

# **Courses**

## **2007-2008**



## (A) LONG DURATION COURSES ORGANIZED COURSES BY HIPA (Main Wing)

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Induction Training Programme for Newly Recruited Government College's Lecturers Group - III	FHC	HIPA	April 02-20, 2007	27	15	405
2	Induction Training Programme for Newly Recruited Engineers of Public Health Depatt. Of Haryana	AP(RD)/ AP(BS)	HIPA	April 02- May 11, 2007	31	29	899
3	Induction Training Programme for Newly Recruited Government College's Lecturers Group - IV	AP(C)	HIPA	April 16 - May04, 2007	29	14	406
4	Induction Training Programme for Newly Recruited Government College's Lecturers Group - V	AP(FS)	HIPA	April 30 - May 18, 2007	31	15	465
5	Induction Training Programme for Newly Recruited Government College's Lecturers Group - VI	AP(PA)	HIPA	May 28 - June 15, 2007	28	15	420
6	Administrative and Management Training Course of Freshly appointed HCMS-II Medical Officers	AP (PE)	HIPA	June 11-22, 2007	17	10	170
7	Training Programme of Assistant Commissioner (UT) (IAS Batch-2006) First Phase	DG/FPA	HIPA	June 18-July 06, 2007	3	15	45
8	Induction Training Courses for Lecturers working in Govt. Colleges	AD/AP(RD)	HIPA	July 02-20, 2007	30	15	450
9	Windows Server Administration	FCS	HIPA	July 16-27, 2007	25	10	250
10	Induction Training Programme for Newly Recruited Assistant Engineers (Civil) Group - B Irrigation Deptt.	AP(PA)	HIPA	July 30 - August 17, 2007	26	13	338
11	Web Server Scripting and Administration	FCS	HIPA	August 20-31, 2007	26	10	260
12	Computer package MS Office - 2000 : Operational Guidelines	AP(C)	HIPA	August 20-31, 2007	15	10	150
13	Induction Training Programme for Newly Recruited Assistant Engineers (Civil) Group - B Irrigation Deptt. of Haryana	AP(RD) / AP(C)	HIPA	Sept. 04-21, 2007	25	14	350
14	SQL Programming and Database Design	FCS	HIPA	Sept. 17-28, 2007	26	10	260
15	Induction Training Programme for Newly Recruited Assistant Engineers (Civil) - Group C	AP(BS)	HIPA	Oct. 08-25, 2007	12	13	156
16	Computer Package MS-office-2000: Operational Guidelines	AP(C)	HIPA	Oct. 15-26, 2007	34	9	306
17	Content Design and Web Hosting	FCS	HIPA	Nov. 12-30, 2007	8	15	120
18	Administrative and Management Training Course of Freshly appointed HCMS-II Medical Officers	AP(BS)	HIPA	Nov. 19-30, 2007	19	9	171
19	Administrative and Management Training Course of Freshly appointed HCMS-II Medical Officers	AP(PA)	HIPA	Dec.03-14, 2007	29	10	290
20	Induction Training Programme for Newly Recruited Government College's Lecturers	AP(FM)	HIPA	Dec. 03-20, 2007	32	14	448
21	ISAPI, using ASP/JSP Technology	FCS	HIPA	Dec. 10-20, 2007	14	9	126
22	Administrative and Management Training Course of Freshly appointed HCMS-II Medical Officers	AP(PE)	HIPA	January 14-25, 2008	10	10	100
23	Computer Package MS-office-2000: Operational Guidelines	AP(C)	HIPA	Feb.12-22, 2008	11	8	88
T.T. Days					508	292	6673

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

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Drought Management	AP(DM)	HIPA	April 04-06 2007	21	3	63
2	Protection of Women from Domestic Violence Act, 2005	AP(FS)	HIPA	April 9-11,2007	33	3	99
3	Web site Preparation Skills	FCS	HIPA	April 9-13, 2007	22	5	110
4	Flood Management	FDM	HIPA	April 16-20, 2007	34	5	170
5	Developing Managerial Skills for Principals of ITIs	AP(FM)	HIPA	April 16-20, 2007	17	5	85
6	Capacity Building Programme for Elected / Non-elected Representatives of Urban Local Bodies in Haryana	CUDS	HIPA	April 23-25, 2007	37	3	111
7	Innovation in Administration for Improving delivery of Services (DOPT)	FPA	DOPT	April 23-27,2007	29	5	145
8	Environment Management (DOPT)	AP(DM)	DOPT	April 23-27,2007	16	5	80
9	Transparency in Administration :Right to Information Act for SPIO/ASPIO (DOPT)	FPA	DOPT	May 7-11, 2007	35	5	175
10	HTML and Front Page Usage	FCS	HIPA	May 14-18, 2007	13	5	65
11	ToT Programme on RTI Act under UNDP Project for Jhajjar District	FPA	HIPA	May 14-18, 2007	10	5	50
12	Earthquake Management	FDM	HIPA	May 21-25, 2007	13	5	65
13	Database Management Tools	AP(MIS)	HIPA	May 21-25, 2007	11	5	55
14	Institutional Training for IAS (AC/ UT)	DG/FPA	HIPA	May 25 - June 01, 2007	2	6	12
15	Formulation of Disaster Management Plan ( Distt. Mahendergarh)	FDM	HIPA	May 30 -June 01, 2007	67	3	201
16	Computer Training MS Office and Internet Tools	AP(MIS)	HIPA	June 04-08, 2007	13	5	65
17	Community Based Disaster Management (DOPT)	FDM	DOPT	June 11-15, 2007	33	5	165
18	Role of Education in Promoting Human Rights as Women's Rights in India (DOPT)	AP (FS)	DOPT	June 11-15, 2007	23	5	115
19	TOT Programme on RTI Act for Gurgaon District under UNDP Project	FPA	HIPA	June 11-15, 2007	14	5	70
20	Finance for Non-Finance Executives (HCS Officers)	AP (FFM)	HIPA	June 18-22, 2007	17	5	85
21	Computer Training MS-Office and Internet Tools	AP (MIS)	HIPA	June 18-22, 2007	14	5	70
22	Orientation of Principal / Vice Principal of Secondary School in Disaster Management	AP (DM)	HIPA	June 25-29, 2007	43	5	215
23	Continuous Quality Improvement at DTC, Panchkula	AP (PA)	HIPA	June 25-28, 2007	30	3	90
24	Computer Training MS Office and Internet Tools	AP(C)	HIPA	June 25-29, 2007	10	5	50

25	Improvement the Quality of Life of Older Persons (DOPT)	AP(FS)	DOPT	July 02-06, 2007	27	5	135
26	Capacity Building Programme for Elected / Non-elected Representatives of Urban Local Bodies of Faridabad & Mewat Districts (At Faridabad)	CUDS	HIPA	July 03-05, 2007	43	3	129
27	Training for Kanungo & Patwari in Disaster Management (at Faridabad)	FDM	HIPA	July 04-06, 2007	27	3	81
28	Computer Training MS Office and Internet Tools	AP( C)	HIPA	July 09-13, 2007	9	5	45
29	WTO & Agriculture in Haryana (DOPT)	AP(RD)	DOPT	July 16-20, 2007	34	5	170
30	Municipal Reforms for Good Urban Governance	CUDS	HIPA	July 23-27, 2007	12	5	60
31	Prevention of HIV/AIDS Among Risk Individuals and Groups	AP(FS)	HIPA	July 23-27, 2007	36	5	180
32	Formulation of District Disaster Management Plan	FDM	HIPA	July 23-27, 2007	20	5	100
33	Personnel Administration and Efficient Conduct of Disciplinary Proceedings	FPA	HIPA	August 06-10, 2007	20	5	100
34	Welfare of Scheduled Castes and Other Backward Classes - An Innovative Approach	AP(FS)	HIPA	August 06-10, 2007	33	5	165
35	Wasteland Development (DOPT)	AP(DM)	DOPT	August 06-10, 2007	21	5	105
36	Project Management and Computer (DOPT)	AP(C)	DOPT	August 06-10, 2007	14	5	70
37	Training for Kanungo & Patwari in Disaster Management (At Rohtak)	FDM	HIPA	August 08-10, 2007	34	3	102
38	District Development Planning at Divisional Level (At Rohtak)	FEDP	HIPA	August 20-22, 2007	14	3	42
39	TOT Programme for Engineers on "Techniques of Building Construction & Retrofitting of Houses (Distt. Panchkula)	AP(DM)	HIPA	August 20-22, 2007	31	3	93
40	Capacity Building Programme for elected representatives of Urban Local Bodies of Gurgaon and Jhajjar Districts (At HIPA Gurgaon)	CUDS	HIPA	August 20-22, 2007	54	3	162
41	Total Quality Management	AP(PA)	HIPA	Augusut 20-24, 2007	7	5	35
42	Talbles and Charts through Excel	AP(MIS)	HIPA	Augusut 20-24, 2007	25	5	125
43	Managing Change	AP(BS)	HIPA	Augusut 20-24, 2007	14	5	70
44	Governance to Good Governance Citizen Friendly Adminsitration	AP(PE)	HIPA	August 27-31, 2007	23	5	115
45	TOT Programme for Engineers on "Techniques of Building Construction & Retrofitting of Houses (Distt. Gurgaon)	FDM	HIPA	August 29-31, 2007	24	3	72
46	Workshop on "Citizen Charter"	AP(PE)	HIPA	Sept. 5-7, 2007	16	3	48
47	Ethics & Values in Administration (DOPT)	FPA	DOPT	Sept.10-14,2007	16	5	80
48	Disaster Management : Role of NCC & NSS Volunteers at School Level (DOPT)	FDM	DOPT	Sept.10-14,2007	41	5	205
49	Improving in Productivity and Quality through Dynamic Leadership	AP(BS)	HIPA	Sept.10-14,2007	18	5	90
50	Women's Empowering and Gender Equality : Innovative Programmes and Strategies (DOPT)	AP(FS)	DOPT	Sept.10-14,2007	24	5	120

51	Finance for Non-Finance Executives	AD/ AP(FM)	HIPA	Sept. 10-14, 2007	10	5	50
52	Capacity Building Programme for Elected Representatives of Urban Local Bodies in Rohtak & Bhiwani Districts (At Rohtak)	CUDS	HIPA	Sept. 17-19, 2007	30	3	90
53	Formulation of Disaster Management Plan (at Ambala)	FDM	HIPA	Sept. 17-19, 2007	31	3	93
54	Workshop on "Organisation & Methods"	AP(PE)	HIPA	Sept. 17-19, 2007	11	3	33
55	Computer Package MS-Office : Operational Guidelines	AP(MIS)	HIPA	Sept. 17-21, 2007	19	5	95
56	Managing Stress for Personal Efficacy	AP(BS)	HIPA	Sept. 24-27, 2007	15	4	60
57	Children and their rights, Rehabilitation of Destitute Orphan, Abandoned Children	AP(FS)	HIPA	Sept. 24-28, 2007	24	5	120
58	Building Accountability in Administration	AP(PA)	HIPA	Sept. 24-27, 2007	8	4	32
59	Industrial & Chemical Disasters	FDM	HIPA	Sept. 26-28, 2007	22	3	66
60	District Development Planning (At Faridabad)	FEDP	HIPA	Sept. 26-28, 2007	16	3	48
61	Orientation of Teachers of Primary & Secondary Schools in Disaster Management	FDM	HIPA	Oct. 08-12, 2007	68	5	340
62	Office Automation Tools	AP(MIS)	HIPA	Oct. 8-11, 2007	12	4	48
63	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies of Rewari & Mahendergarh Districts (At Rewari)	CUDS	HIPA	Oct. 08-10, 2007	31	3	93
64	Disaster Management for Zila Parishad Members	AP(DM)	HIPA	Oct. 15-17, 2007	18	3	54
65	District Development Planning at Divisional Level (at Hisar)	FEDP	HIPA	Oct. 17-19, 2007	22	3	66
66	Training for Tehsildar / Naib Tehsildar in Disaster Management	FDM	HIPA	Oct. 22-25, 2007	14	4	56
67	Girl Child in Haryana and Genesis of PNDA Act.	AP(FS)	HIPA	Oct. 22-24, 2007	36	3	108
68	Project Implementation, Monitoring and Evaluation	AP(FM)	HIPA	Nov. 12-16, 2007	8	5	40
69	Training for Ward Members & Gram Panchayat Members in Disaster Management at District Kaithal	AP(DM)	HIPA	Nov. 14-16, 2007	47	3	141
70	Rehabilitating the Disabled Persons and Empowering them through Public Private Partnership	AP(FS)	HIPA	Nov. 19-23, 2007	27	5	135
71	Women's Empowerment through Panchayati Raj Institutions (PRIs)	AP(PA)	HIPA	Nov. 26-30, 2007	19	5	95
72	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies of Karnal and Panipat Districts (At Karnal)	CUDS	HIPA	Nov. 26-28, 2007	37	3	111
73	Capacity Building in SAS Officers	FFM	HIPA	Nov. 26-30, 2007	18	5	90
74	Disaster Management & Human Rights (DOPT)	FDM	DOPT	Nov. 28-30, 2007	29	3	87
75	Training for Kanungo & Patwari in Disaster Management (District Sirsa)	AP(DM)	HIPA	Dec. 03-05, 2007	39	3	117
76	Right to Information Act as an Instrument of Transparent Government	AP(PE)	HIPA	Dec. 03-06, 2007	14	4	56



77	Prevention and Control of Drug Abuse and Illicit Trafficking	AP(FS)	HIPA	Dec. 03-07, 2007	21	5	105
78	Internet Usage and Web Page Creation	AP(C)	HIPA	Dec. 03-07, 2007	9	5	45
79	Training for Kanungo & Patwari in Disaster Management (District Panchkula)	FDM	HIPA	Dec. 10-12, 2007	16	3	48
80	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies of Kurukshetra & Yamuna Nagar (At Kurukshetra)	CUDS	HIPA	Dec. 12-14, 2007	46	3	138
81	Orientation of Health Workers in Disaster Management (District Panipat)	AP(DM)	HIPA	Dec. 17-19, 2007	38	3	114
82	Information & Communication Technology (ICT) Role in Governance	AP(C)	DOPT	January 23-25, 2008	12	3	36
83	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies of Panchkula and Ambala Districts (At Panchkula)	CUDS	HIPA	January 22-24, 2008	23	3	69
84	Negotiation Skills	AP(BS)	DOPT	January 21-25, 2008	15	5	75
85	Appraisal of Account Keeping Software	AP(MIS)	HIPA	January 21-25, 2008	14	5	70
86	Secretariat Safety Management for Senior Staff (at Panchkula)	FDM	HIPA	Jan. 30 - Feb. 01, 2008	10	3	30
87	Front End and Back End Aspects of Database System	AP(MIS)	HIPA	Feb. 04-08, 2008	19	5	95
88	Standardizing Service Delivery and Citizen Charter	AP(PE)	DOPT	Feb. 04-08, 2008	24	5	120
89	Use of Remote Sensing & GIS Techniques in Watershed Development	AP(DM)	DOPT	Feb. 04-08, 2008	11	5	55
90	Capacity Building Programme for Elect / Non-elected Representatives of Urban Local Bodies in Haryana (At Hisar)	CUDS	HIPA	Feb. 14-16, 2008	48	3	144
91	Training for War Members & Gram Panchayat Members in Disaster Management (at Yamunanagar)	AP(DM)	HIPA	Feb. 18-20, 2008	62	3	186
92	Audit Sensitization in Governance	FFM	HIPA	Feb. 18-22, 2008	19	5	95
93	Tables & Charts through Excel	AP(MIS)	HIPA	Feb. 18-22, 2008	12	4	48
94	Secretariat Safety Management for Junior Staff (at Panchkula)	FDM	HIPA	Feb. 20-22, 2008	34	3	102
95	Empowering Citizens for Effective Service Delivery	AP(PE)	DOPT	Feb. 25-29, 2008	21	5	105
96	Orientation of Paramedical Workers in Disaster Management	AP(DM)	HIPA	Feb. 26-29, 2008	22	4	88
97	Capacity Building Programme for Elected Women representative of Urban Local Bodies of Sonapat & Jind Districts (Sonapat)	CUDS	HIPA	March 10-12, 2008	44	3	132
98	Training of Trainers (TOT) under CBPR (District Sonapat)	AP(RD)/ AP(BS)	HIPA	March 17-19, 2008	42	3	126
99	Training of Trainers (TOT) under CBPR (District Mewat)	AP(RD) / AP(FM)	HIPA	March 24-26, 2008	35	3	105
T.T. Days					2416	413	9565

5

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

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Workshop on "Competition and Regulation" (At Panchkula)	FEDP	HIPA	6 July, 2007	37	1	37
2	Workshop on National Rural Employment Guarantee ACT (NREGA) (AT Rewari)	AP(RD)	HIPA	Feb. 14, 2008	100	1	100
3	Workshop on National Rural Employment Guarantee ACT (NREGA) (AT Jhajjar)	AP(RD)	HIPA	Feb. 20, 2008	42	1	42
4	Workshop on National Rural Employment Guarantee ACT (NREGA) (AT Gurgaon)	AP(RD)	HIPA	Feb. 25, 2008	31	1	31
5	Workshop on National Rural Employment Guarantee ACT (NREGA) (AT Faridabad)	AP(RD)	HIPA	Feb. 26, 2008	51	1	51
6	State Level Orientation Programme on Adoption	AP(FS)	HIPA	Feb. 28-29, 2008	42	2	84
7	Workshop of National Rural Employment Guarantee Act (NREGA) at Sonapat	AP(RD)	HIPA	March 05, 2008	28	1	28
8	RIT Capsule Course	AP(PE)	HIPA	March 05, 2008	14	1	14
9	Workshop of National Rural Employment Guarantee Act (NREGA) at Panipat	AP(RD)	HIPA	March 13, 2008	44	1	44
10	Workshop of National Rural Employment Guarantee Act (NREGA) at Rohtak	AP(RD)	HIPA	March 28, 2008	85	1	85
11	Workshop of National Rural Employment Guarantee Act (NREGA) at Fatehabad	AP(RD)	HIPA	March 31, 2008	85	1	85
				<b>T.T.Days</b>	<b>559</b>	<b>12</b>	<b>601</b>



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

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Haryana Value Added Tax & Local Area Development Tax	JETC	HIPA	April 16-27, 2007	11	9	99
2	The Punjab Excise Act & Rules	DETC	HIPA	May 02-04, 2007	13	3	39
3	Role of Tax Inspector's under all Acts	AETC	HIPA	May 09-11, 2007	12	3	36
4	Induction Training Programme of Excise Inspectors	DETC	HIPA	May 07 - June 06, 2007	12	23	276
5	PGT Act & Entertainment Duty Act 1955	JETC	HIPA	May 16-18, 2007	13	3	39
6	Haryana Value Added Tax & Local Area Development Tax	AETC	HIPA	June 11-15, 2007	12	5	60
7	The Punjab Excise Act & Rules	DETC	HIPA	July 04-06, 2007	11	3	33
8	PGT Act and Entertainment Duty Act 1955	JETC	HIPA	July 18-20, 2007	15	3	45
9	Role of Tax Inspector's under all Acts	AETC	HIPA	July 25-27, 2007	15	3	45
10	Haryana Value Added Tax & Local Area Development Tax	DETC	HIPA	August 20-24, 2007	14	5	70
11	The Punjab Excise Act & Rules	DETC	HIPA	Sept. 5-7, 2007	10	3	30
12	PGT Act & Entertainment Duty Act 1955	JETC	HIPA	Sept. 26-27, 2007	10	2	20
13	The Punjab Excise Act & Rules	DETC	HIPA	Nov. 14-16, 2007	15	3	45
14	PGT Act and Entertainment Duty Act 1955	JETC	HIPA	Nov. 21-23, 2007	15	3	45
15	Role of Tax Inspector's under all Acts	AETC	HIPA	Nov.28-30, 2007	12	3	36
16	PGT Act & Entertainment Duty Act 1955	JETC	HIPA	January 16-18, 2008	11	3	33
17	Role of Tax Inspector's under all Acts	AETC	HIPA	January 28-30, 2008	14	3	42
18	Induction course for Newly Recruited Taxation Inspectors	AETC	HIPA	Feb.18-March18, 2008	31	20	620
19	Role of Tax Inspector's under all Acts	AETC	HIPA	March 5-7, 2008	11	3	33
20	PGT Act and Entertainment Duty Act 1955	AETC	HIPA	March 12-14, 2008	12	3	36
				<b>T.T.Days</b>	<b>210</b>	<b>106</b>	<b>1682</b>

7

**(E) COURSES ORGANIZED BY THE PRINCIPAL SECRETARIAL MANAGEMENT SCHOOL, GURGAON**

S.N.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Capacity Building of Auditors with reference to Performance Audit & Works Accounts	P(SMS)	HIPA	April 9-13, 2007	31	5	155
2	Orientation Course for Group 'C' Employees on Office Procedure, Maintenance of Office Record and General Conditions of Service	P(SMS)	HIPA	May 14-18, 2007	18	5	90
3	Institutional Computer Training for the Treasury Officers and Assistant Treasury Officers on line Treasury Information System	P(SMS)	HIPA	June 18-22, 2007	22	5	110
4	Orientation Course for Capacity Building of Auditors with specific reference to Revenue Expenditure, Performance Audit & Works	P(SMS)	HIPA	July 16-20, 2007	40	5	200
5	Orientation Course for Improving the Efficiency of Auditors & Accountants with specific reference to Performance Audit, Service	P(SMS)	HIPA	August 20-24, 2007	32	5	160
6	Workshop on "Responsibilities of DDOs with regard to Deduction of Tax at Source	P(SMS)	HIPA	Sept. 11, 2007	51	1	51
7	Orientation Course for Group 'C' Employees on Steps for increasing efficiency in Govt. offices and Service Matters	P(SMS)	HIPA	Sept. 17-21, 2007	25	5	125
8	Cannons of Financial Propriety, Maintenance of Cash Book, T.A. Bills and Maintenance of GIS Accounts	P(SMS)	HIPA	Oct.15-19, 2007	24	5	120
9	Orientation Course for Group "C" Employees on Punishment & Appeal Rules, Conduct Rules & Service Matters	P(SMS)	HIPA	Nov.19-23, 2007	19	5	95
10	Reservation Policy, Reimbursement of Mediclaims, Revised Ex-gratia Scheme and Maintenance of GIS Accounts	P(SMS)	HIPA	Dec.10-14, 2007	15	5	75
11	Pensionary Benefits and Planning for Retirement and Service Matters	P(SMS)	HIPA	January 14-18, 2008	22	5	110
				<b>T.T.Days</b>	<b>299</b>	<b>51</b>	<b>1291</b>

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

S.N.	Name of the Course	Dates	Trainees	Duration	Trainee Days
1	Orientation Training Programme for Assistants	2.4.07 to 6.4.07	23	5	115
2	Orientation Training Programme for Personal Assistants(PAs)	9.4.07 to 13.4.07	27	5	135
3	Welfare Schemes for Govt. Employees	10.4.07 to 11.4.07	27	2	54
4	Reservation Policy for SCs/BCs Department	12.4.2007	21	1	21
5	Documentation & Management of Record with reference to Right to Information Act, 2005	17.4.2007	17	1	17
6	MS-Excel & Internet	17.4.07 to 18.4.07	19	2	38
7	Pension and Service Matters at Kaithal	23.4.07 to 27.4.07	66	5	330
8	Duties & Functions of Clerks	30.4.07 to 4.5.07	27	5	135
9	Right to Information Act, 2005	3.5.2007	50	1	50
10	MS-Excel & Internet	7.5.07 to 9.5.07	14	3	42
11	Enhancing Efficiency through Women Empowerment	7.5.07 to 11.5.07	30	5	150
12	Enhanced Litigation:- its causes & Remedies- Codal Provisions and Govt. Instructions	14.5.07 to 18.5.07	17	5	85
13	Office Automation Tools- Computer Training on MS Word, MS Excel, MS PowerPoint & Internet	14.5.07 to 18.5.07	11	5	55
14	Administrative Efficiency	21.5.07 to 25.5.07	24	5	120
15	Right to Information Act, 2005	21.5.2007	17	1	17

16	Right to Information Act, 2005 for ASPIOs/SPIOs of Forest Department	25.5.2007	21	1	21
17	Developing Effective Communication Skills (Through Noting/Drafting)	4.6.07 to 8.6.07	31	5	155
18	Course on Service Matters for HVPN Staff at Pinjore	4.6.07 to 5.6.07	20	2	40
19	Orientation Training Programme for Dy. Supdts./Supdts.	11.6.07 to 15.6.07	28	5	140
20	Office Automation Tools	11.6.07 to 15.6.07	8	5	40
21	Course on Service Matters for HVPN Staff at Pinjore	18.6.07 to 22.6.07	20	5	100
22	Duties & Responsibilities of DDO's & Income Tax Matters – TDS	18.6.2007	39	1	39
23	Duties & Responsibilities of DDO's & Income Tax Matters – TDS	19.6.2007	13	1	13
24	MS – Excel & Internet	20.6.07 to 21.6.07	20	2	40
25	Pension & Service Matters at Ambala	25.6.07 to 29.6.07	78	5	390
26	Financial Management – Preparation of Budget & allied Matters	25.6.07 to 27.6.07	14	3	42
27	Course on Service Matters for HVPN Staff at Pinjore	25.6.07 to 26.6.07	20	2	40
28	Training Course for IAS Probationers	30.6.2007	3	1	3
29	Duties & Functions of Clerks	2.7.07 to 6.7.07	26	5	130
30	Course on Service Matters for HVPN Staff at Pinjore	5.7.07 to 6.7.07	20	2	40
31	Duties & Functions of Clerks	9.7.07 to 13.7.07	25	5	125
32	Duties & Functions of Clerks	16.7.07 to 20.7.07	17	5	85
33	Course on Service Matters for HVPN Staff at Pinjore	16.7.07 to 17.7.07	20	2	40
34	Office Automation Tools	23.7.07 to 27.7.07	20	5	100

35	Course on Service Matters for HVPN Staff at Pinjore	23.7.07 to 24.7.07	20	2	40
36	Income Tax Matters	26.7.2007	19	1	19
37	Right to Information Act for SPIOs/ ASPIOs of HUDA (Panchkula Zone)	30.7.2007	20	1	20
38	Course on Service Matters for HVPN Staff at Pinjore	30.7.07 to 31.7.07	19	2	38
39	Right to Information Act for Assistants of HSAMB	1.8.2007	25	1	25
40	Right to Information Act for SPIOs/ ASPIOs of HUDA (Panchkula Zone)	3.8.2007	19	1	19
41	Orientation Training Programme for Assistants	6.8.07 to 10.8.07	18	5	90
42	Course on Service Matters for HVPN Staff at Pinjore	6.8.07 to 7.8.07	20	2	40
43	MS – Excel & Internet	9.8.07 to 10.8.07	20	2	40
44	Duties & Responsibilities of DDOs & Income Tax Matters-TDS for Welfare of SC/BC Department	22.8.2007	16	1	16
45	Duties & Responsibilities of DDOs & Income Tax Matters-TDS - Role of supporting staff for Welfare of SC/BC Department	22.8.2007	23	1	23
46	Welfare Schemes for Govt. Employees	30.8.07 to 31.8.07	13	2	26
47	Course on Service Matters for HVPN Staff at Pinjore	4.9.07 to 5.9.07	19	2	38
48	Enhancing Efficiency through Women Empowerment	10.9.07 to 14.9.07	24	5	120
49	Course on Service Matters for HVPN Staff at Pinjore	10.9.07 to 11.9.07	17	2	34
50	Right to Information Act for officers of CCSHAU, Hisar	10.9.2007	35	1	35
51	Pension & Service Matters at Hisar	17.9.07 to 21.9.07	96	5	480



52	Course on Service Matters for HVPN Staff at Pinjore	17.9.07 to 18.9.07	20	2	40
53	Service Matters for officials of CCSHAU, Hisar	17.9.07 to 21.9.07	35	5	175
54	Course on Service Matters for HVPN Staff at Pinjore	24.9.07 to 25.9.07	16	2	32
55	OTP for PAs/Stenographers - Reducing Delays & Improving Personal Efficiency	24.9.07 to 27.9.07	19	4	76
56	MS – Excel & Internet	25.9.07 to 26.9.07	20	2	40
57	Duties & Functions of Clerks	8.10.07 to 11.10.07	10	4	40
58	Office Automation Tools	15.10.07 to 19.10.07	19	5	95
59	Service Matters for officials of CCSHAU, Hisar	15.10.07 to 19.10.07	40	5	200
60	Financial Management – Preparation of Budget & allied Matters	16.10.07 to 18.10.07	29	3	87
61	Right to Information for SPIOs/ASPIOs	22.10.2007	17	1	17
62	Course on Service Matters for HVPN Staff at Pinjore	30.10.07 to 31.10.07	22	2	44
63	Right to Information Act 2005 - Documentation & Management of Records	30.10.2007	16	1	16
64	Right to Information for SPIOs/ASPIOs of Panchayat Department	2.11.2007	21	1	21
65	Punishment and Appeal Rules - Procedure and Practical Exercise	5.11.07 to 6.11.07	30	2	60
66	Right to Information for SPIOs/ASPIOs of Labour Department	6.11.2007	27	1	27
67	Office Procedure for Platoon Commanders of Home Guards	12.11.07 to 16.11.07	18	5	90
68	MS – Excel & Internet	14.11.07 to 15.11.07	8	2	16
69	Right to Information for SPIOs/ASPIOs of Panchayat Department	19.11.2007	23	1	23



70	Office Automation Tools	19.11.07 to 23.11.07	13	5	65
71	Reservation Policy	21.11.2007	19	1	19
72	Pension & Service Matters at Karnal	26.11.07 to 30.11.07	76	5	380
73	Course on Service Matters for HVPN Staff at Pinjore	27.11.07 to 28.11.07	20	2	40
74	Enhancing Efficiency through Women Empowerment	3.12.07 to 7.12.07	39	5	195
75	Right to Information for SPIOs/ASPIOs of Vigilance Department	4.12.2007	22	1	22
76	Right to Information for SPIOs/ASPIOs of Labour Department	7.12.2007	12	1	12
77	Developing Effective Communication Skills (Through Noting/Drafting)	10.12.07 to 14.12.07	37	5	185
78	Right to Information for SPIOs/ASPIOs of Food & Supplies Department	17.12.2007	18	2	36
79	Enhanced Litigation:- its causes & Remedies- Codal Provisions and Govt. Instructions	17.12.07 to 19.12.07	28	3	84
80	Right to Information for SPIOs/ASPIOs of Food & Supplies Department	19.12.2007	26	2	52
81	Orientation Training Programme for Assistants	7.1.08 to 11.1.08	21	5	105
82	Income Tax Matters	9.1.2008	12	1	12
83	Punishment and Appeal Rules - Procedure and Practical Exercise	14.1.08 & 16.1.2008	25	2	50
84	Right to Information Act for officers of Employment Department, Haryana	15.1.2008	25	1	25
85	Duties & Functions of Clerks	14.1.08 to 18.1.08	19	5	95
86	Secretariat Procedures in the State for CSS Officers of GOI	17.1.08 to 23.1.08	18	5	90
87	Right to Information Act, 2005 - Documentation & Management of Records	17.1.2008	20	1	20

88	Right to Information Act for officers of Primary Education Deptt., Haryana	21.1.2008	17	1	17
89	MS – Excel & Internet	21.1.08 to 22.1.08	15	2	30
90	Punishment and Appeal Rules - Procedure and Practical Exercise	23.1.08 to 24.1.08	24	2	48
91	Right to Information Act for officers of Primary Education Deptt., Haryana	25.1.2008	18	1	18
92	OTP for Dy. Supdts./Supdts.	28.1.08 to 1.2.08	16	5	80
93	Office Automation Tools- Computer Training on MS Word, MS Excel, MS PowerPoint & Internet	1.2.08 to 15.2.08	10	10	100
94	Enhancing Efficiency through Women Empowerment	4.2.08 to 8.2.08	19	5	95
95	Enhanced Litigation:- its causes & Remedies- Codal Provisions and Govt. Instructions	13.2.08 to 15.2.08	20	3	60
96	Secretariat Procedures in the State for CSS Officers of GOI	18.2.08 to 22.2.08	6	5	30
97	Office Automation Tools- Computer Training on MS Word, MS Excel, MS PowerPoint & Internet	18.2.08 to 29.2.08	10	9	90
98	Documentation & Management of Record with reference to Right to Information Act, 2005 at AMBALA	19.2.2007	83	1	83
99	Administrative Efficiency	25.2.08 to 29.2.08	13	5	65
100	Right to Information Act - 2005	25.2.2008	19	1	19
101	Computer Fundamental & MS Word for Home Guard Deptt	4.3.08 to 5.3.08	3	2	6
102	Pension & Service Matters	10.3.08 to 14.3.08	57	5	285
103	Documentation & Management of Record w.r.t. RTI Act, 2005	19.3.2008	7	1	7
		<b>Total</b>	<b>2433</b>	<b>307</b>	<b>7669</b>

(G)COURSES AND SEMINARS/WORKSHOPS ORGANISED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, (HISAR)					
S.N.	Name of the Course	Dates	Trainees	Duration	Trainee Days
1	Orientation Programme on Service Matters	March 17-20, 2008	37	4	148
2	Welfare Policies of the State Government for Employees	March 26-27, 2008	29	2	58
		T.T.Days	66	6	206

