	5	95 ✓
10.	Advance course on d-Base Programming (9.8.93 to 28.8.93)	7	20	140 ✓
11.	Financial Management & Management Accounting (16.8.93 to 20.8.93)	18	5	90 ✓
12.	Computer Awareness (6.9.93 to 17.9.93)	27	10	270 ✓

13.	Credit Plg. for Rural Development (13.9.93 to 17.9.93)	23	5	115 ✓
14.	Advance course for Micro Programming (20.9.93 to 1.10.93)	13	10	130 ✓
15.	Computer Awareness (11.10.93 to 15.10.93)	12	5	60 ✓
16.	Decentralised Planning (11.10.93 to 16.10.93)	18	6	108 ✓
17.	Citizen & Administration (18.10.93 to 22.10.93)	33	5	165 ✓
18.	Project Plg. Implementation & Evaluation (18.10.93 to 22.10.93)	14	5	70 ✓
19.	Introduction to d-base (25.10.93 to 29.10.93)	9	5	45 ✓
20.	Computer Awareness (8.11.93 to 12.11.93)	7	5	35 ✓
21.	Social Forestry (8.11.93 to 10.11.93)	20	3	60 ✓
22.	Finance for non-finance Executives (22.11.93 to 26.11.93)	8	5	40 ✓
23.	Computer Awareness (6.12.93 to 10.12.93)	14	5	70 ✓
24.	Computer Awareness (3.1.94 to 7.1.94)	4	5	20 ✓
25.	Management of Self Employment Programme (3.1.94 to 7.1.94)	26	5	130 ✓
26.	Budget Plg. & Control with spl. reference to ZBB (10.1.94 to 14.1.94)	12	5	60

27. <del>A</del>	Police Psyche & its Responsiveness to Public (31.1.94 to 11.2.94)	33 <del>33</del>	10	330 ✓
28.	Computer Awareness (7.2.94 to 11.2.94)	8	5	40 ✓
29.	Administrative Responsiveness (14.2.94 to 18.2.94)	17	5	85 ✓
30.	Management of Rural Development (14.2.94 to 18.2.94)	6	5	30 ✓
31.	Financial Management for HAFED (21.2.94 to 24.2.94)	13	4	52 ✓
32.	Computer Inventory Control (21.2.94 to 25.2.94)	14	5	70 ✓
33.	Total Quality Management (21.2.94 to 24.2.94)	13	4	52 ✓
34.	Computer Awareness of HIPA Officers/Officials (16.3.94 to 31.3.94)	15	12	180 ✓
	Total	532	230	3478

**ANNEXURE 'C'****FOUNDATIONAL COURSES**

Sr. No.	Name of the course	No. of Participants	Actual Days of Training	Trainee Days
1.	1st Foundational Course (15.4.93 to 30.6.93)	21	54	1134
2.	2nd Foundational Course	28	88	2464
3.	Foundational Course for Vice-Principals (8.11.93 to 10.12.93)	17	5	85
4.	3rd Foundational Course (8.11.93 to 31.1.94)	10	60	600
5.	Course for Vice Principals Group II (6.12.93 to 10.12.93)	20	5	100
6.	Course for Vice Principals Phase - III (21.3.94 to 25.3.94)	13	5	65
	Total	109	217	4448

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## INSTITUTIONAL COURSES

Sr.No.	Name of the Course	No.of participants	Actual Days of Training	Trainee Days
1.	Course for HCS Officers (2.4.93 to 3.6.93)	12	30	360
2.	Wrap-up course for IAS Officers Batch 1992-Phase II (18.5.93)	6	1	6
3.	Course for Tehsildars (16.8.93 to 30.9.93)	6	45	280
4.	Course for IAS Probationers (21.3.94 to 22.4.94)	1	22	22
	TOTAL	25	98	668

**SEMINARS/WORKSHOPS**

Sr.No.	Name of the Seminar/ Workshop	No.of participants	Actual Days of Training	Trainee Days
1.	Workshop on designing Policy of HCS Officers (27.9.93)	8	1	8
2.	Workshop on Environment & Pollution Control (20.10.93)	10	1	10
3.	Workshop on Police Psyche (19.11.93)	14	1	14
4.	National Workshop on Trg. Policy (14.1.94 to 15.1.94)	36	2	72
5.	Seminar on Privatisation (5.2.94)	19	1	19
6.	HIPA TECH Exhibition (26.2.94 to 27.2.94)			
7.	Panel Discussion on Union Budget (19.3.94)	39	1	39
	Total	126	7	162

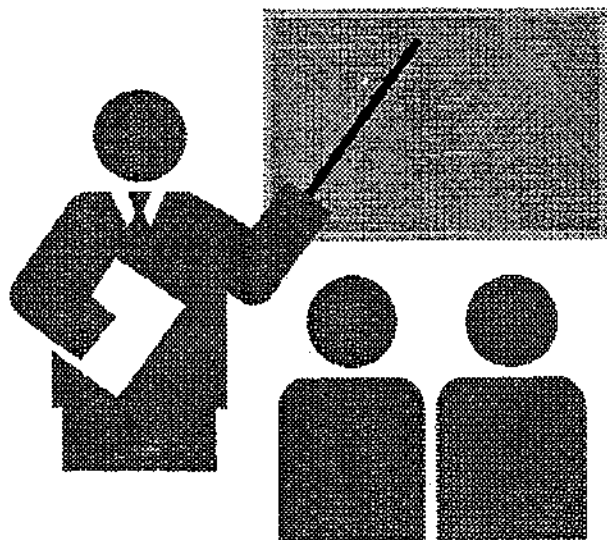


**NUMBER OF COURSES/WORKSHOPS ALONGWITH  
NUMBER OF PARTICIPANTS WHO ATTENDED THE  
COURSES/WORKSHOPS AT DTC, PANCHKULA - 1993-94.**

Sr.No	Name of Courses/Workshops	No.of Participants	Actual days of Trg.	Trainee Days
1.	Disciplinary Proceedings (19.4.93 to 23.4.93)	30	5	150
2.	Pension & Other Establish- ment Matters (3.5.93 to 7.5.93)	51	5	255
3.	Course for Assistants (17.5.93 to 21.5.93)	25	5	125
4.	Reservation Policy (27.9.93 to 29.9.93)	04	5	155
5.	Course for Assistants (18.10.93 to 22.10.93)	26	5	130
6.	Disciplinary Proceedings (2.11.93 to 5.11.93)	23	4	92
7.	Pension & Other Retirement Benefits (22.11.93 to 26.11.93)	30	5	130
8.	Course for Clerks (6.12.93 to 10.12.93)	34	5	170
9.	Reservation Policy (20.12.93 to 22.12.93)	20	3	60
10.	Course for Assistants (10.1.94 to 14.1.94)	17	5	85
11.	Income Tax Matters (18.1.94)	27	1	27
12.	Income Tax Matters (20.1.94)	32	1	32
13.	Disciplinary Proceedings (24.1.94 to 27.1.94)	26	4	104
14.	Course for Clerks (7.2.94 to 11.2.94)	35	5	175

Sr.No	Name of Courses/Workshops	No.of Participants	Actual days of Trg.	Trainee Days
15.	Reservation Policy (21.2.94 to 23.3.94)	28	3	84
16.	Pension and other Estt. Matters. (15.3.94 to 18.3.94)	47	4	188
	Total	455	65	1962

**HIPA**



**ANNUAL ADMINISTRATIVE REPORT  
(1994-95)**

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**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
HIPA COMPLEX, 76, SECTOR 18, GURGAON - 122 001**

**FAX : 0124 - 340 413**

**PHONE: 0124 - 340 40**

**ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
FOR THE YEAR 1994-95.**

**OBJECTIVES OF THE INSTITUTE :**

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860, with its registered office at Panchkula.

The objectives of the Institute are to improve the administrative competencies of the officers of the state, in order to enhance administrative efficiency and responsiveness. In this regard, the Institute undertakes the following activities:

- a) Courses for new entrants in the All India Services, Haryana Civil Services, Tehsildars and the various allied services of the State Government.
- b) Special courses for officers working in various departments of the State Government.
- c) Mid-career refresher courses for officers.
- d) Impart revenue Training to IAS/HCS Officers and Tehsildars either directly or through a subsidiary Institution like Revenue Training School.
- e) Undertake promote and co-ordinate research, analytical studies and training in the fields of Public Administration and Management, on its own or in collaboration with other agencies including Universities, Training Institutions of the Government of India & State Govts.,
- f) Undertake and provide for the publication of journals, research papers, books and takeup any other allied activity which will further the cause of training in and promotion of the study of Public Administration and Management.
- g) Participate in the organisation of training and study courses, conferences, seminars and lectures;

**ORGANISATIONAL SET UP**

Haryana Institute of Public Administration was established on August 1, 1983 as an autonomous Society by Govt. of Haryana.

It is an apex Training Institute of the state funded mainly by Govt. of Haryana.

The governing body is headed by the Chief Minister of the State. A Managing Committee called the Executive Council, headed by the Chief Secretary of the State, looks after the functioning of the Institute.

The Principal Executive Officer of the Institute is the Director who is responsible for the proper administration of the affairs of the Institute under the overall direction and guidance of the Executive Council.

## RESOURCES:

The Haryana Government provided Rs. 85.00 lacs as grant-in-aid under non-plan to carry out the training activities of the Institute during the year 1994-95. The Haryana Government also provided Rs.80.00 lacs to HIPA to construct its Hostel Building. Haryana Institute of Public Administration has received Rs. 7.51 lacs from Govt. of India towards the course fees and Rs.85,000/- for purchase of Video-Projector. Besides above, from Boards and Corporations, Haryana have received Rs. 1,58,000 as course fee.

During 1994-95 Institute spent per trainee per day Rs. 29.83 as on Honorarium paid to the Guest Faculty. Rs. 27.53 on working lunch/refreshment, Rs. 19.30 on training material.

## FACULTY:

At present the Institute has the following core faculty:

1. Faculty of Behavioural Sciences
2. Faculty of Public Administration
3. Faculty of Financial Management
4. Faculty of Economics and Development Planning
5. Faculty of Computer Sciences
6. Faculty of Disaster Management
7. Faculty of Sociology
8. Faculty of History
9. Faculty of Library Science.

## TRAINING ACTIVITIES

The Institute is engaged in

### (A) TRAINING

During the period 1.4.94 to 31.3.95, the Institute including DTC, Panchkula, has conducted successfully 7 long duration courses, 60 short duration courses and 7 Workshops/Seminars. A Total of 75 training programmes were conducted through which training was imparted to 1742 officers/officials of various organisations summary of which has been given at Annexure 'AA'. More details of the courses are given below:

#### (i) LONG DURATION COURSES:

4 Nos. Foundational Training Course were organised, for class I and Class II Officers recruited through Haryana Public Service Commission. Two Institutional course for HCS (Executive Branch) officers and one Institutional Course for IAS Probationers were conducted during 1.4.94 to 31.3.95. More details are given at Annexure 'A'.

## (II) SHORT DURATION COURSES:

HIPA including DTC, Panchkula, organised 60 short duration courses, the details of courses conducted by HIPA and DTC, Panchkula are at Annexure 'B' & 'D' respectively.

## (iii) WORKSHOPS/SEMINARS:

7, One day to two day workshops/seminars organised during this year. The details are given at Annexure 'C'.

## (B) RESEARCH & CONSULTANCY:

The following research projects undertaken by HIPA have been submitted to :

Details of Project	Submitted to
1) De-addiction Centres (Voluntary Organisations)	The Ministry of Welfare, Govt. of India, New Delhi.
2) Evaluation study of introduction of new scheme—special coaching classes for schedule caste students	Director, Welfare of Schedule Castes and Backward Classes, Govt. of Haryana
3) Energy and Socio-economic development of economically weaker sections	Department of Science & Technology, Govt. of Haryana, Chandigarh.
4) Impact Evaluation of Jhajjar IREP Block.	Department of Science & Technology, Govt. of Haryana.
5. Pension Fund for Central Govt. Employees	Department of Pay Commission, Govt. of India.

## (C) PUBLICATIONS:

The Institute continues the publication of its monthly magazine Newsletter. Efforts are being made to maintain the periodicity and quality of its contents.

## (D) SPECIAL EVENTS:

- 1) Shri M.C.Gupta, Chief Secretary, Government of Haryana and Chairman, Executive Council, HIPA addressed officers of Gurgaon Division at HIPA Complex, Gurgaon on 9.4.1994.
- 2) Smt. Kiran Aggarwal, Additional Secretary, Department of Training and Administrative Reforms, Govt. of India visited the Institute on 30.6.1994 and addressed the trainee-officers of Foundational Training Course and Institutional Training Courses for HCS. She also addressed the faculty members of HIPA.
- 3) Shri M.C.Gupta, Chief Secretary, Govt. of Haryana and Chairman, Executive Council, HIPA addressed HCS officers (under training) at HIPA Complex, Gurgaon on 5.8.1994.

- 4) A Building plan meeting was held at HIPA Complex, Gurgaon under the Chairmanship of Shri H.D.Bansal, Chief Secretary, Govt. of Haryana and Chairman Executive Council, HIPA on 22.9.94.
- 5) Consequent upon the visit of Shri M.C.Gupta, IAS the then Chief Secretary, Govt. of Haryana to Japan and discussions with Mr.N.Yamamoto President AOTS, Tokyo, Japan, an MOU was signed on September the 1st, 1994 by Shri Prem Prashant, Director on behalf of HIPA and Shri P.C.Joshi, President, on behalf of AOTS Alumni Society, Delhi affiliated to Association of overseas Technical Scholarship, (AOTS), Tokyo, Japan for promoting Japanese language, culture and Management practices etc..
- 6) The Japanese Language Course was formally inaugurated by Mr.S.P.Sharma, Commissioner, Gurgaon Division, on October 11, 1994. The classes are being held thrice a week – Monday, Wednesday and Friday from 6.00 p.m. to 8.00 p.m.
- 7) For the first time HIPA conducted 3 weeks Training course for IAS (6–9 years) officers, sponsored by DOPT, GOI. The course was inaugurated by Mr.B.Narsimhan, Establishment Officer on November 7, 1994. The grand finale to the programme was the valedictory address by Sh.T.N.Seshan, Chief Election Commissioner of India on November 25, 1994.
- 8) Justice Mohammed Sardar Ali Khan, Chairman Minorities Commission inaugurated a one – day workshop on '15 – Point Programme for the Welfare of Minorities in Haryana' on November 28, 1994. Mr.B.S.,Ramoowalia, Member Minorities Commission chaired a session.
- 9) First Japanese Management Seminar on 'How to Improve Productivity on Shop Floor' was organised by HIPA and AOTS, Alumni Society on December 16–17, 1994. The seminar was inaugurated by the His Excellency the Ambassador of Japan, Mr. Chusai Yamuda.
- 10) 'HIPA TECH–1995' was organised on 27th – 28th February, 1995 in which – firms participated and exhibited their products. The exhibition was inaugurated by Mrs. Kiran Aggarwal, IAS, Addl. Secretary, Govt. of India, Training Department. The theme of the exhibition was to make aware various Departments/Corporations/Boards about the newly launched computer Hardware, Software and peripherals in the market. It also provided them a common platform to access and chance of purchasing/procuring the equipments, if desired.

# POSTING POSITION OF OFFICERS/FACULTY HIPA

## APPOINTMENT OF OFFICERS

Sr.No.	Name With Designation	From	To	Remarks
1.	Sh.Prem Prashant, IAS, Director	1.4.94	31.3.95	
2.	Executive Director(Vacant)			
3.	Sh.K.C.Lal, Administrative Officer	1.4.94	31.3.95	
4.	Sh.Bhim Singh; Sr.Accounts Officer	1.4.94	31.3.95	



# APPOINTMENT OF FACULTY MEMBERS

1.	Dr.H.B.L.Vohra, Prof.in Behavioural Sciences	1.4.94	31.3.95	Regular Basis
2.	Dr.T.Duhan, Prof.in Financial Management	1.4.94	31.3.95	Regular Basis
3.	Sh.Baij Nath, Expert in Computer Science	1.4.94	31.3.95	Regular Basis
4.	Dr.J.George, Prof.in Economics & Dev.Plg.	1.4.94	31.3.95	Regular Basis
5.	Dr.S.L.Kaushik, Prof.of Public Admn.	1.4.94	1.6.94	Regular Basis
6.	Dr.S.K.Mishra, Prof.of Public Admn.	10.10.94	31.3.95	Regular Basis
7.	Sh.B.N.Garg, Principal, DTC,Panchkula.	1.4.94	31.8.95	On Contract
8.	Sh.Jagdish Chander, Principal,DTC,Panchkula.	1.11.94	31.3.95	On Contract
9.	Dr.Dev Raj Singh, Librarian	11.8.94	31.3.95	Regular Basis
10.	Sh.R.K.Gulati, Research Officer(C)	1.4.94	31.3.95	Regular Basis
11.	Mrs.Aarti Bajaj, Research Officer(Pub.Admn.)	1.4.94	31.3.95	Regular Basis
12.	Ms.Manveen Kaur, Research Officer(Rural Dev.)	1.4.94	31.3.95	Regular Basis
13.	Mrs.Rachna Gupta, Research Officer(Beh.Sc.)	1.4.94	31.3.95	Regular Basis
14.	Ms.Divya Jyoti, Research Officer(MIS)	1.4.94	31.3.95	Regular Basis
15.	Dr.Rekha Srivastava, Research Officer(Sociology)	8.7.94	31.3.95	Regular Basis
16.	Dr.Abhey Srivastava, Research Officer, (Disaster Management)	1.4.94	31.3.95	Regular Basis
17.	Dr.Charanjeev Singh, Research Officer, (Public Enterprises)	5.4.94	31.3.95	Regular Basis
18.	Sh.Maheshwar Dayal, Research Officer, (Financial Management)	1.4.94	31.3.95	Regular Basis

**SUMMARY OF COURSES/SEMINARS/WORKSHOPS  
ORGANISED DURING 1994-95**

SR. NO.	TYPE OF COURSE	NOS.	DURATION IN	NO.OF TRAINEES	TRAINEE DAYS
1.	SHORT DURATION (HIPA)	35	214	670	3927
2.	FOUNDATIONAL/ INSTITUTIONAL TRAINING COURSES	8	399	110	6713
3.	SEMINARS/ WORKSHOPS (HIPA)	7	9	226	310
4.	DTC, PANCHKULA	25	100	761	3220
	<b>TOTAL:</b>	<b>75</b>	<b>722</b>	<b>1767</b>	<b>14170</b>

**DETAILS OF LONG DURATION COURSES**  
(1.4.94 to 31.3.95)

Sr. No.	TITLE OF COURSES	FROM	TO	ACTUAL DAYS OF TRAINEES	NOs.OF TRAINEES	TRAINEE DAYS	
1.	4th & 5th Foundational Training course	11.4.94	30.6.94	55	38	2090	FFA
2.	Institutional Course for HCS (Executive.Br.)Officers	<u>21.4.94</u>	<u>5.8.94</u>	75 ✓	02	150	FFB
3.	Institutional Course for HCS (Executive Branch) special recruitment	<u>16.5.94</u>	<u>5.8.94</u>	60 ✓	30	1800	
4.	Institutional course for IAS Probationers	<u>16.8.94</u>	<u>17.9.94</u>	24 ✓ 9 days	03	72	N
5.	6th Foundational Training course	<u>5.9.94</u>	<u>25.11.94</u>	105 ✓	19	1995	FFA
6.	3-weeks compulsory training course for IAS Officers (6-9 year services)	<u>7.11.94</u>	<u>25.11.94</u>	21 ✓	12	252	FFB
7.	7th Foundational Training Course	2.1.95	31.3.95	59 ✓	06	354	FFB
	TOTAL:			<u>399</u>	110	6713	

365  
194  
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261

**DETAILS OF SHORT DURATION COURSES**  
(1.4.94 TO 31.3.95)

SR. NO.	TITLE OF COURSE	FROM	TO	ACTUAL DAYS OF TRAINING	NO. OF TRAINEES	TRAINEE DAYS	
1.	Computer Awareness	18.4.94	24.4.94	10	10	100 ✓	FCS
2.	Financial Management and Management Accounting	18.5.94	20.5.94	05	21	105 ✓	PFM
3.	Computers for Local Bodies	16.5.94	27.5.94	10	26	260 ✓	FCS
4.	Voluntary Participation in Social Defence	23.5.94	27.5.94	05	16	80 ✓	FS
5.	TOT Programme on New Panchayati Raj	6.6.94	17.6.94	10	16	160 ✓	FPA
6.	Decentralised Planning	27.6.94	1.7.94	05	18	90 ✓	PEP
7.	Computer Awareness	4.7.94	6.7.94	05	32	260 ✓	FCS
8.	d-Base Programming	18.7.94	29.7.94	10	26	260 ✓	U
9.	NFS Project Planning & Management for Cooperative Banks	25.7.94	29.7.94	05	21	105 ✓	
10.	TOT Programme on New Panchayati Raj System	25.7.94	5.8.94	03	26	78 ✓	
11.	Computer Awareness	1.8.94	5.8.94	05	34	170 ✓	
12.	Users Education for Librarians	3.8.94	5.8.94	03	26	78 ✓	
13.	Computer Orientation for Accounts Services	16.8.94	26.8.94	09	07	63 ✓	
14.	Police Psyche	22.8.94	2.9.94	09	19	171 ✓	FBS
15.	NFS Project Planning and Management for Cooperative Banks	24.8.94	26.8.94	03	14	42 ✓	
16.	Computer Based Project Management	5.9.94	16.9.94	10	07	70 ✓	

17.	Finance for Non-finance Executives	5.9.94	7.9.94	03	18	54 ✓	
18.	Public Distribution System	19.9.94	23.9.94	05	33	165 ✓	
19.	Administrative Responsiveness	26.9.94	30.9.94	05	23	115 ✓	
20.	Total Quality Management	10.10.94	14.10.94	05	11	55 ✓	FBS
21.	Towards Effective Administrative System	17.10.94	21.10.94	05	13	65 ✓	
22.	Computer Awareness	24.10.94	28.10.94	05	14	70 ✓	
23.	Credit Planning for Rural Development	24.10.94	28.10.94	05	34	170 ✓	
24.	Police Psyche & its Responsiveness	28.11.94	8.12.94	09	19	171 ✓	FBS
25.	Budget Planning and Control & with reference to Zero Base Budgeting	5.12.94	9.12.94	05	21	105 ✓	
26.	Computer Awareness	5.12.94	9.12.94	05	16	80 ✓	
27.	Computer and Inventory Control	12.12.94	23.12.94	10	18	180 ✓	
28.	Drug Prevention & Control	2.1.95	6.1.95	05	28	140 ✓	
29.	UNIX Operating System	2.1.95	13.1.95	10	10	100 ✓	
30.	Women Participation Planning	9.1.95	13.1.95	05	08	40 ✓	
31.	Flood Disaster & Relief Management	16.1.95	20.1.95	05	21	105 ✓	
32.	Computer Awareness	6.2.95	10.2.95	05	06	30 ✓	
33.	Social Forestry	13.2.95	17.2.95	05	19	195 ✓	
34.	Computer Awareness	20.2.95	24.2.95	05	11	55 ✓	
35.	Public Distribution System	20.2.95	24.2.95	05	28	140 ✓	
			TOTAL:	214	670	3927	

## ANNEXURE 'C'

DETAILS OF SEMINARS/WORKSHOPS  
(1.4.94 TO 31.3.95)

Sr. NO.	TITLE OF COURSE	FROM	TO	ACTUAL DAYS OF TRAINING	NO.OF TRAINEES	TRAINEE DAYS
1.	Course Contents and design for the course on Women's Participation in Decentralised Planning	12.5.94	—	1	40	40 ✓
2.	Seminar on New Panchayati Raj Act 1994 at Chandigarh	30.7.94	—	1	61	61 ✓
3.	Workshop on New Panchayati Raj Systems	26.9.94	—	1	09	09 ✓
4.	Workshop on '15-Point Programme for the Welfare of Minorities in Haryana	28.12.94	—	1	21	21 ✓
5.	How to Improve Productivity on Shop Floor	16.12.94	17.12.94	2	43	86 ✓
6.	Modifying Contents of the In-service Training of HCS Officers	3.1.95	—	1	11	11 ✓
7.	Workshop on 'Environmental Protection'	11.1.95	12.1.95	2	41	82 ✓
8.	HIPA TECH' - An Exhibition on Computers	26.2.95	27.2.95	2	—	— ✓
			TOTAL:	11	226	310

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## ANNEXURE 'D'

DETAILS OF COURSES ORGANISED BY DIVISIONAL TRAINING CENTRE, PANCHKULA.  
(1.4.94 TO 31.3.95)

SR. NO.	TITLE OF COURSES	FROM	TO	ACTUAL DAYS OF TRAINING	NO.OF TRAINEES	TRAINEE DAYS
1.	Punishment & Appeal Rules	6.4.94	8.4.94	03	27	81
2.	Pension & Retirement Benefits	25.4.94	29.4.94	05	46	230
3.	Course for Assistants in Services & Estt.Matters	16.5.94	20.5.94	05	31	155
4.	Pension & Retirement Benefits	23.5.94	27.5.94	05	28	140
5.	Office Management for Supdts. & Private Secretaries	8.6.94	10.6.94	03	21	63
6.	Course for Clerks	20.6.94	24.6.94	05	32	160
7.	Training in Services and Establishment Matters	12.7.94	15.7.94	04	25	100
8.	Punishment & Appeal Rules	25.7.94	28.7.94	04	24	96
9.	Reservation Policy for SCs in service	8.8.94	12.8.94	05	29	145
10.	Training for Clerks	22.8.94	26.8.94	05	35	175
11.	Pension & other Retirement Benefits	12.9.94	16.9.94	05	44	220
12.	Budgetary Mechanism – Budget as a Tool of Administration	26.9.94	30.9.94	05	28	140
13.	Training for Assistants in Services & Estt. Matters	24.10.94	28.10.94	05	33	165
14.	Workshop on Income Tax and Allied Matters	6.11.94	—	01	19	19
15.	Workshop on Income Tax and Allied Matters	10.11.94	—	01	27	27
16.	Pension & other Retirement Benefits at Jind	21.11.94	25.11.94	05	60	300

17.	Office Management	7.12.94	9.12.94	03	20	60
18.	Managing Information and Communication in Offices	12.12.94	15.12.94	04	19	76
19.	Reservation Policy for SCs/BCs in Services	19.12.94	22.12.94	04	18	72
20.	Punishment & Appeal Rules	9.1.95	12.1.95	04	25	100
21.	Duties and Functions of PAs and PSs	18.1.95	20.1.95	03	24	72
22.	Reservation Policy for SCs\BCs in Services	23.1.95	25.1.95	03	29	87
23.	Training for Assistants	6.2.95	10.2.95	05	36	180
24.	Reservation Policy for SCs\BCs in services	20.2.95	22.2.95	03	24	72
25.	Pension & other Retirement Benefits at Mahendergarh	6.3.95	10.3.95	05	57	285
			TOTAL:	100	761	3220



Critique review on the Annual Administrative Report of Haryana Institute of Public Administration for the year 1994-95.

The Haryana Institute of Public Administration, Gurgaon was established by the Haryana Government of 1st August, 1983 for imparting training to new entrants to IAS, HCS, Tehsildars and various services of the State. Inservice courses/workshops for other officers of the State Government were also emerged.

The Institute is headed by a Director, who functions under the overall directions and guidance of the Executive Council headed by the Chief Secretary.

The Haryana Government provided Rs. 85.00 lacs as grant-in-aid under non-plan to carry out the training activities of the Institute during the year 1994-95. The Haryana Government also provided Rs. 80.00 lacs to HIPA to construct its Hostel Building. Haryana Institute of Public Administration has received Rs. 7.51 lacs from Govt. of India towards the course fees and Rs. 85,000/- for purchase of Video-Project. Besides above, from Boards and Corporations, Haryana have received Rs. 1,58,000 as course fee.

During 1994-95 Institute spent per trainee per day Rs. 29.83 as on Honorarium paid to the Guest Faculty, Rs. 27.53 on working lunch/refreshment, Rs. 19.30 on training material.

Institutional Courses, referresher Courses and Workshops were organised in which 1247 officers of the State Government participated. During the period 1.4.94 to 31.3.95, the Institute including DTC, Panchkula, has conducted successfully 7 long duration courses, 60 short duration courses and 7 Workshops/Seminars. A Total of 75 training programmes were conducted through which training was imparted to 1742

officers/officials of various organisations.

4 Nos. Foundational Training Course were organised, for class I and class II Officers recruited through Haryana Public Service Commission. Two Institutional course for HCS (Executive Branch) officers and one Institutional Course for IAS Probationers were conducted during 1.4.94 to 31.3.95.

Subject: Preparation of working sheet of costing of the Courses  
conducted during \_\_\_\_\_.

It is submitted that the Ld. Director HIPA has asked  
to prepare the coursewise costing of the training courses conducted  
at HIPA during \_\_\_\_\_ to the Accounts  
Section. In this connection the information is required for costing  
purpose of the training courses on the enclosed performs.

It is requested that the information relating to your  
section may be supplied to the Accounts Branch at the earliest  
so that costing of the courses conducted during \_\_\_\_\_  
may be worked out for further submission of the same to the  
Director HIPA please.

ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF  
PUBLIC ADMINISTRATION FOR THE YEAR 1995-96

OBJECTIVES OF THE INSTITUTE

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860.

The objectives for which this Institute has been set up are to organise courses in general administration as below:-

- a) Courses for new entrants to the All India Services, Haryana Civil Services, Tehsildars and the various allied services of the State Government.
- b) Special courses for officers working in various departments of the State Government.
- c) Mid-career refresher courses for officers of the State Govt.
- d) Impart revenue training to IAS/HCS Officers and Tehsildars either directly or through a subsidiary institution like Revenue Training School.

In addition, the Institute may also undertake the following activities:-

- i) Undertake, promote and co-ordinate research, analytical studies and training in the fields of Public Administration and Management, on its own or in collaboration with other agencies including Universities, Training Institutions of the Government of India & State Governments.
- ii) Undertake and provide for the publication of journals, research papers, books and take up any other allied activity which will further the cause of training in and promotion of the study of Public Administration and Management.

- iii) Participate in the organisation of training and study courses; conferences, seminars and lectures.

#### ORGANISATIONAL SET UP

Haryana Institute of Public Administration was established on August 1, 1983 as a Registered Society by Govt. of Haryana.

It is an apex Training Institute of the State funded mainly by Govt. of Haryana.

The governing body is headed by the Chief Minister of the State.

A Managing Committee called the Executive Council, headed by the Chief Secretary of the State, looks after the functioning of the Institute.

The Principal Executive Officer of the Institute is the Director who is responsible for the proper administration of the affairs of the Institute under the overall direction and guidance of the Executive Council.

#### RESOURCES

I.	Plan Funds received from Haryana Govt.	80,00,000.00
II.	(Non Plan) Grant-in-aid received from Haryana Govt.	1,17,75,000.00
III.	Grant-in-aid received from Govt. of India for courses & equipments.	14,05,000.00
IV)	Training Course fee receipt	2,54,000.00
V)	Grant-in-Aid from Govt. of India for Natural Disaster Management	1,50,000.00
VI)	Misc. Income	1,00,000.00
		-----
		1,36,84,000.00
		-----
	Grand Total:	<u>2,16,84,000.00</u>

## FACULTY

At present the Institute has the following core faculty:

1. Faculty of Behavioural Sciences
2. Faculty of Public Administration
3. Faculty of Financial Management
4. Faculty of Economics and Development Planning
5. Faculty of Computer Science
6. Faculty of Disaster Management
7. Faculty of Sociology
8. Faculty of Library Science

## TRAINING ACTIVITIES

The Institute is engaged in :-

### (A) TRAINING

During the period 1.4.95 to 31.3.96, the Institute conducted 5 long duration courses, 41 short duration courses, 8 workshops/seminars. DTC Panchkula conducted 28 short duration courses during the year. A total of 82 training programmes were conducted through which training was imparted to 1851 officers/officials of various organisations, further details are given at Annexure 'AA'.

#### (i) LONG DURATION COURSES

1. One Institutional course for IAS Probationers and 3 Foundational Training Courses and one Institutional Training Course for HCS have been conducted. More details are given at Annexure 'A'.

#### (ii) SHORT DURATION COURSES

HIPA including DTC, Panchkula has organised 69 short duration

courses, the details of courses conducted by HIPA , DTC, are shown at Annexure 'B' & 'D' respectively.

(iii) WORKSHOPS/SEMINARS

Eight workshops/seminars were organised during this year. Details are given at Annexure 'C'.

(B). RESEARCH & CONSULTANCY

Research Projects 1995-96

<u>Details of Project</u>	<u>Report Submitted to</u>
1. Evaluation of PMRY in Haryana	Report submitted to Government
2. Integrated Cooperative Department (Distt. Rewari)	- do -
3. Election Project in Haryana	State Election Commission, Haryana
4. Evaluation of scheme for Educational upliftment of SC	Department of Education
5. Evaluation studies for Drug Abuse Prevention Programme	Govt of Haryana
6. Haryana State plan of Action Child	UNICEF
7. Popular Participation in Rural Development Emerging Dynamic of Panchayati Raj Institutions.	Haryana Govt.

(C) PUBLICATION

1. News Letter : Vol. 4 No. 7,8  
Vol 5 No. 1

POSTING   POSITION OF OFFICERS/FACULTY   HIPA  
APPOINTMENT OF OFFICERS

S.No.	Name with Designation	From	To	Remarks
1.	Sh. Prem Prashant, IAS Director	1.4.95	31.3.96	
2.	Executive Director(Vacant)			
3.	Shri K.C. Lall Administrative Officer	1.4.95	31.3.96	
4.	Shri Bhim Singh Sr. Accounts Officer	1.4.95	31.3.96	



APPOINTMENT OF FACULTY MEMBERS

1.	Dr. H.B.L. Vohra Prof. of Behavioural Sciences	1.4.95	31.3.96	Regular basis
2.	Dr. T. Duhan Prof. in Financial Management	1.4.95	31.3.96	Regular basis
3.	Sh. Baij Nath Expert in Computer Science	1.4.95	31.3.96	Regular basis
4.	Dr. J. George, Prof. in Economics & Development Planning	1.4.95	31.3.96	Regular basis
5.	Dr. <del>Sanku</del> Mishra Associate Prof. of Public Administration	1.4.95	31.3.96	Regular basis
6.	Sh. Jagdish Chander Principal, DTC, Panchkula	1.4.95	31.3.96	Regular basis
7.	Dr. Dev Raj Singh Librarian	1.4.95	31.3.96	Regular basis
8.	Sh. R.K Gulati Research Officer(C)	1.4.95	31.3.96	Regular basis
9.	Mrs. Aarti Dudeja Research Officer Public Administration	1.4.95	31.3.96	Regular basis
10.	Ms. Manveen Kaur Research Officer Rural Development	1.4.95	31.3.96	Regular basis
11.	Mrs. Rachna Gupta Research Officer Behavioural Science	1.4.95	31.3.96	Regular basis
12.	Ms. Divya Jyoti Research Officer(MIS)	1.4.95	31.3.96	Regular basis

## ANNEXURE 'AA'

## SUMMARY OF COURSES/SEMINARS/WORKSHOPS

(01.04.1995 TO 31.03.1996)

Sr. NO	TYPE OF COURSE	NO.	SPON- SORED COURSES	DURA- TION DAYS	NO OF TRAINEES	TRAINEE DAYS
1.	LONG DURATION COURSES INSTITU- TIONAL TRAINING COURSES	5		245	56	3128
2.	SHORT DURATION COURSES	41	18	218	667	3569
3.	SEMINAR/WORKSHOP	08	1	17	274	681
4.	DTC, PANCHKULA	28	-	103	864	3441
	TOTAL	82	19	583	1861	10819

**ANNEXURE – A**  
**DETAILS OF LONG DURATION COURSES**  
**(01.04.95 TO 31.03.96)**

SR. NO.	TITLE OF COURSES	SPONSORED BY	FROM	TO	DURATION DAYS	TRAINEES	TRAINEE DAYS
1.	8TH Foundational Training Course	HIPA <del>(PS)</del>	17.04.95	07.07.95	60	13	780
2.	Institutional Training Course for IAS Probationers	HIPA <del>(PS)</del>	19.06.95	20.07.95	23	2	46
3.	IX Foundational Training Course	HIPA <del>(PS)</del>	15.04.95	15.09.95	58	19	1102
4.	Xth Foundational Training Course	HIPA <del>(PS)</del>	11.12.95	01.03.96	66	13	858
5.	Institutional Course for HCS(Ex.Branch)	HIPA <del>(PS)</del>	01.02.96	24.05.96	38	9	342
	<b>TOTAL</b>				<b>245</b>	<b>56</b>	<b>3128</b>

# DETAILS OF SHORT DURATION COURSES

Sr. No.	TITLE OF COURSES	SPONSORED BY	FROM	TO	DURATION DAYS	TRAINEES	TRAINER DAYS
1.	ADMINISTRATIVE RESPONSIVENESS	G.O.I.	17.04.95	21.04.95	5	20	100 ✓
2.	COMPUTER AWARENESS	HIPA	24.04.95	28.04.95	5	20	100 ✓
3.	TRAINING PROGRAMME OF ACCOUNTS OFFICER, ACCOUNTANT OF S.C.A.	HIPA	24.04.95	29.04.95	6	22	132 ✓
4.	FOUNDATIONAL COURSE FOR VICE PRINCIPAL OF VOCATIONAL INSTITUTE	HIPA	01.05.95	12.05.95	10	39	390 ✓
5.	MANAGEMENT OF DROUGHT RELIEF	HIPA	18.05.95	19.05.95	5	20	100 ✓
6.	CUSTODIAL JUSTICE TO WOMEN & CHILDREN	HIPA	15.05.95	19.05.95	5	19	95 ✓
7.	FINANCIAL MGT. & MGT. ACCOUNTING	G.O.I.	22.05.95	26.05.95	5	15	75 ✓
8.	COMPUTER ON ADAPTABILITIES OF WINDOWS	HIPA	06.06.95	08.06.95	3	5	15 ✓
9.	FLOOD DISASTER & RELIEF MANAGEMENT	HIPA	12.06.95	14.06.95	3	7	21 ✓
10.	COMPUTER AWARENESS	HIPA	19.06.95	23.06.95	5	99	165 ✓
11.	TRAINING OF TRAINERS ON NEW PANCHAYATI RAJ	HIPA	19.06.95	23.06.95	5	13	65 ✓
					57	213	1258

Sr. TITLE OF NO. COURSES	SPONSOR- ED BY	FROM	TO -2-	DURATION DAYS	TRAINEES	TRAINEE DAYS
12. Innovations in Administration	G.O.I.	03.07.95	07.07.95	5	20	100 ✓
13. Drug Abuse its prevention and control	G.O.I.	10.07.95	14.07.95	5	34	170 ✓
14. Computer Aware- ness	HIPA	24.07.95	28.07.95	5	22	110 ✓
15. Unix Operating System	HIPA	24.07.95	04.08.95	10	3	30 ✓
16. Special Programme on Social poverty alleviation in the context of the New Economic Policy	G.O.I.	31.07.95	04.08.95	5	24	120 ✓
17. Computer Aware- ness	HIPA	07.08.95	11.08.95	5	15	75 ✓
18. Desk Top Publ- ishing System	HIPA	21.08.95	24.08.95	4	3	12 ✓
19. Total Quality management	G.O.I.	18.09.95	22.09.95	5	7	35 ✓
20. Graphics Tools- Data Analysis	HIPA	18.09.95	22.09.95	5	3	15 ✓
				49	131	667

Contd. B

SR. No.	TITLE OF COURSES	SPON- SORED BY	FROM	TO - 3 -	DURA- TION DAYS	NO. OF TRAINEES	TRAINEE DAYS
21.	d-Base Progra- mming.	GOI	09.10.95	20.10.95	10	10	100 ✓
22.	Planning & Manag- ement of Libraries	HIPA	16.10.95	20.10.95	5	12	60 ✓
23.	Computer for Local Bodies	HIPA	13.11.95	24.11.95	10	5	50 ✓
24.	Budget Planning & control with spl. reference to Activity Budgeting.	GOI	04.12.95	08.12.95	5	15	75 ✓
25.	Computer Aware- ness.	HIPA	04.12.95	08.12.95	5	19	95 ✓
26.	Computer Based Project Manage- ment.	HIPA	11.12.95	15.12.95	5	4	20 ✓
27.	Governance for Development through Indust- rialisation.	HIPA	12.11.95	15.11.95	4	19	76 ✓
28.	Finance for Non- Finance Executive,	GOI	18.12.95	22.12.95	5	10	50 ✓
29.	Application of Info- rmation Technology in Libraries and Information Centres.	HIPA	18.12.95	22.12.95	5	20	100 ✓
30.	Planned Change-A strategy for Effective Development Admi- nistration in the State.	GOI	18.12.95	22.12.95	5	22	110 ✓
				59	136	736	

Contd. P. 4

SR. NO.	TITLE OF COURSES	SPONSORED BY	FROM	TO	DURATION DAYS	NO. OF TRAINEES	TRAINEE DAYS
31	Computer Inventory & Control	HIPA	01.01.96	05.01.96	5	15	75 ✓
32	Project Planning, Implementation	GOI	15.01.96	19.01.96	5	13	65 ✓
33	Computer Awareness	HIPA	50.02.96	09.02.96	5	19	95 ✓
34	Voluntary Participation in Social Defence	HIPA	12.02.96	16.02.96	4	11	44 ✓
35	Decentralised Planning	GOI	12.02.96	16.02.96	5	12	60 ✓
36	Stress Management & Personal Efficacy	GOI	19.02.96	22.02.96	4	16	64 ✓
37	Distt. Planning Team Officers	GOI	19.02.96	23.02.96	5	18	90 ✓
38	Women Development Functionaries	GOI	26.02.96	01.03.96	5	18	90 ✓
39	Distt. Sectoral Officers	GOI	11.03.96	15.03.96	5	17	85 ✓
40	Public Distribution System	GOI	26.02.96	01.03.96	5	22	110 ✓
41	Public Distribution System	GOI	18.03.96	22.03.96	5	26	130 ✓
					53	187	908
61	TOTAL				218	667	3569

# ANNEXURE – C

## DETAILS OF SEMINARS/WORKSHOPS

(01.04.95 TO 31.03.96)

SR. NO.	TITLE OF SEMINARS/ WORKSHOPS	SPONSORED BY	FROM	TO	DURATION DAYS	TRAINEES	TRAINEE DAYS
1.	Workshop on Panchayati Raj	HIPA	01.06.95	03.06.95	FEDP 3	123	369
2.	Workshop on O & M	HIPA	11.07.95	12.07.95	FPA 2	40	80
3.	Workshop on Governance for Development	HIPA	26.09.95	29.09.95	FDM 4	23	92
4.	15-Point Programme for the Welfare of Minorities in Haryana	HIPA	27.09.95	-	FS 1	29	29
5.	Workshop on Organisation & Methods	HIPA	09.11.95	10.11.95	FPA 2	22	44
6.	Seminar on Corporate Governance – New Perspective	HIPA	22.01.96	23.01.96	FBS 2	20	40
7.	Workshop on Appraisal & Performance in Public Enterprises in Haryana	HIPA	12.02.96	-	FBS 1	7	7
8.	Workshop for Chinese Delegation	GOI	27.03.96	28.03.96	FEDP 2	10	20
	<b>TOTAL</b>				17	274	681



## ANNEXURE - D

### DETAILS OF COURSES ORGANISED BY DIVISIONAL TRAINING CENTRE, PANCHKULA

Sr. No.	TITLE OF COURSES	SPONSORED BY	FROM	TO	DURATION DAYS	TRAINEES	TRAINEE DAYS
1.	COURSE ON DUTIES AND FUNCTIONS OF PAs AND PRIVATE SECT.	DTC	05.04.95	07.04.95	3	21	63
2.	DISTRICT LEVEL COURSE ON PENSION AND OTHER RETIREMENT BENEFITS AT SIRSA	DTC	17.04.95	21.04.95	5	65	325
3.	COURSE ON DISCIPLINARY PROCEEDINGS (UNDER PUNISHMENT APPEAL RULES)	DTC	03.05.95	05.05.95	3	52	156
4.	TRAINING COURSE ON RECORD KEEPERS ONLY FOR HARYANA STATE INDUSTRIAL DEVELOPMENT CORPORATION, CHANDIGARH	DTC	15.05.95	19.05.95	4	30	120
5.	COURSE ON DUTIES & FUNCTIONS OF CLERKS	DTC	05.06.95	09.06.95	5	57	285
6.	COURSE FOR ASSTs.	DTC	19.06.95	23.06.95	5	31	155
				TOTAL	25	256	1104

Contd... (P) .... 2.

SR. NO.	TITLE OF COURSES	SPONSORED BY	FROM	TO	DURATION DAYS	TRAINEES	TRAINEE DAYS
7.	Course on Disciplinary Proceeding and Procedure for Disposal of Court Cases	DTC	10.07.95	13.07.95	4	24	96
8.	Course on Pension and Other Retirement Benefits	DTC	24.07.95	28.07.95	5	44	220
9.	Course on Reservation Policy for SC/BC in Service in Haryana	DTC	07.08.95	09.08.95	3	26	78
10.	Foundational Training Course for Clerks	DTC	21.08.95	25.08.95	5	29	145
11.	Course for Assistants(In Service and Estt. Matters)	DTC	04.09.95	08.09.95	5	21	105
12.	16th Specialised Course on Pension and other Retirement Benefits & Service Matters held at Sonapat	DTC	18.09.95	22.09.95	5	72	360
	<b>TOTAL</b>				<b>27</b>	<b>216</b>	<b>1004</b>

Contd... (P); ..... 3.

SR. NO.	TITLE OF COURSES	FROM	TO	DURATION DAYS	NO. OF TRAINEES	TRAINEE DAYS
13.	Course on "Disciplinary Proceedings (Under P&A Rules) & Disposal of Court Cases'.	09.10.95	12.10.95	4	29	116
14.	One day workshop on Secondary Education	18.10.95	-	1	18	18
15.	One day workshop on Secondary Education	20.10.96	-	1	19	19
16.	One day workshop on Income Tax Matters	08.11.95	-	1	19	19
17.	One day workshop on Income Tax Matters and Recovery under TDS	10.11.95	-	1	33	33
18.	Course for Assistants in services and Est- ablishment matters.	20.11.95	24.11.95	5	24	120
19.	One day workshop on Record Management for HIPA Employees at Gurgaon	27.11.95	-	1	18	18
20.	District Level Course on Pension & Other Retirement Benefits	04.12.95	08.12.95	5	55	275
21.	Course on 'Duties & Functions for Clerks'.	18.12.95	22.12.95	5	31	155
				24	246	773

Contd... (P)....4.

SR. NO.	TITLE OF COURSES	SPONSORED BY	FROM	TO	DURATION DAYS	NO. OF TRAINEES	TRAINEE DAYS
22.	Course on Duties & Function of PA/P.S.	DTC	08.01.96	10.01.96	3	20	60
23.	Course on Punishment & Appeal rules and disposal of court cases	DTC	15.01.96	17.01.96	3	31	93
24.	Foundational Training Course	HIPA	29.01.96	02.02.96	5	14	70
25.	Course on duties & functions of Clerks	DTC	05.02.96	09.02.96	5	34	170
26.	One day Workshop on Management & Record Retention Schedule	DTC	28.02.96	-	1	17	17
27.	Training Course for Assistants on Service and Establishment matters	DTC	11.03.96	15.03.96	5	18	90
28.	Course on Pension & other Retirement Benefits & Service matters	DTC	18.03.96	22.03.96	5	12	60
TOTAL					27	146	560

G. TOTAL

103

864

3441

CRITIQUE/REVIEW ON THE ANNUAL ADMINISTRATIVE REPORT OF HARYANA  
INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON FOR THE YEAR 1995-96

The Haryana Institute of Public Administration, Gurgaon was established by the Haryana Government on 1st August, 1983 for imparting training to new entrants to IAS, HCS, Tehsildars BD&PO and various services of the State. In service courses/workshops for other officers of the State Government were also emerged.

The Institute is headed by a Director, who functions under the overall directions and guidance of the Executive Council headed by the Chief Secretary.

The Haryana Government and Govt. of India have provided Rs.2,15,84,000/- lacs as grant-in-aid as per details given below:-

(1)	Plan Scheme (Govt. of Haryana)	Rs.80,00,000.00
(2)	Non-Plan Scheme	
(i)	Grant-in-aid Govt. of India (for Purchase of Equipments)	Rs. 5,50,000.00
(ii)	Grant-in-aid Govt. of India for Courses	Rs. 8,55,000.00
(iii)	Training Course fee receipt	Rs. 2,54,000.00
(iv)	Grant-in-aid Govt. of India for Natural Disaster Management	Rs. 1,50,000.00
(v)	Grant-in-aid Govt. of Haryana	Rs.1,17,75,000.00
(vi)	Misc. Income	Rs. 1,00,000.00
Total		Rs.2,15,84,000.00

Institutional Courses, Refresher Courses and Workshops were organised in which 1867 officers of the State Government participated. During the period 01.04.1995 to 31.03.1996, the Institute including Divisional Training Centre, Panchkula has conducted successfully 5 long duration courses, 69 short duration courses and 8 Workshops/Seminars. A total of 82 training programmes were conducted through which training was imparted to 1880 officers/officials of various Organisations.

Two Institutional Course for HCS (Executive Branch) officers was conducted during 19.06.1995 to 20.07.1995 and 01.02.,1996 to 24.05.1996. Three Foundational Training Courses has been conducted during 01.04.1995 to 31.03.1996.



ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF  
PUBLIC ADMINISTRATION FOR THE YEAR 1996-97

OBJECTIVES OF THE INSTITUTE

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860.

The objectives of the Institute are to improve the administrative competencies of the officers of the State, in order to enhance administrative efficiency and responsiveness. In this regard, the Institute undertakes the following activities.

- a) Courses for new entrants to the All India Services, Haryana Civil Services, Tehsildars and the various allied services of the State Government.
- b) Special courses for officers working in various departments of the State Government.
- c) Mid-career refresher courses for officers of the State Govt.
- d) Impart revenue training to IAS/HCS Officers and Tehsildars either directly or through a subsidiary institution like Revenue Training School.
- e) Undertake, promote and co-ordinate research, analytical studies and training in the fields of Public Administration and Management, on its own or in collaboration with other agencies including Universities, Training Institutions of the Government of India & State Governments.
- f) Undertake and provide for the publication of journals, research papers, books and takeup any other allied activity which will further the cause of training in and promotion of the study of Public Administration and Management.

- g) Participate in the organisation of training and study courses, conferences, seminars and lectures.

#### ORGANISATIONAL SET UP

Haryana Institute of Public Administration was established on August 1, 1983 as a Registered Society by Govt. of Haryana.

It is an apex Training Institute of the State funded mainly by Govt. of Haryana.

The governing body is headed by the Chief Minister of the State.

A Managing Committee called the Executive Council, headed by the Chief Secretary of the State, looks after the functioning of the Institute.

The Principal Executive Officer of the Institute is the Director who is responsible for the proper administration of the affairs of the Institute under the overall direction and guidance of the Executive Council.

#### RESOURCES

The Govt. of Haryana and Govt. of India provided grant-in-aid as per details given below :-

PLAN SCHEME		AMOUNT(in lacs)
i)	Sanctioned Budget HIPA	31.29
ii)	CEDO Project (Govt. of Haryana)	53.71
iii)	CEDO Project from GOI 50% share	50.00
		<hr/> 135.00
NON PLAN SCHEME		
i)	Grant-in-Aid Govt. of Haryana	100.00lac
ii)	Grant-in-Aid Govt. of India (NDM)	3.50lac
iii)	Grant-in-Aid Govt. of India for courses	5.87lac
iv)	Training Courses fee receipt	1.36lac
v)	Misc. Income	0.70lac
Total:		<hr/> 111.43lacs <hr/>



## FACULTY

At present the Institute has the following core faculty:

1. Faculty of Behavioural Sciences
2. Faculty of Public Administration
3. Faculty of Financial Management
4. Faculty of Economics and Development Planning
5. Faculty of Computer Science
6. Faculty of Disaster Management
7. Faculty of Sociology
8. Faculty of Library Science

## TRAINING ACTIVITIES

The Institute is engaged in :-

### (A) TRAINING

During the period 1.4.96 to 31.3.97, the Institute conducted 2 long duration courses, 29 short duration courses, 10 workshops/seminars. DTC Panchkula conducted 27 short duration courses and SMS Gurgaon conducted 5 courses. A total of 73 training programmes were conducted through which training was imparted to 1842 officers/officials of various organisations, further details are given at Annexure 'AA'.

#### (i) LONG DURATION COURSES

1. One Institutional course for IAS Probationers and one Foundational Training Course for AEs of Irrigation Department were conducted. Further details are given at Annexure 'A'.

#### (ii) SHORT DURATION COURSES

HIPA including DTC, Panchkula and SMS Gurgaon organised 61 short duration courses, the details of courses conducted by HIPA, DTC,

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and SMS are shown at Annexure 'B', 'D' & 'E' respectively.

(iii) WORKSHOPS/SEMINARS

Ten 1-2 days workshops/seminars were organised during this year. Details are given at Annexure 'C'.

B. RESEARCH & CONSULTANCY

Research Projects 1996-97 (i) Old Projects (Contd.)

<u>Details of Project</u>	<u>Report Submitted to</u>
1. Evaluation of Scheme for Educational Upliftment of SC	Social Welfare Deptt. Haryana
2. Baseline survey of Mewat Area	Mewat Development Agency
3. Election Project in Haryana	State Election Commission, Haryana

(ii) New Projects:

1. Gender in Civil Services	Department of Administrative reforms, GOI
2. Mid-term Evaluation Study of the Narnaul Project	Women Dev., Haryana
3. Social Assessment Study (SAS) in Gurgaon, Mohendergarh and Bhiwani district	Haryana Prathamik Shiksha Pariyojna

(C) PUBLICATION

1. Books : July, 96 Popular participation in Rural Development: Emerging Dynamics of Panchayati Raj Institutions.
2. News Letters : Vol 5 No. 3, 5, 6, 7-10

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POSTING   POSITION OF OFFICERS/FACULTY   HIPA  
APPOINTMENT OF OFFICERS

S.No.	Name with Designation	From	To	Remarks
1.	Sh. Prem Prashant, IAS Director	1.4.96	31.3.97	
2.	Executive Director(Vacant)			
3.	Shri K.C. Lall Administrative Officer	1.4.96	31.3.97	
4.	Shri Bhim Singh Sr. Accounts Officer	1.4.96	31.3.97	

APPOINTMENT OF FACULTY MEMBERS

1.	Dr. H.B.L. Vohra Prof. of Behavioural Sciences	1.4.96	31.3.97	Regular basis
2.	Dr. T. Duhan Prof. in Financial Management	1.4.96	31.3.97	Regular basis
3.	Sh. Baij Nath Expert in Computer Science	1.4.96	31.3.97	Regular basis
4.	Dr. J. George, Prof. in Economics & Development Planning	1.4.96	31.3.97	Regular basis
5.	Dr. <del>Suresh</del> Mishra Associate Prof. of Public Administration	1.4.96	31.3.97	Regular basis
6.	Sh. Jagdish Chander Principal, DTC, Panchkula	1.4.96	31.3.97	Regular basis
7.	Dr. Dev Raj Singh Librarian	1.4.96	31.3.97	Regular basis
8.	Sh. Sanjay Shrivastava Research Officer	1.4.96	31.3.97	Adhoc basis
9.	Mrs. Archana Parsad Research Officer	1.4.96	31.3.97	Contract basis
10.	Miss Milan Sharma Research Officer	1.4.96	31.3.97	Adhoc basis
11.	Sh. R.K Gulati Research Officer(C)	1.4.96	31.3.97	Regular basis
12.	Mrs. Aarti Dudeja Research Officer Public Administration	1.4.96	31.3.97	Regular basis
13.	Ms. Manveen Kaur Research Officer Rural Development	1.4.96	31.3.97	Regular basis
14.	Mrs. Rachna Gupta Research Officer Behavioural Science	1.4.96	31.3.97	Regular basis

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15.	Ms. Divya Jyoti Research Officer(MIS)	1.4.96	31.3.97	Regular basis
16.	Dr. Rekha Srivastava Research Officer Sociology	1.4.96	31.3.97	Regular basis
17.	Dr. Abhay Srivastava Research Officer Disaster Management	1.4.96	31.3.97	Regular basis
18.	Dr. Charanjeev Singh Research Officer Public Enterprises	1.4.96	31.3.97	Regular basis
19.	Sh. Maheshwar Dayal Research Officer Financial Management	1.4.96	31.3.97	Regular basis
20.	Sh. Wazir Singh Under Secretary(Trg.).	1.4.96	31.3.97	Contract basis
21.	Sh. M.C. Nagpal Principal (SMS)	1.4.96	31.3.97	Contract basis

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CRITIQUE/ REVIEW ON THE ANNUAL ADMINISTRATIVE REPORT OF HARYANA  
INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON FOR THE YEAR 1996-97

The Haryana Institute of Public Administration, Gurgaon was established by the Haryana Government on 1st August, 1983 for imparting training to new entrants to IAS, HCS, Tehsildars BD&PO and various other services of the State. Inservice courses/workshops for other officers of the State Government were also held.

The Institute is headed by a Director, who functions under the overall directions and guidance of the Executive Council headed by the Chief Secretary.

The Haryana Government and Govt. of India provided as grant-in-aid per details given below:-

(1)	Plan Scheme	(Rs.in lacs)
(i)	Sanction Budget HIPA (Govt. of Haryana)	31.29
(ii)	CEDO Project -do-	53.71
(iii)	CEDO Project from Govt.of India 50% share	50.00
		<hr/> 135.00
(2)	Non-Plan Scheme	
(i)	Grant-in-aid Govt. of Haryana	100.00
(ii)	Grant-in-aid Govt. of India (Natural Disaster Management)	3.50
(iii)	Grant-in-aid Govt.of India for Courses	5.87
(iv)	Training Courses Fee	1.36
(v)	Misc. Income	0.70
		<hr/> 111.43
	Total	

Institutional Courses, Refresher Courses and Workshops were organised in which 1842 officers of the State Government participated. During the period 01.04.1996 to 31.03.1997, the Institute including Divisional Training Centre, Panchkula and Secretariat Management School Gurgaon conducted 2 long duration courses, 61 short duration courses and 10 Workshops/Seminars. A total of 73 training programmes were conducted through which training was imparted to 1842 officers/officials of various Organisations.

One Foundational Training Course was organised for 36 Category B Officers recruited through Haryana Public Service Commission and one Institutional Course for two IAS Probationers was organised.

**SUMMARY OF COURSES/SEMINARS/WORKSHOPS**  
1.4.1996 TO 31.3.1997

Sr. No	TYPE OF COURSE	NUMBER	SPONSORED COURSES	DURATION DAYS	NO. OF TRAINEES	TRAINEE DAYS
1.	LONG DURATION COURSES INSTITUTIONAL TRAINING COURSES	2	—	85	38	1530
2.	SHORT DURATION COURSES	29	16	140	484	2296
3.	SEMINAR/WORKSHOPS	10	—	18	471	848
4.	DTC, PANCHKULA	27	—	87	704	2380
5.	SMS, GURGAON	5	—	16	145	444
	<b>TOTAL</b>	<b>73</b>	<b>16</b>	<b>346</b>	<b>1842</b>	<b>7498</b>

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ANNEXURE 'A'

DETAILS OF LONG DURATION COURSES

01.04.1996 TO 31.03.1997

Sr. NO	TITLE OF COURSE	SPON-SORED BY	FROM	TO	ACT-UAL DAY	NO OF TRAIN-EES	TRAN-EES DAYS	
1.	INSTITUTIONAL COURSE FOR IAS PROBATIONERS (BATCH -1995)	HIPA	24.06.96	26.8.96	45	2	90	FPA
2.	FOUNDATIONAL TRG. COURSE FOR AES OF IRRIGATION DEPARTMENT.	HIPA	01.11.96	31.12.96	40	36	1440	FPA
TOTAL					85	38	1530	



## ANNEXURE 'B'

## DETAILS OF SHORT DURATION COURSES

01.04.1996 TO 31.01.1997

## (A) HIPA

Sr. NO	TITLE OF COURSE	SPON-SORED BY	FROM	TO	ACT-UAL DAY	NO OF TRAIN-EEES	TRAN-EEES DAYS	
1.	d-BASE PROGRAMMING	HIPA	6.5.96	17.5.96	10	20	200	PS
2.	FINANCIAL MANAGEM-ENT AND MANAGEMENT ACCOUNTING	GOI	27.5.96	31.5.96	5	15	75	FEM
3.	ROLE OF PANCHAYATI RAJ INSTITUTIONS IN RURAL DEVP.	HIPA	10.6.96	12.6.96	3	6	18	FRA
4.	COMPUTER AWARENESS	HIPA	3.6.96	7.6.96	5	11	55	PS
5.	PLANNING EFFICIENT RESOURCES USE IN HEALTH CARE	HIPA	17.6.96	21.6.96	5	30	150	FEM
6.	MANAGEMENT OF DROUGHT RELIEF	-	8.7.96	12.7.96	5	10	50	FDM
7.	QUANTITATIVE TECHNIQUES	-	22.7.96	26.7.96	5	6	30	PS
8.	COMPUTER AWARENESS	-	5.8.96	09.8.96	5	26	130	M
9.	PLANNING FOR INFORMATION SYSTEM	HIPA	19.8.96	21.8.96	3	2	6	PS
10.	ADMINISTRATIVE RESPONSIVENESS	GOI	26.8.96	30.8.96	5	8	40	FRA
11.	INNOVATIONS IN ADMINISTRATION FOR MEETING NEW CHALLENGES	GOI	26.8.96	30.8.96	5	8	40	PS
12.	WOMEN'S PARTICIPA-TION IN DECENTRALISED PLANNING	GOI	24.9.96	28.9.96	5	26	130	FEM
13.	DISASTER MANAGEMENT	GOI	7.10.96	11.10.96	5	18	90	FDM

14.	GATT AND ITS IMPLICATION ON ECONOMY	GOI	14.10.96	18.10.96	5	12	60	✓	FEOL
15.	DRUG ABUSE: ITS PREVENTATION AND CONTROL	GOI	4.11.96	8.11.96	5	51	255	✓	FS
16.	ETHICAL ISSUES IN MANAGEMENT	GOI	18.11.96	22.11.96	5	16	80	✓	FPA
17.	CONDUCT OF ELECTION & PROCEDURE THEREOF	-	2.12.96	4.12.96	3	43	129	✓	MS
18.	RURAL DEVELOPMENT DECENTRALISED PLANNING AND PLANNED CHANGE	GOI	2.12.96	6.12.96	5	8	40	✓	FBS
19.	CONDUCT OF ELECTION & PROCEDURE THEREOF	-	16.12.96	18.12.96	3	43	129	✓	UST
20.	COMPUTER AWARENESS	-	6.1.97	10.1.97	5	12	60	✓	PLS
21.	TOTAL QUALITY MANAGEMENT AND RE-ENGINEERING TECHNIQUES IN GOVT	-	20.1.97	24.1.97	5	11	55	✓	PLS
22.	COMPUTER AWARENESS	-	3.2.97	7.2.97	5	8	40	✓	PLS
23.	DICISION MAKING AND MANAGERIAL EFFECTIVENESS	GOI	10.2.97	14.2.97	5	6	30	✓	FBS
24.	STRESS MANAGEMENT AND PERSONAL EFFICIENCY	GOI	17.2.97	21.2.97	5	10	50	✓	PLS
25.	WELFARE AND DEVELOPMENT OF MONORITIES	GOI	17.2.97	19.2.97	3	18	54	✓	FS
26.	PROJECT PLANNING, IMPLEMENTATION AND EVALUATION	GOI	24.2.97	28.2.97	5	16	80	✓	FPA
27.	COMPTER AWARENESS	-	3.3.97	7.3.97	5	2	10	✓	PLS

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28.	PLANNING & MANAGEMENT FOR INFORMATION FOR DROS OF HR.	GOI	10.3.97	14.3.97	5	15	75	15
29.	PUBLIC DISTRIBUTION SYSTEM	GOI	25.3.97	29.3.97	5	27	135	135
TOTAL					140	484	2296	

ANNEXURE C  
DETAILS OF SEMINARS/WORKSHOPS  
01.4.1996 TO 31.3.1997

Sr. NO	TITLE OF COURSE	SPON-SORED BY	FROM	TO	ACT-UAL DAY	NO OF TRAIN-EEES	TRAN-EEES DAYS	
1.	WORKSHOP ON FLOOD MANAGEMENT AND PANCHAYAT	HIPA	13.6.96	14.6.96	2	46	92	EDM
2.	MANAGEMENT OF ALCOHOLISM	HIPA	25.7.96	26.7.96	2	58	116	AS
3.	1ST WORKSHOP ON ZERO BASE BUDGET-ING	HIPA	08.8.96		1	71	71	PPM
4.	2ND WORKSHOP ON ZERO BASE BUDGET-ING	HIPA	08.8.96	09.8.96	2	54	108	do
5.	ORGANISATION AND METHOD	HIPA	12.8.96	13.8.96	2	21	42	RA
6.	3RD WORKSHOP ON ZERO BASE BUDGET-ING	HIPA	12.8.96	13.8.96	2	61	122	PPM
7.	4TH WORKSHOP ON ZERO BASE BUDGET-ING	HIPA	13.8.96	14.8.96	2	57	114	do
8.	4TH WORKSHOP ON CITIES AND RISK	HIPA	09.10.96	-	1	23	23	EDM
9.	SEMINAR ON DISASTER MANAGEMENT	RED CROS	23.10.96	24.10.96	2	71	142	EDM
10.	WORKSHOP ON ORGA-NISATION & MAGT.	HIPA	13.2.97	14.2.97	2	9	18	RA
TOTAL					18	471	848	

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DETAILS OF COURSES/WORKSHOPS ORGANISED BY DTC, PANCHKULA  
01.4.96 TO 31.3.97

Sr. NO	TITLE OF COURSE	SPON- SORED BY	FROM	TO	ACT- UAL DAY	NO OF TRAIN- EES	TRAN- EES DAYS
1.	WORKSHOP ON RECORD MANAGEMENT FOR FOOD AND SUPPLIES DEPTT/ PMENT OF MONORITIES	DTC	03.4.96	-	1	27	27
2.	MAAGEMENT DEVELOP- MENT FOR OFFICERS OF UT ADMN.	UT	08.4.96	10.4.96	3	20	60
3.	FOUNDATIONAL TRG. COURSE FOR NEWLY RECRUITED FIDLD INSPECTOR OF HAFED	HAFED	08.4.96	12.4.96	5	24	120
4.	RESERVATION POLICY	DTC	15.4.96	17.4.96	3	32	96
5.	DISCIPLINARY PROC- EEDINGS UNDER P&A RULES	DTC	8. 5.96	10.5.96	3	34	102
6.	WORKSHOP ON RECORD MANAGEMENT	DTC	22.5.96		1	16	16
7.	DISCIPLINARY PROC- EEDINGS UNDER P&A RULES FOR EDU.DEPT	DTC	23. 5.96		1	20	20
8.	DUTIES AND FUNCT- ION OF CLERKS	DTC	27.5.96	31.5.96	5	33	165
9.	COURSE FOR ASSTTS.	DTC	10.6.96	14.6.96	5	23	115
10.	PENSION AND RETI- REMENT BENEFITS & OTHER ALLIED MATTERS	DTC	24.6.96	28.6.96	5	37	185
11.	WORKSHOP ON RECORD MANAGEMENT AND RETENTION SCHEDULE	DTC	05.7.96	-	1	29	29
12.	SERVICES AND ESTT. MATTERS	DTC	22.7.96	26.7.96	5	23	115

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13.	OFFICE PROCEDURES & OFFICE MGT.	CTU	30.7.96	01.8.96	3	14	42
14.	DISCIPLINARY PROCEEDINGS AND PROCEDURES FOR DISPOSAL OF COURT CASES	DTC	7.08.96	09.8.96	3	18	54
15.	DUTIES AND FUNCTIONS OF CLERKS	DTC	26.8.96	30.8.96	5	45	225
16.	RES. POLICY	DTC	9.9.96	11.9.96	3	14	42
17.	PENSION AND RETIREMENT BENEFITS	DTC	18.9.96	20.9.96	3	22	66
18.	SERVICES AND ESTT. MATTERS	DTC	7.10.96	11.10.96	5	27	135
19.	ONE DAY WORKSHOP RECORD MANAGEMENT & RECORD RET. SCHEDULE	DTC	23.10.96	-	1	15	15
20.	DISCIPLINARY PROCEEDINGS UNDER P&A RULES AND CONDUCT OF DEPTT. ENQUIRIES	DTC	4.11.96	6.11.96	3	28	84
21.	RESERVATION POLICY FOR SCBC IN HRY.	DTC	4.12.96	6.12.96	3	20	60
22.	DUTIES & FUNCTIONS OF CLERKS P&A RULE	DTC	16.12.96	20.12.96	5	36	180
23.	ONE DAY WORKSHOP RECORD MANAGEMENT & RECORD RET. SCHEDULE	DTC	10.1.97		1	38	38
24.	COURSE ON INCOME TAX MATTER AND RECOVERY UNDER TDS	DTC	16.1.97	-	1	27	27
25.	SERVICES AND ESTT. MATTERS	DTC	20.1.97	24.1.97	5	33	165
26.	DISCIPLINARY PROCEEDING UNDER PUNISHMENT & APPEAL RULES & PROCEDURE FOR DISPOSAL OF COURT CASES	DTC	5.2.97	7.2.97	3	24	72

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27.	DUTIES AND FUNCTI- IONS OF CLERKS	DTC	10.3.97	14.3.97	5	25	125
	GRAND TOTAL				87	704	2380

DETAILS OF COURSES CONDUCTED BY SECRETARIAT MANAGEMENT SCHOOL  
HIPA COMPLEX, GURGAON

01.04.1996 TO 31.03.1997

Sr. NO	TITLE OF COURSE	SPON- SORED BY	FROM	TO	ACT- UAL DAY	NO OF TRAIN- EES	TRAN- EES DAYS
1.	PENSION AND OTHER RETIREMENT BENEFIT & OTHER SERVICE MATTERS	SMS	14.10.96	18.10.9	5	40	200
2.	WORKSHOP ON RETENTION OF OLD RECORDS	SMS	07.11.96		1	43	43
3.	DISCIPLINARY PROCEEDING UNDER PUNISHMENT AND APPEAL RULES AND PROCEDURE FOR DIS- POSAL OF COURT CASES	SMS	26.11.96	29.11.9	4	15	60
4.	RESERVATION POLICY FOR SCBC IN STATE OF HARYANA MATTERS	SMS	28.1.97	30.1.97	3	25	75
5.	DISCIPLINARY PROCEEDING UNDER PUNISHMENT AND APPEAL RULES	SMS	24.02.97	26.2.97	3	33	66
TOTAL					16	145	444



CRITIQUE/ REVIEW ON THE ANNUAL ADMINISTRATIVE REPORT OF HARYANA  
INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON FOR THE YEAR 1996-97

The Haryana Institute of Public Administration, Gurgaon was established by the Haryana Government on 1st August, 1983 for imparting training to new entrants to IAS, HCS, Tehsildars BD&PO and various other services of the State. Inservice courses/workshops for other officers of the State Government were also hold.

The Institute is headed by a Director, who functions under the overall directions and guidance of the Executive Council headed by the Chief Secretary.

The Haryana Government and Govt. of India provided as grant-in-aid per details given below:-

		(Rs.in lacs)
(1)	Plan Scheme	
	(i) Sanction Budget HIPA (Govt. of Haryana)	31.29
	(ii) CEDO Project -do-	53.71
	(iii) CEDO Project from Govt. of India 50% share	50.00
		<hr/> 135.00
(2)	Non-Plan Scheme	
	(i) Grant-in-aid Govt. of Haryana	100.00
	(ii) Grant-in-aid Govt. of India	3.50
	(iii) Grant-in-aid Govt. of India for Courses	5.87
	(iv) Training Courses Fee	1.36
	(v) Misc. Income	0.70
		<hr/> 111.43
	Total	

Institutional Courses, Refresher Courses and Workshops were organised in which 1842 officers of the State Government participated. During the period 01.04.1996 to 31.03.1997, the Institute including Divisional Training Centre, Panchkula and Secretariat Management School Gurgaon conducted 2 long duration courses, 61 short duration courses and 10 Workshops/Seminars. A total of 73 training programmes were conducted through which training was imparted to 1842 officers/officials of various Organisations.

One Foundational Training Course was organised for 36 Category B Officers recruited through Haryana Public Service Commission and one Institutional Course for two IAS Probationers was organised.

ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC  
ADMINISTRATION FOR THE YEAR 1997-98

OBJECTIVES OF THE INSTITUTE

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August 1983 as a Society registered under the Registration of Societies Act, 1860.

The objective of the Institute is to improve the administrative competencies of the officers of the state, in order to enhance administrative efficiency and responsiveness. In this regard, the Institute undertake the following activities:-

- a) Courses for new entrants in the All India Services, Haryana Civil Services, Tehsildars and the various allied services of the State Government.
- b) Special courses for officers working in various Departments of the State Government.
- c) Mid-career refresher courses for officers.
- d) Impart revenue Training to IAS/HCS Officers and Tehsildars either directly or through a subsidiary Institutions like Revenue Training School.
- e) Undertake promote and co-ordinate research, analytical studies and training in the fields of Public Administration and Management, on its own or in collaboration with other agencies including Universities, Training Institutions of the Government of India & State Govts.
- f) Undertake and provide for the publication of journals, research papers, books and takenup any other allied activity which will further the cause of training in and

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promotion of the study of Public Administration and Management.

- g) Participate in the organisation of training and study courses, conferences, seminars and lectures.

#### ORGANISATIONAL SET UP

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Haryana Institute of Public Administration was established on August 1, 1993 as an autonomous Society by Govt. of Haryana. It is the apex Training Institute of the State funded mainly by Govt. of Haryana.

The Governing body is headed by the Chief Minister of the State. A Managing Committee called the Executive Council, headed by the Chief Secretary of the State, looks after the functioning of the Institute.

The Chief Executive Officer of the Institute is the Director who is responsible for the proper administration of the affairs of the Institute under the overall directions and guidance of the Executive Council.

The Position of posts for administrative work, sanctioned & in position <sup>as</sup> on 31.3.98 is given in Annexure "X".

#### RESOURCES

-----

In 1997-98 Haryana Government and Govt. of India Provided Rs.1,40,30,000/- as per details given below:-

- |  |               |
|--|---------------|
| (i) Plan Scheme Grant-in-aid provided by Govt. of Haryana        | 43,00,000/- ✓ |
| (ii) Non-Plan Grant-in-aid provided by Govt. of Haryana          | 84,50,000/- ✓ |
| (iii) Excise and Taxation Department Haryana                     | 10,00,000/- ✓ |
| (iv) Funds for purchase of equipments provided by Govt. of India | 1,80,000/- ✓  |

- (v) Funds for purchase of Library Books provided 1,00,000/-  
by Govt. of India

-----  
1,40,30,000/-  
-----

<u>Expenditure</u>	Non-Plan	Plan
1997-98	108.93 lacs	43.00 lacs

#### FACULTY

At present the Institute has the following core faculty:-

1. Faculty of Behavioural Sciences
2. Faculty of Public Administration
3. Faculty of Financial Management
4. Faculty of Economics and Development Planning
5. Faculty of Computer Sciences
6. Faculty of Disaster Management
7. Faculty of Sociology.
8. Faculty of Library and Information Science

The Position of Faculty posts sanctioned and in position as on 31.3.98 is given in Annexure "Y".

#### TRAINING ACTIVITIES

During 1997-98 the Institute and its (DTC) Panchkula and Secretarial Management School (SMS) Gurgaon conducted 6 Long Duration Courses, 41 Short Duration Courses and 7 workshops/seminars. A total of 54 training programmes were conducted through which training was imparted to 1220 officers/officials of various organisations details of which are given in "SUMMARY".

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(i) LONG DURATION COURSES

1 Institutional course for HCS Probationers; 1 Foundational Training Course for Veterinary Surgeons of Animal Husbandry Department, Haryana; 1 Foundational Training Course for Assistant Excise & Taxation Officers and 3 Foundational Training Courses for newly recruited Clerks of Secretariat were conducted by Divisional Training Centre, Panchkula.

Details are given at Annexure "A".

(ii) SHORT DURATION COURSES

HIPA including DTC, Panchkula and SMS Gurgaon organised 41 short Duration Courses. The details of courses conducted by HIPA, DTC and SMS are given at Annexure "B".

(iii) WORKSHOPS/SEMINARS

HIPA including DTC Panchkula and SMS Gurgaon organised 7 one day to two days workshops/seminars on subjects of topical interest. Details are given at Annexure "C".

RESEARTCH & CONSULTANCY:

The following research projects/evaluation studies were taken up/ completed:-

- |  |  |
|--|--|
| 1. Evaluation of Scheme for Educational upliftment of Scheduled Castes | Social Welfare Department, Haryana                   |
| 2. Gender in Civil Service   | Department of Administrative Reforms, Govt. of India |
| 3. Mid-term Evaluation study of the Narnaul project                    | Women Development Department, Haryana                |

POSTING POSITION OF OFFICERS/FACULTY HIPA DURING 1997-98  
(A) POSTINGS/APPOINTMENTS OF OFFICERS

S.No.	Name with Designation	From	To	Remarks
1.	Smt. Umesh Nanda, IAS, Director	2.4.97	31.3.98	
2.	Executive Director	Vacant		
3.	Shri K.C. Lall Administrative Officer	1.4.97	24.10.97	
4.	Shri Bhim Singh Sr. Accounts Officer	1.4.97	16.5.97	
5.	Shri Wazir Singh, Under Secretary, Training	1.4.97	20.5.97	
6.	Shri K.L. Chawla, Sr. Accounts Officer	3.6.97	31.3.98	
7.	Shri Ashok Bhardwaj, OSD, Training	12.6.97	31.3.98	
8.	Shri K.L. Chawla, Administrative Officer (in addition)	Oct.97	31.3.98	

(B) POSITION OF FACULTY STRENGTH

1.	Dr. H.B.L. Vohra Prof. of Behavioural Sciences.	1.4.97	31.3.98	Regular basis
2.	Dr. T. Duhan Prof. in Financial Management	1.4.97	31.3.98	Regular basis
3.	Sh. Baij Nath Expert in Computer Science	1.4.97	31.3.98	Regular basis
4.	Dr. J. George, Prof. in Economics & Development	1.4.97	31.3.98	Regular basis
5.	Dr. S.K. Mishra Prof. of Public Admn.	1.4.97	31.3.98	Regular basis
6.	Dr. Dev Raj Singh Librarian	1.4.97	31.3.98	Regular basis
7.	Sh. Sanjay Shrivastva, Research Officer	1.4.97	30.6.97	Adhoc basis
8.	Mrs. Archana Parsad Research Officer (Behaviour Science)	1.4.97	12.5.97	Contract Basis
9.	Sh. R.K. Gulati, Research Officer (C)	1.4.97	31.3.98	Regular Basis
10.	Mrs. Aarti Dudeja, Research Officer (Public Administration)	1.4.97	31.3.98	Regular Basis
11.	Ms. Manveen Kaur, Research Officer (Beh. Sc.)	1.4.97	31.3.98	Regular Basis
12.	Ms. Divya Jyoti, Research Officer (MIS)	1.4.97	31.3.98	Regular Basis
13.	Dr. Rekha Srivastava, Research Officer (Socio)	1.4.97	31.3.98	Regular Basis
14.	Dr. Abhay Srivastava, Research Officer, (Disaster Management)	1.4.97	31.3.98	Regular Basis
15.	Dr. Charanjeet Singh, Research Officer, (Public Enterprises)	1.4.97	21.5.97	Regular Basis

19.	Sh. Maheshwar Dayal, Research Officer, (Financial Management)	1.4.97	31.8.97	Regular Basis
20.	Sh. Jagdish Chander, Principal, DTC, Panchkula	1.4.97	30.4.97	Contract Basis
21.	Sh. K.C. Lal, Principal (DTC)	1.5.97	26.11.97	Additional charge
22.	Dr. H.B.L. Vohra, Principal, DTC	27.11.97	18.2.98	Additional charge
23.	Sh. K.L. Chawla, Principal, DTC	19.2.98	31.3.98	Additional charge
24.	Sh. M.C. Nagpal, Principal, SMS	1.4.97	20.5.97	Contract basis
25.	Sh. Ashok Bhardwaj Principal, SMS	19.7.97	31.3.98	Additional charge
26.	Sh. Sisira Kumar, R.O. (E)	1.4.97	31.3.98	Regular basis
27.	Ms. Richa Awasthy, R.O. (FBS)	6.10.97	31.3.98	Adhoc basis
28.	Sh. Rajvir Dhaka, R.O.	28.1.98	31.3.98	Adhoc basis
29.	Sh. R.N. Koslia, Jt, ETC	1.4.97	31.3.98	On deputation



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**SUMMARY OF COURSES/SEMINARS/WORKSHOPS**

(01.04.1997 TO 31.03.1998)

Sr. NO	TYPE OF COURSE	NO.	SPON- SORED COURSES	DURA- TION DAYS	NO OF TRAINEES	TRAINEE DAYS
1.	LONG DURATION COURSES (i) HIPA 3 (ii) DTC 3	6	-	329	187	8762
2.	SHORT DURATION COURSES (i) HIPA 34 (ii) DTC 5 (iii) SMS 2	41	-	196	812	3756
3.	SEMINAR/WORKSHOP (i) HIPA 5 (ii) DTC 1 (iii) SMS 1	7	-	10	221	317
	<b>TOTAL</b>	<b>54</b>		<b>535</b>	<b>1220</b>	<b>12835</b>

## ANNEXURE 'A'

## DETAILS OF LONG DURATION COURSES

01.04.1997 TO 31.03.1998

Sr. NO	TITLE OF COURSE	FROM	TO	ACTUAL DAYS	NO OF TRAIN-EEES	TRAIN-EE DAYS	
(A) HIPA GURGAON							
1.	FOUNDATIONAL TRAINING COURSE FOR VETY.SURGEONS	1.4.97	30.4.97	40	53	2120	FDA
2.	INSTITUTIONAL TRAINING COURSE FOR HCS.	25.6.97	30.9.97	66	12	792	FDA
3.	FOUNDATIONAL TRAINING COURSE FOR AETO (24WEEKS)	14.7.97	24.12.97	130	21	2730	JEVC
(B) DTC PANCHKULA							
1.	FOUNDATIONAL TRAINING COURSE FOR NEWLY RECRUITMENT CLERKS IN HARYANA CIVIL SECRETARIAT	1.5.97	30.5.97	30	33	990	
2.	2ND FOUNDATIONAL TRAINING COURSE FOR NEWLY RECRUITMENT CLERKS IN HARYANA CIVIL SECRETARIAT	7.7.97	22.8.97	33	30	990	
3.	3RD FOUNDATIONAL TRAINING COURSE FOR NEWLY RECRUITMENT CLERKS IN HARYANA CIVIL SECRETARIAT	15.9.97	29.10.97	30	38	1140	
TOTAL				329	187	8762	

## DETAILS OF SHORT DURATION COURSES

01.04.1997 TO 31.03.1998

Sr. NO	TITLE OF COURSE	FROM	TO	ACTUAL DAYS	NO OF TRAIN-EEES	TRANSF. DAYS
(A) HIPA GURGAON						
1.	Drought Management	21.4.97	25.4.97	5	26	130 ✓ FDM
2.	Building Accountability in Govt.	21.4.97	25.4.97	5	24	120 ✓ FPA
3.	Planning for information systems	28.4.97	2.5.97	5	16	80 ✓ FCS
4.	Financial Management and Management Accounting	19.5.97	23.5.97	5	13	65 ✓ FFS
5.	Disaster Management	26.5.97	30.5.97	5	31	155 ✓ FDM
6.	Computer Awareness	16.5.97	18.5.97	3	10	30 ✓ FCS
7.	Flood Management for middle level officer	23.5.97	25.5.97	3	25	75 ✓ FDM
8.	Modular Programme on simplification of provisions/Process for raising Administration efficiency	26.5.97	28.5.97	3	28	84 ✓ FPA
9.	TQM in Admn.	07.7.97	11.7.97	5	16	80 ✓ FBS
10.	Budget Planning and control with ref.to zero base Budgeting	07.7.97	11.7.97	5	10	50 ✓ FPM
11.	Elementary Education and the process of Devp.in HYA	14.7.97	18.7.97	5	11	55 ✓ EEP
12.	Computer Awareness	21.7.97	25.7.97	5	16	80 ✓ FCS
13.	Reiventing State	04.8.97	08.8.97	5	14	70 ✓ FEP

	Programme for Primary Education					
14.	Management of Environment and Ecology	11.8.97	13.8.97	3	4	12 ✓ FPM
15.	Innovation in Admn for meeting new challenges	19.8.97	22.8.97	4	8	32 ✓ FAS
16.	Public Distribut- ion System	26.8.97	30.8.97	5	37	185 ✓ FPM
17.	Computer Awareness and land Record	1.9.97	5.9.97	5	14	70 ✓ FAS
18.	Computer Awareness and land Record	8.9.97	12.9.97	5	14	70 ✓ FAS
19.	Computer Awareness	20.10.97	24.10.97	5	5	25 ✓ FAS
20.	Juvenile Social Maladjustment and rights of the child	3.11.97	7.11.97	5	14	70 ✓ FAS
21.	In-Service Train- Programme for IAS Officers(6-9)Years	3.11.97	21.11.97	15	12	180 ✓ FPM
22.	Disaster Managem- ent for middle level Officers	17.11.97	21.11.97	5	29	145 ✓ FPM
23.	Credit Planning for rural Devp.	17.11.97	21.11.97	5	40	200 ✓ FPM
24.	Managing Educatio- nal system	17.11.97	21.11.97	5	22	110 ✓ FPM
25.	Managing Educatio- nal System	24.11.97	28.11.97	5	16	80 ✓ FPM
26.	Planning for Info- rmation systems	24.11.97	28.11.97	5	7	35 ✓ FAS
27.	Ethical issues in Management	24.11.97	28.11.97	5	12	60 ✓ FPM
28.	Managing Technolo- gical changes in libraries	01.12.97	05.12.97	5	10	50 ✓ Lib
29.	Public Distribut- ion System	15.12.97	19.12.97	5	26	130 ✓ FPM

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30.	Appraisal of Window Application	12.1.98	16.1.98	5	11	55	FS
31.	Prohibition and Drug Abuse Prevention	12.1.98	16.1.98	5	46	230	FS
32.	Total Quality Management in Library Setting	2.2.98	6.2.98	5	12	60	Lib
33.	Appraisal of Window Application	23.2.98	27.2.98	5	13	65	FS
34.	Project Planning Implementation and Evaluation	16.3.98	20.3.98	5	20	100	FS

DTC PANCHKULA

1.	Management Development and conduct of enquiry	2.4.97	4.4.97	3	21	63	
2.	Office Procedure and Reservation policy	9.4.97	11.4.97	3	26	78	
3.	Office Procedure and Service Matters	28.4.97	30.4.97	3	27	81	
4.	Course on Office Procedure and Service matters for Sr.Assts of UT	5.11.97	7.11.97	3	34	102	
5.	Service and Estt. Matters	16.3.98	20.3.98	5	36	180	

(C) SMS GURGAON

1.	Service and Estt. matters	7.10.97	9.10.97	3	33	99	
2.	Refresher Training course for Assistant/senior Clerks Accountants	15.12.97	19.12.97	5	23	115	

TOTAL

196

812

3756

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ANNEXURE 'C'

DETAILS OF SEMINARS/WORKSHOPS

01.04.1997 TO 31.03.1998

Sr. NO	TITLE OF COURSE	SPONSORED BY	FROM	TO	ACTUAL DAY	NO OF TRAINEES	TRAINING DAYS	
(A) HIPA GURGAON								
1.	MANAGEMENT OF ALCOHOLISM	HIPA	14.5.97	15.5.97	2	64	128	FS
2.	WORKSHOP ON O&M ACTIVITIES	HIPA	12.6.97	13.6.97	2	16	32	FID
3.	WORKSHOP ON WATER: TOO MUCH...TOO LITTLE ...LEADING CAUSE OF NATURAL DISASTER	HIPA	8.10.98	8.10.98	1	22	22	FDM
4.	WORKSHOP ON O&M ACTIVITIES	HIPA	19.1.98	20.1.98	2	16	32	FID
5.	WORKSHOP ON WELFARE AND DEVELOPMENT ON MINORITIES	HIPA	16.3.98	-	1	27	27	FS
						145		
(B) DTC PANCHKULA								
1.	WORKSHOP ON RECORD MANAGEMENT	DTC	10.2.98	-	1	31	31	
(C) SMS GURGAON								
1.	Workshop on GIS	SMS	29.1.98	-	1	45	45	
TOTAL					10	221	317	

**ANNEXURE 'X'**  
**LIST OF SANCTIONED STAFF AND FILLED UP STAFF OF HIPA**

Sr. No.	Name of the Post	Sanctioned Strength	In Position
<b>(A) OFFICERS:</b>			
1.	Director	1	1
2.	Executive Director	1	-
3.	Administrative Officer	1	-
4.	Sr. Accounts Officer	1	1
5.	Principal	2	-
6.	Under Secretary (Trg.)	1	-
7.	Private Secretary	1	1
Total		8	3
<b>(B) SUPERVISOR STAFF:</b>			
1.	Superintendent	4	3
2.	Deputy Superintendent	1	-
3.	Section Officer	1	1
4.	Personal Assistant	1	1
Total		7	5
<b>(C) CLERICAL STAFF:</b>			
1.	Assistants	16	11
2.	Sr. Scale Stenographer	11	3
3.	Jr. Scale Stenographer	4	3
4.	Steno-Typist	10	6
5.	Jr. Auditor	1	1
6.	Accountant	1	1
7.	Clerks	16	8
8.	Care Taker (Bulldog.)	1	-
9.	Care Take (Hostel)	1	-
10.	Catering Supervisor	1	-
11.	Gestetner Operator	5	4
12.	Store-Keeper	1	-
13.	Restorer	1	1
Total		69	38
<b>(D) TECHNICAL STAFF:</b>			
1.	Tech. Supervisor	1	1
2.	AV Operator	1	-
3.	Electrician	1	1
4.	Foreman (Elect.)	1	1
Total		4	3

(SMS)

	Sanctioned Post	In Position
	-----	-----
1. Principal	1	-
2. Under Secretary	1	-
3. Lecturers	7	-
D.T.C. PANCKULA		
	-----	-----
1. Principal	1	-
2. Associate Professor	1	-
3. research Officer	2	-
D.T.C. HISAR		
	-----	-----
1. Principal	1	-
2. Associate Professor	1	-
3. Research Officer	2	-
POST UNDER NDM SCHEME		
	-----	-----
1. Professor	1	-
2. Research Officer	1	1



## FACULTY STRENGTH (HIPA)

## FACULTY (HIPA)

## RESEARCH OFFICER

PROFESSORS IN  
SANCTIONED POSITION  
POST

ASSOCIATE IN  
PROFESSORS POSITION  
(SANCTIONED  
POST)

SANCTIONED IN  
POST POSITION

1. Behavioural Sciences	1	-	1	-	1	1
2. Economics and Development Planning	1	1	-	-	1	1
3. Business Administration	1	-	-	-	-	-
4. Public Administration	1	-	1	1	2	2
5. Financial Management	1	1	1	-	2	-
6. System Analysis and Computer Management	-	-	1	1	1	2 (one against SMS Post)
7. Sociology	-	-	1	-	1	1
8. Law	-	-	1	-	-	-
9. Science Technology	1	-	-	-	-	-
10. Child Women & Youth Development	-	-	-	-	1	-
11. H.O. (G)	-	-	-	-	1	-

## QUALIFICATIONS

Master's degree in the relevant field of studies with consistently good academic record 1st or high 11nd class or B plus in the grading system with 10 yrs. experience teaching to post graduate classes & fully guiding/conducting research in the relevant fields or atleast 10 yrs. experience as practising Administrator in a responsible position in the area of expertise.

Master's degree in the relevant field of study with consistently good academic record 1st or high 11nd class or B plus in the grading system with 5 yrs. teaching to post graduate classes and successfully - guiding/ conducting research in the relevant fields.

Master's degree in the relevant field of studies with atleast 55% marks or its equivalent grade from an Indian University or an equivalent degree from a Foreign University with good academic record

Grade: 4500-7300

Grade: 3700-5700

Grade: 2200-4000



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ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE  
OF PUBLIC ADMINISTRATION FOR THE YEAR 1998-99

**OBJECTIVES OF THE INSTITUTE**

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860.

The objectives of the Institute are to improve the administrative competencies of the officers of the State, in order to enhance administrative efficiency and responsiveness. In this regard, the Institute undertakes the following activities:-

- a) Courses for new entrants to the All India Services, Haryana Civil Services, Tehsildars and the various allied services of the State Government.
  - b) Special courses for officers working in various departments of the State Govt.
  - c) Mid-Career refresher courses for officers of the State Government.
  - d) Impart revenue training to IAS/HCS Officers and Tehsildars either directly or through a subsidiary institution like Revenue Training School.
  - e) Undertake, promote and co-ordinate research, analytical studies and training in the fields of Public Administration and Management, on its own or in collaboration with other agencies including Universities, Training Institutions of the Government of India & State Governments.
  - f) Undertake and provide for the publication of journals, research papers, books and take up any other allied activity which will further the cause of training in and promotion of the study of Public Administration and Management.
- Participate in the organisation of training and study courses, conferences, seminars and lectures.

**ORGANISATIONAL SET UP**

HARYANA Institute of Public Administration was established on August 1, 1983 as a Registered Society by Govt. of HARYANA.

It is an apex Training Institute of the State funded mainly by Govt. of HARYANA.

The governing body is headed by the Chief Minister of the State.

A Managing Committee called the Executive Council, headed by the Chief Secretary of the State, looks after the functioning of the Institute.

The Principal Executive Officer of the Institute is the Director who is responsible for the proper administration of the affairs of the Institute under the overall direction and guidance of the Executive Council.

### RESOURCE

1.	Grant in Aid, Govt. of India, for Training Courses	Rs. 1.83.800/-
2.	Grant in Aid, Govt. of India, for Computer	Rs. 12.00.000/-
3.	Grant in Aid, Govt. of HARYANA, Plan Scheme	Rs. 47,000/-
4.	Grant in Aid, Govt. of HARYANA, Non Plan Scheme	Rs. 133.00.000/-
5.	Training Course Fee A/c (HIPA)	Rs. 87.000/-
6.	Training Course Fee A/c (DTC Panchkula)	Rs. 1.95.000/-

### FACULTY

At present the Institute has the following core faculty :

1. Faculty of Behavioural Sciences
2. Faculty of Public Administration
3. Faculty of Financial Management
4. Faculty of Economics and Development Planning
5. Faculty of Computer science
6. Faculty of Disaster Management
7. Faculty of Sociology

### TRAINING ACTIVITIES

The Institute is engaged in:-

#### (a) TRAINING

During the period 1.4.98 to 31.3.99, the Institute conducted 6 long duration courses 42 short duration courses 3 workshops/seminars. DTC Panchkula conducted 19 short duration courses and SMS Gurgaon conducted 5 short duration courses. Joint Excise & Taxation Commissioner conducted 4 courses. A total of 73 training programmes were conducted through which training was imparted to 1636 officers officials of various organisations. further details are given at Annexure A.

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I) LONG DURATION COURSES

I) Four Foundational Training Courses for Civil Engineers, Veterinary Surgeons, DFOs, Tehsildars and AEs and One Institutional Course for IFS were conducted. One In-service training programme for IAS (6-9 years) Officers has also been conducted.

ii) SHORT DURATION COURSES

HIPA including DTC, Panchkula, SMS Gurgaon and Jt. ETC, Gurgaon organised 61 short duration courses. the details of courses conducted by HIPA, DTC, SMS, and JETC, Gurgaon are shown at Annexure C, D, E, F & G respectively.

iii) WORKSHOPS/SEMINARS

Three 1-2 days workshops/seminars were organised during this year. Details are given at Annexure 'D'.

B. RESEARCH & CONSULTANCY

No Research Projects conducted during the year.

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POSTING POSITION OF OFFICERS/FACULTY HIPA  
APPOINTMENT OF OFFICERS

<u>Sno.</u>	<u>Name with Designation</u>	<u>From</u>	<u>To</u>	<u>Remarks</u>
1.	Mrs. Umesh Nanda Director	1.4.98	2.11.98	
2.	Sh. Tirlochan Singh Director	3.11.98	31.3.99	
3.	Executive Director(Vacant)	-	-	
4.	Sh. K.L. Chawala Administrative Officer	1.4.98	23.6.98	Addl. Charge
5.	Sh. K.L. Chawala Sr. A.O.	1.4.98	23.6.98	
6.	Sh. Ashok Bhardwaj OSD (Trg.)	1.4.98	31.3.99	
7.	Sh. R.C. Ahlawat Sr. A.O.	20.8.98	31.3.99	

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APPOINTMENT OF FACULTY MEMBERS

1.	Dr. T. Duhan. Professor of Financial Management	1.4.98	31.3.99	Regular basis
2.	Dr. J. George. Prof. in Economics & Development Planning	1.4.98	31.3.99	Regular basis
3.	Sh. Baij Nath, <del>Systems</del> Expert in Computer Science	1.4.98	31.3.99	Regular basis
4.	Dr. Suresh Mishra. Associate Prof. in Public Admn.	1.4.98	31.3.99	Regular basis
5.	Sh. R.K. Gulati. Research Officer in Computer	1.4.98	31.3.99	Regular basis
6.	Mrs. Aarti Dudeja. Research Officer in Public Administration	1.4.98	31.3.99	Regular basis
7.	Ms. Manveen Kaur. Research Officer in Behaviour Science	1.4.98	31.3.99	Regular basis
8.	Ms. Divya Jyoti. Research Officer (MIS)	1.4.98	31.3.99	Regular basis
9.	Dr. Abhay Shrivastava. Research Officer in Disaster Management	1.4.98	31.3.99	Regular basis
10.	Dr. Rekha Shrivastava. Research Officer(Sociology)	1.4.98	31.3.99	Regular basis
11.	Sh. Rajvinder Singh. Research Officer Financial Management	29.12.98	31.3.99	Regular basis
12.	Mrs. Vanidta Dar, Research Officer (Economics)	8.3.99	31.3.99	Regular basis
13.	Sh. Rani Singh. Research Officer (Credit Reg.)	5.3.99	31.3.99	Regular basis

14.	Sh. Joginder Singh, Asstt. Librarian	23.3.99	31.3.99	Regular basis
15.	Sh. D.P. Kirar J.E.T.C.	12.5.98	31.3.99	On deputation
16.	Sh. Balwan Singh. E.T.O.	2.6.98	31.3.99	On deputation
17.	Sh. K.L. Chawala, Principal. D.T.C.	1.4.98	23.6.98	Addl. Charge
18.	Sh. Ashok Bhardwaj, Principal SMS	1.4.98	31.3.99	Addl. Charge
19.	Sh. Sisira Kumar, Research Officer Economics	1.4.98	26.6.98	Regular basis
20.	Ms. Richa Awasthy, Research Officer FBS	1.4.98	31.3.99	Ad-hoc basis
21.	Sh. Rajvir Dhaka, Research Officer (PE)	1.4.98	31.3.99	Ad-hoc basis
22.	Sh. R.N. Koslia, Jt. E.T.C.	1.4.98	30.4.98	On deputation



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Annexure 'A'

SUMMARY OF COURSES/SEMINARS/WORKSHOPS FROM 1.4.1998 TO 31.3.1999

Sr. No.	TITLE OF COURSE	NUMBER	SPONSORE	DURATION		NUMBER of	TRAINEE	
				DAYS	Trainees		DAYS	
1	LONG DURATION COURSES	6	1	133	94	1933		
	INSTITUTIONAL COURSES							
2	SHORT DURATION COURSES	42	0	195	891	4053		
3	SEMINARS/WORKSHOPS	3	0	5	100	135		
4	Jt. E.T.C., GURGAON	4	0	18	18	84		
5	D.T.C. PANCHKULA	19	0	57	425	1388		
6	S.M.S. GURGAON	5	0	15	108	297		
	TOTAL	79		423	1636	7890		

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Annex 'B'						
DETAIL OF LONG DURATION COURSES FROM 1.4.98 TO 31.3.1999						
Sr. No.	TITLE OF COURSE	Sponsored	From	To	Actual Day	No. of Trainee Trainees Days
1	15th FOUNDATIONAL TRAINING	FFM	HIP A	1.5.98	31.5.98	20 45 900
2	COURSE FOR CIVIL ENGINEERS		HIP A	18.5.98	31.5.98	9 1 9
3	INSTITUTIONAL COURSE FOR IFS		HIP A	1.5.98	30.6.98	41 8 328
4	16th FOUNDATIONAL TRAINING	FFM	HIP A	1.5.98	30.6.98	41 8 328
5	COURSE FOR VETERINARY		HIP A	1.5.98	30.6.98	41 8 328
6	SURGEONS/DFSOS		HIP A	1.5.98	30.6.98	41 8 328
7	17th FOUNDATIONAL TRAINING	FFM	HIP A	18.5.98	30.6.98	30 11 330
8	COURSE FOR TEHSILDARS		HIP A	18.5.98	30.6.98	30 11 330
9	18th FOUNDATIONAL TRAINING		HIP A	1.6.98	30.6.98	21 2 42
10	COURSE FOR AES	FFM	DOPT	4.1.99	15.1.99	12 27 324
11	IN SERVICE TRAINING PROGRA-		DOPT	4.1.99	15.1.99	12 27 324
12	MME FOR IAS OFFICERS(6-9)YRS.		DOPT	4.1.99	15.1.99	12 27 324
13	TOTAL					133 94 1933

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Annexure C

DETAILS OF SHORT DURATION COURSES

01.4.1998 TO 31.3.1999

Sr. No.	TITLE OF COURSE	Sponsored		Actual Day	No. of Trainees	Trainee Days
		From	To			
1	DROUGHT MANAGEMENT	HIPA - FDM	20.4.98	24.4.98	5	43
2	BUILDING ACCOUNTABILITY IN GOVT	HIPA - FPA	27.4.98	1.5.98	5	11
3	EMPOWERMENT OF WOMEN	HIPA - FS	11.5.98	15.5.98	5	38
4	FLOOD MANAGEMENT FOR MIDDLE LEVEL OFFICERS	HIPA - FDM	18.5.98	22.5.98	5	41
5	ADMINISTRATIVE RESPONSIVENESS	HIPA (Rep)	18.5.98	22.5.98	5	30
6	INNOVATION IN ADMINISTRATION FOR MEETING NEW CHALLENGES	HIPA (Rep)	18.5.98	22.5.98	5	26
7	POWER POINT PRESENTATION	HIPA (Rep)	15.6.98	19.6.98	5	5
8	DISASTER MANAGEMENT	HIPA FDM	22.6.98	26.6.98	5	28
9	FINANCE FOR NON FINANCE EXECUTIVES	HIPA FFM	8.7.98	10.7.98	3	20
10	WELFARE & DEVELOPMENT OF MINORITIES	HIPA FS	8.7.98	10.7.98	3	64
11	MANAGEMENT FOR EXCELLENCE NETWORKING ISSUES OF AN ENTERPRISE	HIPA (Rep)	13.7.98	17.7.98	5	17
12	ROLE OF NAGARPALIKA IN MANAGEMENT OF NATURAL DISASTER	HIPA FS	27.7.98	30.7.98	4	16
13	DECISION MAKING IN ADMN.	HIPA FDM	3.8.98	5.8.98	3	38
14	RURAL DEVELOPMENT DECENTRALISED PLANNING & PLANNED CHANGE	HIPA (Rep)	3.8.98	7.8.98	5	12
15	FINANCIAL MANAGEMENT & MANAGEMENT ACCOUNTING	A PARTICIPATORY APPROACH	17.8.98	21.8.98	5	13
16	IMPLEMENTATION OF PCR ACT 1955 & POA ACT 1969 FOR THE SC BC	HIPA PFM	24.8.98	28.8.98	5	27
17	CAPABILITY BUILDING IN HSAMB	HIPA FS	26.8.98	28.8.98	3	39
18		HSAMB	31.8.98	4.9.98	5	20

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19	MANAGING STRESS FOR PERSONNEL EFFICACY	HIPA RA(BS)	7.9.98	9.9.98	3	15	45
20	APPRAISAL OF DTP SYSTEM	FCB	7.9.98	11.9.98	5	12	60
(21)	EFFECTIVE MUNICIPAL SERVICES	HIPA FPA	7.9.98	11.9.98	5	15	75
22	CAPABILITY BUILDING IN HSAMB	HIPA FPM	14.9.98	18.9.98	5	22	110
23	MANAGING DIFFERENCES FOR PRODUCTIVITY IN ADMN.	HIPA RA(BS)	12.10.98	14.10.98	3	6	18
24	EXCEL FEATURES AND ITS PRESENTATIONS	HIPA RA(MB)	12.10.98	16.10.98	5	9	45
25	CAPABILITY BUILDING IN HSAMB	HSAMB FPM	12.10.98	16.10.98	5	30	150
26	WOMEN AND VIOLENCE	HIPA RA(BS)	26.10.98	30.10.98	5	26	130
27	DEVELOPING ASSERTIVENESS & EMPOWERMENT AMONG WOMEN IN HARYANA	HIPA RA(BS)	16.11.98	18.11.98	3	11	33
28	DISASTER MANAGEMENT FOR MIDDLE LEVEL OFFICER	HIPA FDM	16.11.98	20.11.98	5	23	115
29	ETHICAL ISSUES IN GOVT. E-MAIL SERVICES	HIPA FPA	16.11.98	20.11.98	5	10	50
30	PERSONNEL MANAGEMENT	HIPA FCS	16.11.98	20.11.98	5	28	140
31	TOM IN ADMINISTRATION	HIPA FPA	7.12.98	11.12.98	5	15	75
32	INFRASTRUCTURE DEVELOPMENT WHY & HOW	HIPA RA(BS)	7.12.98	11.12.98	5	8	40
33	RIGHTS OF THE CHILD UNDER JUVENILE JUSTICE ACT 1986	HIPA FCD	14.12.98	18.12.98	5	5	25
34	WORKSHOP ON OFFICE AUTOMATION TOOLS	HIPA FS	14.12.98	18.12.98	5	31	155
35	MANAGING EDUCATIONAL SYSTEM OBJECT ORIENTED PROGRAMMING & BASICS OF JAVA	HIPA RA(MB)	14.12.98	18.12.98	5	16	80
36	DRUG ABUSE: ITS PREVENTION AND CONTROL	HIPA RA(BS)	28.12.98	1.1.99	5	23	115
37	PROJECT PLANNING AND MANAGEMENT	HIPA RA(BS)	11.1.99	15.1.99	5	8	40
38	COMPUTER APPRAISAL AT SONEPAT	HIPA RA(BS)	1.2.99	5.2.99	5	26	130
39		HIPA FPM	8.2.99	12.2.99	5	12	60
40		HIPA	8.3.99	12.3.99	5	17	85

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41	CREDIT PLANNING FOR RURAL DEVELOPMENT	FFM HIPA	15.3.99	19.3.99	5	22	110
42	ADMINISTRATIVE TRAINING FOR HODs + PRINCIPALS (T.E.)	FFD HIPA	22.3.99	26.3.99	5	13	65
	TOTAL				195	891	4053

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Annexure 'D'

Details of Seminars/Workshops from 1.4.1998 to 31.3.1999

Sr. No.	TITLE OF COURSE	SPONSORE	FROM	TO	ACTUAL DAY	NO OF TRAINEE	TRAINEE DAYS
1	WORKSHOP ON O & M	EPD	15.6.98	16.6.98	2	19	38
2	WORKSHOP ON DISASTER PREVENTION AND THE MEDIA	FDPM	14.10.98	14.10.98	1	65	65
3	WORKSHOP ON O & M	EPD	7.1.99	8.1.99	2	16	32
	TOTAL				5	100	135

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Annexure 'E'						
DETAILS OF COURSES CONDUCTED BY JETC BRANCH DURING THE YEAR 1998-99.						
Sr. No.	TITLE OF COURSE	Sponsored	From	To	Actual Day	No. of Trainee Trainees Days
1	FRAMING BETTER QUALITY ASSESSMENT		14.10.98	18.10.98	5	3 15
2	TRAINING COURSE UNDER HGST/CST & ALLIED ACTS/RULES		16.11.98	18.11.98	3	3 9
3	PROHIBITION & EXCISE REFRESHER COURSE UNDER HGST/CST & ALLIED ACTS/RULES		14.12.98	18.12.98	5	8 40
4			11.1.99	15.1.99	5	4 20
	TOTAL				18	18 84

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Sr. No.	DETAILS OF COURSES/WORKSHOPS ORGANISED BY DTC, PANCHKULA TITLE OF COURSE	Sponsored		Actual Day	No. of Trainees	Days	Trainee
		From	To				
1	WORKSHOP ON PERSONAL INCOME TAX AT SOURCE	DTC 30.4.98	30.4.98	1	26	26	26
2	DISCIPLINARY PROCEEDING (Under Punishment & Appeal Rules) & Procedure for Disposal of Court Cases	DTC 11.5.98	13.5.98	3	20	60	60
3	SERVICE MATTERS	DTC 25.5.98	27.5.98	3	26	78	78
4	FINANCIAL STRUCTURE & FINANCIAL PROCEDURE	DTC 15.6.98	17.6.98	3	23	69	69
5	REDUCING DELAYS & IMPROVING PERSONAL EFFICIENCY	DTC 24.6.98	26.6.98	3	29	87	87
6	RECORD MANAGEMENT AND RECORD RETENTION SCHEDULE	DTC 22.7.98	22.7.98	1	11	11	11
7	DISCIPLINARY PROCEEDINGS (Under P & A PROCEDURE FOR DISPOSAL OF COURT CASES	DTC 29.7.98	31.7.98	3	21	63	63
8	DUTIES & FUNCTIONS OF CLERKS	DTC 24.8.98	28.8.98	5	28	140	140
9	SERVICE & ESTABLISHMENT MATTERS	DTC 7.9.98	11.9.98	5	26	130	130
10	OFFICE MANAGEMENT PROCEDURES & DISPOSAL OF FILES	DTC 28.9.98	30.9.98	3	12	36	36
11	RESERVATION POLICY	DTC 14.10.98	16.10.98	3	22	66	66
12	RESERVATION POLICY	DTC 28.10.98	30.10.98	3	21	63	63
13	RECORD MANAGEMENT AND RECORD RETENTION SCHEDULE	DTC 3.12.98	3.12.98	1	7	7	7
14	SERVICE & ESTABLISHMENT MATTERS	DTC 14.12.98	18.12.98	5	30	150	150
15	PENSION & OTHER RETIREMENT BENEFITS	DTC 28.12.98	1.1.99	4	36	144	144
16	DISCIPLINARY PROCEEDING	UT 27.1.99	29.1.99	3	17	51	51



56.

(UNDER p&a RULES) FOR U.T.					
17	EMPLOYEES				
	REDUCING DELAYS & IMPROVING	DTC	8.2.99	10.2.99	
	PERSONAL EFFICIENCY				2
					23
18	STATE FINANCIAL STRUCTURE				
	& FINANCIAL PROCEDURES	DTC	23.2.99	24.2.99	
					3
					23
19	OFFICE PROCEDURES & SERVICE				
	MATTERS	DTC	8.3.99	10.3.99	
					3
					24
	TOTAL ACTURAL PARTICIPANTS				57
					425
					1388

Annexure 'G'									
DETAILS OF COURSES CONDUCTED BY SMS GURGAON FROM 1.4.1998 TO 31.3.1999									
Sr. No.	TITLE OF COURSE	Sponsored By		From	To	Actual Day	No. of Trainees	Trainee Days	
1	SERVICE & ESTABLISHMENT ACCOUNTS MATTERS	SMS		6.7.98	10.7.98	5	12	60	
2	PENSION RULES & PROCEDURES	SMS		5.11.98	6.11.98	2	35	70	
3	GPF-GIS RULES & PROCEDURES	SMS		25.11.98	26.11.98	2	16	32	
4	SERVICE & ACCOUNTS MATTERS	SMS		16.12.98	18.12.98	3	21	63	
5	SERVICE & ACCOUNTS MATTERS	SMS		28.12.98	30.12.98	3	24	72	
	TOTAL					15	108	297	

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CRITIQUE/REVIEW OF THE ANNUAL ADMINISTRATIVE REPORT OF  
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON FOR  
THE YEAR 1998-99.

The HARYANA Institute of Public Administration Gurgaon was established by the HARYANA Govt. on 1st August, 1983 for imparting training to new entrants to IAS, HCS, Tehsildars, BD&PO and various others services of the state. Inservice courses/workshops for other officers of the State Government were also held.

The Institute is headed by a Director, who functions under the overall directons and guidance of the Executive Council headed by the Chief Secretary.

The HARYANA Govt. and Govt. of India provided as grants-in-aid as per details given below :-

I)	Grant-in-Aid, Govt. of India for Training Courses	Rs. 1,83,800/-
II)	Grant-in-Aid, Govt. of India for Computer	Rs. 12,00,000/-
III)	Grant-in-Aid, Govt. of HARYANA Plan Scheme	Rs. 47,00,000/-
IV)	Grant-in-Aid, Govt. of HARYANA Non-Plan Scheme	Rs. 1,33,00,000/-
V)	Training Course Fee A/c (HIPA)	Rs. 87,000/-
VI)	Training Course Fee A/c (DTC Pkl)	Rs. 1,95,000/-
Total		<u>Rs. 1,96,65,800/-</u>

Institutional Courses, Refresher Courses and workshops were organised in which officers of the State Governemnt participated. During the period 1.4.98 to 31.3.99 the Institute including JETC , Gurgaon, Divisonal Training Centre, Panchkula and Secretariate Mnagement School, Gurgaon conduted 6 long duration courses, 47 short duration courses and 3 workshop/seminars A total of 79 training programmes were conduted through which training was imparted to 1636 Officers/Officials of various organisations.

Four Foundational Training Courses were organised for Civil Engineers. Veternary Surgeons DFOs, Tehildars and AEs and One Institutional Course for IFS.

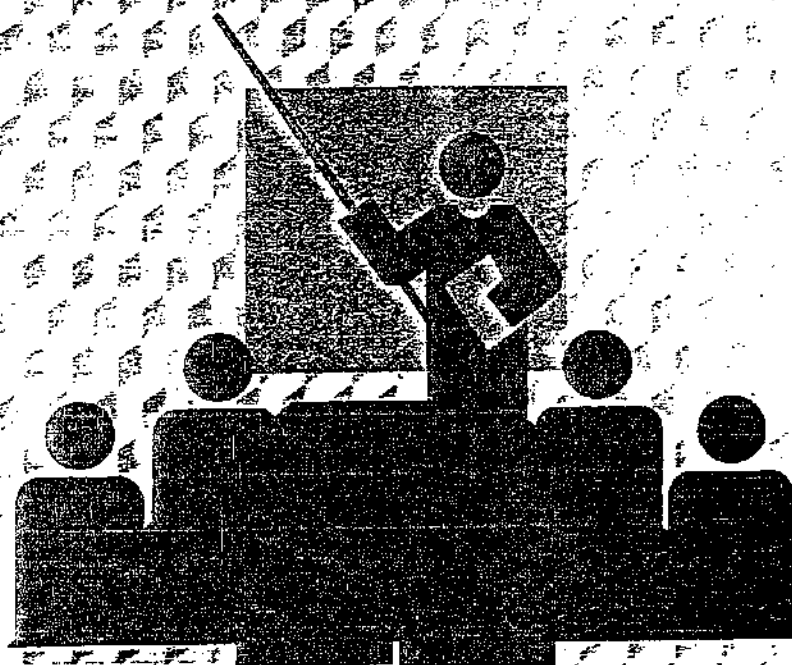
One In-service training programme for IAS (6-9 years) officers has also been conducted.

ANNUAL ADMINISTRATIVE REPORT 1999-2000



AN INSTITUTE OF EXCELLENCE

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION



हरियाणा लोक प्रशासन संस्थान

वार्षिक प्रशासकीय रिपोर्ट 1999-2000

# **ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION FOR THE YEAR 1999 - 2000**

## **I OBJECTIVES**

1. The Haryana Institute of Public Administration, a Society registered under the Registration of Societies Act (1860) in 1983, is a premier institution set-up for improving the capabilities and competencies of civil service officers in the state of Haryana. In this regard, the institute undertakes the following activities:-

- a) Courses for new entrants to the All India Services, Haryana Civil Services, Tehsildars and various allied services of the State Government.
- b) In-service refresher courses for officers of the State Government.
- c) In-service training related to the theory and practice of public administration to IAS officers of the Haryana cadre and officers of HCS.
- d) Undertake, promote and co-ordinate research, case studies and training in the fields of Public Administration and Management either on its own or in collaboration with other agencies including Universities, training institutions of the Government of India & State Government.
- e) Undertake and provide for the publication of journals, research papers, books and take-up any other allied activity which will further the cause of training and promotion of the study of Public Administration and management.
- f) Participate in the organization of conferences, seminars and workshops on specialized areas of public administration.

## **II ORGANISATIONAL SET-UP**

2. Haryana Institute of Public Administration is an apex Administrative Training Institute of the State funded mainly by Government of Haryana. The governing body is headed by the Chief Minister of the State. A managing committee called the Executive Council, headed by the Chief Secretary of the Government, oversees the critical activities of the institute.

The Principal Training and Administrative Officer of the Institute is the Director who is directly responsible for the efficient management of the

#### IV ACADEMIC FACULTY

4. During the year (1999-2000) under review, the institute had 2 Professors, 2 Associate Professors and 10 Research Officers on its academic faculty. Sh. Rajvir Dhaka was Research Officer from April 1, 1999 to May 3 1999 on adhoc basis This faculty provided training inputs in the following specialized areas of administration:

1. General Public Administration,
2. Behavioural Sciences,
3. Economics and Development Planning,
4. Financial Management,
5. Sociology and Social Development,
6. Disaster Management &
7. Information Technology.

#### APPOINTMENT OF FACULTY MEMBERS

5. The status-position with regard to the teaching faculty of the Institute is given below:

1.	Dr. T.Duhan, Professor Of Financial Management	1.4.99	31.3.2000	Regular Basis
2	Dr. J.George, Professor Economics & Development Planning	1.4.99	31.3.2000	Regular Basis
3.	Sh. Baij Nath Expert in Computer Science	1.4.99	31.3.2000	Regular Basis
4	Dr. Suresh Misra, Associate Professor in Public Administration	1.4.99	31.3.2000	Regular Basis
5	Sh. R.K.Gulati Research officer(C)	1.4.99	31.3.2000	Regular Basis
6	Mrs. Aarti Dudeja, Research Officer(PA)	1.4.99	31.3.2000	Regular Basis
7	Ms. Manveen Kaur, Research Officer(RD)	1.4.99	31.3.2000	Regular Basis
8	Ms. Divya Jyoti Research Officer(MIS)	1.4.99	31.3.2000	Regular Basis
9.	Mrs. Rachna Gupta, Research Officer (Behavioural Sciences)	1.4.99	31.3.2000	Regular Basis

(A) LONG DURATION COURSES ORGANISED BY HIPA

Sr.No.	TITLE OF COURSE	SPONSOR	DATES	DAYS	NO. OF TRAINEES	TRAINEE DAYS
1	Institutional Course for HCS Officers <i>FPA</i>	HIPA	1.6.99 to 30.6.99 6.9.99 to 27.10.99	58	23	1334
2	Institutional Course for IAS Officers <i>FPA</i>	HIPA	21.6.99 to 9.7.99	15	2	30
3	Institutional Training for IFS Officers <i>FPA</i>	HIPA	2.11.99 to 12.11.99	10	2	20
4	Foundational Training for Tehsildars <i>FPA</i>	HIPA	2.11.99 to 10.12.99	28	9	252
<b>TOTAL</b>				<b>111</b>	<b>36</b>	<b>1636</b>

**(C) COURSES & WORKSHOPS CONDUCTED BY THE DIVISIONAL TRAINING CENTRE (DTC), PANCHKULA**

No.	TITLE OF COURSE	SPONSOR	DATES	DAYS	NO. OF TRAINEES	TRAINEE DAYS
1	Workshop on Record Management & Record Retention Schedule	HIPA	2.4.99	1	18	18
2	Disciplinary Proceedings ( Under Punishment & Appeal Rules)	HIPA	19.4 to 21.4.99	3	44	132
3	Pension and other Retirement Benefits	HIPA	5.5 to 7.5.99	3	12	36
4	Duties and Functions of Clerks	HIPA	17.5 to 21.5.99	5	32	160
5	Service & Establishment Matters	HIPA	7.6 to 11.6.99	5	29	145
6	Workshop on Income Tax Matters	HIPA	6.7.99	1	28	28
7	Workshop on Record Management & Record Retention Schedule	HIPA	6.8.99	1	19	19
8	Disciplinary Proceedings ( Under Punishment & Appeal Rules)	HIPA	16.8 to 18.8.99	3	29	87
9	Duties and Functions of Clerks	HIPA	27.9 to 1.10.99	5	27	135
10	Service & Establishment Matters	HIPA	10.10 to 15.10.99	5	15	75
11	Office Management Procedures & Speedy Disposal of Files	HIPA	25.10 to 27.10.99	3	10	30
12	Reducing Delays & Improving Personal Efficiency	HIPA	3.11 to 5.11.99	3	11	33
13	Reservation Policy for SC/BC	HIPA	15.11 to 17.11.99	3	12	36
14	Workshop on Record Management & Record Retention Schedule	HIPA	1.12.99	1	7	7
15	Disciplinary Proceeding ( Under Punishment & Appeal Rules)	HIPA	14.12 to 16.12.99	3	9	27
16	Service & Establishment Matters	HIPA	10.1 to 13.1.2000	4	21	84
17	Workshop on Income Tax Matters	HIPA	2.2.2000	1	36	36
18	Duties and Functions for Clerks	HIPA	7.2 to 11.2.2000	5	35	175
19	Reducing Delays & Improving Personal Efficiency	HIPA	6.3 to 8.3.2000	3	29	87
20	Reducing Delays & Improving Personal Efficiency	HIPA	21.3 to 24.3.2000	4	17	68
21	Service & Establishment Matters for U.T Chandigarh	HIPA	27.3 to 30.3.2000	4	17	68
<b>TOTAL</b>					<b>457</b>	<b>1486</b>



## (D) COURSES &amp; WORKSHOPS ORGANISED BY THE SECRETARIAL MANAGEMENT SCHOOL (SMS)

Sl. No.	TITLE OF COURSE	SPONSOR	DATES	DAYS	NO. OF TRAINEES	TRAINEE DAYS
1	Service & Accounts Matters	HIPA	May 24-28 1999	5	32	160
2	Service rules & Financial Procedures	HIPA	June 9-11 1999	3	32	96
3	Refresher Course For Sr. Clerks & Asstts.	HIPA	June 21-25 1999	5	25	125
4	Refresher policy of SC/BCs in Haryana Govt.	HIPA	July 12-14 1999	3	28	84
5	GIS/GPF Rules & Procedures	HIPA	July 19-21 1999	3	29	87
6	Service & Accounts Matters	HIPA	Nov.29-Dec.3 1999	5	24	120
7	Punishment & Appeal Rules	HIPA	Dec. 27-29 1999	3	17	51
8	Social Security Welfare Schemes GIS & GPF	HIPA	Jan 17-19 2000	3	29	87
9	Workshop on Income Tax	HIPA	March 6 2000	1	65	65
10	Workshop on Income Tax at Faridabad	HIPA	March 13 2000	1	57	57
11	Reservation Policy in Govt.-Concept and Implications	HIPA	March 22-24 2000	3	37	111
TOTAL				35	375	1043

**(F) CRITICAL ANALYSIS OF TRAINING AND COURSES & WORKSHOPS**

<b>Sr. No.</b>	<b>TITLE OF COURSE</b>	<b>NUMBER</b>	<b>SPONSORED</b>	<b>DAYS</b>	<b>NO. OF TRAINEES</b>	<b>TRAINEE DAYS</b>
1	Long Duration Courses - Institutional Courses	4	0	111	36	1636
2	Short Duration Courses/Seminars/ Workshops - HIPA	51	16	266	865	4451
3	J.E.T.C. Gurgaon	11	0	82	84	441
4	SMS Gurgaon	11	0	35	375	1043
6	DTC Panchkula	21	0	66	457	1486
<b>TOTAL</b>		<b>98</b>	<b>16</b>	<b>560</b>	<b>1817</b>	<b>9057</b>

## VIII SUMMING UP

11 It is evident from the foregoing analysis that HIPA played a constructive role in training officers of the State Govt. during 1999-2000. As an instrument of training, this Institute will continue to promote administrative excellence in Haryana in the years to come.

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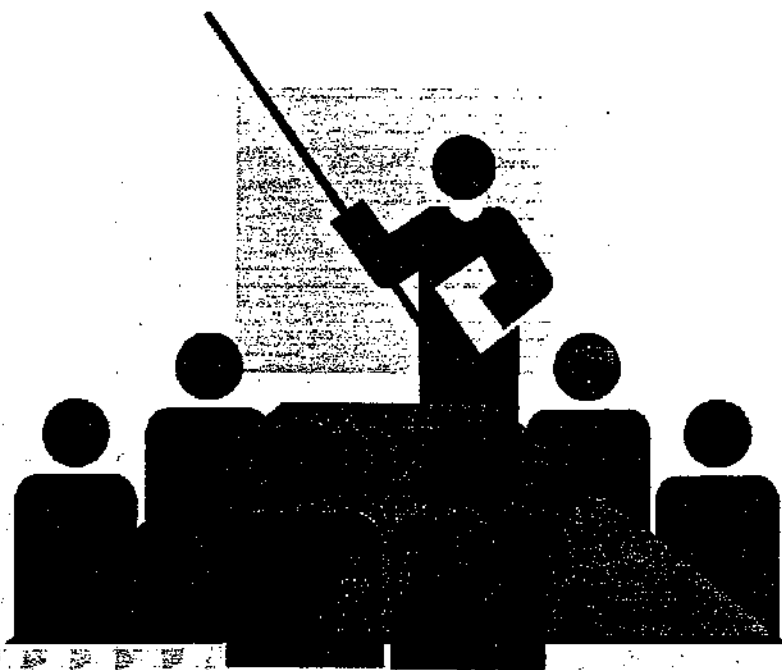


# HIPA

AN INSTITUTE OF EXCELLENCE

ANNUAL ADMINISTRATIVE REPORT 2000-2001

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**



वार्षिक प्रशासकीय रिपोर्ट 2000-2001

हरियाणा लोक प्रशासन संस्थान

# **ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION FOR THE YEAR 2000-2001**

## **I OBJECTIVES**

1. The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860. The cardinal objective of the Institute is to improve the administrative competencies of the officers of the State, in order to enhance administrative efficiency and responsiveness to needs of the public. In this regard, the institute undertakes the following activities:-

- a) Courses for new entrants to the All India Services, Haryana Civil Services, Tehsildars and various allied services of the State Government.
- b) In-service refresher courses for officers of the State Government.
- c) In-service training related to the theory and practice of public administration to IAS officers of the Haryana cadre and officers of HCS.
- d) Undertake, promote and co-ordinate research, case studies and training in the fields of Public Administration and Management either on its own or in collaboration with other agencies including Universities, training institutions of the Government of India & State Government.
- e) Undertake and provide for the publication of journals, research papers, books and take-up any other allied activity which will further the cause of training and promotion of the study of Public Administration and management.
- f) Participate in the organization of conferences, seminars and workshops on specialized areas of public administration.

## **II ORGANISATIONAL SET-UP**

2. Haryana Institute of Public Administration is an apex Administrative Training Institute of the State funded mainly by Government of Haryana.

#### IV ACADEMIC FACULTY

4. During the year (2000-2001) under review, the institute had 2 Professors, 2 Associate Professors and 9 Research Officers on its academic faculty. Dr. Abhay Shrivastava who was Research Officer till February 28 2001 was appointed as Associate Professor in the Faculty of Disaster Management with effect from March 1 2001. This faculty provided training inputs in the following specialized areas of administration:

1. General Public Administration,
2. Behavioural Sciences,
3. Economics and Development Planning,
4. Financial Management,
5. Sociology and Social Development,
6. Disaster Management &
7. Information Technology.

#### APPOINTMENT OF FACULTY MEMBERS

5. The status-position with regard to the teaching faculty of the Institute is given below:

1.	Dr. T.Duhan, Professor Of Financial Management	1.4.2000	31.3.2001	Regular Basis
2	Dr. J.George, Professor Economics & Development Planning	1.4.2000	31.3.2001	Regular Basis
3	Sh. Baij Nath Expert in Computer Science	1.4.2000	31.3.2001	Regular Basis
4	Dr. Suresh Misra, Associate Professor in Public Administration	1.4.2000	31.3.2001	Regular Basis
5	Dr. Abhay Shrivastava as Research Officer(D.M.) As Associate Professor(DM)	1.4.2000	28.2.2001	Regular Basis
		1.3.2001	31.3.2001	Contract Basis
6	Sh. R.K.Gulati Research officer(C)	1.4.2000	31.3.2001	Regular Basis
7	Mrs. Aarti Dudeja, Research Officer(PA)	1.4.2000	31.3.2001	Regular Basis

**(A) LONG DURATION COURSES ORGANISED BY HIPA**

<b>Sr.No.</b>	<b>TITLE OF COURSE</b>	<b>SPONSOR</b>	<b>DATES</b>	<b>DAYS</b>	<b>NO. OF TRAINEES</b>	<b>TRAINEE DAYS</b>
1	Institutional Course for HCS (P)	HIPA	1.6.2000 to 30.6.2000	21	16	336
2	Institutional course for IAS (P)	HIPA	3.7.2000 to 21.7.2000	20	2	40
3	Special programme for Govt. College Principals and Senior Lecturers	HIPA	9.10.2000 to 20.10.2000	10	17	170
4	Special programme for Govt. College Principals and Senior Lecturers	HIPA	06.11.2000 to 17.11.2000	10	17	170
5	Institutional Course for Tehsildars	HIPA	11.1.2001 to 28.2.2001	31	1	31
6	Foundation Training Course for Sales & Taxation Officers	HIPA	18.12.2000 to 17.01.2001	30	3 ✓	90
<b>TOTAL</b>				<b>122</b>	<b>56</b>	<b>837</b>

(B) SHORT DURATION COURSES ORGANISED BY HIPA

(...CONTD.)

Sr.No.	TITLE OF COURSE	SPONSOR	DATES	DAYS	NO. OF TRAINEES	TRAINEE DAYS
21	E-mail Operations	DOPT	7.8. To 9.8.2000	3	7	21
22	Public Distribution System	HIPA	21.8.to 25.8.2000	5	21	105
23	Managing Stress for Personnel Efficacy	DOPT	4.9. to 8.9.2000	5	17	85
24	Internet Access and Search Operation	DOPT	28.9. to 30.9.2000	3	19	57
25	Need of Welfare Measures for the Aged	DOPT	28.9. to 30.9.2000	3	31	93
26	Drug Abuse, its Prevention & Control	DOPT	11.9. to 15.9.2000	5	47	235
27	Water-Use management	HIPA	16.10 to 20.10.2000	5	21	105
28	Course IPCR & SC/ST POA Act	HIPA	18.10. to 20.10.2000	3	14	42
29	Communication Skills Transactional Analysis	HIPA	6.11. to 8.11.2000	3	9	27
30	Women's Rights and the Law	HIPA	27.11. to 1.12.000	5	28	140
31	Economic Offences	HIPA	20.12 to 22.12.2000	3	22	66
32	Human Rights	HIPA	17.1 to 19.1.2001	3	17	51
33	Fire Management	HIPA	22.1. to 25.1.2001	4	13	52
34	Effective Labour Law Enforcement	HIPA	5.2. to 9.2.2001	5	29	145
35	Juvenile Delinquency	HIPA	26.2. to 2.3.2001	5	20	100
36	Total Quality Management	HIPA	5.3. to 9.3.2001	5	23	115
37	Gender Sensitisation	HIPA	27.3 to 29.3.2001	3	48	144
<b>TOTAL</b>				<b>158</b>	<b>831</b>	<b>3622</b>



**(C) COURSES CONDUCTED BY THE DIVISIONAL TRAINING CENTRE (DTC), PANCHKULA (...CONTD.)**

Sr.No.	TITLE OF COURSE	SPONSOR	DATES	DAYS	NO. OF TRAINEES	TRAINEE DAYS
14	Duties & Functions of Clerks	HIPA	18.09.2000 to 22.09.2000	5	24	120
15	Reservation Policy	HIPA	04.10.2000 to 06.10.2000	3	14	42
16	Service & Establishment Matters	HIPA	16.10.2000 to 20.10.2000	5	12	60
17	Reducing Delays & Improving Personal Efficiency	HIPA	06.11.2000 to 08.11.2000	3	14	42
18	Pension & Other Retirement Benefits at Yamunanagar	HIPA	13.11.2000 to 17.11.2000	5	85	425
19	Income Tax Matters & GIS for U. T. employees	HIPA	21.11.2000 to 23.11.2000	3	12	36
20	Disciplinary Proceeding under Punishment & Appeal Rules	HIPA	28.11.2000 to 30.11.2000	3	20	60
21	Office Management, Procedures and Disposal of Files	HIPA	11.12.2000 to 13.12.2000	3	13	39
22	Service & Establishment Matters for U.T. Employees	HIPA	18.12.2000 to 20.12.2000	3	19	57
23	Duties & Function of Clerks	HIPA	08.01.2001 to 12.01.2001	5	20	100
24	Reservation Policy	HIPA	23.01.2001 to 25.01.2001	3	21	63
25	Service & Establishment Matters	HIPA	05.02.2001 to 09.02.2001*	4	18	72
26	Duties & Functions of Clerks for U.T. Employees	HIPA	12.02.2001 to 14.02.2001	3	15	45
27	Pension & other Retirement Benefits at Karnal	HIPA	12.03.2001 to 16.03.2001	5	93	465
<b>TOTAL</b>				<b>100</b>	<b>804</b>	<b>3360</b>

\* 8.2.2001 is a holiday, hence 4 training days

(F) Details of Seminars/Workshops from 1.4.2000 to 31.3.2001

Sr.No.	TITLE OF COURSE	SPONSOR	DATES	DAYS	NO. OF TRAINEES	TRAINEE DAYS
1	Workshop on Record Management & Record Retention Schedule	HIPA	06.04.2000	1	21	21
2	Workshop on Income Tax (Rohtak)	HIPA	7.4.2000	1	160	160
3	Workshop on Income Tax matters	HIPA	10.07.2000	1	31	31
4	Capability Building in Assistants	HIPA	31.7 to 1.8.2000	2	35	70
5	Workshop on Record Management & Record Retention Schedule	HIPA	03.08.2000	1	21	21
6	Workshop on SGSY for ADCs	HIPA	11.8 to 12.8.2000	2	30	60
7	Workshop on Income Tax Matters at Ambala	HIPA	15.09.2000	1	104	104
8	Workshop on National Day for Disaster Management	HIPA	11.10.2000	1	21	21
9	Deduction of Income Tax at Source (TDS)	HIPA	22.11.2000	1	40	40
10	Workshop on Income Tax Matters	HIPA	01.12.2000	1	21	21
11	Workshop on Organisation & Methods	HIPA	19.2 to 20.2.2001	2	28	56
12	Workshop on Income Tax Matters	HIPA	23.02.2001	1	26	26
13	Workshop on Income Tax Matters at Sirsa	HIPA	27.02.2001	1	148	148
14	Workshop on Record Management & Record Retention Schedules	HIPA	28.03.2001	1	13	13
15	Workshop on Income Tax at Gurgaon	HIPA	15.2.2001	1	235	235
TOTAL				18	934	724

## (G) CRITICAL ANALYSIS OF TRAINING AND COURSE &amp; WORKSHOPS

Sr.No.	TITLE OF COURSE	NUMBER	SPONSORED	DAYS	NO. OF TRAINEES	TRAINEE DAYS
1	Long Duration Courses - Institutional Courses	6	0	122	56	837
2	Short Duration Courses-HIPA	37	17	158	831	3622
3	Seminars/Workshops	15	0	18	934	724
3	J.E.T.C. Gurgaon	9	0	44	57	281
4	SMS Gurgaon	12	0	50	379	1565
5	DTC Panchkula	27	0	100	804	3360
TOTAL		106	17	492	3061	10389

## VIII SUMMING UP

11. The foregoing analysis shows that HIPA has made concerted efforts during 2000-2001 to improve administrative efficiency in the state of Haryana as well as refining attitudes of the officers working therein with a view to making them more responsive to the problems of the common man. Training is an ongoing interest and HIPA will continue to strive to promote improvements in the space of public policy and practice.

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# HIPA

AN INSTITUTE OF EXCELLENCE

ANNUAL ADMINISTRATIVE REPORT 2001-2002



HARYANA INSTITUTE OF PUBLIC ADMINISTRATION



वार्षिक प्रशासकीय रिपोर्ट 2001-2002

हरियाणा लोक प्रशासन संस्थान

# **ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION FOR THE YEAR 2001-2002**

## **I OBJECTIVES**

1. The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860. The core objective of the Institute is to improve the administrative ability and competence of the officers of the State in order to enhance overall administrative efficacy of the State and its responsiveness to needs of the public. In this regard, the institute undertakes the following activities:-

- a) Courses for new entrants to the All India Services, Haryana Civil Services, Tehsildars and various allied services of the State Government.
- b) In-service refresher courses for officers of the State Government.
- c) In-service training related to the theory and practice of public administration to IAS officers of the Haryana cadre and officers of HCS.
- d) Undertake, promote and co-ordinate research, case studies and training in the fields of Public Administration and Management either on its own or in collaboration with other agencies including Universities, training institutions of the Government of India & State Government.
- e) Undertake and provide for the publication of journals, research papers, books and take-up any other allied activity which will further the cause of training and promotion of the study of Public Administration and management.
- f) Participate in the organization of conferences, seminars and workshops on specialized areas of public administration.

## **II ORGANISATIONAL SET-UP**

2. Haryana Institute of Public Administration is an apex Administrative Training Institute of the State funded mainly by Government of Haryana. The Chief Minister of the State heads the governing body. A managing

committee called the Executive Council, headed by the Chief Secretary of the Government, oversees the critical activities of the institute.

The Principal Training and Administrative Officer of the Institute is the Director who is directly responsible for the efficient management of the Institute and the pursuit of its avowed objectives in relation to training of officers, action research in Public Administration, appraisal of Government policies and programmes as well as advocacy of best practices in governance.

### III MANAGEMENT OF TRAINING & ADMINISTRATION

3. During the period under review, Shri Shiv Raman Gaur, IAS.(30.04.2001 to 7.10.2001, as Executive Director, holding additional charge as Director), Shri L.S.M, Salins, IAS ( 08.10.2001 to 08.01.2002), and Dr. H.S. Anand, IAS, (08.01.2002 to 31.03.2002) were the Principal Training & Administrative Officers of the Institute. Sh. L.S.M. Salins, I.A.S.for a brief period during his tenure as Director HIPA, was assisted by Sh. Shiv Raman Gaur, I.A.S. Executive Director (8.10.2001 to 28.11.2001). The key officers assisting the Director during the financial year 2001-2002 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1	Sh. Shiv Raman Gaur, IAS Executive Director (Director Additional Charge)	30.4.2001	7.10.2001
2	Sh. L.S.M. Salins, Director	8.10.2001	8.1.2001(FN)
3	Dr. H.S. Anand, IAS, Director	8.1.2001(FN)	31.3.2002
4	Sh. Sh. Shiv Raman Gaur, IAS, Executive Director	1.4.2001	28.11.01
5.	Shri C.R. Arora, Chief Accnts Officer	1.4.2001	31.3.02
6.	Sh. Ashok Bhardwaj, Administrative Officer	1.4.2001	31.3.02

#### **IV ACADEMIC FACULTY**

4. During the year (2001-2002) under review, the Institute had 3 Professors, 3 Associate Professors and 9 Research Officers on its academic faculty. This faculty provided inputs in the following specialized areas of administration:

1. General Public Administration
2. Behavioural Sciences
3. Economics and Development Planning
4. Financial Management
5. Sociology and Social Development
6. Disaster Management
7. Information Technology
8. HUDCO Chair (Centre of Urban Development Studies)

#### **APPOINTMENT OF FACULTY MEMBERS**

5. The status-position with regard to the teaching faculty of the Institute is given below:

1.	Dr. T.Duhan, Professor Of Financial Management	1.4.2001	31.3.2002	Regular Basis
2	Dr. J.George, Professor Economics & Development Planning	1.4.2001	31.3.2002	Regular Basis
3.	Sh.M.R.Kulkarni, Professor HUDCO Chair	5.11.01	31.3.2002	Contract Basis
4	Sh. Baij Nath, System Expert	1.4.2001	31.3.2002	Regular Basis
5	Dr Suresh Misra, Associate Professor	1.4.2000	31.3.2002	Regular Basis
6	Dr. Abhay Shrivastava Associate Professor(DM)	1.4.2001	31.3.2002	Contract Basis
7	Sh. R.K.Gulati Research officer(C)	1.4.2001	31.3.2002	Regular Basis
8	Mrs. Aarti Dudeja, Research Officer(PA)	1.4.2001	31.3.2002	Regular Basis
9	Ms. Manveen Kaur, Research Officer(RD)	1.4.2001	31.3.2002	Regular Basis
10	Ms. Divya Jyoti Research Officer(MIS)	1.4.2001	31.3.2002	Regular Basis
11	Mrs. Rachna Gupta, Research Officer Behavioural Sciences)	1.4.2001	31.3.2002	Regular Basis



12	Dr. Rekha Shrivastava, Research Officer(S)	1.4.2001	31.3.2002	Regular Basis
13	Ms. Vandita Dar, Research Officer(General)	1.4.2001	31.3.2002	Regular Basis
14	Sh. Bhuwan Kumar Research Officer(D.M. )	2.1.2002	31.3.2002	Contract Basis
15	Sh. Joginder Singh Asstt. Librarian	1.4.2001	31.3.2002	Regular Basis
16	Sh. R.N.Koslia Addl. E.T.C.	19.4.2001	31.3.2002	Deputation
17	Sh. Balwan Singh, ETO	1.4.2001	28.2.2002	Deputation
18	Sh. C.R.Arora, Chief Accounts Officer-cum Principal(SMS)	1.4.2001	31.3.2002	Addl. Charge
19	Sh. C.P. Malhotra, Principal (DTC, Panchkula)	1.4.2001	31.3.2002	Contract Basis
20	Sh. Rajvir Dhaka, Research Officer(PE)	29.12.2001	31.3.2002	Regular Basis

## V TRAINING ACTIVITIES

6. HIPA organises specialised as well as generic training programmes for Class I and Class II officers of the state as well as the Central Government. These training programmes include service-entry training in the form of foundation courses as well as in-service training programmes of short and long term duration. In addition to this, HIPA also organises courses for Secretarial and ministerial staff through the Divisional Training Centre, Panchkula and the Secretarial Management School, Gurgaon. HIPA has also a specialised training centre catering to the training of Excise and Taxation Officers of the Govt. of Haryana.
7. Recently, HIPA has instituted a Chair on Urban Development in collaboration with the Human Settlement Management Institute (HSMI), under the aegis of the Housing and Urban Development Corporation (HUDCO). This establishes the first Centre for Urban Development Studies in the state of Haryana.
8. During the period 1.4.2001 to 31.3.2002, the Institute conducted 139 Training Courses (Please refer to details in Tables A to G).

**(A) LONG DURATION COURSES ORGANISED BY HIPA**

Sr.No.	Title of Course	Dates	Days	No. of Trainees	Trainee Days
1	Institutional Course for IAS Probationers	7.6.2001 to 25.6.2001	15	2	30
2	Foundation Training for Clerks of Transport Department	27.8.2001 to 29.9.2001	31	39	1209
<b>TOTAL</b>			<b>46</b>	<b>41</b>	<b>1239</b>

**(B) SHORT DURATION COURSES ORGANISED BY HIPA**

Sr.No.	Title of Course	Sponsor	Dates	Days	No. of Trainees	Trainee Days
1	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	9.4. to 11.4.2001	3	14	42
2	Drought Management	HIPA	16.4. to 18.4.2001	3	31	93
3	Building Accountability in Administration	HIPA	16.4. to 20.4.2001	5	18	90
4	Tables & Charts through Excel	DOPT	16.4. to 20.4.2001	5	8	40
5	Administrative Responsiveness	HIPA	16.4. to 20.4.2001	5	12	60
6	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	18.4 to 20.4.2001	3	27	81
7	Computer Application in Libraries	HIPA	7.5. to 11.5.2001	5	29	145
8	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	9.5 to 11.5.2001	3	19	57
9	Motivating People for Higher Performance & Service	DOPT	14.5. to 18.5.2001	5	23	115
10	Database Management Tools- MS Access	HIPA	14.5. to 18.5.2001	5	12	60
11	Capability Building in SAS Officers	HIPA	14.5. to 18.5.2001	5	18	90
12	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	21.5 to 23.5.2001	3	38	114
13	E-mail Operations	DOPT	28.5. to 30.5.2001	3	11	33
14	Gender Sensitisation	DOPT	29.5. to 31.5.2001	3	34	102
15	Office Automation Tools	HIPA	11.6. to 15.6.2001	5	20	100
16	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	18.6. to 20.6.2001	3	18	54

**(B) SHORT DURATION COURSES ORGANISED BY HIPA (.....Contd)**

Sr.No.	Title of Course	Sponsor	Dates	Days	No. of Trainees	Trainee Days
17	Continuous Quality Improvement	HIPA	18.6. to 22.6.2001	5	27	135
18	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	20.6. to 22.6.2001	3	25	75
19	Community Based Disaster Management	HIPA	25.6. to 29.6.2001	5	32	160
20	Audit Sensitization in Governance	DOPT	2.7. to 6.7.2001	5	31	155
21	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	4.7 to 6.7.2001	3	23	69
22	Policy Formulation & Implementation	HIPA	9.7. to 13.7.2001	5	11	55
23	Effective & Responsive Management	HIPA	16.7. to 20.7.2001	5	15	75
24	Internet Access & Search	DOPT	16.7. to 20.7.2001	5	16	80
25	Operation Human Rights	DOPT	18.7 to 20.7.2001	3	14	42
26	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	18.7 to 20.7.2001	3	30	90
27	Post-Disaster Management	HIPA	25.7 to 27.7.2001	3	56	168
28	Power Point Presentation	DOPT	1.8. to 3.8.2001	3	18	54
29	Citizens Charter	HIPA	1.8. to 3.8.2001	3	18	54
30	Project Implementation, Monitoring & Evaluation	DOPT	6.8. to 10.8.2001	5	16	80
1	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	8.8 to 10.8.2001	3	28	84
2	Communication & Presentation Skills	HIPA	20.8 to 24.8.2001	5	12	60
3	Role of Panchayats in Disaster Management	HIPA	20.8 to 24.8.2001	5	24	120
4	HTML & Web Page Design	DOPT	27.8 to 31.8.2001	5	10	50
5	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	29.8 to 31.8.2001	3	30	90
6	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	5.9 to 7.9.2001	3	24	72
7	Re-engineering Rural Development Programme	DOPT	10.9. to 14.9.2001	5	25	125
8	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	19.9 to 21.9.2001	3	29	87

**(B) SHORT DURATION COURSES ORGANISED BY HIPA (.....Contd)**

Sr.No.	Title of Course	Sponsor	Dates	Days	No. of Trainees	Trainee Days
39	Managing Stress for Personal Efficacy	HIPA	24.9. to 28.9.2001	5	10	50
40	Window-NT Network Administration	DOPT	24.9. to 28.9.2001	5	23	115
41	Disaster Management for School Children	HIPA	24.9. to 28.9.2001	5	58	290
42	Decision Making in Administration	HIPA	24.9. to 28.9.2001	5	13	65
43	District Education Planning	HIPA-RGF	26.9. to 28.9.2001	3	20	60
44	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	3.10 to 5.10.2001	3	25	75
45	Appraisal of Account Keeping Software	HIPA	8.10 to 12.10.2001	5	12	60
46	Finance for Non-Finance Executives	DOPT	8.10 to 12.10.2001	5	25	125
47	Disaster Management: Role of NGOs	HIPA	22.10 to 25.10.2001	4	27	108
48	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	29.10 to 31.10.2001	3	24	72
49	Total Quality Management	HIPA	5.11. to 6.11.2001	2	16	32
50	Java 2- An Internet Programming Environment	HIPA	5.11. to 9.11.2001	5	11	55
51	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	7.11 to 9.11.2001	3	21	63
52	Fire Management	HIPA	19.11. to 23.11.2001	5	24	120
53	Human Rights	DOPT	21.11. to 23.11.2001	3	23	69
54	E-mail Operations	HIPA	26.11 to 28.11.2001	3	12	36
55	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	26.11 to 28.11.2001	3	30	90
56	Appraisal of Account Keeping Software	HIPA	3.12 to 7.12.2001	5	4	20
57	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	5.12 to 7.12.2001	3	26	78

**(B) SHORT DURATION COURSES ORGANISED BY HIPA (.....Contd)**

Sr.No.	Title of Course	Dates	Days	<sup>days</sup> No. of Trainees	<sup>no. of</sup> Trainee Days	Trainee Days
58	Team Building & Leadership	HIPA	10.12 to 14.12.2001	5	11	55
59	Water Use Management	HIPA	10.12 to 14.12.2001	5	21	105
60	Office Automation Tools	HIPA	18.12 to 21.12.2001	4	8	32
61	Vulnerability & Risk Analysis for Disaster Management in					
	Gurgaon Division for Senior	HIPA	2.1 to 4.1.2002	3	20	60
62	Economic Offences	HIPA	7.1 to 11.1.2002	5	14	70
	Vulnerability & Risk Analysis for Disaster Management in					
63	Gurgaon Division for Junior Staff	HIPA	14.1 to 16.1.2002	3	31	93
64	Induction Training for College Lecturers	Higher Education	14.1 to 18.1.2002	5	77	385
65	Induction Training for College Lecturers	Higher Education	21.1 to 25.1.2002	5	74	370
66	Induction Training for College Lecturers	Higher Education	28.1 to 1.2.2002	5	80	400
	Vulnerability & Risk Analysis for Disaster Management in					
67	Gurgaon Division for Senior Staff	HIPA	6.2 to 8.2.2002	3	14	42
68	Juvenile Delinquency	HIPA	11.2 to 15.2.2002	5	50	250
	Vulnerability & Risk Analysis for Disaster Management in					
69	Gurgaon Division for Junior	HIPA	13.2 to 15.2.2002	3	29	87
	Vulnerability & Risk Analysis for Disaster Management in					
70	Gurgaon Division for Senior	HIPA	4.3 to 6.3.2002	3	24	72
	Vulnerability & Risk Analysis for Disaster Management in					
71	Gurgaon Division for Junior	HIPA	13.3 to 15.3.2002	3	25	75
<b>TOTAL</b>				<b>284</b>	<b>1728</b>	<b>6935</b>

**(C) COURSES CONDUCTED BY THE DIVISIONAL TRAINING CENTRE (DTC), PANCHKULA**

Sr.No.	Title of Course	Dates	Days	No. of Trainees	Trainee Days
1	Disciplinary Proceedings under P & A Rules	3.4. to 5.4.2001	3	16	48
2	Office Management & Office Procedures	10.4. to 12.4.2001	3	19	57
3	Service & Establishment Matter at Ambala	16.4. to 20.4.2001	5	60	300
4	Pension & other Retirement Benefits	7.5. to 11.5.2001	5	23	115
5	Duties and Functions of Clerks	14.5. to 18.5.2001	5	26	130
6	State Financial Structures	11.6. to 13.6.2001	3	16	48
7	Reducing Delays & Improving Personal Efficiency	27.6. to 29.6.2001	3	39	117
8	Reservation Policy	4.7. to 6.7.2001	3	21	63
9	Role of DDOs concerning TDs, Filing of Returns" at Kaithal	16.7. to 18.7.2001	3	92	276
10	Disciplinary proceedings under P& A Rules	8.8 to 10.8.2001	3	44	132
11	Service & Establishment Matters at Yamuna Nagar	20.8 to 24.8.2001	5	35	175
12	Income Tax Matters & Loans Advances	28.8 to 30.8.2001	3	17	51
13	Reducing Delays & Improving Personal Efficiency	12.9. to 14.9.2001	3	31	93
14	Pension & Other Retirement benefits and Service Matters at Hissar	17.9 to 21.9.2001	5	115	575
15	Duties & Function of Clerks	24.9. to 28.9.2001	5	35	175
16	State Financial Structure	8.10 to 12.10.2001	5	15	75
17	Office Management & Other procedures	22.10 to 24.10.2001	3	14	42

**(C) COURSES CONDUCTED BY THE  
DIVISIONAL TRAINING CENTRE (DTC), PANCHKULA (.....Contd)**

Sr.No.	Title of Course	Dates	Days	No. of Trainees	Trainee Days
18	Role of DDO concerning with TDs , Filing of Returns and Loans & Advances Pension & Other Retirement	29.10 to 31.10.2001	3	87	261
19	Benefits at Jind	19.11. to 23.11.2001	5	93	465
20	Reservation Policy	27.11 to 29.11.2001	3	37	111
21	Office Management & Office Procedures	4.12. to 6.12.2001	3	15	45
22	Restructuring Delayering -Pilot project for Secondary Deptt.	11.12. to 13.12.2001	3	39	117
23	Service & Establishment Matters at Yamuna Nagar	10.12 to 14.12.2001	5	58	290
24	Disciplinary Proceedings under P & A Rules	19.12 to 21.12.2001	3	30	90
25	Restructuring Delayering -Pilot project for Secondary Deptt.	27.12 to 29.12.2001	3	22	66
26	State Financial Structures	7.1 to 9.1.2002	3	16	48
27	Orientation Training Programme for Suds./Dy.Suptds. of Haryana Civil Sectt. And FCR's Office Restructuring Delayering	7.1 to 11.1.2002	5	31	155
28	-Pilot project for Higher Education Department Reducing Delays &	16.1 to 18.1.2002	3	28	84
29	Improving Personal Efficiency Restructuring Delayering	22.1 to 24.1.2002	3	33	99
30	-Pilot project for Higher Education Department	28.1 to 30.1.2002	3	27	81
31	"Role of DDOs concerning with TDS & Filing of Returns" at Sirsa.	12.2 to 14.2.2002	3	120	360
32	Orientation Training Programme for Suptds./Dy.Suptds. of Haryana Civil Sectt. And FCR's Office	18.2 to 22.2.2002	5	30	150
33	Duties & Functions of Clerks	18.2 to 22.2.2002	5	23	115
34	Pension & other Retirement Benefits	18.3 to 22.3.2002	5	32	160
<b>TOTAL</b>			<b>128</b>	<b>1339</b>	<b>5169</b>

**(D) COURSES ORGANISED BY THE SECRETARIAL MANAGEMENT SCHOOL (SMS)**

Sr.No.	Title of Course	Dates	Days	No. of Trainees	Trainee Days
1	Basic Financial Canons & Their Application	11.6. to 15.6.2001	5	41	205
2	Disciplinary Proceedings- Processing & Confidence Building	25.6. to 27.6.2001	3	62	186
3	Course on Retirement Benefits	11.7. to 13.7.2001	3	24	72
4	Duties & Functions of Clerks at Jhajjar	25.7. to 27.7.2001	3	71	213
5	Refresher Course on Service Matters	27.8 to 31.8.2001	5	38	190
6	Reservation Policy in Government	17.9 to 19.9.2001	3	22	66
7	Basic Financial Canons & Their Application	5.11. to 9.11.2001	5	32	160
8	Planning for Retirement	7.1 to 9.1.2002	3	14	42
9	Disciplinary Proceedings, Processing & Confidence Building	4.3 to 6.3.2002	3	22	66
<b>TOTAL</b>			<b>33</b>	<b>326</b>	<b>1200</b>

**(E) EXCISE & TAXATION COURSES**

Sr.No.	Title of Course	Dates	Days	No. of Trainees	Trainee Days
1	HGST/CST Acts Rules	16.4. to 20.4.2001	5	16	80
2	Framing Better Assessment Under HGST/CST Acts	7.5. to 11.5.2001	5	16	80
3	HGST/CST Acts Rules	4.6. to 8.6.2001	5	14	70
4	Roadside Checking/Inspection under HGST/CST Acts	9.7. to 13.7.2001	5	13	65
5	HGST/CST Acts Rules	6.8. to 10.8.2001	5	11	55
<b>TOTAL</b>			<b>25</b>	<b>70</b>	<b>350</b>



**(F) SEMINARS & WORKSHOPS CONDUCTED DURING 2001-02**

Sr.No.	Title of Course	Dates	Days	No. of Trainees	Trainee Days
1	Workshop on Income Tax at Jhajjar	5.4.2001	1	152	152
2	Income Tax Matters	26.4.2001	1	27	27
3	HUDCO Chair Inaugural Seminar	10.5.2001	1	66	66
4	Workshop on Income Tax at Panipat	11.5.2001	1	197	197
5	Workshop on Income Tax at Sonipat	24.5.2001	1	160	160
6	Workshop on "Record Management & Record Retention Schedules"	1.6.2001	1	16	16
7	Workshop on Organisation & Methods	28.6. to 29.6.2001	2	23	46
8	Workshop on " Welfare Schemes for Govt.	1.8.2001	1	25	25
9	Income Tax matters Restructuring Delaying-	4.10.2001	1	29	29
10	Pilot Project for Industrial Training & vocational	18.10 to 19.10.2001	2	26	52
11	Moral values, Ethics & Performance in	24.10to 25.10.2001	2	16	32
12	Duties & Functions of Readers, Ahalmad & VRK at Workshop on Record	13.12 to 14.12.2001	2	29	58
13	Management & Record Retention Schedules	2.1.2002	1	16	16
14	Workshop on Organisation & Methods	7.1. to 8.1.2002	2	22	44
15	Workshop on Income Tax at Faridabad	14.2.2002	1	93	93
16	Workshop on Income Tax at Gurgaon	18.2.2002	1	169	169
17	Workshop for Readers, Ahalmad & VRK	17.1.to 18.1.2002	2	40	80
18	Workshop on "Welfare Schemes for Govt.	11.3.2002	1	9	9
<b>TOTAL</b>			<b>24</b>	<b>1115</b>	<b>1271</b>

**(G) CRITICAL ANALYSIS OF TRAINING COURSES & WORKSHOPS**

Sr.No.	Type of Course	Number	Sponsored	Days	No. of Trainees	Trainee Days
1	Long Duration Courses - Institutional Courses	2	0	46	41	1239
2	Short Duration Courses-HIPA	71	17	284	1728	6935
3	Seminars/Workshops	18	0	24	1115	1271
3	J.E.T.C. Gurgaon	5	0	25	70	350
4	SMS Gurgaon	9	0	33	326	1200
5	DTC Panchkula	34	0	128	1339	5169
<b>TOTAL</b>		<b>139</b>	<b>17</b>	<b>540</b>	<b>4619</b>	<b>16164</b>

**VI Resources**

9 The resources available to HIPA during the financial year 2001-02 are listed below:

1	Grant in Aid Govt. of Haryana Non Plan Scheme	Rs.1,92,06,000/-
2	Grant in Aid Govt. of Haryana Plan Scheme	Rs. 60,00,000/-
3	Grant in Aid Govt. of India, (N.D.M.)	Rs. 9,62,000/-
4	Grant in Aid Govt. of India (D.O.P.T.)	Rs. 4,62,000/-
5	Grant in Aid Govt. of Haryana first Human Report	Rs. 20,00,000/-
6	HUDCO.	Rs. 3,75,000/-
7	Grant in Aid Govt. of Haryana Excise and Taxation	Rs. 10,00,000/-
<b>Total</b>		<b>Rs 3,00,05,000/-</b>

10. During the financial year 2001-2002, the Institute conducted 1 long duration courses, 71 short duration courses and 3 workshop/seminars. DTC Panchkula conducted 1 Foundational Training Course for Clerks, 34 short duration courses and 7 workshops/seminars. SMS Gurgaon conducted 9 short duration courses and 8 workshops/seminars. The Excise & Taxation Cell conducted 5 short duration courses. A total of 139 training programmes were conducted through which training was imparted to 4619 officers of various organizations. This is an improvement compared to the 106 programmes conducted during 2000-2001. There was a significant increase in the number of persons trained during 2001-02, which rose from 3085 in 2000-2001 to 4619.

### **VIII SUMMING UP**

11. HIPA has consistently endeavoured to make significant positive contributions in upgrading and refining the knowledge, skills and attitudes of civil servants functioning at different levels of the state government. The Institute is always striving towards building a more transparent, responsive, efficient and accountable governance system through the medium of training. We realise that training is of crucial importance and interest to the government and HIPA will continue to stride forward to promote initiatives and improvements in the space of public policy and practice.

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**ADMINISTRATIVE REPORT  
OF  
THE HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
2002-2003**

**I OBJECTIVES**

1. The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860. The core objective of the Institute is to *improve the administrative ability and competence of the officers of the State in order to enhance the overall administrative efficacy of the State and its responsiveness to the needs of the public.* In this regard, the institute undertakes the following activities:-

- a) Courses for *new entrants* to the All India Services, Haryana Civil Services, Tehsildars and various allied services of the State Government.
- b) *In-service refresher courses* for officers of the State Government.
- c) In-service policy seminars and workshops for IAS officers of the Haryana cadre and officers of HCS.
- d) Undertake, promote and co-ordinate research and development of case studies for supplementing training in the fields of Public Administration and Public Sector Management either on its own or in collaboration with other agencies including universities and training institutions of the Government of India.
- e) Undertake and provide for the publication of journals, research papers, books and take-up any other allied activity which will further the cause of training and promotion of the study of Public Administration and Public Sector management.
- f) Participate in the organization of conferences, seminars and workshops on specialized areas of public administration.

**II ORGANISATIONAL SET-UP**

2. Haryana Institute of Public Administration is an apex administrative training institute of the State funded mainly by Government of Haryana. The Chief Minister of the State heads the Governing Body. A managing committee called the Executive Council, headed by the Chief Secretary of the Government, oversees the critical, functional activities of the Institute.

The Principal Training and Administrative Officer of the Institute is the Director/Director General who is directly responsible for the efficient management of the Institute and the pursuit of its avowed objectives in relation to training of officers, action research in Public Administration, appraisal of Government policies and programmes as well as advocacy of best practices constituting good governance.

### III MANAGEMENT OF TRAINING AND ADMINISTRATION

3. During the period under review, Dr. H.S. Anand, IAS, was the Principal Training & Administrative Officer of the Institute. The key officers assisting the Director during the financial year 2002-2003 and their respective tenures are listed below in Table I :

Table-I

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1	Dr. H.S. Anand, IAS, Director	1.4.2002	31.3.2003
2.	Sh. Ashok Bhardwaj, Administrative Officer	1.4.2002	31.3.2003
3	Sh C.R. Arora, Chief Accounts Officer	1.4.2002	30.4.2002
4	Sh. Ashok Bhardwaj (Ado) Chief Accounts Officer (Addl.Charge)	3.5.2002	31.3.2003

### IV ACADEMIC FACULTY

4. During the year (2002-2003) under review, the Institute had 3 Professors, 3 Associate Professors and 9 Research Officers on its academic faculty. This faculty provided inputs in the following specialized areas of administration:

1. General Public Administration
2. Behavioural Sciences
3. Economics and Development Planning
4. Financial Management
5. Sociology and Social Development
6. Disaster Management
7. Information Technology
8. HUDCO Chair (Centre of Urban Development Studies)

## APPOINTMENT OF FACULTY MEMBERS

5. The status-position with regard to the teaching faculty of the Institute is given below in Table II :

Table II

1.	Dr. T.Duhan, Professor Of Financial Management	1.4.2002	31.3.2003
2	Dr. J.George, Professor Economics & Development Planning	1.4.2002	31.3.2003
3.	Sh.M.R.Kulkarni, Professor HUDCO Chair	1.4.2002	31.3.2003
4	Sh. Baij Nath, System Expert	1.4.2002	31.3.2003
5	Dr Suresh Misra, Associate Professor of Public Administration	1.4.2002	31.3.2003
6	Dr. Abhay Shrivastava Associate Professor of Disaster Management	1.4.2002	31.3.2003
7	Sh. R.K.Gulati Assistant Professor (C)	1.4.2002	31.3.2003
8	Mrs. Aarti Dudeja, Assistant Professor (PA)	1.4.2002	31.3.2003
9	Ms. Manveen Kaur, Assistant Professor (RD)	1.4.2002	31.3.2003
10	Ms.Divya Jyoti Assistant Professor (MIS)	1.4.2002	31.3.2003
11	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	1.4.2002	31.3.2003
12	Dr.Rekha Shrivastava, Assistant Professor (S)	1.4.2002	31.3.2003
13	Ms. Vandita Dar, Assistant Professor (General)	1.4.2002	31.3.2003
14	Sh. Rajvir Dhaka, Assistant Professor (PE)	1.4.2002	31.3.2003
15	Sh. Bhuwan Kumar Assistant Professor (D.M. )	1.4.2002	31.3.2003
16	Sh. Joginder Singh Asstt. Librarian	1.4.2002	31.3.2003
17	Sh. R.N. Koslia Addl. E.T.C.	1.4.2002	15.9.2002
18	Sh. H.M.L. Miglani Addl. E.T.C.	13.8.2002	31.3.2003
19	Sh.C.P.Malhotra, Principal (DTC, Panchkula)	1.4.2002	31.3.2003

## V FINANCIAL RESOURCES

6. The financial resources available to HIPA during the year 2002-2003 are listed bellows in Table III :

Table III Financial Resources: Grants & Course/Module Fees

1.	Grant in aid, Gov. of India Course Fees	Rs. 9,17,452
2.	Grant in Aid, Govt. of Haryana, Plan	Rs. 45,00,000
3.	Grant in aid Govt. of Haryana, Non Plan	Rs. 1,92,00,000
4.	Grant in Aid Govt. of India (UNDP)	Rs. 20,50,000
5.	Fee for Development of Modules E Governance and Information Management	Rs. 5,92,000
6.	Grant in Aid, Excise and Taxation School	Rs. 20,00,000
7.	Training Course Fees , HIPA	Rs. 1,03,000
8.	Training Course Fees, DTC, Panchkula	Rs. 55,946
9.	Grant in Aid, Govt. of India Operation of (NDM)	Rs. 10,00,000
10.	Grant in Aid, govt. of India, HUDCO	Rs. 2,50,000
	<b>TOTAL</b>	<b>Rs. 3,06,68,398</b>

## VI TRAINING ACTIVITIES

7. HIPA organises specialised as well as generic training programmes for Class I and Class II officers of the State as well as the Central Government. These training programmes include service-entry training in the form of foundation courses as well as in-service training programmes of short and long-term duration. In addition to this, HIPA also organises courses for secretarial and ministerial staff through the Divisional Training Centre, Panchkula. HIPA also has a specialised training centre catering to the training of Excise and Taxation Officers of the Government of Haryana at Gurgaon.

8. HIPA has also instituted a Chair on Urban Development in collaboration with the Human Settlement Management Institute (HSMI) under the aegis of the Housing and Urban Development Corporation (HUDCO). In this manner, the first Centre for Urban Development Studies under HIPA is functioning at Gurgaon and is providing useful technical inputs to officers of the Haryana Municipal Service as well as elected representatives of urban local bodies.

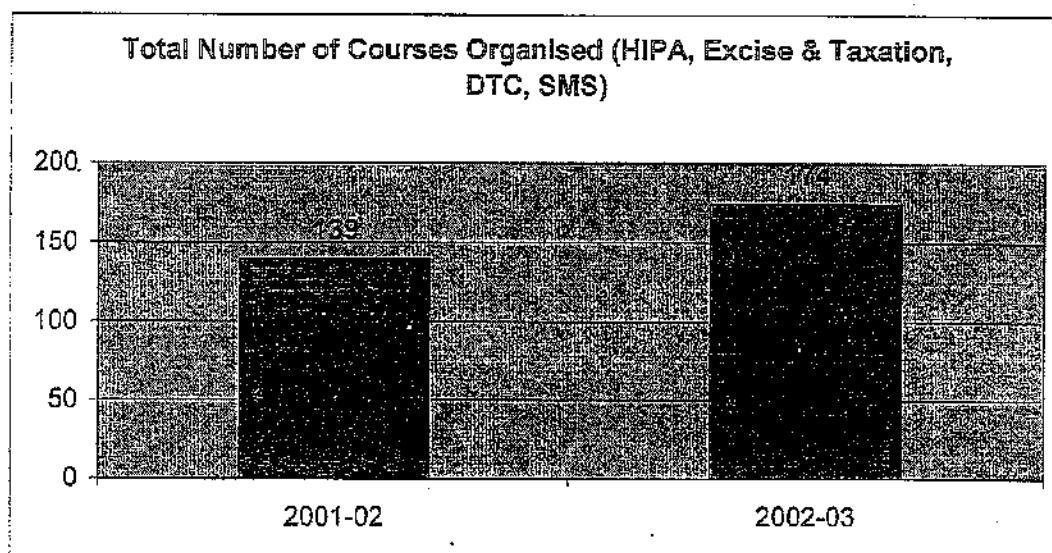
9. During the period 1.4.2002 to 31.3.2003, the Institute conducted 174 Training Courses as is given in Table IV. (Also refer to tables A to E given in the Appendix) :

Table IV

Sr. No	Type of Course	Number	Sponsored	Days	No. of Trainees	Trainee Days
1.	Long Duration courses- Institutional Courses	10	2	277	210	5492
2.	Short Duration Courses- HIPA	102	35	428	2058	8717
3.	Seminars/Workshops	19	0	30	575	820
4.	AETC	7	1	34	166	803
5.	DTC, Panchkula	36	0	169	1111	5384
	<b>TOTAL</b>	<b>174</b>	<b>38</b>	<b>938</b>	<b>4120</b>	<b>21216</b>

On a comparative plane, it is pointed-out that the Haryana Institute of Public Administration organized 174 Training courses during 2002-2003 as compared to 139 courses during 2001-2002 thereby showing an increase of more than 25% (refer to Table V).

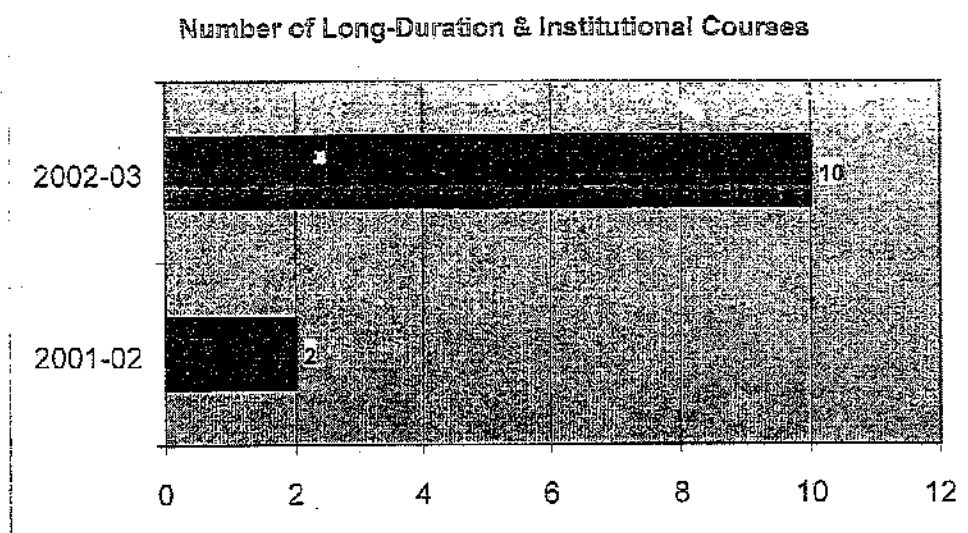
Table V



Induction courses and courses with a duration longer than a week are termed as "Long-duration Courses". The number of Long-duration Courses increased from 2 in 2001-2002 to 10 in 2002-2003 thereby showing an increase of 5 times (refer to Table VI).

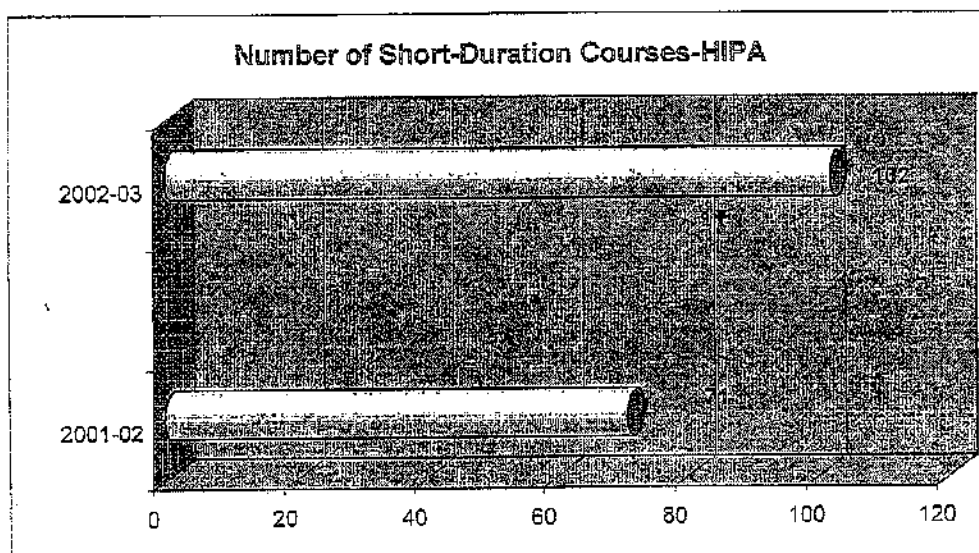


Table VI



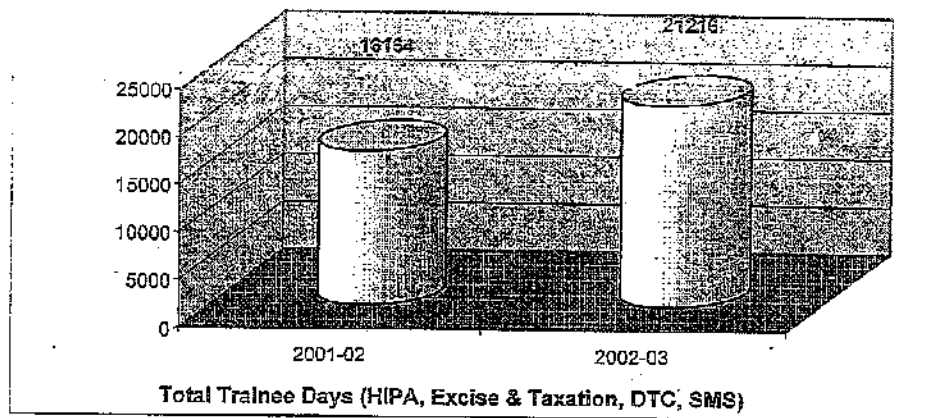
The number of Short-duration Courses organized by the Haryana Institute of Public Administration increased from 71 in 2001-2002 to 102 in 2002-2003 thereby showing an increase of 43.66% (refer to Table VII).

Table VII



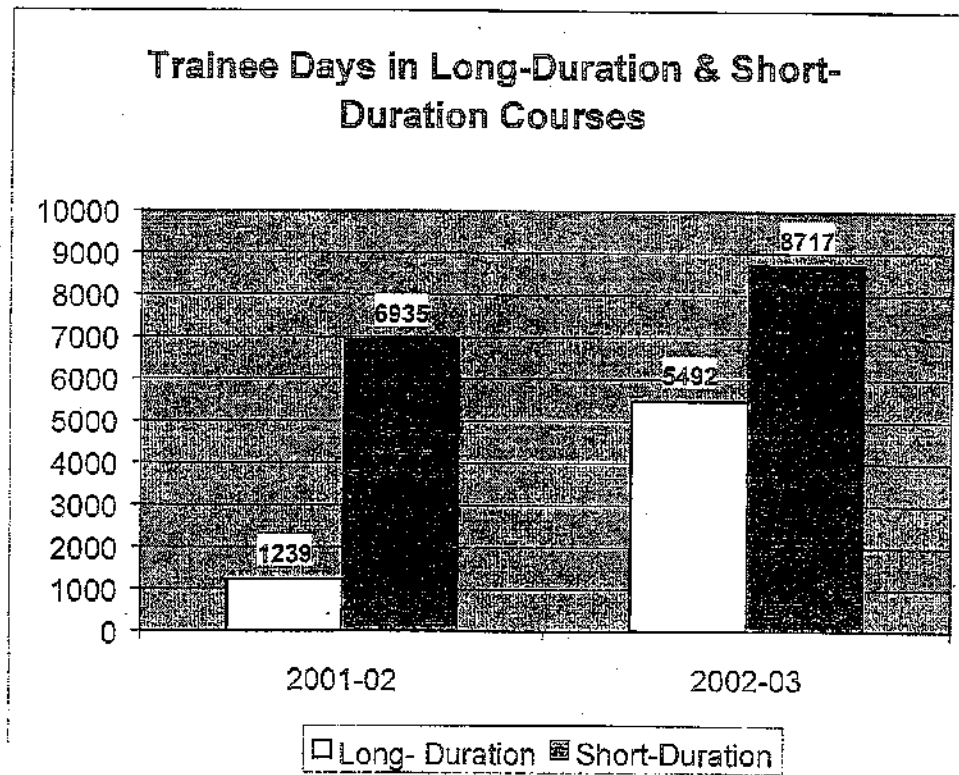
The duration of a given course multiplied by the number of Trainees who attend it, gives us the number of Trainee Days. The total number of Trainee Days increased from 16164 in 2001-2002 to 21216 in 2002-2003 thereby showing an increase of more than 30% (refer to Table VIII).

Table VIII



The total number of Trainee Days with reference to Long-duration Courses increased from 1239 in 2001-2002 to 5492 in 2002-2003 thereby showing an increase of more than 4 times. Similarly, the number of Trainee Days with reference to Short-duration Courses increased from 6935 in 2001-2002 to 8717 in 2002-2003 thereby showing an increase of more than 25% (refer to Table IX).

Table IX.



10. During the financial year 2002-2003, the Institute conducted 10 Long - duration Courses, 102 Short-duration Courses and 5 Workshops/Seminars. The Divisional Training Centre at Panchkula conducted 36 Short-duration Courses and 14 Workshops/Seminars. The Excise & Taxation Cell conducted 7 Short - duration Courses. A total of 174 training programmes were conducted through which training was imparted to 4120 officers of various organizations. Out of these 38 courses were sponsored courses. This is a distinct improvement as compared to the 139 programmes conducted during 2001-02. In the year 2002-03, several new training programmes were conducted in the areas of entrepreneurship development, urban and rural development, sociology as well as behavioural sciences.

## VII SUMMING UP

11. HIPA has consistently endeavoured to make significant, *positive contributions in upgrading and refining the knowledge, skills and attitudes of civil servants* functioning at different levels of the State government. The Institute is always striving towards building a more transparent, responsive, efficient and accountable governance system through the medium of training. We realise that training is of crucial significance in promoting good governance and HIPA will continue to strive towards encouraging initiatives and improvements in the sphere of public policy and practice.



**APPENDIX**  
**(Table A to E)**

<b>(A) LONG DURATION COURSES ORGANISED BY HIPA</b>					
<b>Sr. No.</b>	<b>Title of Course</b>	<b>Dates</b>	<b>Days</b>	<b>No. of Trainees</b>	<b>Trainee Days</b>
1	Induction Training for Asst. Town Planners	3.6.2002 to 21.6.2002	14	11	154
2	Institutional Programme for IAS Probationers (2001Batch)	17.6.2002 to 28.6.2002	9	3	27
3	Computer Package MS-Office: Operational Guidelines	22.7.2002 to 2.8.2002	10	30	300
4	Computer Package MS-Office: Operational Guidelines	2.9.2002 to 13.9.2002	10	20	200
5	Induction Training for HCS Officers	9.9.2002 to 8.10.2002	19	16	304
6	Training Programme for Newly Recruited Principals of Senior Secondary Schools	28.10.2002 to 15.11.2002	12	45	540
7	Induction Training for newly recruited ETOs/AETOs	11.11.2002 to 25.3.2004	118	23	2714
8	Induction Training for newly recruited HFS officers	18.11.2002 to 7.2.2004	54	7	378
9	Training Programme for Newly Recruited Principals of Senior Secondary Schools	16.12.2002 to 10.1. 2004	17	35	595
10	IT Orientation Course	6.1.2003 to 24.1.2004	14	20	280
<b>TOTAL</b>			<b>277</b>	<b>210</b>	<b>5492</b>

(B) SHORT DURATION COURSES ORGANISED BY HIPA						
Sr. No.	Course Title	Sponsor	Dates	Days	No. of Trainees	Trainee Days
1	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	1.4. to 3.4.2002	3	23	69
2	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	8.4. to 10.4.2002	3	35	105
3	Drought Management	HIPA	15.4. to 19.4.2002	5	28	140
4	Management of Primary Health Care	HIPA	22.4. to 24.4.2002	3	17	51
5	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	1.5. to 3.5.2002	3	16	48
6	Credit Planning for Rural Development	DOPT	6.5. to 10.5.2002	5	30	150
7	Planned Change- A Strategy for Effective Development Administration in the State.	DOPT	6.5. to 10.5.2002	5	19	95
8	Office Automation Tools	HIPA	6.5. to 10.5.2002	5	18	90
9	Earthquake Management	HIPA	6.5. to 10.5.2002	5	39	195
10	Participatory Rural Appraisal for Rural Development	DOPT	6.5. to 10.5.2002	5	14	70
11	Effective Implementation of Anti-Poverty Programmes	DOPT	20.5. to 24.5. 2002	5	36	180
12	Management Information System	HIPA	20.5. to 24.5. 2002	5	27	135
13	Flood Management	DOPT	20.5. to 24.5. 2002	5	60	300
14	Re-engineering Rural Development	HIPA	20.5. to 24.5. 2002	5	17	85
15	Administration of ITIs/VEIs and Promotion of Entrepreneurship Development	HIPA	27.5. to 31.5. 2002	5	26	130
16	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	27.5. to 29.5. 2002	3	21	63
17	Ethical Issues in Administration	DOPT	3.6. to 7.6.2002	5	29	145
18	Environmental Management	HIPA	3.6. to 7.6.2002	5	17	85
19	Wrap-up session for IAS Officers (2000 Batch)	HIPA	10.6. to 14.6.2002	5	2	10
20	Decision Support System in Project Management	DOPT	17.6. to 21.6.2002	5	19	95
21	HTML & Web Page Design	DOPT	17.6. to 21.6.2002	5	29	145

(B) SHORT DURATION COURSES ORGANISED BY HIPA (....contd.)						
Sr. No.	Course Title	Sponsor	Dates	Days	No. of Trainees	Trainee Days
22	Participatory Rural Development	DOPT	17.6. to 21.6.2002	5	21	105
23	Strengthening of Self-help groups for Effective Formulation, Implementation & Review of Initiatives under SJRY	HIPA	26.6. to 28.6.2002	3	10	30
24	Effective Municipal Services & Role of Local Bodies	DOPT	1.7. to 5.7.2002	5	10	50
25	Appraisal of Account Keeping Software	HIPA	1.7. to 5.7.2002	5	38	190
26	Re-engineering of Processes/Organisations- A case for Secondary Education	HIPA	1.7. to 5.7.2002	5	20	100
27	ACR, Incentives & Social Recognition as Instruments of Personal Motivation	HIPA	1.7. to 5.7.2002	5	9	45
28	Housing for the Poor	HIPA	8.7. to 12.7.2002	5	5	25
29	Office Automation Tools	HIPA	8.7. to 12.7.2002	5	12	60
30	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	8.7. to 10.7.2002	3	17	51
31	Finance for Non-Finance Executives	DOPT	15.7. to 19.7.2002	5	16	80
32	Community Based Disaster Management	DOPT	15.7. to 19.7.2002	5	40	200
33	Strategic Economic management Initiatives for Infrastructure Development	DOPT	15.7. to 19.7.2002	5	14	70
34	Structure and Function of Directorate & Field Relationships: Steps for Enhancing Operational Efficiency	HIPA	22.7. to 26.7.2002	5	9	45
35	Measures for improving milk-yields of cows & buffaloes	HIPA	22.7. to 26.7.2002	5	12	60
36	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	29.7. to 31.7.2002	3	23	69
37	Using the Internet & Creating Web Pages	HIPA	5.8. to 9.8.2002	5	8	40
38	Post-Disaster Management	HIPA	5.8. to 7.8.2002	3	57	171

(B) SHORT DURATION COURSES ORGANISED BY HIPA (....contd.)						
Sr. No.	Course Title	Sponsor	Dates	Days	No. of Trainees	Trainee Days
39	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	12.8. to 14.8.2002	3	18	54
40	IT Orientation Course	DOPT	19.8. to 23.8.2002	5	27	135
41	District as an effective framework for Area-based Planning	HIPA	19.8. to 23.8.2002	5	10	50
42	Role of Panchayats in Disaster Management	DOPT	19.8. to 23.8.2002	5	14	70
43	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	26.8. to 28.8.2002	3	23	69
44	Re-vitalising Co-operative Finance	HIPA	26.8. to 29.8.2002	5	18	90
45	Effective Personnel Management with special emphasis on Organisational Objectives	HIPA	2.9. to 6.9.2002	5	11	55
46	Pollution Control Strategies for Haryana	HIPA	2.9. to 6.9.2002	5	16	80
47	Making the Administration of Development Programmes more Gender-sensitive	HIPA	2.9. to 6.9.2002	5	10	50
48	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	9.9. to 11.9.2002	3	16	48
49	WTO & Agriculture in Haryana	HIPA	9.9. to 13.9.2002	5	19	95
50	Windows-2000 Network Administration	DOPT	9.9. to 13.9.2002	5	24	120
51	Urban Development through the perspectives of satellite towns, industrial townships & GEMS	HIPA	16.9. to 18.9.2002	3	7	21
52	Personnel Administration	HIPA	16.9. to 20.9.2002	5	37	185
53	Disaster Management for School Children	HIPA	16.9. to 20.9.2002	5	56	280
54	Decentralised Planning (UNDP Module)	DOPT	16.9. to 20.9.2002	5	19	95
55	Improving Municipal Finances through Reforms & Recovery	HIPA	24.9. to 27.9.2002	4	10	40
56	Capability Building in SAS Officers	HIPA	24.9. to 27.9.2002	4	10	40
57	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	25.9. to 27.9.2002	3	15	45
58	Tables & Charts through Excel	HIPA	8.10. to 11.10.2002	4	21	84

(B) SHORT DURATION COURSES ORGANISED BY HIPA (....contd.)						
Sr. No.	Course Title	Sponsor	Dates	Days	No. of Trainees	Trainee Days
59	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	9.10. to 11.10.2002	3	18	54
60	Citizen's Charter	HIPA	9.10. to 11.10.2002	3	37	111
61	Panchayati Raj as a Medium of Decentralised Planning & its Integration at the district level in the form of District Planning Committees	HIPA	9.10. to 11.10.2002	3	17	51
62	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	16.10. to 18.10.2002	3	28	84
63	Disaster Management: Role of NGOs	HIPA	22.10. to 25.10.2002	4	25	100
64	Disaster Management & Urban Planning	DOPT	28.10. to 31.10.2002	4	17	68
65	Using the Internet & Creating Web Pages	HIPA	28.10. to 31.10.2002	4	11	44
66	Role & Scope of Agro-based Industries in Haryana	DOPT	11.11. to 15.11.2002	5	15	75
67	HTML & Web Page Design	HIPA	11.11. to 15.11.2002	5	9	45
68	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	20.11. to 22.11.2002	3	13	39
69	Use of GIS/GPS in Urban Planning	HIPA	20.11. to 22.11.2002	3	10	30
70	Audit Sensitisation in Governance	DOPT	25.11. to 29.11.2002	5	26	130
71	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	2.12. to 4.12.2002	3	20	60
72	Steps Towards Good Governance: E-Governance	DOPT	2.12. to 4.12.2002	3	17	51
73	Master Plans, Area Plans, Regional Plans & their Enforcement	HIPA	9.12. to 13.12.2002	5	8	40
74	Responsive and Accountable Administration through Utilisation of Human Resources in an Organisation	HIPA	9.12. to 13.12.2002	5	24	120
75	Efficient Management of the Public Distribution System	DOPT	6.1. to 10.1.2003	5	28	140
76	Managing People for Higher Productivity	HIPA	13.1. to 17.1.2003	5	13	65



(B) SHORT DURATION COURSES ORGANISED BY HIPA (....contd.)						
Sr. No.	Course Title	Sponsor	Dates	Days	No. of Trainees	Trainee Days
77	Juvenile Justice Act 2000	Ministry of Social Justice & Empowerment, GOI	15.1. to 17.1.2003	5	33	165
78	Disaster Management: Role of Nagarpalikas	DOPT	20.1. to 22.1.2003	3	15	45
79	Capacity Building for Elected/Non-Elected Functionaries of Urban Local Bodies	HUDCO	22.1. to 24.1.2003	3	15	45
80	The Nature of the Agrarian Economy of Haryana and means of Diversification for enhancing Farm and Non-farm Incomes	HIPA	27.1. to 31.1.2003	5	14	70
81	Role of Forensic Sciences in improving Conviction rate in Criminal Cases	HIPA	27.1. to 31.1.2003	5	39	195
82	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	4.2. to 5.2.2003	2	8	16
83	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	5.2. to 7.2.2003	2	20	40
84	Database Management Tools: MS Access	HIPA	4.2. to 7.2.2003	3	5	15
85	Computer Package MS-Office: Operational Guidelines	HIPA	10.2. to 14.2.2003	4	19	76
86	Administration of ITIs/VEIs and Promotion of Entrepreneurship Development	HIPA	17.2. to 21.2.2003	5	29	145
87	Responsive & Accountable Development	DOPT	17.2. to 21.2.2003	5	15	75
88	Capacity Building for Elected/Non-Elected Functionaries of Urban Local Bodies	HUDCO	19.2. to 21.2.2003	3	13	39
89	Juvenile Justice Act 2000	Ministry of Social Justice & Empowerment, GOI	19.2. to 21.2.2003	3	41	123
90	Fire Management	HIPA	24.2. to 26.2.2003	3	19	57
91	Capacity Building for Elected/Non-Elected Functionaries of Urban Local Bodies	HUDCO	3.3. to 5.3.2003	3	8	24
92	Organisational Behaviour Geared Towards reducing Time & Cost over-runs	HIPA	3.3. to 7.3.2003	5	11	55

(B) SHORT DURATION COURSES ORGANISED BY HIPA (... contd.)						
Sr. No.	Course Title	Sponsor	Dates	Days	No. of Trainees	Trainee Days
93	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	3.3. to 5.3.2003	3	20	60
94	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	5.3. to 7.3.2003	3	21	63
95	Human Rights	DOPT	5.3. to 7.3.2003	3	16	48
96	Capacity Building for Elected/Non-Elected Functionaries of Urban Local Bodies	HUDCO	10.3. to 12.3.2003	3	20	60
97	Juvenile Justice Act 2000	Ministry of Social Justice & Empowerment, GOI	12.3. to 14.3.2003	3	23	69
98	Ethical Issues in Administration	DOPT	10.3. to 14.3.2003	5	19	95
99	Appraisal of Account-Keeping Software	HIPA	17.3. to 21.3.2003	4	28	112
100	Significance of the Informal Organisation for Commitment to Organisational Goals	HIPA	24.3. to 28.3.2003	5	14	70
101	Capacity Building for Elected/Non Elected	HUDCO	24.3. to 26.3.2003	5	14	70
102	Total Quality Management	DOPT	24.3. to 28.3.2003	5	19	95
	<b>TOTAL</b>			<b>428</b>	<b>2058</b>	<b>8717</b>

**(C) COURSES CONDUCTED BY THE DIVISIONAL TRAINING CENTRE (DTC),  
PANCHKULA**

Sr. No	Course Title	Dates	Days	No. of Trainees	Trainee Days
1	Orientation Training Programme for Supdts./Dy. Supdts. Of Haryana Civil Sectt. & F.C. Office	8.4. to 12.4.2002	5	26	130
2	Restructuring -Delaying - Pilot Project for Primary & Higher Education	16.4. to 18.4.2002	3	29	87
3	Orientation Training Programme for Supdts./Dy. Supdts.	6.5. to 10.5.2002	5	27	135
4	Orientation Training Programme for Supdts./Dy. Supdts. Of Directorates	20.5. to 24.5.2002	5	38	190
5	Duties & functions of Clerks for Sectt.	27.5. to 31.5.2002	5	33	165
6	Pension & Service Matters for Forest Department	2.6. to 6.6.2002	5	30	150
7	Orientation Training Programme for Supdts./Dy. Supdts. Of Directorates	17.6. to 21.6.2002	5	30	150
8	Restructuring -Delaying - Pilot Project for Women and Child Development Department	26.6. to 28.6.2002	3	17	51
9	Refresher course for Assistant	8.7. to 12.7.2002	5	34	170
10	Refresher course for Clerks	15.7. to 19.7.2002	5	32	160
11	Orientation Training Programme for Assistants	21.7. to 26.7.2002	5	32	160
12	Refereshner Course for Assistant of Haryana Civil Secretariat & F C Office "Service Matters"	5.8. to 9.8.2002	5	35	175
13	Duties & functions of Clerks of Haryana Civil Sectt. & FC Office	12.8. to 15.8.2002	4	28	112
14	Orientation Training Programme for Supdts./Dy. Supdts. Of HOD/Boards & Corporations	19.8. to 23.8.2002	5	37	185
15	Duties & functions of Clerks of Haryana Civil Sectt. & FC Office	26.8. to 29.8.2002	4	28	112
16	Orientation Training Programme for Assistants. Of Haryana Civil Sectt & F C Office	8.9. to 11.9.2002	4	32	128
17	Orientation Training Programme for Supdts./Dy. Supdts. Of HOD/Boards & Corporations	9.9. to 13.9.2002	5	15	75
18	Duties & functions of Clerks of Haryana Civil Sectt. & FC Office	16.9. to 20.9.2002	5	23	115

**(C) COURSES CONDUCTED BY THE DIVISIONAL TRAINING CENTRE (DTC),  
PANCHKULA (...Contd)**

Sr. No	Course Title	Dates	Days	No. of Trainees	Trainee Days
19	Orientation Training Programme for Assistants/Accountants/Senior Clerks of Fisheries Deptt. at Hisar	16.9. to 20.9.2002	5	26	130
20	Orientation Training Programme for Supdts./Dy. Supdts. Of HOD/Boards & Corporations	28.10. to 31.10.2002	4	24	96
21	Orientation Training Programme for DDOs	20.11. to 22.11.2002	3	28	84
22	Orientation Training Programme for Assistants/Accountants/Senior Clerks of Fisheries Deptt. at Hisar	25.11. to 29.11.2002	5	23	115
23	Orientation Training Programme for Assistants. Of Haryana Civil Sectt & F C Office	9.12. to 13.12.2002	5	26	130
24	Orientation Training Programme for DDOs	10.12. to 12.12.2002	3	26	78
25	Orientation Training Programme for Assistants	16.12. to 20.12.2002	5	27	135
26	Duties and Functions of Clerks	16.12. to 20.12.2002	5	57	285
27	Service and Establishment Matters	6.1. to 10.1.2004	5	56	280
28	Orientation Training Programme for DDOs working in Distt.Panchkula	15.1. to 17.1.2004	3	15	45
29	Office Management and Office Procedure	21.1. to 23.1.2004	3	28	84
30	Duties and Functions of Clerks of Haryana Civil Sectt & FC Office	27.1. to 31.1.2004	5	25	125
31	Pension, Provident Funds and Service Matters at Kaithal	4.2. to 7.2.2004	4	49	196
32	Duties and Functions of Clerks on Transport Department	4.2. to 14.2.2004	11	46	506
33	Duties and functions of Clerks	17.2. to 21.2.2004	5	35	175
34	Pension, Provident Funds and Service Matters for Forest Department	17.2. to 21.2.2004	5	10	50
35	Pension, Provident Funds and Service Matters at Yamunanagar	3.3. to 7.3.2004	5	54	270
36	Orientation Training Programme for Clerks of Haryana Civil Secretariat	24.3. to 28.3.2004	5	30	150
	<b>TOTAL</b>		<b>169</b>	<b>1111</b>	<b>5384</b>

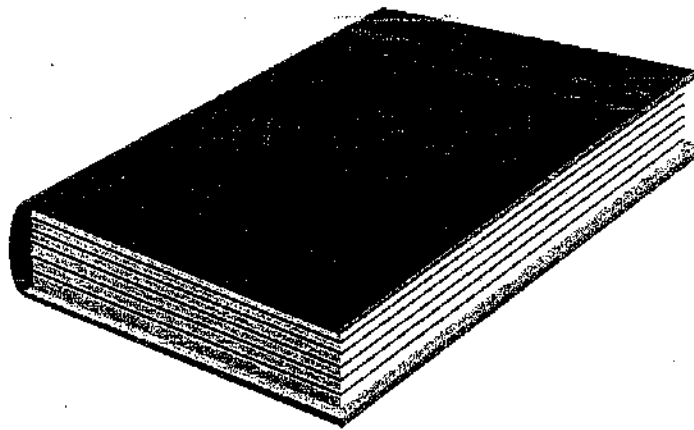
(D) EXCISE & TAXATION COURSES					
Sr. No.	Course Title	Dates	Days	No. of Trainees	Trainee Days
1	Course on VAT (UNDP MODULE)	24.9. to 28.9.2002	5	26	130
2	Course on VAT	25.11. to 28.11.2002	4	27	108
3	Course on VAT	09.12 to 13.12.2002	5	20	100
4	Course on VAT	16.12. to 20.12.2002	5	26	130
5	Course on VAT	20.1. to 24.01.2003	5	19	95
6	Course on VAT	17.02 to 21.02.2003	5	25	125
7	Course on VAT	10.03 to 14.03.2003	5	23	115
	<b>TOTAL</b>		<b>34</b>	<b>166</b>	<b>803</b>

(E) SEMINARS & WORKSHOPS CONDUCTED DURING 2002-03					
Sr. No.	Course Title	Dates	Days	No. of Trainees	Trainee Days
1	Restructuring -Delaying - Pilot Project for Ind. Trg. Voc. Education	02.04. to 03.04.2002	2	19	38
2	Restructuring -Delaying - Pilot Project for Secondary Education	02.05 to 03.05. 2002	2	28	56
3	Restructuring -Delaying - Pilot Project for Secondary Education	16.05 to 17.05.2002	2	29	58
4	Workshop on Recovery of Co-operative Loans	06.06 to 07.06.2002	2	12	24
5	Workshop on O & M	26.06 to 27.06.2002	2	24	48
6	Welfare scheme for Government Employees	16.07.2002	1	11	11
7	Welfare scheme for Govt. Employees	20.10.2002	1	29	29
8	Duties & functions of Clerks for Law & Legistraative Deptt.	26.10 to 27.10.2002	2	16	32
9	Workshop on "Preparation of Receipt of Expenditure & Budget Estimates"	07.11.2002	1	37	37
10	Workshop on "Income Tax Matters"	21.11.2002	1	53	53
11	Workshop on "Income Tax Matters"	03.01.2003	1	39	39
12	Workshop on O & M	13.01 to 14.01.2003	2	20	40
13	Workshop on "Group Insurance Scheme"	29.01 to 30.01.2003	2	27	54
14	Negotiation Skills	10.02 to 11.02.2003	2	17	34
15	Legal Issues in Urban Development	13.02 to 14.02.2003	2	8	16
16	Disciplinary Proceeding under P&A Rules	13.02 to 14.02.2003	2	45	90
17	Workshop on "Record Management and Record Retention Schedule"	12.03.2003	1	25	25
18	Workshop on "Conduct Rules and allied Matters" for Employees of the Forest Department	13.03.2003	1	83	83
19	Workshop on "Conduct Rules and allied Matters" for the employees of Forest Department	15.03.2003	1	53	53
	<b>TOTAL</b>		<b>30</b>	<b>575</b>	<b>820</b>



**AN INSTITUTE OF EXCELLENCE**

**ANNUAL REPORT**  
**OF**  
**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**  
**2003 - 2004**



**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**  
**GURGAON**

**PHONE: 2340690, 2340691 FAX: 2348452**

**Web site: <http://hipa.nic.in>**

# **ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION 2003-2004**

## **I OBJECTIVES**

1. The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act. 1860. The core objective of the Institute is to *improve the administrative ability and competence of the officers of the State in order to enhance overall administrative efficacy of the State and its responsiveness to the needs of the public.* In this regard, the institute undertakes the following activities:-
  - a) Courses for new entrants to the All India Services, Haryana Civil Service, Tehsildars and various allied services of the State Government.
  - b) In-service refresher courses for officers of the State Government.
  - c) In-service training related to the theory and practice of public administration to IAS officers of the Haryana cadre and officers of HCS.
  - d) Undertake, promote and co-ordinate research, case studies and training in the fields of Public Administration and Management either on its own or in collaboration with other agencies including Universities and training institutions of the Government of India as well as the State Government.
  - e) Undertake publication of newsletter and research papers.
  - f) Participate in the organization of conferences, seminars and workshops on specialized areas of Public Administration.

## **II ORGANISATIONAL SET-UP**

2. The Haryana Institute of Public Administration is the apex administrative training Institute of the State funded mainly by the Government of Haryana. The Chief Minister of the State heads the Governing Body. A managing committee called the Executive Council, headed by the Chief Secretary of the Government, oversees the critical activities of the Institute.



The Principal Training and Administrative Officer of the Institute is the Director General who is directly responsible for the efficient management of the Institute and the pursuit of its avowed objectives in relation to training of officers, action research in Public Administration, appraisal of Government policies and programmes as well as advocacy of best practices in governance.

### III MANAGEMENT OF TRAINING AND ADMINISTRATION

3. During the period under review, Dr. H.S. Anand, IAS, was the principal Training & Administrative Officer of the Institute. The key officers assisting the Director General with regard to administration during the financial year 2003-2004 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1	Dr. H.S. Anand, IAS, Director General	1.4.2003	31.3.2004
2	Sh. R.K. Singh Executive Director	18.6.03	31.3.2004
3.	Sh. Ashok Bhardwaj, Administrative Officer	1.4.2003	31.3.2004
4.	Sh.P.C. Walecha, Supdt.-cum- Administrative Officer (Addl.Charge)	25.4.03	25.7.2003
5	Sh. Mukesh Kumar,HCS, Administrative Officer	9.10.03	27.2.2004
6	Sh. Bir Singh Kaliramna,HCS, Administrative Officer	9.3.2004	31.3.2004
7	Sh.Ashok Bhardwaj (ADO) Chief Accounts Officer (Addl.Charge)	1.4.2003	24.4.2003
8	Sh. P.C.Walecha, Supdt.-cum- Administrative Officer –cum-Chief Accounts Officer	25..4.03	25.7.2003
9	Sh.V.P.Asija, Chief Accounts Officer	22.9.2003	31.3.2004

### IV ACADEMIC FACULTY

4. During the year (2003-2004) under review, the Institute had 3 Professors, 3 Associate Professors and 9 Assistant Professors on its academic faculty. This faculty provided inputs in the following specialized areas of administration:

1. General Public Administration
2. Behavioural Sciences
3. Economics and Development Planning
4. Financial Management
5. Sociology and Social Development
6. Disaster Management
7. Information Technology
8. Urban Development (HUDCO Chair)

### **APPOINTMENT OF FACULTY MEMBERS**

5. The status-position with regard to the teaching faculty of the Institute is given below:

Sr. No	Name of the Faculty	From	To
1.	Dr. T.Duhan, Professor Of Financial Management	1.4.2003	31.3.2004
2	Dr. J.George, Professor Economics & Development Planning	1.4.2003	31.3.2004
3.	Sh.M.R.Kulkarni, Professor HUDCO Chair	1.4.2003	31.3.2004
4	Sh. Baij Nath, System Expert	1.4.2003	31.3.2004
5	Dr. Suresh Misra, Associate Professor of Public Administration	1.4.2003	31.3.2004
6	Dr. Abhay Shrivastava Associate Professor of Disaster Management	1.4.2003	31.3.2004
7	Sh. R.K.Gulati Assistant Professor (C)	1.4.2003	31.3.2004
8	Mrs. Aarti Dudeja, Assistant Professor (PA)	1.4.2003	31.3.2004
9	Ms. Manveen Kaur, Assistant Professor (RD)	1.4.2003	31.3.2004
10	Ms.Divya Jyoti Assistant Professor (MIS)	1.4.2003	31.3.2004
11	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	1.4.2003	31.3.2004
12	Dr.Rekha Shrivastava, Assistant Professor (S)	1.4.2003	31.3.2004

13	Ms. Vandita Dar, Assistant Professor (General)	1.4.2003	14.2.2004
14	Dr. Rajvir Dhaka, Assistant Professor (PE)	1.4.2003	31.3.2004
15	Dr. Bhuwan Kumar Assistant Professor (D.M. )	1.4.2003	31.3.2004
16	Sh. H.M.L. Miglani Addl. E.T.C.	1.4.2003	31.3.2004
17	Sh.Ram Saran, Principal (DTC, Panchkula)	9.6.2003	31.3.2004

## V FINANCIAL RESOURCES

6. The financial resources available to HIPA during the year 2003-04 are listed belows in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Source	Amount
1	Non Plan Funds	2,20,00,000
2	Plan Funds	50,00,000
3	Natural Disaster Management	10,00,000
4	Govt. of India Course Account	8.82,000
5	UNDP Project	4.94,000
6	Training Courses Fee HIPA	7.49,000
7	DTC Panchkula	79,000
8	HUDCO	4,65,000
	<b>Total</b>	<b>306,69,000</b>

## VI TRAINING ACTIVITIES

7. HIPA organises specialised as well as generic training programmes for Class I and Class II officers of the State as well as the Central Government. These training programmes include service-entry training in the form of foundation courses as well as in-service training programmes of short and long-term duration. In addition to this, HIPA also organises courses for secretarial and ministerial staff through the Divisional Training Centre, Panchkula and Secretariat Management School, Gurgaon. HIPA also has a specialised training centre catering to the training of Excise and Taxation Officers of the Government of Haryana.

8. Further, HIPA has instituted a Chair on Urban Development in collaboration with the Human Settlement Management Institute (HSMI) under the aegis of the Housing and Urban Development Corporation (HUDCO).
9. During the period 1.4.2003 to 31.3.2004, the Institute conducted 251 Training Courses (as given in Table IV below).

Table IV

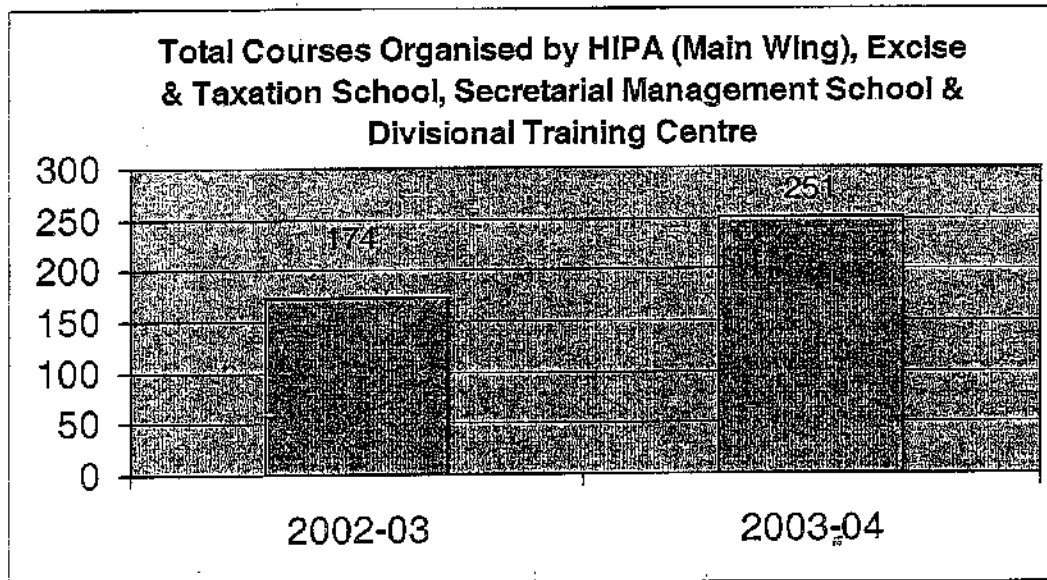
Training Courses, Trainees and Training Days						
Sr. NO	Type of Courses	Number	Sponsored	Days	No. Of Trainees	Trainee Days
1	Long Duration Courses including Induction Courses	11	0	130	155	1909
2	Short Duration Courses - HIPA	149	35	612	2926	12182
3	Seminars/Workshops	12	4	18	254	360
4	Excise and Taxation School	12	1	51	233	969
5	Secretarial Management School, Gurgaon	3	0	5	179	257
6	Divisional Training Centre, Panchkula	64	0	262	1643	7078
	Total	251	40	1078	5390	22755

For details of different types of courses, please refer to table A to F at the end of the Annual Report.

10. On a comparative plane, it is pointed-out that the Haryana Institute of Public Administration organized 251 Training courses during 2003-2004

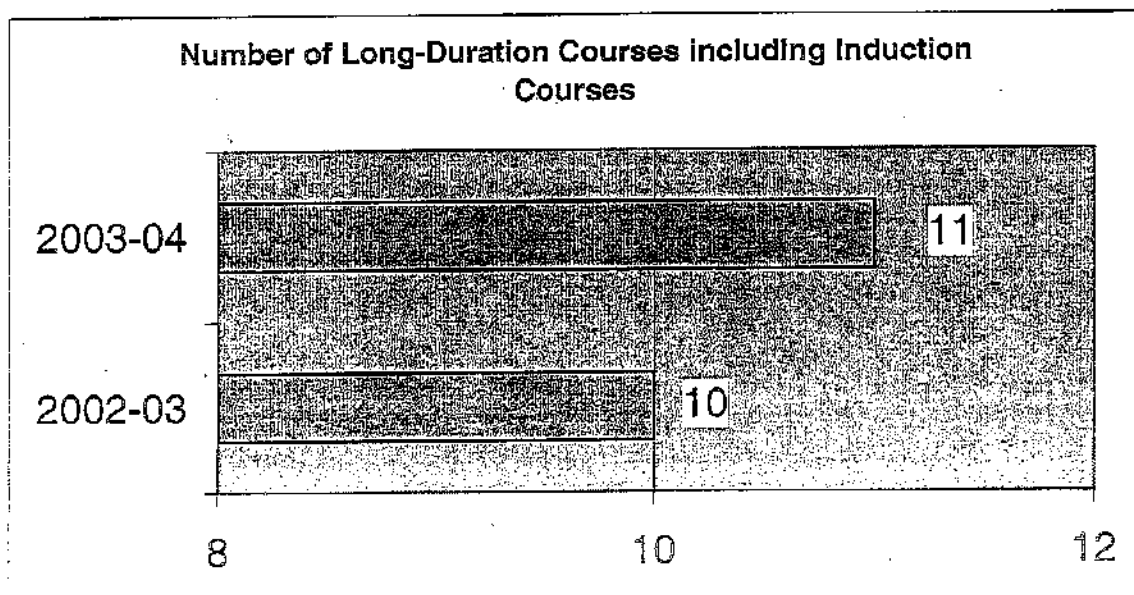
as compared to 174 courses during 2002-2003 thereby showing an increase of more than 69.32% (refer to Table V).

Table V



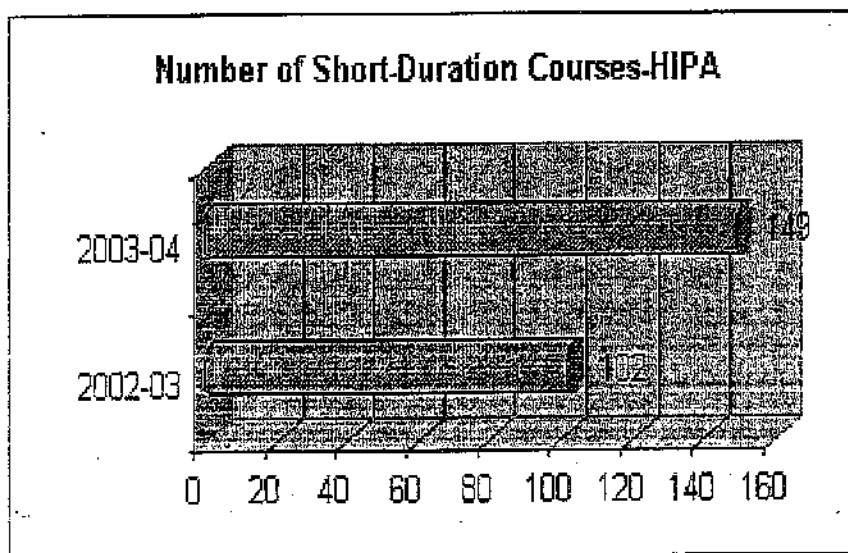
11. Induction Courses and courses with a duration longer than 5 days are termed as "Long-duration Courses." The number of Long-duration Courses increased from 10 in 2002-2003 to 11 in 2003-2004 thereby showing an enhancement of 10% (refer to table VI).

Table VI



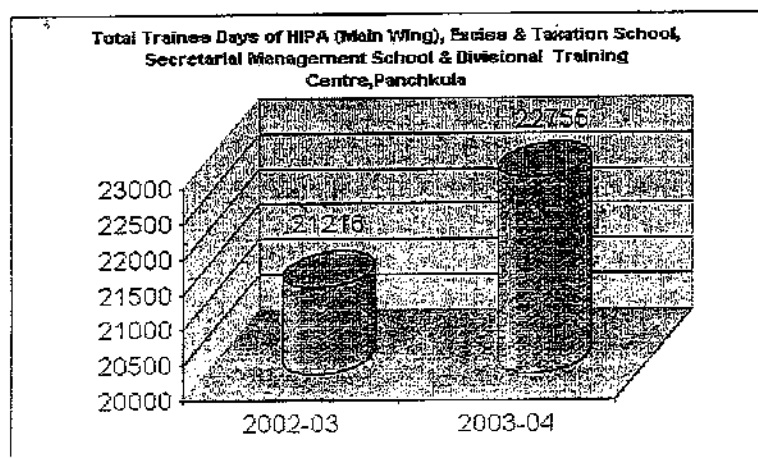
12. Courses held for a period less than 5 days are Short Duration Courses. The number of Short-duration Courses organized by the Haryana Institute of Public Administration increased from 102 in 2002-2003 to 149 in 2003-2004 registering an upward trend of 46.07% (refer to Table VII).

Table VII



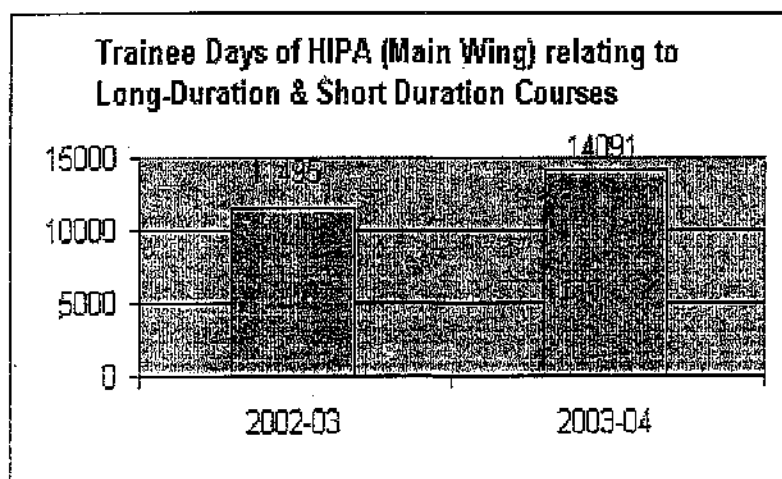
13. The duration of a given course multiplied by the number of Trainees who attend it, gives us the number of Trainee Days. The total number of Trainee Days increased from 21216 in 2002-2003 to 22755 in 2003-2004 thereby showing a rise of 7.25% (refer to table VIII)

Table VIII



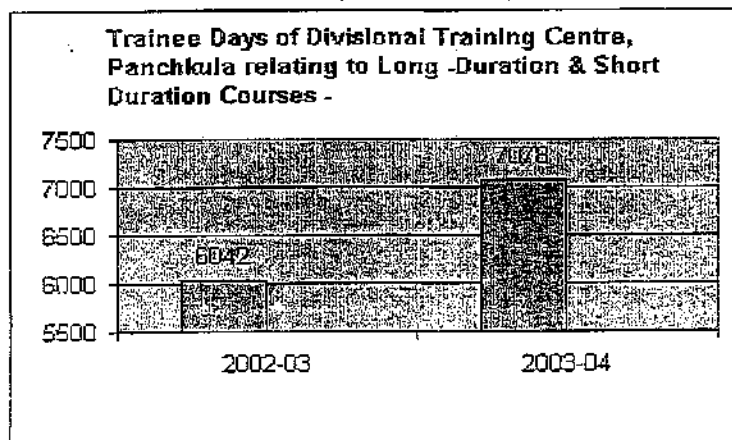
14. The total number of Trainee Days during which training was conducted by HIPA (Main Wing) with reference to Long-duration Courses and Short-duration was 11495 days in 2002-2003 and 14091 days in 2003-2004 thereby showing an increase of more than 22.58% (refer to Table IX).

Table IX



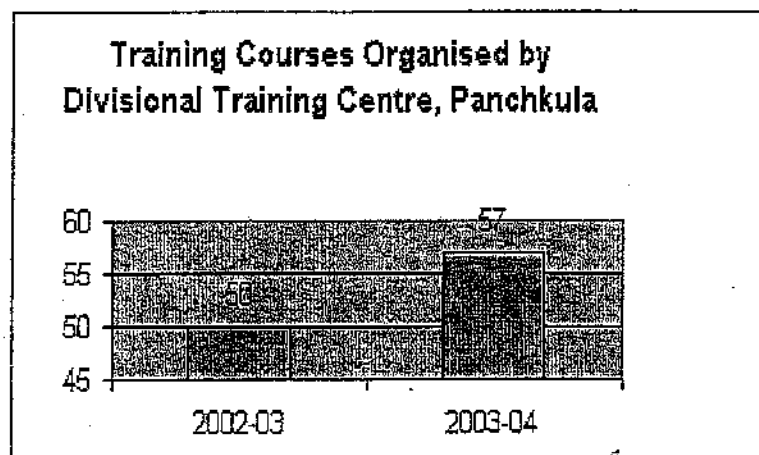
15. The Trainee Days of the Divisional Training Centre, Panchkula increased from 6042 days in 2002-03 to 7078 days in 2003-04 thereby showing an upward movement of 17.14%. The Secretarial Staff at the State Headquarters at Chandigarh has substantially improved its administrative skills through these courses (refer to Table X).

Table X



16. The numbers of Training Courses organized by the Divisional Training Centre, Panchkula increased from 50 courses in 2002-03 to 57 courses in 2003-04 thereby showing an upward curve of 14% (refer to Table XI).

Table XI



17. During the financial year 2003-2004, the Institute conducted 11 long duration courses, 149 short duration courses and 12 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 57 short duration courses and 7 seminars/workshops. The Excise & Taxation School conducted 11 short duration courses and 1 workshop/seminar. The Secretarial Management School, Gurgaon conducted 1 short duration course and 2 seminars/ workshops. A total of 251 Training Courses were conducted during 2003-04 through which training was imparted to 5390 officers of various Govt. Departments organizations. Out of these, 40 courses were sponsored courses. In this manner, there has been an all-round improvement in the training activities conducted by HIPA.
18. In the year 2003-04, several new training programmes were conducted in the spheres of entrepreneurship development, urban and rural development, sociology as well as behavioural sciences.

#### **VIII SUMMING UP**

19. HIPA has consistently endeavored to make significant positive contributions for upgrading and refining the knowledge, skills and attitudes of civil



servants functioning at different levels of the State Government. The Institute is always striving forward towards building a more *transparent, responsive, efficient and accountable governance system through the medium of training*. We realise that the State Government attaches considerable importance to training and hence, HIPA will continue to promote initiatives and improvements in the space of public policy and practice.

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**APPENDIX**  
(Table A to F)  
**(A) LONG DURATION COURSES ORGANISED BY HIPA (Main Wing)**

Sr.No	Course Title	Type	Dates	Trainees	Duration	Trainee Days
1	Induction Training Course for IAS Officers (Phase II)	HIPA	June 02-11 2003	3	7	21
2	Induction Training for newly recruited District Food & Supplies Officers	HIPA	June 02-July 11 2003	8	29	232
3	Computer Package MS-Office: Operational Guidelines	HIPA	June 30-July 11 2003	13	10	130
4	Induction Training Course for IAS Officers (2002 Batch)- Phase I	HIPA	July 01-11 2003	2	7	14
5	Computer Package MS-Office 200 XP-Operational Guidelines	HIPA	Sep 08-19 2003	15	10	150
6	IT Orientation Course- Level II	HIPA	Oct 20-31 2003	14	10	140
7	Office Automation Tools	HIPA	Dec 15-24 2003	15	8	120
8	Induction Training for HCS/Tehsildars	HIPA	Jan 08-Feb 05 2004	28	19	532
9	Office Automation Tools	HIPA	Jan 12-23 2004	12	10	120
10	IT Orientation Course- Level II	HIPA	March 01-12, 2004	31	10	310
11	Computer Package MS-Office:Operational Guide	HIPA	March 15-26 2004	14	10	140
<b>TOTAL</b>				<b>155</b>	<b>130</b>	<b>1909</b>

Note: Any course longer than 5 days is deemed to be a long duration course.

**(B) SHORT DURATION COURSES ORGANISED BY HIPA (Main Wing)**

Sr. No.	Course Title	Type	Dates	Trainees	Duration	Trainee Days
1	Urban Transport Systems & Management -- Delhi & NCR Models	HIPA	Apr 07-09 2003	8	3	24
2	Devolution of Administrative and Financial Powers and Functions at the local level and their Effective Monitoring through subject-specific Departments at the State level	HIPA	Apr 21-23 2003	12	3	36
3	Building Accountability in Administration	HIPA Sponsored	Apr 21-25 2003	24	5	120
4	Capability Building in SAS Officers	HIPA	Apr 21-25 2003	19	5	95
5	Drought Management: Preparedness & Mitigation	HIPA	Apr 28-30 2003	42	3	126
6	Social security for workers with special emphasis on innovative strategies for covering the Informal Sector	HIPA	Apr 28-May 02 2003	21	5	105
7	Using the Internet & Creating Web Pages	HIPA	Apr 28-May 02 2003	20	5	100
8	Good Governance: Putting people at the Centre Stage of Development with special emphasis on Citizen's Charter	HIPA Sponsored	Apr 28-May 02 2003	19	5	95
9	Entrepreneurship Development as an instrument of Haryana's progress	HIPA	May 05-07 2003	10	3	30
10	Integrated Development of Small and Medium Towns (IDSMT)	HIPA	May 05-08 2003	14	4	56
11	Management Information System using MS-Access	HIPA	May 05-09 2003	16	5	80
12	The Nature of the Agrarian Economy of Haryana and means of Diversification for enhancing Farm and Non-farm Incomes	HIPA	May 05-09 2003	14	5	70
13	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	May 12-14 2003	19	3	57
14	Policy frame-work and Implications of WTO for Industrial Development in Haryana	HIPA	May 12-16 2003	18	5	90
15	Administration of ITIs/VEIs and Promotion of Entrepreneurship Development	HIPA	May 12-16 2003	29	5	145
16	Team-building and Motivational Techniques for achievements of Organizational Goals	HIPA	May 19-23 2003	19	5	95
17	Personnel Management- Subtle Combination of X & Y Approaches	HIPA	May 19-23 2003	17	5	85
18	Measures for improving Milk-yields of Cows and Buffaloes and Co-operative collection-cum-marketing of milk	HIPA	May 19-23 2003	13	5	65
19	Tackling critical issues in the sphere of Juvenile Delinquency	HIPA	May 19-23 2003	23	5	115
20	Flood Management: Preparedness & Mitigation	HIPA	May 19-23 2003	54	5	270
21	Upgrading ITI courses in consonance with improvement in intermediate technology, and developing a sound interface with industry	HIPA	May 26-28 2003	21	3	63
22	Re-vitalising Co-operative Finance	HIPA	May 26-30 2003	19	5	95

23	Operational Guidelines for using Pay Roll and Personal Information System (PIS)	HIPA	May 28-30 2003	24	3	72
24	Web Content Design- DHTML, UML	HIPA Sponsored	June 02-06 2003	34	5	170
25	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	June 04-06 2003	18	3	54
26	Computer Training for Judicial Officers	HIPA	June 09-13 2003	16	5	80
27	Earthquake Management	HIPA Sponsored	June 09-13 2003	41	5	205
28	Induction Training for newly recruited Govt. College Lecturers	HIPA Sponsored	June 16-20 2003	27	5	135
29	Computer Training for Judicial Officers	HIPA	June 16-20 2003	22	5	110
30	Continuous Quality Improvement (DTC Panchkula)	HIPA	June 23-25 2003	47	3	141
31	Computer Training for Judicial Officers	HIPA	June 23-27 2003	18	5	90
32	Industrial Promotion with special Emphasis on FDI & Exports	HIPA	June 23-27 2003	17	5	85
33	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	June 25-27 2003	24	3	72
34	Induction Training for newly recruited Govt. College Lecturers	HIPA Sponsored	June 30-July 04 2003	44	5	220
35	Effective Implementation of Anti-Poverty Programmes	HIPA	June 30-July 04 2003	10	5	50
36	Legal & Administrative Aspects of Encroachments, Slums, Unauthorised Growth & Constructions	HIPA	June 30-July 04 2003	12	5	60
37	Computer Training for Judicial Officers	HIPA	July 01-05 2003	21	5	105
38	Induction Training for newly recruited Govt. College Lecturers	HIPA Sponsored	July 07-11 2003	39	5	195
39	Community Based Disaster Management	HIPA Sponsored	July 14-18 2003	63	5	315
40	Induction Training for newly recruited Govt. College Lecturers	HIPA Sponsored	July 14-18 2003	40	5	200
41	Welfare of Scheduled Castes and Other Backward Classes- An Innovative Approach	HIPA	July 21-25 2003	44	5	220
42	Public-Private Partnership in the Development & Maintenance of Roads	HIPA	July 28-30 2003	10	3	30
43	Web-Surfing, Searching & Page Ranking	HIPA Sponsored	July 28-30 2003	16	3	48
44	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	July 28-30 2003	20	3	60

45	Workshop on Citizen's Charter	HIPA	July 28-30 2003	45	3	135
46	Strengthening of Self-Help Groups for Effective Formulation, Implementation & Review of Initiatives under the Grameen Swaran Jayanti Rozgar Yojana	HIPA	Aug 04-06 2003	17	3	51
47	New Concepts in Urban Infrastructure Development- BOT, BOOT, BOLT, BOO etc	HIPA	Aug 04-06 2003	10	3	30
48	Finance for Non-Finance Executives	HIPA Sponsored	Aug 04-08 2003	14	5	70
49	Disaster Management (Preparedness & Mitigation) : Role of Nagarpalika	HIPA Sponsored	Aug 06-08 2003	27	3	81
50	Changing the Face of Rural Haryana by Capacity Building of Farmers through KVKs	HIPA	Aug 11-13 2003	12	3	36
51	Micro-Business Development & Advisory Services for Entrepreneurship Development	HIPA	Aug 12-14 2003	6	3	18
52	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	Aug 12-14 2003	18	3	54
53	Participatory Rural Development	HIPA	Aug 18-22,2003	8	5	40
54	Empowerment of Women as an instrument for accelerating the place Change	HIPA	Aug 20-22,2003	32	3	96
55	Post-Disaster Management	HIPA	Aug 20-22,2003	25	3	75
56	Improving the Quality of 10+2 Education with special emphasis on enrolment in prestigious Professional institutions	HIPA	Aug. 25-27	32	3	96
57	Macro Media 8.5: Tool for Presentation	HIPA	Aug. 25-29,2003	15	5	75
58	Total Quality Management	HIPA Sponsored	Aug.25-29,2003	21	5	105
59	It Orientation Course - Level I	HIPA	Aug.25-29,2003	19	5	95
60	Human Rights	HIPA Sponsored	Sept 08-10,2003	16	3	48
61	Maintaining the Ecological Balance for Sustainable Development: Afforestation & Anti-pollution Strategies	HIPA	Sept 08-12,2003	12	5	60
62	Disaster Management (Preparedness & Mitigation): Role of Panchayats	HIPA Sponsored	Sept.08-12,2003	19	5	95
63	Protection and Scientific Management of Village common lands including ponds	HIPA	Sept.1-3,2003	10	3	30
64	Performance Appraisal	HIPA Sponsored	Sept.1-5,2003	26	5	130
65	Women & child health with special emphasis on malnutrition and adolescent girls	HIPA	Sept. 15-19,2003	28	5	140
66	Audit Sensitization in Governance	HIPA Sponsored	Sept. 15-19,2003	30	5	150
67	Manging Stress for enhancing commitment and efficiency	HIPA	Sept. 15-19,2003	14	5	70

68	Object Oriented Programming	HIPA	Sept. 15-19, 2003	17	5	85
69	Man-power planning & Improved Design of Vocational Education	HIPA	Sept. 15-17, 2003	10	3	30
70	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	Sept 22-24 2003	16	3	48
71	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	Oct 06-08 2003	22	3	66
72	Social Forestry, Botanical parks and allied measures for improving the environment of urban and rural habitats	HIPA	Oct 06-08 2003	4	3	12
73	Operational Guidelines for using Pay Roll and Personal Information System (PIS)	HIPA	Oct 06-08 2003	9	3	27
74	Child Rights and National Initiative for Child Protection-cum-Juvenile Delinquency	HIPA	Oct 07-09 2003	30	3	90
75	Managing Change In an Organisation	HIPA	Oct 13-17 2003	11	5	55
76	Community participatory approach to family welfare with special emphasis on neutralising the bias in favour of the male child	HIPA	Oct 13-17 2003	17	5	85
77	Role of alternative energy sources in meeting the energy-gap of Haryana with special reference to rural areas	HIPA	Oct 13-17 2003	10	5	50
78	Credit Planning for Rural Development	HIPA	Oct 20-24 2003	45	5	225
79	Disaster Management for School Children	HIPA	Oct 20-24 2003	45	5	225
80	Database Management Tool-MS Access (2 batches)	HIPA	Oct 20-24 2003	19	5	95
81	'Sarkar Apke Dwar'- Effective Redressal of Public Grievances at the District Level	HIPA	Oct 27-29 2003	16	3	48
82	Man-power Planning & Market Surveys	HIPA	Oct 27-31 2003	10	5	50
83	Disaster Management (Preparedness & Mitigation): Role of NGOs	HIPA	Nov. 03-07, 2003	18	5	90
84	Management Information System using MS-Access	HIPA	Nov. 03-07, 2003	15	5	75
85	Prevention and Control of Drug Abuse	HIPA	Nov. 10-14, 2003	28	5	140
86	Improving Sucrose content and yield per hectare of Sugar-cane and Scientific Management of Haryana's Sugar mills	HIPA	Nov. 10-14, 2003	8	5	40
87	Disaster Management & Urban Planning	HIPA Sponsored	Nov. 10-12, 2003	22	3	66
88	Office Automation Tools	HIPA	Nov. 10-14, 2003	18	5	90
89	Grievance Redressal System in Haryana- District, Divisional & State Levels	HIPA Sponsored	Nov 17-21 2003	15	5	75
90	Pollution Control Strategies for Haryana	HIPA	Nov 17-21 2003	6	5	30
91	Imperative of Project Implementation and Monitoring	HIPA	Nov 17-21 2003	5	5	25
92	Negotiation Skills	HIPA Sponsored	Nov 17-21 2003	27	5	135

93	Effective and timely resolution of industrial disputes and promotion of Lok Adalats	HIPA	Nov 27-29, 2003	21	3	63
94	Innovations in Administration for improving Delivery of services to the public	HIPA Sponsored	Dec 01-05 2003	18	5	90
95	Information and Communication Technology (ICT): Role in Governance	HIPA Sponsored	Dec 01-03 2003	22	3	66
96	Re-organizing employment exchanges for certification-cum-placement services and provision of micro-business inputs for promotion of self-employment	HIPA	Dec 2-4, 2003	10	3	30
97	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	Dec 03-05 2003	13	5	65
98	Improvement in Productivity & Quality through Dynamic Leadership	HIPA	Dec 03-05 2003	9	3	27
99	Fostering a Scientific Temper with special emphasis on Bio-technology	HIPA	Dec 08-10 2003	16	3	48
100	Fire Management for District Administration	HIPA	Dec 08-12 2003	13	5	65
101	Juvenile Justice Act 2000	HIPA	Dec 10-12 2003	24	3	72
102	Rural and Urban Water supply schemes-sources of Water, Purification, Storage and Distribution	HIPA	Dec 10-12 2003	12	3	36
103	Eliminating Child Labour in dangerous and hazardous industries as well as traces of bonded labour	HIPA	Dec 10-12 2003	8	3	24
104	Client Server System	HIPA	Dec 15-19 2003	11	5	55
105	Improving the Quality of Work: Minimum wages Working Conditions & Occupational health-cum safety of the NHS of UK	HIPA	Dec 15-19 2003	7	5	35
106	Water-shed Farming and Public Participation in Management of Water Resources	HIPA	Dec 17-19 2003	8	3	24
107	Extension Methodologies for handling the scourge of Water Logging and Salinity	HIPA	Dec 22-24 2003	7	3	21
108	Approach to the 10th Five Year Plan and Haryana's Plan Strategies	HIPA	Dec 22-24 2003	15	3	45
109	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	Dec 30- Jan 01 2004	14	3	42
110	Steps for improving the quality of Technical Education in Haryana with special emphasis on fostering a spirit of innovation	HIPA	Jan 07-09 2004	13	3	39
111	Workshop on Citizen's Charter	HIPA	Jan 07-09 2004	18	3	54
112	Re-defining Gender in the context of the falling sex-ratio of Haryana	HIPA Sponsored	Jan 12-14 2004	38	3	114
113	Participatory Rural Development	HIPA Sponsored	Jan 12-16 2004	16	5	80
114	Inter-district Epidemiological profile for effective health planning with special emphasis on Occupation-related Diseases and chronic diseases	HIPA	Jan 12-16 2004	7	5	35

115	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Gurgaon Districts) at Gurgaon	HIPA Sponsored	Jan 19-21 2004	19	3	57
116	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Rewari Districts)	HIPA Sponsored	Jan 22-24 2004	15	3	45
117	Ethical Issues in Administration	HIPA	Jan 19-23 2004	18	5	90
118	Disaster Management (Preparedness & Mitigation) and Urban Planning	HIPA Sponsored	Jan 19-23 2004	22	5	110
119	Windows-NT System Administration	HIPA	Jan 19-23 2004	11	5	55
120	WTO and Agriculture in Haryana	HIPA	Jan 27-30 2004	14	4	56
121	Organisational Behaviour geared towards reducing Time & Cost Over-runs	HIPA	Jan 27-30 2004	16	4	64
122	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Faridabad District) at Faridabad	HIPA Sponsored	Jan 28-30 2004	11	3	33
123	Role of Forensic Sciences in Improving the Conviction Rate in Criminal Cases	HIPA	Feb 02-06 2004	45	5	225
124	Appraisal of Account keeping Software	HIPA	Feb.03-05,2004	9	3	27
125	Communication & Presentation Skills	HIPA	Feb 09-11 2004	9	3	27
126	Personnel Administration and Efficient conduct of Disciplinary proceedings	HIPA	Feb 09-13 2004	14	5	70
127	IT Orientation Course- Level I	HIPA	Feb 09-13 2004	14	5	70
128	Environment Management	HIPA Sponsored	Feb 09-13 2004	14	5	70
129	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Panchkula & Ambala District) at Panchkula	HIPA Sponsored	Feb 10-12 2004	7	3	21
130	Workshop on Citizen's Charter	HIPA	Feb 18-20 2004	37	3	111
131	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	HIPA	Feb 23-25 2004	20	3	60
132	Human Rights	HIPA Sponsored	Feb 23-27 2004	41	5	205
133	Administration of ITIs/VEIs and Promotion of Entrepreneurship Development	HIPA	Feb 23-27 2004	21	5	105
134	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Kurukshetra & Y.Nagar District) at Kurukshetra	HIPA Sponsored	Feb.24-26,2004	37	3	111
135	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	Feb.,25-27,2004	21	3	63
136	Arbitration as an effective mediyum for settlement of disputes	HIPA	March 01-05,2004	17	5	85
137	Development and Management of Small & Medium Towns:Role of Urban Local Bodies	HIPA	March 03-05,2004	6	3	18



138	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Karnal & Panipat Districts) at Karnal	HIPA Sponsored	March 08-10, 2004	27	3	81
139	Database Management Tools: MS- Access	HIPA	March 08-12, 2004	4	5	20
140	A dynamic approach to the Implementation and concurrent evaluation of the Sarva Shiksha Abhiyan with a special component on pre-school education	HIPA	March 08-12, 2004	18	5	90
141	Prison Management	HIPA	Mar 15-19 2004	28	5	140
142	Basic Operational Guidelines of MS Word and MS Excel	HIPA	Mar 15-19 2004	8	5	40
143	Efficient Handling of Personnel related Legal Cases	HIPA	Mar 15-19 2004	12	5	60
144	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Sonapat District) at Sonapat	HIPA Sponsored	Mar 16-18 2004	23	3	69
145	Child Psychology & Child Welfare	HIPA	Mar 17-19 2004	28	3	84
146	Efficient Management of Public Distribution Syst	HIPA	Mar 22-26 2004	15	5	75
147	Vulnerability & Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	HIPA	Mar 22-24 2004	14	3	42
148	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Rohtak and Jhajjar Distt. At Rohtak	HIPA Sponsored	Mar 23-25 2004	28	3	84
149	Framing of Global/National Tenders, formulation of agreement and performance-cum-quality-guarantees	HIPA	Mar 29-31 2004	6	3	18
<b>TOTAL</b>				<b>2926</b>	<b>612</b>	<b>12182</b>

Note: A Short course is deemed to be of 3 to 5 days duration.

**(C) SEMINARS/ WORKSHOPS ORGANISED BY HIPA (Main Wing)**

Sr. No.	Course Title	Type	Dates	Trainees	Duration	Trainee Days
1	Workshop on Citizen's Charter	HIPA Sponsored	Sept. 15,2003	31	1	31
2	Workshop on Citizen's Charter	HIPA Sponsored	Sept. 16,2003	26	1	26
3	Workshop on Citizen's Charter	HIPA Sponsored	Sept. 17,2003	12	1	12
4	Workshop on Citizen's Charter	HIPA Sponsored	Sept18,2003	14	1	14
5	Farm Forestry in ARID & SEMI-ARID Areas of Haryana	HIPA	Sept 26 2003	27	1	27
6	Workshop on Organisation and Methods	HIPA	Sept 29-30 2003	18	2	36
7	A Seminar on " Custodial Violence An Indicator of the evaluation of Society"	HIPA	Oct. 29th,2003	38	1	38
8	Administrative Synergy	HIPA	Nov 03-04 2003	6	2	12
9	Public Participation in Master Plan Preparation	HIPA	Nov 27-28, 2003	7	2	14
10	Workshop on Organisations & Methods	HIPA	Dec 01-02 2003	21	2	42
11	Legal Issues in Urban development	HIPA	Dec 01-02 2003	7	2	14
12	Adoption for NGOs and Govt. Officials	HIPA	Feb 04-05 2004	47	2	94
<b>TOTAL</b>				<b>254</b>	<b>18</b>	<b>360</b>

Note: A Seminar/ Workshop is deemed to be of 1 to 3 days duration.

**(D) COURSES ORGANISED BY THE EXCISE & TAXATION SCHOOL (Gurgaon)**

Sr. No.	Course Title	Faculty	Type	Dates	Trainees	Duration	Trainee Days
1	Seminar on VAT	AETC	HIPA	May 20 2003	29	1	29
2	VAT Course	AETC	HIPA	June 02-06 2003	18	5	90
3	VAT Course	AETC	HIPA	June 16-20 2003	24	5	120
4	VAT Course	AETC	HIPA	July 07-11 2003	22	5	110
5	VAT Course	AETC	HIPA	Aug 18-22, 2003	22	5	110
6	Increasing Revenue through Taxation	AETC	HIPA	Nov. 05-07, 2003	14	3	42
7	Course on VAT	AETC	HIPA	Dec 08-12 2003	16	5	80
8	VAT Course	AETC	HIPA	Jan 06-09 2004	14	4	56
9	Zero Based Budgeting and Rationalisation of Government Expenditure	AETC	HIPA	Feb 04-06 2004	19	3	57
10	VAT Course	AETC	HIPA	March 01-05, 2004	15	5	75
11	VAT Course	AETC	HIPA	Mar 15-19 2004	20	5	100
12	VAT Course	L. C. Verma	Sponsored	March 08-12, 2004	20	5	100
<b>TOTAL</b>					<b>233</b>	<b>51</b>	<b>969</b>

**(E) COURSES ORGANISED BY THE PRINCIPAL, SECRETARIAL  
MANAGEMENT SCHOOL (Gurgaon)**

<b>Sr. No.</b>	<b>Course Title</b>	<b>Type</b>	<b>Dates</b>	<b>Trainees</b>	<b>Duration</b>	<b>Trainee Days</b>
1	Workshop on Income tax for DDOs	HIPA	28.1.04	95	1	95
2	Workshop on Income tax for DDOs.	HIPA	20.2.04	45	1	45
3	Pension and Other Retirements	HIPA	Mar 15-19 2004	39	3	117
<b>TOTAL</b>				<b>179</b>	<b>5</b>	<b>257</b>

**(F) COURSES AND SEMINARS/WORKSHOPS ORGANISED BY THE PRINCIPAL,  
DIVISIONAL TRAINING CENTRE, (Panchkula)**

Sr. No.	Course Title	Dates From	To	Trainees	Duration	Trainee Days
1	Handling of Legal Matters in Govt. Department	21.4.03	25.4.03	17	5	85
2	Workshop on "Welfare Scheme for Govt. Employees"	29.4.03	29.4.03	23	1	23
3	Disciplinary Proceeding Under P&A Rules	6.5.03	8.5.03	34	3	102
4	Orientation training Programmes for DDOs on "Pension, Provident funds, GIS and Accounting Matters"	13.5.03	15.5.03	16	3	48
5	Orientation Training Programmes for Assistants of Sectt & FC Office	19.5.03	23.5.03	24	5	120
6	Orientation Training Programmes for Assistants	9.6.03	13.6.03	25	5	125
7	Orientation Training Programmes for Clerks of Sectt & FC Office	9.5.03	13.6.03	23	5	115
8	Duties and Functions of Clerks	23.6.03	27.6.03	55	5	275
9	Orientation Training Programmes for Supdts/ Dy. Supdts of Sectt & FC Office	7.7.03	11.7.03	25	5	125
10	Workshop on "Welfare Scheme for Govt. Employees"	15.7.03	15.7.03	9	1	9
11	Service and Establishment Matters	21.7.03	25.7.03	23	5	115
12	Office Automation	4.8.903	8.8.03	23	5	115
13	Disciplinary Proceeding Under P&A Rules	5.8.03	7.8.03	28	3	84
14	State Financial Structure	11.8.03	13.8.03	17	3	51
15	Duties and Functions of Clerks for FC Office & Sectt.	25.8.03	29.8.03	33	5	165
16	Pension and Other Retirement Benefits	26.8.03	28.8.03	30	3	90
17	Duties and Functions of Clerks	1.9.03	5.9.03	37	5	185
18	Handling of Legal Matters	3.9.03	5.9.03	15	3	45
19	Duties and Functions of Clerks for FC Office & Sectt.	8.9.03	12.9.03	29	5	145
20	Office Automation Tools	8.9.03	12.9.03	20	5	100
21	Pension and Other Retirement Benefits Kurukshetra	15.8.03	19.8.03	95	5	475
22	Duties and Functions of Clerks of Sectt.	15.9.03	19.9.03	34	5	170
23	Reducing Delays and Improving Personal Efficiency	6.10.03	8.10.03	24	3	72
24	Orientation Training Programmes for Private Secretaries of Haryana Civil Sectt.	6.10.03	9.10.03	19	4	76

25	Duties and Functions of Clerks of Sectt.	14.10.03	18.10.03	23	4	92
26	Workshop on "Income Tax Matters"	15.10.03	15.10.03	28	1	28
27	Orientation training Programmes for Asstt. of Sectt.	20.10.03	24.10.03	18	5	90
28	Pension and Service Matters at Ambala	20.10.03	24.10.03	58	5	290
29	Orientation Training Programme for Supdts/Dy.Supdts of HOD/Board/Corporation	27.10.03	31.10.03	15	5	75
30	Orientation Training Programme for Asstt. of Sectt.	27.10.03	31.10.03	23	5	115
31	Orientation Training Programme for Asstt. of Sectt.	3.11.03	7.11.03	22	5	110
32	Role of DDOs concerning with TDS, filing of Income Tax Return	4.11.03	6.1.03	27	3	81
33	Orientation Training Programme for Asstt. of Sectt.	10.11.03	14.11.03	25	5	125
34	Office Automation Tools	10.11.03	14.11.03	34	5	170
35	Duties and Functions of Clerk	17.1.03	21.11.03	28	5	140
36	Orientation Training Programme for Asstt. of Sectt.	17.1.03	21.11.03	18	5	90
37	Handling of court case and service Matters for Fisheries Dtppt. at Hissar	24.11.03	28.11.03	31	5	155
38	Office Automation Tools	1.12.03	5.12.03	16	5	80
39	Orientation Training Programme for Asstt. of Sectt.	1.12.03	5.12.03	29	5	145
40	Pension and Other Retirement Benefits and Service Matters at Jind	8.12.03	12.12.03	80	5	400
41	Welfare Scheme for Govt. Employees	10.12.03	11.12.03	20	2	40
42	Workshop on "Record of Budget Control over Expenditure"	16.12.03	17.12.03	17	2	34
43	Workshop on "Record Management and Retention Schedule"	23.12.03		15	1	15
44	Orientation Training Programme for Private Secretaries of Sectt and FC Office	12.1.04	16.1.04	19	5	95
45	Office Management and Office Procedure	14.1.04	15.1.04	11	2	22
46	Orientation Training Programme for PA of Sectt	19.1.04	23.1.04	18	5	90
47	State Financial Structure	20.1.04	22.1.04	14	3	42
48	Orientation Training Programme for PA of Sectt	27.1.04	30.1.04	16	4	64
49	Duties and Functions of Clerk	27.1.04	30.1.04	25	4	100
50	Handling of Legal Matters	3.2.04	5.2.04	13	3	48

51	Workshop on "Income Tax Matters"	4.2.04		21	1	21
52	Workshop on "Welfare Scheme for Govt. Employees"	19.2.04	20.2.04	15	2	30
53	Oriental Training Programme for PA of Sectt FC Office & Board/Corpn.	23.2.04	27.2.04	27	5	135
54	Service and Establishment Matters	23.2.04	27.2.04	23	5	115
55	Office Automations Tools	23.2.04	27.2.04	24	5	120
56	Oriental Training Programme for PA of Sectt	1.3.04	5.3.04	21	5	105
57	Office Automations Tools	1.3.04	5.3.04	18	5	90
58	Oriental Training Programme for JSS/Steno-typist	8.3.04	12.3.04	32	5	160
59	Duties and Functions of Clerk	8.3.04	12.3.04	24	5	120
60	Oriental Training Programme for Supdts/Dy.Supdts	8.3.04	12.3.04	12	5	60
61	Oriental Training Programme for JSS/Steno-typist	8.3.04	12.3.04	13	5	65
62	Oriental Training Programme for PA/PSS	15.3.04	19.3.04	25	5	125
63	Pension and Retiral Benefits	16.3.04	18.3.04	17	3	51
64	Oriental Training Programme for Stenographers	22.3.04	26.3.04	47	5	230
<b>TOTAL</b>				<b>1643</b>	<b>262</b>	<b>7078</b>

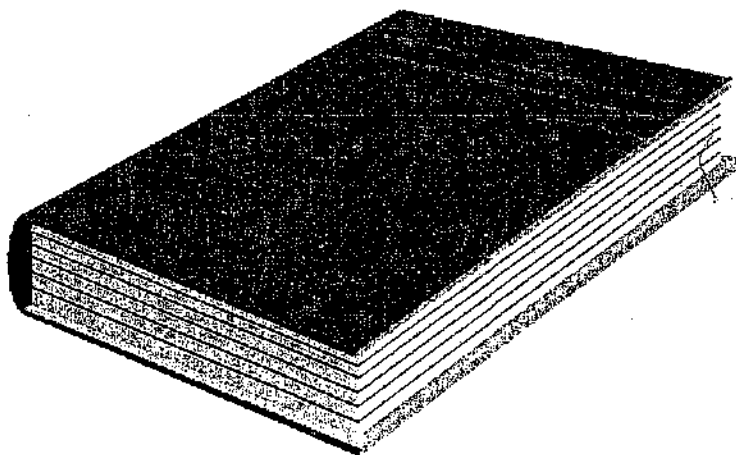






**AN INSTITUTE OF EXCELLENCE**

**ANNUAL REPORT  
OF  
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
2004 - 2005**



**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
GURGAON**

**PHONE: 2340690, 2340691 FAX: 2348452**

**Web site: <http://hipa.nic.in>**

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**

हरियाणा लोक प्रशासन संस्थान  
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
गुर्गाँव  
गुर्गाँव  
गुर्गाँव

# **ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION 2004-2005**

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## **I OBJECTIVES**

1. The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860. The core objective of the Institute is to *improve the administrative ability and competence of the officers of the State in order to enhance overall administrative efficacy of the State and its responsiveness to the needs of the public*. In this regard, the institute undertakes the following activities:-
  - a) Courses for new entrants to the All India Services, Haryana Civil Service, Tehsildars and various allied services of the State Government.
  - b) In-service refresher courses for officers of the State Government.
  - c) In-service training related to the theory and practice of public administration to IAS officers of the Haryana cadre and officers of HCS.
  - d) Undertake, promote and co-ordinate research, case studies and training in the fields of Public Administration and Management either on its own or in collaboration with other agencies including Universities and training institutions of the Government of India as well as the State Government.
  - e) Undertake publication of newsletter and research papers.
  - f) Participate in the organization of conferences, seminars and workshops on specialized areas of Public Administration.

## **II ORGANISATIONAL SET-UP**

2. The Haryana Institute of Public Administration is the apex administrative training Institute of the State funded mainly by the Government of Haryana. The Chief Minister of the State heads the Governing Body. A managing committee called the Executive Council, headed by the Chief Secretary of the Government, oversees the critical activities of the Institute.

The Principal Training and Administrative Officer of the Institute is the Director General who is directly responsible for the efficient management of the Institute and the pursuit of its avowed objectives in relation to training of officers, action research in Public Administration, appraisal of Government policies and programmes as well as advocacy of best practices in governance.

### III MANAGEMENT OF TRAINING AND ADMINISTRATION

3. During the period under review, Dr. H.S. Anand, IAS, was the principal Training & Administrative Officer of the Institute. The key officers assisting the Director General with regard to administration during the financial year 2004-2005 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1	Dr. H.S. Anand, IAS, Director General	1.4.2004	31.3.2005
2	Sh. R.K. Singh, IFS Executive Director	1.4.2004	28.5.2004
3	Mrs. Neerja Sekhar, IAS Additional Director	28.5.04	14.3.2005
3.	Sh. Ashok Bhardwaj, Administrative Officer	1.4.2004	18.1.2004
6	Sh. Bir Singh Kaliramna, HCS, Administrative Officer	1.4.2004	31.3.2005
8	Sh. P.C.Walecha, Supdt (Admin.) & Trg	1.4.2004	31.3.2005
9	Sh. V.P. Asija, Chief Accounts Officer	1.4.2004	31.3.2005

### IV ACADEMIC FACULTY

4. During the year (2004-2005) under review, the Institute had 3 Professors, 3 Associate Professors, 8 Assistant Professors, 2 Taxation experts, 1 Expert on General Administration, 1 Expert on Account – keeping and 2 Experts on Public Administration on its Academic Faculty. This faculty provided inputs in the following specialized areas of administration:

1. General Public Administration
2. Behavioural Sciences

- \* 3. Economics and Development Planning
  - 4. Financial Management
  - 5. Sociology and Social Development
  - 6. Disaster Management
- 
- 7. Information Technology
  - 8. Urban Development (HUDCO Chair)

### APPOINTMENT OF FACULTY MEMBERS

5. The status-position with regard to the teaching faculty of the Institute is given below:

Sr. No	Name of the Faculty	From	To
1.	Dr H.S.Anand, Expert in Public Administration	1.4.2004	31.3.2005
2	Mrs. Neerja Sekhar, Expert in Public Administration	28.5.2004	14.3.2005
3.	Dr. T.Duhan, Professor Of Financial Management	1.4.2004	31.3.2005
4..	Dr. J.George, Professor Economics & Development Planning	1.4.2004	31.3.2005
5..	Sh.M.R.Kulkarni, Professor HUDCO Chair	1.4.2004	31.3.2005
6.	Sh. Baij Nath, System Expert	1.4.2004	31.3.2005
7.	Dr Suresh Misra, Associate Professor of Public Administration	1.4.2004	31.3.2005
8.	Dr. Abhay Shrivastava Associate Professor of Disaster Management	1.4.2004	31.3.2005
9.	Sh. R.K.Gulati Assistant Professor (C)	1.4.2004	31.3.2005
10.	Mrs. Aarti Dudeja, Assistant Professor (PA)	1.4.2004	31.3.2005
11.	Ms. Manveen Kaur, Assistant Professor (RD)	1.4.2004	31.3.2005
12.	Ms.Divya Jyoti Assistant Professor (MIS)	1.4.2004	31.3.2005
13.	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	1.4.2004	31.3.2005

14.	Dr.Rekha Shrivastava, Assistant Professor (S)	1.4.2004	31.3.2005
15.	Dr. Rajvir Dhaka, Assistant Professor (PE)	1.4.2004	31.3.2005
16.	Dr. Bhuwan Kumar Assistant Professor (D.M.)	1.4.2004	31.3.2005
17.	Sh. H.M.L. Miglani, Expert in Taxation	1.4.2004	28.2.2005
18.	Sh. K.B.Malik Expert in Taxation	1.4.2004	31.3.2005
19.	Sh.Ram Saran, Principal (DTC, Panchkula)	1.4.2004	31.3.2005
20.	Sh.V.P.Asija, Principal SMS	1.4.2004	31.3.2005

## V FINANCIAL RESOURCES

6. The financial resources available to HIPA during the year 2004-05 are listed below in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Source	Amount (Lac)
1	Non Plan Funds	240.42
2	Plan Funds	50.00
3	Natural Disaster Management	10.00
4	Govt. of India Course Account	10.58
5	UNDP Project	3.26
6	Training Courses Fee HIPA	20.58
7	DTC Panchkula	1.25
8	HUDCO	1.25
9	DOPT Grant for Equipment	9.44
	<b>Total</b>	<b>346.78</b>

## VI TRAINING ACTIVITIES

7. HIPA organises specialised as well as generic training programmes for Class I and Class II officers of the State as well as the Central Government. These training programmes include service-entry training in the form of foundation courses as well as in-service training programmes of short and long-term duration. In addition to this, HIPA also organises courses for secretarial and ministerial staff through the Divisional Training Centre, Panchkula and Secretariat Management School, Gurgaon. HIPA

also has a specialised training centre catering to the training needs of Excise and Taxation Officers of the Government of Haryana.

8. Further HIPA has instituted a Chair on Urban Development in collaboration with the Human Settlement Management Institute (HSMI) under the aegis of the Housing and Urban Development Corporation (HUDCO).
9. During the period 1.4.2004 to 31.3.2005, the Institute conducted 267 Training Courses (as given in Table IV below).

Table IV

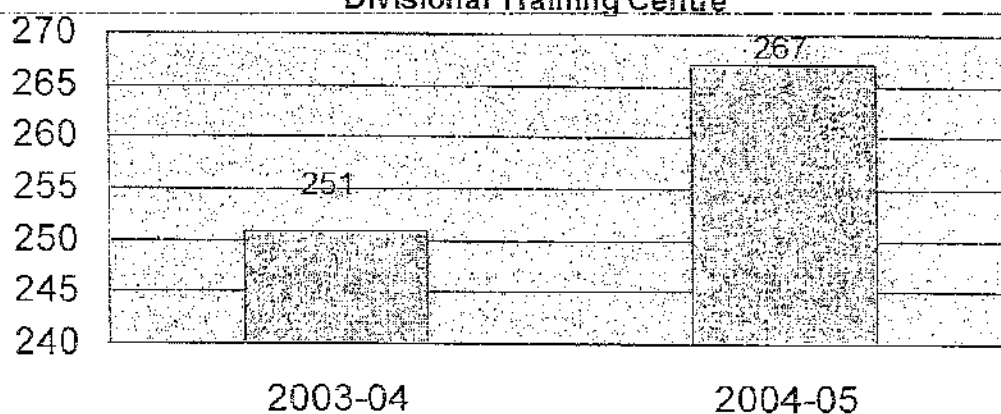
Training Courses, Trainees and Training Days						
Sr. NO	Type of Courses	Number	Sponsored	Days	No. of Trainees	Trainee Days
1	Long Duration Courses including Induction Courses	14	HIPA	277	297	5918
2	Short Duration Courses - HIPA	154	HIPA/DOPT	671	2777	12214
3	Seminars/Workshops	7	HIPA	14	220	440
4	Excise and Taxation School	9	HIPA	41	119	543
5	Secretarial Management School, Gurgaon	13	SMS	53	353	1350
6	Divisional Training Centre, Panchkula	70	DTC	296	1877	7362
	<b>Total</b>	<b>267</b>		<b>1352</b>	<b>5643</b>	<b>27827</b>

For details of different types of courses, please refer to Tables A to F at the end of the Annual Report.

10. On a comparative plane, it is pointed-out that the Haryana Institute of Public Administration organized 267 Training courses during 2004-2005 as compared to 251 courses during 2003-2004 thereby showing an increase of more than 6.4% (refer to Table V).

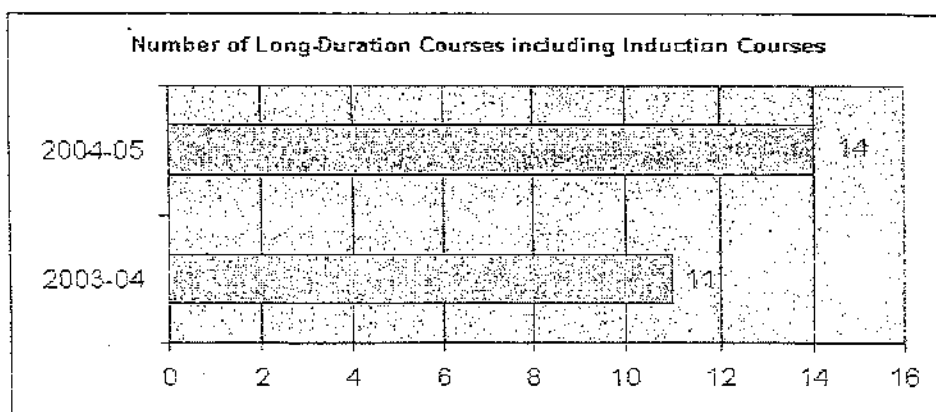
Table V

**Total Courses Organised by HIPA (Main Wing), Excise  
& Taxation School, Secretarial Management School &  
Divisional Training Centre**



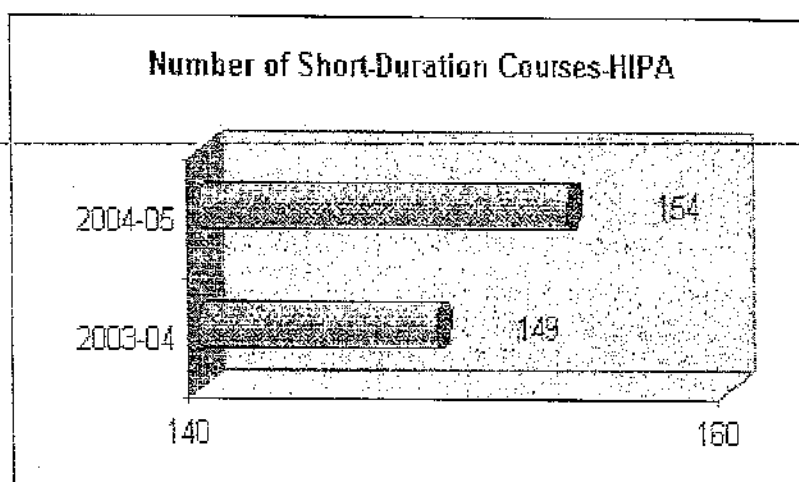
11. Induction Courses and courses with a duration longer than 5 days are termed as "Long-duration Courses." The number of Long-duration Courses increased from 11 in 2003-2004 to 14 in 2004-2005 thereby showing an enhancement of 27.27% (refer to table VI).

Table VI



12. Courses held for a period less than 5 days are termed Short Duration Courses. The number of Short-duration Courses organized by the Haryana Institute of Public Administration increased from 149 in 2003-2004 to 154 in 2004-2005 registering an upward trend of 3.4% (refer to Table VII).

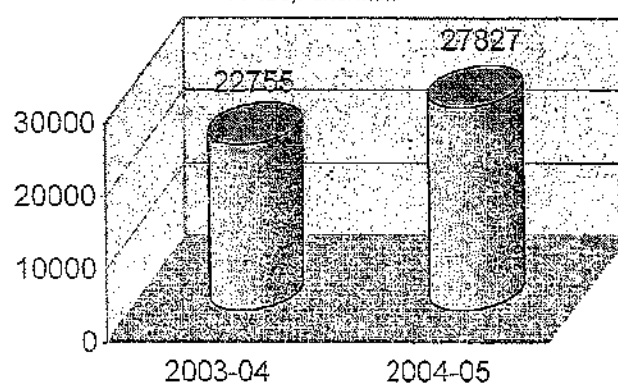
Table VII



13. The duration of a given course multiplied by the number of Trainees who attend it, gives us the number of Trainee Days. The total number of Trainee Days increased from 22755 in 2003-2004 to 27827 in 2004-2005 thereby showing a rise of 22.29% (refer to table VIII)

Table VIII

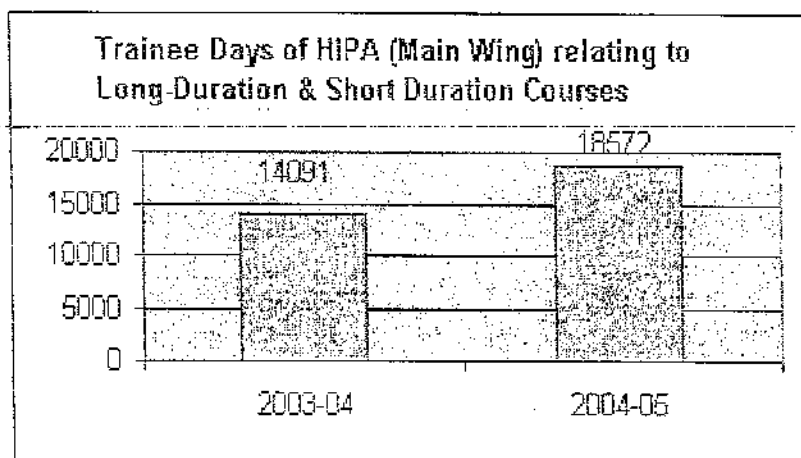
**Total Trainee Days of HIPA (Main Wing), Excise & Taxation School, Secretarial Management School & Divisional Training Centre, Panchkula**



14. The total number of Trainee Days during which training was conducted by HIPA (Main Wing) with reference to Long-duration Courses and Short-duration was 14091 days in 2003-2004 and 18572 days in 2004-2005 thereby showing an increase of more than 31.80% (refer to Table IX).



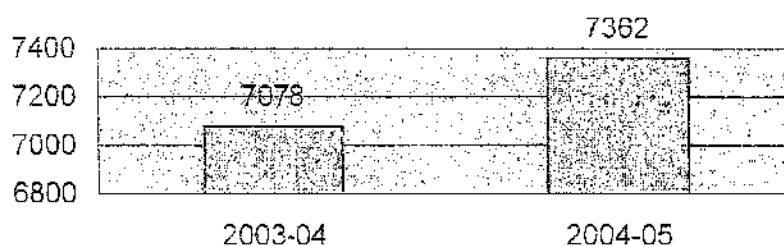
Table IX



15. The Trainee Days of the Divisional Training Centre, Panchkula increased from 7078 days in 2003-04 to 7362 days in 2004-05 thereby showing an upward movement of 4.01%. The Secretarial Staff at the State Headquarters at Chandigarh has substantially improved its administrative skills through these courses (refer to Table X).

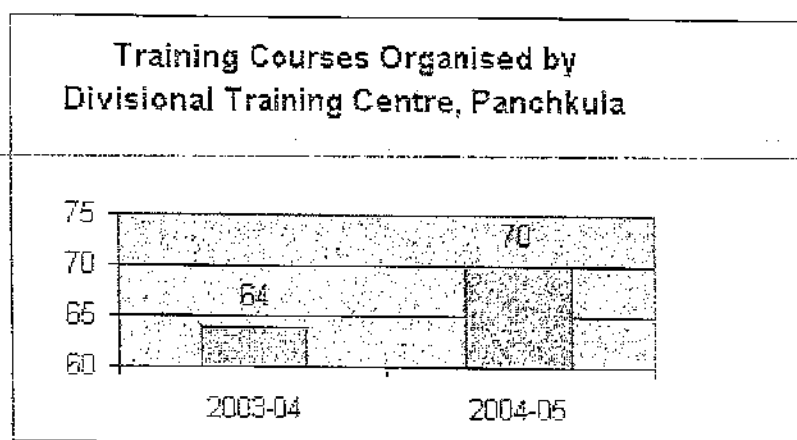
Table X

**Trainee Days of Divisional Training Centre, Panchkula relating to Long -Duration & Short Duration Courses**



16. The numbers of Training Courses organized by the Divisional Training Centre, Panchkula increased from 64 courses in 2003-04 to 70 courses in 2004-05 thereby showing an upward curve of 9.4% (refer to Table XI).

Table XI



17. During the financial year 2004-2005, the Institute conducted 14 long duration courses, 154 short duration courses and 7 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 70 short duration courses and 9 seminars/workshops. The Excise & Taxation School conducted 9 courses. The Secretarial Management School, Gurgaon conducted 13 short duration courses and seminars/ workshops.

A total of 267 Training Courses were conducted during 2004-05 through which training was imparted to 5643 officers of various Govt. Departments organizations. Out of these, 39 courses were sponsored courses. In this manner, there has been an all-round improvement in the training activities conducted by HIPA.

18. In the year 2004-05, several new training programmes were conducted in the spheres of entrepreneurship development, urban and rural development, sociology as well as behavioural sciences. Further, 3 induction courses were conducted for HCMS II Doctors for the first time in the history of HIPA.

### VIII SUMMING UP

19. HIPA has consistently endeavored to make significant positive contributions for upgrading and refining the knowledge, skills and attitudes of civil servants functioning at different levels of the State Government. The Institute is always striving forward towards building a more

*transparent, responsive, efficient and accountable governance system through the medium of training.* We realise that the State Government attaches considerable importance to training and hence, HIPA will continue to promote initiatives and improvements in the sphere of public policy and practice.

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**APPENDIX**  
(Table A to F)

**(A) LONG DURATION COURSES ORGANISED BY HIPA (Main Wing)**

Sr. No.	Course Title	Faculty	Type	Dates	Trainees	Duration	Trainee Days
1	Induction Training Programme for Newly recruited ETOs/AETOs	AETC	HIPA	May 17-29, Oct 2004	28	112	120
2	Institutional Training Course for IAS Probationers: 1st Phase and DFSO (2 IAS +1 DFSO)	AD	HIPA	June 07-28, 2004	3	16	48
3	Computer Package MS-Office nad Windows XP Operational Guidelines	APC	HIPA	June 07-18, 2004	14	10	140
4	Computer Training for ITI Instructors	FCS	HIPA	Aug.09-18, 2004	15	8	120
5	Audit Sensitisation in Governance.	FFM	DOPT	Sept. 13-24, 2004	23	10	0
6	Computer Package MS-Office, 2000 Operational Guidelines	APC	DOPT	Sept. 13-24, 2004	16	10	0
7	Induction Training for HCS Officers	DG	HIPA	Nov. 08-22, 2004	11	9	99
8	SQL Programming	FCS	DOPT	Nov. 22 - Dec. 03, 2004	18	10	180
9	Window Server Administration	FCS	DOPT	Dec. 20-31 2004	29	8	232
10	Induction Course on "Public Health & Administration for HCMS-II, Medical Officer's	DG	HIPA	Dec. 21-31, 2004	37	9	333
11	Induction Training for Haryana Forest Officers	AD	HIPA	Jan. 10 - March 18, 2005	6	45	270
12	Induction Training Course "Public Health and Administration for HCMS-II Medical Officers"	DG	HIPA	Jan. 17- Feb. 01st, 2005	50	10	500
13	Induction Training Course "Public Health and Administration for HCMS-II Medical Officers"	DG	HIPA	Feb. 14-28, 2005	37	10	370
14	Computer Package MS-Office 2000XP operational guidelines	APC	HIPA	March 21-31, 2005	10	10	100
<b>Total</b>					<b>297</b>	<b>277</b>	<b>2512</b>

Note: Any course longer than 5 days is deemed to be a long duration course.

(B) SHORT DURATION COURSES ORGANISED BY HIPA (Main Wing)							
Sr. No.	Course Title	Faculty	Type	Dates	Trainees	Duration	Trainee Days
1	Disaster Management with special reference to Drought Management	FDM	HIPA	Apr 05-07, 2004	16	3	48
2	Flood Management	FDM	HIPA	Apr 26-30, 2004	11	5	55
3	Gender and Violence: Locus, Manifestation and Strategies	AP (FS)	HIPA	Apr 26-30, 2004	25	5	125
4	Earthquake Management	FDM	HIPA	May 17-21, 2004	29	5	145
5	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	FDM	HIPA	May 19-21, 2004	22	3	66
6	Reproductive and Child Health	AP (FS)	HIPA	May 24-28, 2004	22	5	110
7	Credit Planning for Rural Development at Jhajjar	FFM	HIPA	May 24-28, 2004	32	5	160
8	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	FDM	HIPA	May 26-28, 2004	12	3	36
9	Communication & Presentation Skills	AP (BS)	HIPA	May 26-28, 2004	31	3	93
10	Office Automation Tools	AP (MIS)	HIPA	June 07-11, 2004	5	5	25
11	Institutional Training Course for IAS Probationers: 2nd Phase (June 7-11, 2004)	AD	HIPA	June 07-11, 2004	2	5	10
12	Responsive & Accountable Administration	FPA	HIPA	June 14-18, 2004	14	5	70
13	Managing People for Higher Productivity and Quality	AP (BS)	HIPA	June 21-25, 2004	9	5	45
14	Database Management Tools - MS-Access	AP (MIS)	DOPT	June 21-25, 2004	15	5	75
15	Taking Care of Physically Handicapped and Mentally Challenged Persons through Public-Private Partnership	AP (FS)	HIPA	June 21-25, 2004	32	5	160
16	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	AP (DM)	HIPA	June 28-30, 2004	14	3	42
17	Workshop on Citizen's Charter (for Senior Officer)	AP (PE)	HIPA	June 28-July 2, 2004	10	5	50
18	Tables and Charts through MS-Excel	AP (MIS)	HIPA	June 28-July 2, 2004	12	5	60
19	Community Based Disaster Management	FDM	DOPT	July 05-09, 2004	37	5	185
20	Stray Cattle Menace and Environmental Degradation/Need for Clean Urban Environment	CUDS	HIPA	July 05-09, 2004	17	5	85
21	Total Quality Management	AP (PA)	HIPA	July 05-09, 2004	22	5	110
22	Performance Appraisal	AP (BS)	DOPT	July 05-09, 2004	13	5	65
23	Improving the Quality of Secondary Education	FPA	HIPA	July 12-16, 2004	33	5	165
24	HTML and Front-Page Skills	FCS	HIPA	July 12-16, 2004	10	5	50
25	Macro Media Director 8.5 Tool for presentation	APC	HIPA	July 19-23, 2004	8	5	40
26	Mainstreaming Children with Disabilities (SSA)	AP (BS)	Sponsored	July 19-23, 2004	37	5	185
27	Environment Management	AP (DM)	DOPT	July 19-23, 2004	15	5	75
28	Good Governance Putting People at the Centre stage of development with special emphasis on citizens charter.	FPA	DOPT	July 26-30, 2004	40	5	200
29	Mainstreaming Children with Disabilities (SSA)	AP (BS)	Sponsored	July 26-30, 2004	39	5	195
30	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division	FDM	HIPA	July 26-28, 2004	16	3	48
31	Role of ICT in governance	APC	DOPT	Aug 02-04, 2004	17	3	51
32	Need and Welfare Measures for Elderly Persons	AP (FS)	HIPA	Aug 02-04, 2004	31	3	93
33	Measures for Improving milk yields of Cows and Buffaloes and co-operative collection - cum-Marketing of Milk	AP (RD)	HIPA	Aug 02-06, 2004	10	5	50
34	Audit Sensitization in Governance	FFM	HIPA	Aug. 02-06, 2004	21	5	105
35	Innovation in Administration for improving Delivery of Services to the public	FPA	DOPT	Aug. 02-06, 2005	15	5	75
36	Disaster Management: Role of NGOs	FDM	DOPT	Aug. 04-06, 2004	52	3	156
37	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	AP (DM)	HIPA	Aug. 04-06, 2004	15	3	45

38	Evaluation, Leadership and Monitoring of Edu. Parameters	AP (BS)	Sponsored	Aug.09-13, 2004	33	5	165
39	Power Point Presentation	AP (MIS)	DORT	Aug 16-18, 2004	16	3	48
40	Manpower Planning and Improved design of vocational education	AP (PA)	HIPA	Aug 16-20, 2004	8	5	40
41	WTO and Agriculture in Haryana	AP (RD)	HIPA	Aug 16-20, 2004	16	5	80
42	Efficient Handling of Personnel Related Legal Cases	AP (PE)	HIPA	Aug 16-20, 2004	18	5	90
43	Revitalizing Co-operative Finance	FFM	HIPA	Aug 23-27, 2004	14	5	70
44	TOT on e-Governance and Information Management	APC	DOPT	Aug 23-27, 2004	15	5	75
45	Management of Municipal Services Public Private Partnership for Resources	CUDS	HIPA	Aug 23-25, 2004	6	3	18
46	Disaster management for School Children (in Schools)	FDM	HIPA	Aug 23-27, 2004	62	5	310
47	Updating Programme on WTO and Agriculture	FEDP	HIPA	Aug 24-26, 2004	13	3	39
48	Urban Transport System: Challenges and way out	CUDS	HIPA	Aug 30-01 Sept., 2004	8	3	24
49	Evaluation, Leadership and Monitoring of Educational Parameters	AP (BS)	Sponsored	Aug 30-03 Sept., 2004	32	5	160
50	Eliminating Child Labour from dangerous & hazardous industries	AP (PA)	HIPA	Aug 30-03 Sept., 2004	38	5	190
51	Workshop on Citizen's Charter (for Junior Officials)	AP (PE)	HIPA	Sept 01-03, 2004	26	3	78
52	Empowerment of Women and Law	AP (FS)	HIPA	Aug 30-03 Sept., 2004	26	5	130
53	Improvement in Quality Education with Special Emphasis on Enrollment and Retention	AP (BS)	Sponsored	Sept 07-11, 2004	28	5	140
54	E-Mail Operations	AP (MIS)	HIPA	Sept.8-10, 2004	8	3	24
55	Administrative Synergy between Magistracy (Police and Judiciary)	DG	HIPA	Sept.9-10, 2004	10	2	20
56	Total Quality Management in Govt. for Higher Productivity	FPA	HIPA	Sept 13-17, 2004	7	5	35
57	Disaster Management: Role of Panchayats	FDM	DORT	Sept. 15-17, 2004	42	3	126
58	Database Management Tools	AP (MIS)	HIPA	Sept. 20-24, 2004	18	4	72
59	Re-organizing employment exchanges for certification-cum-placement services and provision of micro-business inputs for promotion of self-employment	AP (DM)	HIPA	Sept. 20-24, 2004	11	5	55
60	Grievance Redressal System in Haryana	AP (PA)	HIPA	Sept. 20-24, 2004	27	4	108
61	Role of Bio-Technology as an instrument of Better Agricultural and Horticulture out put	AP (RD)	DORT	Sept. 27-29, 2004	17	3	51
62	Arbitration as an effective medium for settlement of disputes.	AP (PE)	HIPA	Sept. 27-01 Oct., 2004	7	5	35
63	The Role of Education in promoting Human Rights and Women's Rights in India	AP (FS)	DORT	Sept. 27-01 Oct., 2004	45	5	225
64	Content Design and Web Hosting	FCS	DORT	Sept. 27-01 Oct., 2004	25	5	125
65	Capacity Building in SAS Officers	FFM	HIPA	Sept. 27-01 Oct., 2004	22	5	110
66	Motivation in Govt. Services	AP (BS)	DORT	Oct. 04-08, 2004	17	5	85
67	Sustainable Development: Concept & Issue	CUDS	HIPA	Oct. 04-08, 2004	6	5	30
68	Induction Training for Newly recruited IFS	DG	HIPA	Oct.04-07, 2004	1	4	4
69	Disaster Management and Human Rights	FDM	HIPA	Oct. 11-13, 2004	12	3	36
70	Upgrading ITI Courses in Consonance with Improvement in Intermediate Technology and Developing a Sound Interface with industry	AP (PA)	HIPA	Oct. 11-13, 2004	20	3	60
71	Gender and Development	AP (RD)	HIPA	Oct. 11-13, 2004	10	3	30
72	District Grievance Committee and Sarkar Aap Ke Dwar- Effective Redressal of Public Grievances and Demands at the District level (for Senior Officers)	AP (PE)	HIPA	Oct. 11-14, 2004	8	4	32
73	Ground Water Management	AP (DM)	HIPA	Oct. 12-14, 2004	15	3	45
74	Steps for improving technical education in Haryana	AP (PA)	HIPA	Oct. 18-20, 2004	8	3	24
75	Municipal Reforms for Good Urban Governance	CUDS	HIPA	Oct. 19-21, 2004	9	3	27
76	Legal Issues in Urban Development	CUDS	HIPA	Oct. 25-27, 2004	7	3	21
77	Hosting of a Mail Server	FCS	DOPT	Oct. 25-27, 2004	15	5	75

78	Convention on the Rights of the Child	AP (FS)	HIPA	Oct. 25-27, 2004	64	5	320
79	Building Accountability in Administration	AP (PA)	HIPA	Oct. 25-26, 2004	6	4	24
80	Role of alternative energy source in the energy gap of Haryana with special reference to rural area	AP (RD)	HIPA	Nov.02-05, 2004	9	4	36
81	Improvement in Quality Education with Special Emphasis on Enrollment and Retention	AP (BS)	HIPA	Nov. 02-06, 2004	35	5	175
82	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	FDM	HIPA	Nov. 03-05, 2004	17	3	51
83	Disaster Management for Labour Officers	FDM	HIPA	Nov. 03-05, 2005	28	3	84
84	Micro Business development and advisory services for entrepreneurship development	AP (PA)	HIPA	Nov. 08-10, 2004	8	3	24
85	Workshop on Citizen's Charter	FPA	HIPA	Nov. 08-10, 2004	44	3	132
86	Maintaining the Ecological Balance for Sustainable Development: Afforestation and Anti-pollution Strategies	AP (DM)	HIPA	Nov. 08-11, 2004	13	4	52
87	Computer and Project Management	APC	DOPT	Nov. 08-11, 2004	11	4	44
88	Watershed Framing and Public Schemes - Sources of Water and Purification Storage and Distribution	AP (PE)	HIPA	Nov. 16-20, 2004	8	5	40
89	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	FDM	HIPA	Nov. 17-19, 2004	26	3	78
90	Tables and Charts through Excel	AP (MIS)	HIPA	Nov. 22-24, 2004	13	3	39
91	Fire Management	FDM	HIPA	Nov. 22-25, 2004	17	4	68
92	TOT on Decentralised Planning	FPA	DOPT	Nov. 22-26, 2004	20	5	100
93	Adverse Child Sex-Ratio in Haryana and Discrimination against Girl Child	AP (FS)	HIPA	Nov.29-Dec. 03, 2004	24	5	120
94	Disaster Management and Urban Planning	FDM	HIPA	Dec. 06-10, 2004	15	5	75
95	Extension Methodologies for Handling the scourge of water Logging and Salinity	AP(RD)	HIPA	Dec. 06-10, 2004	20	5	100
96	Manpower Planning and Market Survey	AP (DM)	HIPA	Dec. 13-17, 2004	6	5	30
97	Ethical Issues in Administration	FPA	HIPA	Dec. 13-17, 2004	16	5	80
98	Capacity Building Programme for Principal of ITIs/VEIs	FFM	HIPA	Dec. 13-17, 2004	16	5	80
99	Prevention and Control of Drug abuse and Illicit Trafficking	AP (FS)	HIPA	Dec. 13-17, 2004	31	5	155
100	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division for Senior Staff	FDM	HIPA	Dec. 15-17, 2004	17	3	51
101	IPRs Sub-National Enforcement: Sensitization and Interface between Economics and Law	FEDP	HIPA	Dec. 16-18, 2004	13	3	39
102	Disaster Management and Urban Planning	CUDS	HIPA	Dec. 20-24, 2004	7	5	35
103	District as an Effective Framework for Decentralized Planning	FPA	HIPA	Dec. 20-24, 2004	11	5	55
104	Development Planning in Haryana: An Exploration with the Higher Edu. Stake-holders	FEDP	HIPA	Dec. 20-24, 2004	16	5	80
105	Participatory Rural Development	AP (PE)	HIPA	Dec. 20-24, 2004	11	5	55
106	Personnel Management- Subtle Combination of X and Y Approach	AP (PE)	HIPA	Dec. 27-31, 2004	10	5	50
107	Office Automation Tools	AP (MIS)	HIPA	Dec. 27-31, 2004	6	5	30
108	Disaster and Environmental Management	AP (DM)	HIPA	Dec. 27-31, 2004	9	5	45
109	Continues Quality Improvement at Panchkula	AP (PA)	HIPA	Dec. 27-31, 2004	17	5	85
110	Credit Planning in Rural Development	FFM	HIPA	Dec. 27-31, 2004	29	5	145
111	Urban Environment Management	AP (DM)	HIPA	Jan. 03-07, 2005	7	5	35
112	Towards Prudent Fiscal Management	FEDP	HIPA	Jan. 05-07, 2005	18	2	36
113	SQL Server Administration	FCS	HIPA	Jan. 03-14, 2005	16	10	160
114	Programme for Fire Officer	CUDS	HIPA	Jan. 10-13, 2005	9	4	36
115	Role of Forensic Science in Improving Conviction Rate in Criminal cases	FDM	HIPA	Jan. 10-14, 2005	20	5	100
116	Food Safety Regulations: Present Status & Charting of future path	FEDP	HIPA	Jan. 10-14, 2005	7	5	35
117	Juvenile Justice Act. for CJMS, ADAs, & Member of Juvenile Justice Board	AP (FS)	HIPA	Jan. 17-21, 2005	26	5	130
118	Principles and Practice of Cooperative Finance	FFM	HIPA	Jan. 17-21, 2005	13	5	65
119	Appraisal of A/c Keeping Software	AP(MIS)	HIPA	Jan. 17-20, 2005	7	4	28

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120	Entrepreneurship Development as an Instrument of Haryana's Progress.	AP (PA)	HIPA	Jan. 24-28, 2005	5	4	20
121	Improving the Quality of Work: Minimum Wages, Working Conditions and Occupational Health-cum-Safety Concerns	AP (DM)	HIPA	Jan. 24-28, 2005	11	4	44
122	Empowerment of Women as an instrument for accelerating the pace of Change	AP (RD)	HIPA	Jan. 24-28, 2005	8	4	32
123	Database Management Tools	AP (MIS)	HIPA	Jan. 24-28, 2005	8	4	32
124	Efficient Management of Public Distribution System	FFM	HIPA	Feb. 07-11, 2005	14	5	70
125	Welfare of SCs & BCs & Innovative Approach	AP (FS)	HIPA	Feb. 07-11, 2005	34	5	170
126	Mainstreaming Children with Disabilities (SSA)	AP (BS)	Sponsored	Feb. 07-11, 2005	36	5	180
127	Bio-diversity and Sustainable Development	FEDP	HIPA	Feb. 08-10, 2005	6	3	18
128	New Concepts in Management of Municipal Services	CUDS	HIPA	Feb. 08-10, 2005	7	3	21
129	Managerial Effectiveness	AP (PE)	HIPA	Feb. 14-16, 2005	8	3	24
130	Involvement of Community and parents in Inclusive Education	AP (BS)	HIPA	Feb. 14-18, 2005	35	5	175
131	District Grievance Committee and Sarkar Aap Ke Dwar- Effective Redressal of Public Grievances and Demands at the District level (for Junior Officials)	AP (PE)	HIPA	Feb. 14-18, 2005	11	5	55
132	Water Quality Monitoring & Surveillance	AP (DM)	HIPA	Feb. 14-18, 2005	5	5	25
133	Training of NGOs in Implementation of SGSY	AD	HIPA	Feb. 21-24, 2005	18	4	72
134	Object Orienting Programming	FCS	HIPA	Feb. 21-25, 2005	22	5	110
135	Municipal Finance and Accounts Reforms	CUDS	HIPA	Feb. 21-22, 2005	16	2	32
136	Exploitation of Child Labour: A Socio-legal Approach	AP (FS)	HIPA	Feb. 28-Mar 04, 2005	37	5	185
137	Building Accountability in Administration	AP (PA)	HIPA	Feb. 28-March 04, 2005	10	5	50
138	Management Information System using MS-Access	APC	DOPT	Feb. 28-March 04, 2005	16	5	80
139	Participatory Rural Development (for Junior Officials)	AP (PE)	HIPA	Feb. 28-March 04, 2005	6	5	30
140	Workshop on Citizen's Charter	FPA	HIPA	Feb. 28-March 04, 2005	30	3	90
141	Office Automation Tools	AP (MIS)	HIPA	March 07-11, 2005	28	4	112
142	Efficient Management of Public Distribution System	FFM	HIPA	March 07-11, 2005	18	5	90
143	Prevention and Control of Environmental Crimes	FDM	HIPA	March 07-11, 2005	15	5	75
144	Re-engineering Rural Development Programmes	AP (RD)	HIPA	March 07-11, 2005	5	5	30
145	Vulnerability and Risk Analysis for Disaster Management in Gurgaon Division for Junior Staff	AP (DM)	HIPA	March 14-18, 2005	19	5	95
146	Personnel Admn. And Efficient Conduct of Disciplinary Proceedings	FPA	HIPA	March 14-18, 2005	26	5	130
147	Human Rights	AP (FS)	HIPA	March 14-18, 2005	20	5	100
148	Internet usage and web page creation	APC	DOPT	March 14-18, 2005	11	5	55
149	Capacity Building for Principals for ITIs/VEIs	FFM	HIPA	March 14-18, 2005	16	5	80
150	Computer Package MS-Word, Excel Operational Guidelines	APC	HIPA	March 14-18, 2005	6	5	30
151	Involvement of Community and parents in Inclusive Education	AP (BS)	HIPA	March 21-23, 2005	36	3	108
152	Industrialization of Haryana: Present Status & Prospects	FEDP	HIPA	March 21-25, 2005	7	5	35
153	Tables and Charts through Excel	AP (MIS)	HIPA	March 28-31, 2005	17	4	68
154	Configuration of DHCP Server	FCS	HIPA	March 28-31, 2005	6	4	24
<b>Total</b>					<b>2777</b>	<b>671</b>	<b>12214</b>

Note: Any course longer than 5 days is deemed to be a long duration course.



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(C) SEMINARS/ WORKSHOPS ORGANISED BY HIPA (Main Wing)							
Sr. No.	Course Title	Faculty	Type	Dates	Trainees	Duration	Trainee Days
1	Workshop on O&M Officers	AP (PE)	HIPA	July 12-13, 2004	35	2	0
2	Workshop on Gender Sensitization	AP (RD)	Sponsored	Oct. 13-14, 2004	26	2	0
3	Electoral Management & Administration	DG	Sponsored (Election)	Dec. 06-07, 2004	39	2	0
4	Electoral Management & Administration	DG	Sponsored (Election)	Dec. 09-10, 2004	36	2	72
5	Electoral Management & Administration	DG	Sponsored (Election)	Dec. 13-14, 2004	48	2	96
6	Workshop on Street Children	AP (FS)	HIPA	Feb. 16-17, 2005	20	2	0
7	Workshop on O & M	FPA	HIPA	Feb. 21-22, 2005	16	2	0
	<b>Total</b>				<b>220</b>	<b>14</b>	<b>168</b>
Note: A Seminar/ Workshop is deemed to be of 1 to 3 days duration.							

(D) COURSES ORGANISED BY THE EXCISE & TAXATION SCHOOL (Gurgaon)							
Sr. No.	Course Title	Faculty	Type	Dates	Trainees	Duration	Trainee Days
1	Vat Course	DETC	HIPA	May 24-28, 2004	19	5	95
2	Vat Course	DETC	HIPA	June 14-18, 2004	7	5	35
3	Vat Course	DETC	HIPA	July 12-16, 2004	15	5	75
4	Course on Vat	DETC	HIPA	Aug.09-13, 2004	13	5	65
5	Vat Course	DETC	HIPA	Aug 30-03 Sept., 2004	13	5	65
6	Vat Course	DETC	HIPA	Oct. 11-14, 2004	16	4	64
7	Vat Course	DETC	HIPA	Oct. 18-21, 2004	16	4	64
8	Vat Course	DETC	HIPA	Nov. 08-11, 2004	13	4	52
9	Course on VAT	DETC	HIPA	Jan. 17-20, 2005	7	4	28
	<b>Total</b>				<b>119</b>	<b>41</b>	<b>543</b>

## (E) COURSES ORGANISED BY THE PRINCIPAL, SECRETARIAL MANAGEMENT SCHOOL (Gurgaon)

Sr. No.	Name of the Training Course	Date	Trainees	Duration	Trainee Days
1	Course on Pension & Other Retirement Benefits (Distt. Jhajjar)	April 19-21, 2004	38	3	114
2	Orientation Course on Cannons of Financial Propriety (Distt. Rewari)	May 17-21, 2004	26	5	130
3	Orientation Course on Cannons of Financial Propriety (Distt. Faridabad)	June 14-18, 2004	39	5	195
4	Pension & Retirement Benefits & Steps for Improving Efficiency in Govt. Officers (Distt. Sonapat)	July 12-16, 2004	24	5	120
5	Orientation Course on Cannons of Financial Propriety, Service Matters and Maintenance of GIS Accounts (Distt. Panipat)	Aug. 23-27, 2005	28	5	140
6	Course on Pension & other Retirements Benefits Main-tenance of GIS Accounts & Service Matters (Distt. Bhiwani)	Sept. 13-17, 2005	22	5	110
7	Orientation Course on Cannons of Financial Propriety (Distt. Jhajjar)	Oct. 11-14, 2005	25	4	100
8	Workshop on Deduction of Tax at Source	Nov. 10, 2004	23	1	23
9	Course on Pension & Retirements Benefits Main-tenance of GIS Accounts & Service Matters	Nov. 22-25, 2004	24	4	96
10	Steps for Improving Efficiency in Govt. Offices and Course on Service Matters (Distt. Gurgaon)	Dec. 20-24, 2004	21	5	95
11	Orientation Course on Office Procedure, Maintenance of GIS Accounts & Service Matters	Jan. 10-14, 2005	23	5	115
12	Course on Pension & Pensionary Benefits, Service Matters & Maintenance of GIS Accounts	Feb. 14-18, 2005	13	5	65
13	Workshop on Deduction of Tax at Source	Feb. 22, 2005	47	1	47
	Total		353	53	1350

(F) COURSES ORGANISED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE OF HIPA, PANCHKULA

Sr. No.	Name of the Training Course	Date	Trainees	Duration	Trainee Days
1	Enhanced Litigation	April 19-23, 2004	45	5	225
2	Financial Management	April 26-30, 2004	24	5	120
3	Office Automation Tools	April 26-30, 2004	10	5	50
4	Orientation Training Programme for Superintendents/Dy. Suerintendents	April 26-30, 2004	19	5	95
5	Administrative Efficiency	May 04-07, 2004	25	4	100
6	Enhanced Litigation	May 04-07, 2004	24	4	96
7	Office Automation Tools	May 11-14, 2004	14	4	56
8	Duties & Functions of Clerks	May 11-14, 2004	21	4	84
9	Orientation Training Programme for Assistants	May 17-21, 2004	23	5	115
10	Pension & Service Matters	May 17-21, 2004	58	5	290
11	Financial Management	May 24-28, 2004	37	5	185
12	Workshop of "Purchase & Disposal Procedure"	June 01-02, 2004	29	2	58
13	Orientation Training Programmes for Supdt.	June 07-11, 2004	13	5	65
14	Administrative Efficiency	June 14-18, 2004	46	5	230
15	Duties & Functions of Clerks	June 14-18, 2004	33	5	165
16	Financial Management in Govt. Department	July 05-09, 2004	15	5	75
17	Orientation Training Programme for Assistants	July 05-09, 2004	18	5	90
18	Office Automation Tools	July 05-09, 2004	8	5	40
19	Enhanced Litigation	July 12-16, 2004	29	5	145
20	Duties & Functions of Clerks	July 19-23, 2004	29	5	145
21	Welfare Schemes for Govt. Employees	July 20-23, 2004	10	4	40
22	Pension & Service Matters	July 26-30, 2004	27	5	135
23	Workshop of "Income Tax Matters"	July 28, 2004	26	1	26
24	Developing Effective Communication Skills	Aug. 09-13, 2004	24	5	120
25	Administrative Efficiency	Aug. 09-13, 2004	28	5	140
26	Record Management & Record Retention Schedule	Aug 12, 2004	13	1	13
27	Pension & Service Matters	Aug. 16-18, 2004	21	3	63
28	Orientation Training Programme for Superintendents/Dy. Suerintendents	Aug. 23-27, 2004	20	5	100
29	Office Automation Tools	Aug. 23-27, 2004	15	5	75
30	Pension & Service Matters at Kaithal	Aug. 30-Sept.03, 2004	60	5	300

31	Reducing Delays & Improving Personal Efficiency	Sept. 07-10, 2004	22	4	88
32	Duties & Functions of Clerks	Sept. 13-17, 2004	27	5	135
33	Office Automation Tools	Sept. 27-Oct.01, 2004	9	5	45
34	Pension & Service Matters at Panipat	Sept. 27-Oct.01, 2004	71	5	355
35	Financial Management for Departments	Oct. 04-08, 2004	25	5	125
36	Orientation Training Programme for Assistants of Departments	Oct. 11-14, 2004	25	4	100
37	Reducing Delays & Improving Personal Efficiency for Stenographers of Dep'ts.	Oct. 11-14, 2004	13	4	52
38	Administrative Efficiency for Assistants from Secretariat & FC Office	Oct. 18-21, 2004	19	4	76
39	Pension & Service Matters for Assistants of Departments	Oct. 25-27, 2004	25	3	75
40	Reducing Delays & Improving Personal Efficiency of PAs & Sr. Scale Stenographers of Departments	Nov. 02-05, 2004	20	4	80
41	Enhanced Litigation for Assistants/Supdts. of Departments	Nov. 08-11, 2004	21	4	84
42	Office Automation Tools	Nov. 08-11, 2004	18	4	72
43	Office Automation Tools	Nov. 16-19, 2004	7	4	28
44	Disciplinary Proceedings under P & A Rules for Assistants from Departments	Nov. 17-19, 2004	24	3	72
45	Role of DDOs concerning with TDS, Filing of IT Return and handling other Financial Matters	Nov. 22-25, 2004	12	4	48
46	Administrative Efficiency for Dy. Supdts./ Supdts. of Sectt., FC Office and Departments	Nov. 29-Dec.03, 2004	22	5	110
47	Service and Establishment Matters for Assistants/Dy. Supdts. of Departments	Nov. 29-Dec.03, 2004	26	5	130
48	Pension and Service Matters at Karnal	Dec. 06-10, 2004	91	5	455
49	Reducing Delays and Improving Personal Efficiency for Stenographer from Dep'ts.	Dec. 06-10, 2004	15	5	75
50	Administrative Efficiency for Assistants from Secretariat & FC Office and Departments	Dec. 13-17, 2004	25	5	125
51	Orientation Training Programme for Supdts./Dy. Supdts. of FC Office and Departments	Dec. 13-17, 2004	22	5	110
52	Duties & Functions of Clerks of Departments	Dec. 20-24, 2004	29	5	145
53	Office Management & Application of Govt. Rules, Record Keeping and Presentation for Fisheries Deptt. at Hisar	Dec. 20-24, 2004	16	5	80
54	TDS, Filing of Income Tax Return under Income Tax Act, 1961 for dealing-hands from Dep'ts.	Dec. 22, 2004	26	1	26
55	Office Automation Tools	Dec. 27-31, 2004	13	5	65
56	Office Automation Tools	Jan. 10-14, 2005	16	5	80

57	One Day Workshop on Income Tax	Jan 20, 2005	23	1	23
58	Office Automation Tools	Jan. 24-28, 2005	23	4	92
59	Duties & Functions of Clerks	Jan. 24-28, 2005	10	4	40
60	Enhanced Litigation	Jan. 31-Feb.04, 2005	19	5	95
61	Orientation Training Programme for Asstts.	Feb. 07-11, 2005	6	5	30
62	Administrative Efficiency	Feb. 07-11, 2005	19	5	95
63	Training Programme on Civil Services Rules, Financial Rules & other allied Matters (for Forest Departments)	Feb. 07-11, 2005	18	5	90
64	Pension & Service Matters	Feb. 14-18, 2005	16	5	80
65	Training Programme on Civil Services Rules, Financial Rules & other state Policies (for Forest Departments)	Feb. 14-18, 2005	19	5	95
66	One Day Workshop on Income Tax (Yamunanagar)	Feb. 15, 2005	150	1	150
67	OTP for Stenographer on Reducing Delays & Improving Personal Efficiency	Feb. 21-23, 2005	14	3	42
68	Training Programme on Civil Services Rules, Financial Rules & other state Policies on Service Matters (for Forest Departments)	Feb. 21-25, 2005	20	4	80
69	One Day Workshop on "Record Management" at Karnal	March 03, 2005	119	1	119
70	Enhancing Efficiency through Women Empowerment	March 22-24, 2005	18	3	54
	<b>Total</b>		<b>1877</b>	<b>296</b>	<b>7362</b>

