

**ANNUAL ADMINISTRATIVE
REPORT 2008-2009**

VISION

We seek to develop, strengthen and upgrade qualities of professionalism, responsiveness, integrity and courage amongst Civil Servants, in our endeavour to promote excellence and good governance in the State of Haryana; through research and training aimed at enhancement of skills, knowledge and attitudinal change.

From the Director's Desk:

*"...to know that you don't know,
to accept that you don't know
and be willing to Learn.....
To Excel is to Grow each day."*



Organizational excellence is directly related to effective management of human capital- the most valuable and precious resource of any organization. It is people- Women and Men - who produce results, build systems and create a conducive climate for growth and excellence.

The growth and success of an Organization, inter alia involves Capacity Building of the personnel. Performance can only be enhanced and sustained when each individual is enabled to reach her full potential to attain both individual and Organizational goals.

The Haryana Institute of Public Administration aims to develop, strengthen and upgrade qualities of professionalism, responsiveness, integrity and courage amongst Civil Servants, in our endeavour to promote excellence and good governance in the State of Haryana; through research and training aimed at enhancement of skills, knowledge and attitudinal change.

At HIPA, we provide quality training through a holistic approach designed to inculcate attitudes of professionalism and social responsibility, knowledge management, capacity building and skill up gradation to meet challenges of newer technologies and innovations.

In our endeavor to make the training program need based and demand driven by our client organizations, we have undertaken a process of training need analysis, capability mapping and gap assessment. Where after, the course design, course content and methodology has been tailor made to match client expectations.

At present, HIPA has four campuses. The main campus, which specializes in in-service capacity building as well as foundation courses for new recruits and freshly promoted employees, is at Gurgaon. There are three Regional Centres at Panchkula, Rohtak and Hissar, to ensure that we reach

out to a larger number of participants at a lower cost to the exchequer and with lesser distance traveled from the work place.

In order to provide better quality of training and research, we are developing a network of synergistic Institutions and Academies, who will leverage upon mutual strengths in order to attain shared goals. Towards this end, we are collaborating with National Institutes of repute.

HIPA has consistently endeavoured to make significant positive contributions for upgrading and refining knowledge, skills and attitudes. As HIPA moves forward towards professionalism, we strive to build capacity of our clients towards a more transparent, responsive, efficient and accountable governance system.

During the year 2008-09 at HIPA we have crystallized our vision and developed a mission statement clearly defined goals and targets. HIPA has conducted 316 Training Programmes and trained 10618 personnel in 2008-09. Team HIPA made exceptional achievement in the areas of improving service delivery system through CBPR (Project sponsored by DOPT, DFID), successfully conduct of SAS and LAD Examinations, organizing State Level Seminars, exchange and up-gradation of knowledge within HIPA along with other H.R. initiatives to improve our service delivery through better course design.

I have pleasure in presenting the Annual Administrative Report 2008-09.

At HIPA the team shall work towards attaining excellence every day each year.

Rajni Sekhri Sibal, IAS
Director
Haryana Institute of
Public Administration

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HIPA AN INTRODUCTION

I. LOCATION AND INFRASTRUCTURE

The Institute shifted to its own campus at Gurgaon in 1993, located at Plot No. 76, Sector -, Gurgaon over a plot of 7 acres of Land. HIPA is just 10 kms. away from the International Airport on the Delhi-Jaipur Highway.

The Institute building has four stories and is equipped with excellent infrastructure facilities consisting of a number of class-rooms equipped with modern training aids, computer labs, spacious auditorium and conference rooms.

Library & Information Centre of the Institute is equipped with a core collection of over 25000 books in the area of Social Sciences, Management and Literature. The Centre subscribes to almost all leading Journals & Magazines of National and International repute.

Air-conditioned reading hall of the library provides conducive environment for study and research.

The Institute's hostel provides well-furnished, comfortable accommodation for about 90 trainees at one time. It has spacious dining hall, mess facilities, indoor games like Table Tennis, Billiards, Squash Court etc.

II. OBJECTIVES

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 HCS officers.
- d) Subject specific short-term in-service training programmes for officers of different departments of the State Government.
- (e) Need-based Training Programmes for various Corporations/Boards and other autonomous bodies of the State Government and Central Government.
- (f) Training Courses for Ministerial Staff to improve the efficiency of officials right at the cutting edge level, the Institute also conducts training for supervisory level and class III employees of the State Government through its Secretariat Management School (SMS) Gurgaon and Divisional Centre (DTC), Panchkula, Hisar and Rohtak.
- (g) Conduction of training programmes sponsored by DOPT, Government of India such as 1-week/3-weeks in-service training programmes for IAS officers. In addition, some training programmes on subjects sponsored by various other National and International Agencies are also conducted.
- (h) Seminars and Workshops to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest.
- (i) 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.

- j) Undertake publication of newsletter and research papers.
- k) Participate in the organization of conferences, seminars and workshops on specialized areas of Public Administration.

III. ORGANISATIONAL SET-UP

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.

The Institute's professional structure consists of the following core faculties:-

- a. General Public Administration
- b. Behavioural Sciences
- c. Economics and Development Planning
- d. Financial Management
- e. Sociology and Social Development
- f. Disaster Management
- g. Information Technology

- h. Urban Development (HUDCO Chair)
- i. Rural Development
- j. Division Training Centre, Panchkula
- k. Division Training Centre, Hisar
- l. Secretarial Management School, Gurgaon
- m. Excise & Taxation Training Centre, Gurgaon
- n. Haryana History, Culture and Social Development

Each faculty functions with considerable autonomy and flexibility and is responsible for designing, developing and carrying out training programmes, research and consultancy.

The Institute maintains a permanent core faculty of well-qualified and experienced members, while subject specialists and management experts are invited as guest faculty from time to time.

IV. MANAGEMENT OF TRAINING AND ADMINISTRATION

During the period under review, Dr. Avtar Singh, IAS, was the principal Training & Administrative Officer of the Institute. The key officers assisting the Director with regard to administration during the financial year 2008-2009 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1.	Dr. Avtar Singh, IAS Director	1.4.2008	3.11.2008
2.	Mrs. Rajni Sekhri Sibal, IAS Director	4.11.2008	31.03.2009
3.	Sh. P.R. Bishnoi, IAS Additional Director	1.4.2008	31.03.2009
6.	Sh. R.S. Kharab, HCS Joint Director	1.4.2008	31.03.2009
8.	Sh. Rajesh Ahuja, Chief Accounts Officer	1.4.2008	31.03.2009

9.	Sh. Ram Saran, Principal DTC, Panchkula	1.4.2008	31.03.2009
10.	Sh. Megh Raj Sharma, Principal DTC, Hisar	1.4.2008	31.03.2009
11.	Mrs. Anjula Kapoor, Asstt. Librarian, DTC, Panchkula	1.4.2008	31.03.2009
12.	Sh. Joginder Singh, Asstt. Librarian	1.4.2008	31.03.2009
13.	Sh. P.C. Walecha, Admn. Officer	1.4.2008	30.03.2009
14.	Sh. A.N. Dhiman Accounts Officer	1.4.2008	31.03.2009

V. ACADEMIC FACULTY

During the year (2008-09) under review, the Institute had 4 Professors, 1 Associate Professor, 10 Assistant Professors, 1 Taxation expert, and 1 Expert on Account – keeping on its Academic Faculty.

VI APPOINTMENT OF FACULTY MEMBERS

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

S.No	Name of the Faculty	From	To
1.	Dr. Avtar Singh, IAS Director	1.4.2008	3.11.2008
2.	Smt. Rajni Sekhri Sibal, IAS Director	4.11.2008	31.03.2009
3.	Dr. J.George, Professor Economics & Development Planning	1.4.2008	31.03.2009
4.	Sh. Baij Nath, System Expert	1.4.2008	31.03.2009
5.	Prof. K.C. Yadav, Haryana History Culture and Social Development	1.4.2008	31.03.2009
6.	Prof. M.R. Kulkarni, Urban Dev.	1.4.2008	31.03.2009
7.	Dr. Abhay Shrivastava Associate Professor, Disaster Management	1.4.2008	31.03.2009

8.	Sh. R.K. Gulati Assistant Professor (Computer)	1.4.2008	31.03.2009
9.	Mrs. Aarti Dudeja, Assistant Professor, Public Admn.	1.4.2008	31.03.2009
10.	Ms. Manveen Kaur, Assistant Professor,(Rural Dev.)	1.4.2008	31.03.2009
11.	Mrs. Divya Jyoti Assistant Professor (MIS)	1.4.2008	31.03.2009
12.	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	1.4.2008	31.03.2009
13.	Dr. Rekha Shrivastava, Assistant Professor (Sociology)	1.4.2008	31.03.2009
14.	Dr. Rajvir Dhaka, Assistant Professor (PE)	1.4.2008	31.03.2009
15.	Dr. Bhuwan Kumar Assistant Professor (D.M.)	1.4.2008	31.03.2009
16.	Mr. Lalit Kumar, Assistant Professor (FM)	1.4.2008	31.03.2009
17.	Dr. Anshu Tiwari, AP(DM-II)	16.12.2008	31.03.2009
18.	Sh. Devender Singh, Programmer	1.4.2008	31.03.2009
19.	Mrs. Mukesh Lata Gupta, AETC	1.4.2008	31.03.2009
20.	Sh. Ram Saran, Principal (DTC, Panchkula)	1.4.2008	31.3.2009
21.	Sh. Rajesh Ahuja, Principal SMS (Gurgaon)	01.4.2008	31.3.2009
22.	Sh. Megh Raj Sharma, Principal (DTC, Hisar)	01.4.2008	31.3.2009
23.	Sh. D.N.S. Chahal, Principal (DTC, Rohtak)	10.11.2008	31.3.2009

VII. FINANCIAL RESOURCES

The financial resources available to HIPA during the year 2008-2009 are listed below in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Source	Amount (Lac)
1	Non Plan Funds	280.60
2	Plan Funds	70.00
3	Natural Disaster Management	18.80
4	Govt. of India Course Account	20.34
5	Training Courses Fee HIPA	8.31
6	DTC Panchkula	7.33
7	DTC Hisar	0.59
8	HUDCO	-
9	Training Courses for Excise & Taxation	-
10	Any other amount received from GOI DOPT	-
	Total	405.97

TRAINING ACTIVITIES AT HIPA

Training is one of the effective and tested tools from performance enhancement. Haryana would adopt a three pronged approach aimed at upgradation of knowledge and skills of the personal as well as on inculcating the right Attitude. Organizational motivation and morale, as reflected in the attitudes and administrative culture, are rendered relevant and sharply focused through effective training programmes. Sensitivity to emerging political and social concerns, modernity in thinking and re-orientation of administrative system would require specifically training programmes to enable their diffusion throughout the administrative structure.

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, Hisar & Rohtak 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. A Brief outline of training programme is given as under:

(i) INSTITUTIONAL TRAINING PROGRAMMES

For IAS probationers allotted to Haryana cadre and also for Haryana Civil Service (Executive Branch) probationers.

(ii) FOUNDATIONAL TRAINING PROGRAMMES

For category 'A' & 'B' officers of all Government Departments recruited through Haryana Public Service Commission.

(iii) IN SERVICE TRAINING FOR HCS

The Institute organises compulsory inservice training programmes for the HCS (Executive Branch) Officers.

(iv) SUBJECT SPECIFIC SHORT-TERM IN-SERVICE TRAINING PROGRAMMES

The Institute organises subject-specific in-service training programmes for officers of different departments of the State Government on various areas.

(v) NEED-BASED TRAINING PROGRAMMES

These are organised for various Corporations/Boards and other autonomous bodies of the State Government and Central Government.

(vi) TRAINING COURSES FOR MINISTERIAL STAFF

To improve the efficiency of officials right at the cutting edge level, the Institute also conducts training for supervisory level and class III employees of the State Government through its Secretariat Management School (SMS) Gurgaon and Divisional Centre (DTC), Panchkula, Hisar and Rohtak.

(vii) DEPARTMENT OF PERSONNEL AND TRAINING (GOI) HIPA

HIPA conducts various training programmes sponsored by DOPT, Government of India such as 1-week/3-weeks in-service training programmes for IAS officers. In addition, some training programmes on subjects sponsored by various other National and International Agencies are also conducted.

I. DURING THE PERIOD 1.4.2008 TO 31.3.2009, THE INSTITUTE CONDUCTED 316 PROGRAMMES.

Training Courses (as given in Table IV below).

Table IV

Training Courses, Trainees and Training Days						
Sr. NO	Type of Courses	Number	Sponsored By	No. of Trainees	Days	Trainee Days
1.	Long Duration Courses including Induction Courses	10	HIPA	147	123	1631
2.	Short Duration Courses - HIPA	96	HIPA/DOPT	2399	426	10414
3.	Seminars/Workshops	10	HIPA	476	12	588
4.	Excise and Taxation School	11	HIPA	168	51	809
5.	Secretarial Management School, Gurgaon	8	SMS	196	40	980
6.	Divisional Training Centre, Panchkula	84	DTC, PKL	2633	253	7088
7.	Divisional Training Centre, Hisar	57	DTC, Hisar	3410	179	7765
8.	EDP	9	HIPA	310	180	6200
9.	CBPR	31	HIPA	879	93	2637
	Total	316		10618	1357	38112

(For details of different types of courses, please refer to Tables at the Appendix A to I.)

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized 316 Training courses during 2008-2009 through which training was imparted to 10618 officers/officials of various Government Departments/ Organisations, as compared to 265 courses during 2007-2008 in which 8078 trainees participated.

During the financial year 2008-2009, the Institute conducted 10 long duration courses, 96 short duration courses and 10 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 84 and Divisional Training Centre, Hisar conducted 57 short duration courses and seminars/workshops. The Excise & Taxation School conducted 11 courses. The Secretarial Management School, Gurgaon conducted 8 short duration courses and seminars/ workshops. Centre for Entrepreneurship Development conducted 9 long duration courses on district level. Under the project on Capacity Building for Poverty Reduction 31 training courses were organized in Sonapat District.

II. SEMINARS AND WORKSHOPS

In view of growing multidisciplinary approaches, the Institute conducts seminars and workshops so as to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest. During the year 2008-09 HIPA conducted the following state level workshops:

1. Freedom Struggle in Haryana, 1857-1947 on 13th January 2009
2. "Global Economic Crisis : it's impact on India" on 20th December, 2008
3. Domestic Violence on March 19, 2009

III. RESEARCH ACTIVITIES AT HIPA

Research and Consultancy

The Institute undertakes, promotes and coordinates research and analytical studies on its own and in collaboration with other Government and Non-government organizations. The research and consultancy services offered by the Institute basically aim at problem diagnosis, preparation of

action plans and redesigning and restructuring systems. The institute offers research and consultancy in the following areas :

- Monitoring and Evaluation.
- Survey Research.
- Organizational Change.
- Strategic Economic Planning (Power Sector, Local Institutions etc.)
- Social Sector Re-engineering: (Health, Gender Issues and Education.)
- System Study, Design and Development.
- Library Organization & Automation.

At Present HIPA has undertaken following projects:

(i) Capacity Building for Poverty Reduction (CBPR)

DOPT has prepared an elaborate plan for Capacity Building for Poverty Reduction (CBPR) to be launched in the entire country. HIPA has been assigned the project CBPR sponsored by DOPT-DFID. In the second phase of CBPR, two districts namely Sonapat and Mewat are selected. HIPA developed a training module for the front line service delivery personnel in the specific areas like Education, Power and Health for Sonapat district. HIPA, under the CBPR has conducted training programmes for Education, Power and Health (Details can be seen at Appendix 'T')

(ii) Under Project on Capacity Building for Access to Information

HIPA has been selected as the State Implementing Agency (SIA) by DOPT, Govt. of India under the UNDP Project "Capacity Building for Access to Information". The project inter-alia aims at strengthening the mechanism for improved Government-Citizen interface to enable capacity building for access to information through training initiatives.

The project will be implemented in two districts of the State. The objective is to demonstrate improved performance and responsiveness to

citizens demands for information. This would serve as a model of best practices and motivate other districts to replicate the efforts.

IV. OTHERS ACTIVITIES

Visits at HIPA

A number of people and delegation visit the Institute every year. This is a mutual learning exercise, and the visitors as well as the Institute benefit from such interactions.

(i) His Excellency Visits HIPA

A National Level Seminar on "Freedom Struggle in Haryana, 1857-1947" at HIPA, Gurgaon. It was organized by Centre for Study of Haryana History, Culture and Social Development, HIPA in conjunction with Haryana State Archives department. His Excellency **Dr. A.R. Kidwai**, Governor of Haryana **inaugurated** the Seminar.

(ii) HIPA conducts SAS/LAD Exams

First time in the History of HIPA, HIPA has been assigned the job of conduction SAS, LAD and other Departmental Examinations. SAS and LAD Exams were held for the first time by HIPA from April 6, 2009 to April 10, 2009 at Chandigarh. Other examinations will also be held from time to time by HIPA.


(iii) New Partnership by Signing MoU with other Organizations/ Institutions.

For enhancing the quality of the training programmes, Faculty Development and improving the functioning of the Govt. functionaries, HIPA is in discussion with various leading Training Institutes and Organizations. HIPA has signed MoU with DOPT, NIFM, LBSNAA and ATI Bhopal.

With this kind of collaboration, HIPA would be able to reap the benefits of mutual interaction like exchange of faculty, exchange of course designs and pedagogical skills and tools.

(iv) **Outsourcing Experiment in HIPA**

Since early November HIPA has consciously introduced an experiment in outsourcing the kitchen activities and the canteen facility. The Landscaping and Watch & Ward activities have also been outsourced. This has helped HIPA faculty and staff to concentrate more on the training aspects leaving much of the non-training activities to experts in the respective areas.



CENTRES AT HIPA

HIPA has the following centres for its effective functioning:

(I) CENTRE FOR URBAN DEVELOPMENT STUDIES :

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). The Centre which is functioning under HUDCO Chair Faculty is headed by Prof. M.R. Kulkarni.

(II) CENTRE FOR HARYANA HISTORY, CULTURE AND SOCIAL DEVELOPMENT:

The Centre for Study of Haryana History, Culture and Social Development was set up, under the directions of the Hon'ble Chief Minister of Haryana in June, 2006 with a grant of Rs. 50 lakhs as 'start-up provision during 2007-08 and Rs.30 Lakhs per annum as recurring grant in subsequent years.

The Centre was placed under the over all charge and control of the HIPA, Gurgaon, and it started functioning after Dr. K.C. Yadav joined as Professor in August 2006.

During 2007-08 the Centre published seven books which received acclaim for the informed academic throughout the country.

The Centre has completed the following projects which are going for publication soon:

1. Mahatma Gandhi and Haryana
2. Sir Chhotu Ram: Writings and Speeches, Vol. 1.

The work is also going at speed on the multi-volume work, 'The comprehensive History of Haryana'.

(III) CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT

In the process of economic development of our country there is a zeal for everyone to grow. For this purpose a little orientation and zeal of growth can be inducted among the aspiring entrepreneurs. Appropriate entrepreneurship (EDP) Development programmes and proper training orientations can be extended to first generation entrepreneurs. This key element of EDP for required growth in view and small enterprises can produce fruitful results.

Keeping the goal in view the "Centre for Entrepreneurship Development at HIPA" a joint venture of MSMF Govt. of India and Govt. of Haryana in working for last few years in the Institute and organizing EDP's on regular Basis to achieve the desired Development goals of the state.

(IV) DIVISIONAL TRAINING CENTRES OF HIPA


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 State 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. Accordingly two more Divisional Training Centres at Hisar and

Rohtak were started functioning in March, 2007 and March, 2009 respectively.

(V) CENTRE FOR EXCISE & TAXATION

The Excise & Taxation Training School was merged with HIPA w.e.f. 1997. Since then it has been functioning and imparting training to the officers of the Department of Excise & Taxation. Presently it is headed by AETC under the overall direction of Director, HIPA. Courses conducted under this centre are annexed at Appendix 'D'



FACILITIES AT HIPA

HIPA Building attracts visitors, participants alike. The present campus is spread over 7.5 acres with a lush green cover. The campus has the following:

- Administrative Block
- Hostel
- Director's residence
- Residential Flats for Faculty and other staff
- A Academic area, comprising of Seminar room, Auditorium, Class rooms and Computer labs, etc.

(i) Infrastructure

The HIPA Complex provides round the clock service. The Institute has well furnished and work friendly rooms, halls, working place as well as residential facilities for participants. The complex provides boarding and lodging to the participants.

The staff from various discipline are engaged in different tasks and functions to translate the goals into reality. Commitment, competency and a spirit of teamwork are fostered to realize the mission of the Institute.

(ii) Auditorium

The spacious Auditorium, called 'Gandhi Hall' in the HIPA's main building provides facilities for holding conferences, training programmes, seminars. These facilities are also availed of by outside voluntary and corporate sector who regularly use the conference hall and avail the facilities. 'Gandhi Hall' is well furnished and provides all the equipments.

(iii) Library

The Institute library is equipped with excellent infrastructural facilities. Library is fully computerized. Display systems of journals and arrival of new publications are very well – arranged. Over a period of time, library has developed a well - balanced and up-to date collection of large number of documents including books, periodicals, technical and research reports, modules and other non - book materials

Air conditioned reading hall of the library provide conducive environment for study and research catering to the needs of the research scholars, faculty and participants of various training courses.

(iv) Hostel

There are around 85 beds for accommodation. The kitchen/mess is fully equipped to prepare meals for the participants who come to the Institute for trainings, workshops, conference and seminars. Mess is equipped to provide facilities. The Institute's hostel provides well furnished, comfortable accommodation for more than eighty trainees at a time. It has spacious dining hall, with sitting arrangements for smaller groups. The hostel has around 11 A/C rooms, more than 30 non a/c rooms alongwith 2 VIP suite. High standards of hygiene, overall cleanliness and good food quality are being emphasized upon in keeping with the improved ambience. Apart from this there has been regular testing of portability of water filters which has been installed in the mess area. In addition to this, house keeping of rooms of officer trainees, catering and mess services has been going on for better supervisory and control

The trainees are encouraged to lead a rich and varied life at campus to give expression to their creative potential. To achieve this they are provided with the facilities of a well equipped gymnasium in hostel. It was provides outdoor and indoor games facilities to the participants of various courses.

The outdoor facilities include Tennis, Basket Ball, volley ball, football, cricket etc. The indoor games facilities including billiards, carom, table tennis, chess, squash and badminton.

Yoga classes are held regularly so as to provide the participants with the opportunities of all round development. Trained instructors conduct weekly classes.

(v) Sports Facility

Excellent sports and fitness facilities are available on the campus to ensure that participants and faculty on campus, remain fit and healthy. It has a spacious place for indoor games like Table Tennis, Billiards, Squash Court. The outdoor facilities include:-Yoga, P.T., Aerobics, Tennis, Badminton, Football, Basket ball, etc.

(vi) Environment Awareness

HIPA believes in conserving energy and leaving behind soft carbon foot.

- HIPA is no smoking zone.
- HIPA has been using Recycle paper.
- HIPA is moving towards paperless office.
- HIPA promotes solar heating & light system.

SUMMING UP

HIPA has consistently endeavoured 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 realize 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.

APPENDIX

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

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Computer Training for Vocational Instructors	AP(C)	HIPA	May 05-16, 2008	12	9	108
2	CED in Apparel and Pattern Marking	FFM	HIPA	May 19-June 06, 2008	13	15	195
3	Computer Application in Financial Accounting	FFM	HIPA	May 19-June 06, 2008	11	15	165
5	Computer Training for Vocational Instructors	AP(MIS)	HIPA	June 16-27, 2008	12	9	108
5	Institutional Course for IAS(P) - Batch 2007	FFM	HIPA	June 16-July 18, 2008	3	24	72
6	Transition from Cash Base to Accrual Base Accounting System	AP(FM)	HIPA	August 18-29, 2008	22	10	220
7	Induction Training Programme for Sr.Medical Officer's	AP(FS)	HIPA	November 10-12, 2008	24	12	288
8	Server Side Scripting and Web Adminsitration	FCS	HIPA	November 17-28, 2008	7	10	70
9	Induction Training for Newly recruited Protection Officers	AP(BS)	HIPA	November 17-28, 2008	18	10	180
10	Computer Package MS-Office: Operational Guidelines	AP(C)	HIPA	January 05-16, 2009	25	9	225
					147	123	1631

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

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Flood Management	FDM	HIPA	April 07-11, 2008	38	5	190
2	Using ICT Tools in Financial Decision Making	AP(FM)	HIPA	April 07-11, 2008	15	5	75
3	Audit Sensitisation in Governance	FFM	HIPA	April 07-11, 2008	19	5	95
4	Web Site Architecture Design	FCS	HIPA	April 21-25, 2008	15	5	75
5	Housing (Rural & Urban)	CUDS	HIPA	April 21-25, 2008	15	5	75
6	ToT on Transparency in Administration : Right to Information Act for SPIO/ASPIO	AP(PA)	HIPA	April 21-25, 2008	23	5	115
7	Environment Management	AP(DM)	DOPT	April 21-25, 2008	31	5	155
8	Computer Training for Vocational Instructors	AP(MIS)	HIPA	April 21-25, 2008	13	5	65
9	Role of Education in Promoting & Protecting Human Rights as Women's Rights in India	AP(FS)	DOPT	April 28-May02, 2008	27	5	135
10	Drought Management	AP(DM)	HIPA	April 28-May02, 2008	39	5	195
11	General Management Programme	AP(FM)	HIPA	April 28-May02, 2008	12	5	60
12	Leadership & Decision Making	AP(BS)	HIPA	May 05-09, 2008	11	5	55
13	Sensitization Programme on Juvenile Justice (Care & Protection of Children) Amendment Act, 2006	AP(FS)	HIPA	May 12-16, 2008	28	5	140
14	Database Management System Tools	AP(MIS)	DOPT	May 12-16, 2008	40	5	200
15	Formulation of District Disaster Management Plan (Disgrict Rewari)	FDM	HIPA	May 21-23, 2008	92	3	276
16	HTML and Front Page Usage	FCS	HIPA	May 26-30, 2008	12	5	60
17	Adolescent's Reproductive Health, Care & Life Skill Education	AP(FS)	DOPT	May 26-30, 2008	24	5	120
18	Orientation of Principal/Vice Principal of Secondary School in Disaster Management	AP(DM)	HIPA	May 26-30, 2008	49	5	245
19	Disaster Management : Role of NCC & NSS Volunteers at School Level	FDM	DOPT	June 9-13, 2008	60	5	300
20	Hospital Management	FDM	HIPA	June 23-27, 2008	16	5	80
21	Tackling Urban Slums	CUDS	DOPT	June 23-27, 2008	17	5	85
22	Continuous Quality Improvement	AP(PA)	HIPA	June 24-26, 2008	15	3	45
23	Communication and Interpersonal Skills	AP(BS)	HIPA	July 7-11, 2008	11	5	55
24	Community Based Disaster Management	FDM	DOPT	July 7-11, 2008	50	5	250
25	Managerial Skills for Success	AP(FM)	DOPT	July 14-18, 2008	22	5	110
26	Office Automation Tools	AP(MIS)	HIPA	July 14-18, 2008	20	5	100
27	Training for Kanungo & Patwari in Disaster Management (District Mewat)	FDM	HIPA	July 16-18, 2008	31	3	93
28	Computerised Accounting	AP(FM)	HIPA	July 28-August 01, 2008	24	5	120
29	Use of Remote Sensing & GIS Techniques in Disaster Management	AP(DM)	HIPA	July 28-August 01, 2008	11	5	55

30	Disaster Management and Human Rights	FDM	HIPA	August 06-08, 2008	21	3	63
31	Institutional Course for IFS Officer	AD/AP(DM)	HIPA	August 12-23, 2008	1	5	5
32	Welfare and Development of Minority Community in Haryana	AP(FS)	DOPT	August 25-29, 2008	34	5	170
33	Computer Package MS-Office: Operational Guidelines	AP(MIS)	HIPA	August 25-29, 2008	34	5	170
34	Industrial and Chemical Disaster	FDM	HIPA	August 25-29, 2008	15	5	75
35	Transparency in Administration : Right to Information Act for Principals	AP(PA)/ (PE)	HIPA	August 26-28, 2008	12	3	36
36	Urban Risk Mitigation and Management	FDM	HIPA	September 01-05, 2008	20	5	100
37	Apraisal of A/C Keeping Software	AP(MIS)	DOPT	September 15-19, 2008	20	5	100
38	Improving and Protecting the Quality of Life of Older Persons	AP(FS)	DOPT	September 15-19, 2008	25	5	125
39	Computer Aided Finance for Non-Finance Executives	AP(FM)	HIPA	September 15-19, 2008	11	5	55
40	Disaster Management : Role of Panchayats	AP(DM)	DOPT	September 17-19, 2008	30	3	90
41	Secretariat Safety Management for Junior Staff (DTC, Panchkula)	FDM	HIPA	September 24-26, 2008	26	3	78
42	Powerpoint Presentation	AP(MIS)	HIPA	October 13-15, 2008	18	3	54
43	Disaster Management and Urban Planning	AP(DM)	HIPA	October 20-24, 2008	10	5	50
44	Female Feticide, Declining Sex Ratio and Genesis of PC PNDT Act	AP(FS)	DOPT	October 20-24, 2008	36	5	180
45	Audit Sensitisation in Governance	AP(FM)	DOPT	October 20-24, 2008	32	5	160
46	Right to Information Act: Transparency in Administration for SPIOs/ASPIOs Higher Education & Technical Education	AP(PE)	HIPA	October 20-24, 2008	35	5	175
47	Disaster Management for Revenue Officer	FDM	HIPA	November 03-07, 2008	31	5	155
48	Training for Kanungo & Patwari in Disaster Management (District Hisar)	AP(DM)	HIPA	November 10-12, 2008	56	3	168
49	Computer Package MS-Office: Operational Guidelines	AP(MIS)	HIPA	November 17-21, 2008	15	5	75
50	Disaster Management Role of NCC & NSS Volunteers at College Level	FDM	DOPT	November 17-21, 2008	33	5	165
51	Managing Stress for Personal Efficacy	AP(BS)	DOPT	November 17-21, 2008	15	5	75
52	Women's Empowerment through Panchayati Raj Institutions (PRIs)	AP(PA)	DOPT	November 17-21, 2008	22	5	110
53	RTI Act : Transparency in Administration for SPIOs/ASPIOs of Primary & Secondary Education Department in Haryana	AP(PE)	HIPA	November 17-21, 2008	40	5	200
54	Consumer Protection Act and Consumer Care : Working of Consumer Adjudicatory Authorities	AP(PE)	DOPT	November 24-28, 2008	15	5	75
55	Training for Kanungo and Patwari in Disaster Management (District Sonapat)	AP(DM)	HIPA	November 26-28, 2008	39	3	117
56	Orientation of Health Workers in Disaster Management (District Jhajjar)	AP(DM)	HIPA	December 01-03, 2008	33	3	99
57	Computer Aided Design	AP (C)	HIPA	December 01-05, 2008	12	5	60
58	Right to Information Act : Transparency in Administration for SPIOs/ASPIOs of HUDA, Food & Supplies and Police Departments in	AP(PE)	HIPA	December 01-03, 2008	30	3	90
59	Incident Command System	FDM	HIPA	December 01-05, 2008	17	5	85

60	Appraisal of A/C Keeping Software	AP(MIS)	HIPA	December 08-12, 2008	16	5	80
61	Credit Accessibility - A path for Rural Development	AP(FM)	DOPT	December 15-19, 2008	16	5	80
62	Mainstreaming Children with Disabilities	AP(FS)	HIPA	December 15-19, 2008	25	5	125
63	Managing Change in the Organization	AP(BS)	DOPT	December 15-19, 2008	19	5	95
64	Watershed Development	AP(DM)	DOPT	December 15-19, 2008	18	5	90
65	Developing Resource Persons for RTI	AP(PE)	HIPA	December 16-19, 2008	41	4	164
66	Development Authorities & their role in Urban Development in Haryana(HUDA specific course)	CUDS	HIPA	December 17-19, 2008	29	3	87
67	RTI Act : An Instrument of Transparent Governance	AP(PE)	HIPA	December 16-18, 2008	17	3	51
68	Child Survival and Protection of Child Rights	AP(FS)	HIPA	January 05-09, 2009	38	5	190
69	Development Authorities & their role in Urban Development in Haryana(HUDA specific course)	CUDS	HIPA	January 07-09, 2009	27	3	81
70	Development Authorities & their role in Urban Development in Haryana(HUDA specific course)	CUDS	HIPA	January 14-16, 2009	27	3	81
71	Social Audit for Rural Development Programme	AP(RD)	DOPT	January 14-16, 2009	20	3	60
72	Protection of Women from Violence through Socio-legal Literacy	AP(FS)	HIPA	January 19-23, 2009	33	5	165
73	Earthquake Management	FDM	HIPA	January 19-23, 2009	28	5	140
74	Organizational Excellence through Leadership	AP(PA)	HIPA	January 19-23, 2009	13	5	65
75	Leverage of IT for LAW Enforcing Agencies	FCS	HIPA	January 28-30, 2009	28	5	140
76	Effective Implementation of Food for Work Programme and Introduction of EGS	AP(RD)	DOPT	January 28-30, 2009	20	3	60
77	Imperatives of Project Implementation and Monitoring	AP(FM)	DOPT	February 02-06, 2009	15	5	75
78	Human Rights	AP(PA)	DOPT	February 02-06, 2009	17	5	85
79	Ethics and Values in Administration	AP(PA)	DOPT	February 09-13, 2009	18	5	90
80	Exploitation of Child Labour : A social Legal Approach	AP(FS)	HIPA	February 09-13, 2009	30	5	150
81	Capacity Building Programme for Elected/Non-elected representatives of Urban Local Bodies in Haryana at Faridabad	CUDS	HIPA	February 09-13, 2009	27	3	81
82	Disaster Management for Agriculture Officers	AP(DM)	HIPA	February 11-13, 2009	21	3	63
83	Management Information System using Tools	AP(MIS)	HIPA	February 16-20, 2009	10	4	40
84	Innovation in Administration for Standardized Service Delivery	AP(PE)	HIPA	February 16-20, 2009	18	5	90
85	Capacity Building Programme for Elected/Non-elected representatives of Urban Local Bodies in Haryana at Rohtak	CUDS	HIPA	February 25-27, 2009	52	3	156
86	Formulation of District Disaster Management Plan (Disgrict Bhiwani)	AP(DM)	HIPA	February 25-27, 2009	45	3	135
87	Training Programme for IES Officers	CUDS	HIPA	March 02-06, 2009	2	5	10
88	Training for Ward Members in Disaster Management	AP(DM)	HIPA	March 02-04, 2009	45	3	135
89	Computer Package MS-Office: Operational Guidelines	AP(MIS)	HIPA	March 09-20, 2009	13	3	117
90	Role of Finance in Rural Upliftment	AP(FM)	DOPT	March 16-20, 2009	18	5	90

91	Course on PDS	AP(PE)	DOPT	March 16-20, 2009	16	5	80
92	Disaster Management in Urban Planning	AP(DM)	DOPT	March 16-20, 2009	20	5	100
93	Domestic Violence Act	AP(FS)	HIPA	March 18-20, 2009	31	3	93
94	Capacity Building Programme for Elected/Non-elected representatives of Urban Local Bodies in Haryana at Panipat	CUDS	HIPA	March 16-18, 2009	27	3	81
95	Public Accountability and RTI Act Role of SPIOs/ ASPIOS	AP(PE)	DOPT	March 23-27, 2009	24	5	120
96	Sustainable Development of Human Settlement : Concepts and Issues	CUDS	DOPT	March 30 - 3 April, 2009	17	5	85
					2399	426	10414

(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 "Skill Development & Training in Haryana"	FFM	HIPA	April 12, 2008	18	1	18
2	Entrepreneurship-cum-Skill Development	FFM	HIPA	May 6, 2008	9	1	9
3	Senisization Workshop on Disaster Management for School Students (District Gurgaon)	FDM	HIPA	May 6, 2008	34	1	34
4	Need and Importance of Training	AP(RD)	HIPA	October 06, 2008	32	1	32
5	"Global Economic Crisis : it's impact on India"	Director	HIPA	December 20, 2008	110	1	110
6	Workshop on 'RTI Act for SPIOs/ASPIOs and Class I & II officers of Hisar Division at Hisar	AP(PE)	HIPA	January 14-15, 2009	65	2	130
7	Workshop on 'RTI Act for SPIOs/ASPIOs and Class I & II officers of Rohtak Division at Rohtak	AP(PE)	HIPA	January 21-22, 2009	47	2	94
8	Workshop on School Safety Management in District Mewat	FDM	HIPA	January 28, 2009	54	1	54
9	Domestic Violence	AP(FS)/AP(BS)/AP(PE)	HIPA	March 19, 2009	94	1	94
10	Refresher Course on Water/Air Standards for Representatives of Industrial Association in the association in the state	FDM	HIPA	March 30, 2009	13	1	13
					476	12	588

(D) COURSES ORGANIZED BY THE EXCISE & TAXATION SCHOOL (Gurgaon)							
Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Role of T.Is under All Acts	AETC	HIP	May 14-16, 2008	18	3	54
2	PGT Act and Entertainment Duty Act	AETC	HIP	May 26-28, 2008	16	3	48
3	Role of T.Is under All Acts	AETC	HIP	July 9-11, 2008	14	3	42
4	PGT Act and Entertainment Duty Act	AETC	HIP	July 16-18, 2008	15	3	45
5	Role of T.Is under All Acts	AETC	HIP	September 10-12, 2008	15	3	45
6	PGT Act and Entertainment Duty Act	AETC	HIP	September 17-19, 2008	14	3	42
7	Role of T.Is under All Acts	AETC	HIP	October 15-17, 2008	13	3	39
8	Induction Training Programme for Newly promoted Taxation Inspectors	AETC	HIP	November 17-28, 2008	18	10	180
9	Induction Training Programme for Newly promoted Taxation Inspectors	AETC	HIP	December 10-24, 2008	17	12	204
10	Role of T.Is under All Acts	AETC	HIP	January 14-16, 2009	15	3	45
11	PGT Act and Entertainment Duty Act	AETC	HIP	January 28-30, 2009	13	5	65
					168	51	809

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

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Orientation Course for Group on Revised Ex-gratia, Pay Fixation, Suspension, Leave , TA Rules and Service Matters	PSMS	HIPA	April 21-25, 2008	32	5	160
2	Orienation Course for Group 'C' Employees on Revised PF, ACP, GIS, Pensionery Benefits and Conduct Rules	PSMS	HIPA	May 12-16, 2008	28	5	140
3	Course on Steps for increasing efficiency in Govt. Offices, Retirement Benefits, Suspension, ACP and Pay Fixation, etc.	PSMS	HIPA	July 14-18, 2008	26	5	130
4	Cannons of Financial Propriety, Maintenance of Cash Book, TA/LTC, ACP,Suspension, Leave Rules Bills and Maintenance of GIS Accounts	PSMS	HIPA	August 18-22, 2008	20	5	100
5	Orientation Course for Group 'C' Employees on Punishment & Appeal Rules, ACP, Pay Fixation, Revised PF, Loans, Govt. Employees Conduct Rules and Service Matters	PSMS	HIPA	September 15-19, 2008	19	5	95
6	Course on Pay Fixation, ACP, Reimbursement of Mediclaims, Revised Ex-gratia Scheme and Maintenance of GIS Funds Management in Municipal Councils	PSMS	HIPA	October 20-24, 2008	16	5	80
7	Course on Pay Pensionery Benefits and Planning for Retirement Suspension, Pay Fixation, ACP Rules and Service Matters	PSMS	HIPA	November 17-21, 2008	30	5	150
8	Orientation Course for Group 'C' employees on Canons of Financial Property revised PF,Ex-gratia, Suspension ACP Rules and Retirement Benefits etc.	PSMS	HIPA	January 05-09, 2009	25	5	125
					196	40	980

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

S.No	Name of Course	Duration	No. of Participants	No. of Days	No. of Training Days
1	Training of the Central Secretariat Services (CSS) Officers on "Secretariat Procedure in the State"	01.4.08 to 04.04.08	6	4	24
2	Induction Training Programme for APROs	02.04.08 to 03.05.08	31	25	775
3	Developing Effective Communication Skills (through Noting and Drafting)	07.04.08 to 11.04.08	22	5	110
4	Office Automation Tools	07.04.08 to 11.04.08	18	5	90
5	Right to Information Act, 2005	16.04.08	13	1	13
6	Duties and Functions of Clerks	21.04.08 to 25.04.08	25	5	125
7	Right to Information Act, 2005	22.04.08	9	1	9
8	Financial Management-Preparation and Budgets	28.04.08 to 30.04.08	14	3	42
9	Right to Information Act, 2005	02.05.08	11	1	11
10	Right to Information Act, 2005 at Kurukshetra	06.05.08	115	1	115
11	Pension & Service Matters at Kaithal	12.05.08 to 16.05.08	61	5	305
12	Right to Information Act, 2005	15.05.08	29	1	29
13	Two days workshop on "Punishment & Appeal Rules-Salient Provisions & Procedures"	22.05.08 to 23.05.08	24	2	48
14	Duties & Responsibilities of D.D.O	26.05.08 to 27.05.08	9	2	18
15	Office Automation & Tools	26.05.08 to 30.05.08	16	5	80
16	"Right to Information Act, 2005" (for Supdts./Under Secy./Dy. Secy. Of Haryana Civil Secretariat)	02.06.08	36	1	36
17	"Documentation & Management Record w.r.t. Right to Information Act, 2005"	03.06.08	15	1	15
18	Documentation & Management Record w.r.t. Right to Information Act, 2005"(for Assistants of CS Organization)	04.06.2008	29	1	29
19	"Documentation & Management Record w.r.t. Right to Information Act, 2005" (for Assistants of CS Organization)	05.06.08	31	1	31
20	Two days workshop on "Ms-Excel & Internet"	10.06.08 to 11.06.08	10	2	20
21	Two days workshop on "Duties & Responsibilities of DDOs of Higher Education Department"	12.06.08 to 13.06.08	29	2	58
22	Orientation Training Programme for Assistants	19.06.08 to 20.06.08	23	2	46
23	One day workshop on "Right to Information" (for SPIOs/ASPIOs)	20.06.08	19	1	19

24	Course for "Officers/officials of Revenue Department in the matters pertaining to FC's Courts"	24.06.08 to 26.06.08	18	3	54
25	Duties & Functions of Clerks	07.07.08 to 11.07.08	15	5	75
26	Office Automation & Tools	07.07.08 to 11.07.08	12	5	60
27	Workshop for 1st Appellate Authority under RTI Act, 2005	07.07.2008	69	1	69
28	Workshop for 1st Appellate Authority under RTI Act, 2006	14.07.2008	24	1	24
29	Office Automation Tools	14.07.08 to 18.07.08	12	5	60
30	Purchase & Disposal Procedure	16.07.08 to 17.07.08	18	2	36
31	Administrative Efficiency	21.07.08 to 25.07.08	11	5	55
32	Orientation Training Programme for Private Secretaries	28.07.08 to 30.07.09	10	3	30
33	Welfare Scheme for govt. employees	06.08.08 to 08.08.08	8	3	24
34	One day workshop on RTI Act, 2005 for SPIO & ASPIO	11.08.08	15	1	15
35	Course on "MS Excel & Internet	12.08.08 to 13.08.08	14	2	28
36	One day workshop on RTI Act, First Appellate Authorities of Govt./ Govt. aided colleges	18.08.08	12	1	12
37	One day workshop on "Income Tax Matters"	20.08.08	11	1	11
38	Two days workshop for Inquiry Officers appointed under P&A Rules	26.08.08 to 27.08.08	20	2	40
39	Course on "Computer Fundamental-MS Word" for forest department	25.08.08 to 29.08.08	13	5	65
40	"Secretariat Procedure in the State" for central secretariat services (CSS) officers	03.09.08 to 05.09.08	7	3	21
41	Course on "Computer Fundamental-MS Word" for forest department	08.09.08 to 12.09.08	11	5	55
42	Pension & Service Matters at Kurukshetra	08.09.08 to 12.09.08	53	5	265
43	"Documentation & Management Record w.r.t. Right to Information Act, 2005"	17.09.08	41	1	41
44	Financial Management-Preparation and Budgets	24.09.08 to 26.09.08	35	3	105
45	Right to Information Act - 2005	06.10.2008	18	1	18
46	Right to Information Act - 2005	06.10.2008	43	1	43
47	4weeks "Entrepreneurship Development Programme(EDP)	15.10.08 to 14.11.08	35	20	700
48	Pension & Service Matters	21.10.08 to 24.10.08	21	4	84
49	MS Power Point & Internet	22.10.08 to 23.10.09	10	2	20

50	Course for Presenting Officers and Inquiry Officers appointed under P & A Rules	22.10.08 to 23.10.08	20	2	40
51	"Documentation & Management Record w.r.t. Right to Information Act, 2005" (for officials of District Kaithal)	04.11.2008	93	1	93
52	"Right to Information Act - 2005" (for officers/officials of School Education Department, Haryana)	07.11.2008	91	1	91
53	Service Matters for officials of Social Justice and Empowerment Department	10.11.08 to 12.11.08	14	3	42
54	Administrative Efficiency for officials of District Ambala	17.11.08 to 21.11.08	86	5	430
55	Service Matters for officials of Social Justice and Empowerment Department	18.11.08 to 20.11.08	26	3	78
56	Pension & Service Matters	25.11.2008	10	1	10
57	Enhancing Efficiency through Women Empowerment	01.12.08 to 05.12.08	13	5	65
58	Secretariat Procedures for CSS Officers of GOI	01.12.08 to 05.12.08	4	5	20
59	Right to Information Act, 2005 (for First Appellate Authorities/SPIOs of Govt./ Govt. aided colleges)	05.12.2008	39	1	39
60	Enhanced Litigation	10.12.08 to 12.12.08	10	3	30
61	Developing Effective Communication Skills (through Noting and Drafting)	15.12.08 to 19.12.09	25	5	125
62	Two workshop on MS Excel and Internet	16.12.08 to 17.12.10	14	2	28
63	Record Management & Record Retention Schedule	02.01.2009	34	1	34
64	Income Tax Matters at Ambala	07.01.2009	101	1	101
65	Orientation Training Programme for Assistants	12.01.09 to 16.01.09	15	5	75
66	MS Excel & Internet	14.01.09 to 15.01.10	13	2	26
67	Training Programme for Presenting Officers & Inquiry Officers under P & A Rules	15.01.09 to 16.01.09	28	2	56
68	Pay Fixation under Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (ACP) Rules, 2008	16.01.2009	80	1	80
69	Pension & Service Matters at Kaithal	19.01.09 to 23.01.09	75	5	375
70	Income Tax Matters	20.01.2009	12	1	12
71	Pay Fixation under Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (ACP) Rules, 2008	21.01.2009	108	1	108
72	Purchase & Disposal Procedure	27.01.09 to 28.01.09	14	2	28
73	Duties & Responsibilities of D.D.Os at Kurukshetra	29.01.09 to 30.01.09	120	2	240

74	Pay Fixation under Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (ACP) Rules, 2008 (for Education Deptt. at Kurukshetra)	30.01.2009	35	1	35
75	Administrative Efficiency for officials of District Yamunanagar	03.02.09 to 06.02.09	56	4	224
76	Pay Fixation under Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (ACP) Rules, 2008 (for Education Deptt. at Yamunanagar)	07.02.09	223	1	223
77	Office Automation & Tools	10.02.09 to 13.02.09	15	4	60
78	Training Programme of Officers Tranees of Indian Economic Services (State Secretariat Attachment)	16.02.09 to 27.02.09	8	2	16
79	Documentation & Management Record w.r.t. Right to Information Act, 2005	18.02.2009	13	1	13
80	Enhanced Litigation	24.02.09 to 26.02.09	16	3	48
81	Duties & Functions of Clerks	02.03.09 to 06.03.09	20	5	100
82	Orientation course for officials of HIPA on Office Procedures, Noting /Drafting/Record Management and Service Matters at Gurgaon	04.03.09 to 05.03.09	20	2	40
83	One Day Workshop on "Record Management & Record Retention Schedules" for Agriculture Department	12.03.09	17	1	17
84	Punishment & Appeal Rules	24.03.09 to 25.03.09	14	2	28
			2633	253	7088

(G) COURSES AND SEMINARS/ WORKSHOPS ORGANIZED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, (HISAR)					
Sr. No.	Name of training course	Duration	No. of Participants	No. of Days	No. of Training Days
1	Pension & Service Matters at Bhiwani	7-11, April, 08	93	5	465
2	One day Workshop on 'Record Management' at Jind	16-Apr-08	106	1	106
3	Duties & Responsibilities of Clerks of Hisar District at Hisar	21-25, April, 08	37	5	185
4	One day Workshop on 'Right to Information Act, 05 for SPIOs/SAPIOs of Fatehabad District at Hisar	29-Apr-08	53	1	53
5	One day Workshop on 'Right to Information Act, 05 at Hisar	6-May-08	31	1	31
6	Disciplinary Proceedings under Punishment & Appeal Rules at Hisar	12-13 May, 08	23	2	46
7	Developing Effective Communication Skills through Noting and Drafting at Jind	15-16 May, 08	17	2	34
8	Duties & Responsibilities of DDOs of Govt. Colleges Relating to Accounts Matters for Principals/Bursars of Govt. Colleges at Hisar	22-23 May, 08	14	2	28
9	Duties & Responsibilities of DDOs of Govt. Colleges Relating to Accounts Matters for Principals/Bursars of Govt. Colleges at Hisar	28-29 May, 08	7	2	14
10	One day Workshop on RTI Act, 2005 for SPIOs/SAPIOs for Sirsa District at Sirsa]	4 June 208	91	1	91
11	Pension and Service Matters at Sirsa	9- 13 June, 08	69	5	345
12	Duties & Responsibilities of DDOs of Govt. Colleges Relating to Accounts Matters for Principals of Govt. Colleges at Hisar	16-17 June, 08	22	2	44
13	Duties & Responsibilities of DDOs of Govt. Colleges Relating to Accounts Matters for Bursars of Govt. Colleges at Hisar	23-24 June, 08	31	2	62
14	Office Management and Application of Govt. Rules and Submissions of Cases (for Fisheries Deptt.) at Hisar	7-11 July, 08	19	5	95
15	One day Workshop on 'Record Management' at Hisar	9.7.2008	24	1	24
16	Duties and Functions of Assistants/Dealing hands at Jind	14-18, July	48	5	240
17	Duties and Responsibilities of Stenographers/Steno-typists at Hisar	21 – 25 July,08	15	5	75
18	Office Automation Tools- Computer Training on MS Word, MS PowerPoint, MS Excel & Internet at Hisar	21 - 25 July,08	10	5	50
19	Duties and Function of Clerks at Bhiwani	5 – 8 August, 08	51	4	204
20	Pension and Service Matters at Fatehabad	18-22 August 08	66	5	330
21	Office Automation Tools- Computer Training on MS Word, MS PowerPoint, MS Excel & Internet at Hisar	18 - 22 August 08	23	5	115
22	Duties and Responsibilities of PAs/Stenographers/Steno-typists at Hisar	27-29 August	12	3	36

23	Duties and Functions of Clerks at Jind	8 – 12 Sept.	62	5	310
24	Punishment and Appeal Rules at Hisar	15 -16 Sept.	20	2	40
25	Right to Information Act, 2005 at Hisar	18-Sep-08	106	1	106
26	One Day workshop on RTI 2005 (organized on the request of Higher Education Department) at Hisar	8 Oct. 2008	38	1	38
27	Entrepreneurship Development Programme for the beneficiaries of SC/ST of Bhiwani District at Bhiwani.	15.10.08 to 14.11.08	35	20	700
28	Office Automation Tools- Computer Training on MS Word, MS PowerPoint, MS Excel & Internet at Hisar	20-24 Oct., 08	14	5	70
29	Duties & Responsibilities of DDOs at Bhiwani at Bhiwani	21-23 Oct., 08	73	3	219
30	Efficiency & Disposal of Govt. work at Bhiwani	3-7 Nov., 08	50	5	250
31	Duties & Responsibilities of DDOs at Hisar	10-12 Nov., 08	51	3	153
32	Office Automation Tools- Computer Training on MS Word, MS PowerPoint, MS Excel & Internet at Hisar	17.11.08 to 21.11.08	18	5	90
33	Efficiency and disposal of Govt. Work at Hisar	17.11.08 to 21.11.08	22	5	110
34	One day workshop on RTI Act, 2005 at Hisar	25-Nov-08	65	1	65
35	Duties & Responsibilities of DDOs at Jind	02.12.08 to 04.12.08	63	3	189
36	Office Automation Tools- Computer Training on MS Word, MS PowerPoint, MS Excel & Internet at Hisar	01.12.08 to 05.12.08	30	5	150
37	Office Automation Tools- Computer Training on MS Word, MS PowerPoint, MS Excel & Internet at Hisar	15.12.08 to 19.12.08	21	5	105
38	Duties & Responsibilities of DDOs at Sirsa	15.12.08 to 17.12.08	63	3	189
39	Punishment & Appeal Rules – Salient Provisions of Procedure at Hisar	6.1.09 to 7.1.09	27	2	54
40	Office Automation Tools – Computer Training on MS Word, MS Excel, MS PowerPoint and Internet at Hisar	6.1.09 to 7.1.09	11	2	22
41	Office Automation Tools – Computer Training on MS Word, MS Excel, MS PowerPoint and Internet at Hisar	12.1.09 to 14.1.09	25	3	75
42	Duties & Responsibilities of DDOs at Fatehabad	14.1.09 to 16.1.09	75	3	225
43	One day workshop on 'Pay Fixation' at Fatehabad	15 Jan. 09	261	1	261
44	One day workshop on 'Pay Fixation' at Hisar	16 Jan. 09	370	1	370
45	One day workshop on 'Pay Fixation' at Hisar	19 Jan. 09	165	1	165
46	Workshop on 'Pay Fixation' at Jind	20 Jan. 09	189	1	189
47	Workshop on 'Pay Fixation' at Jind	20 Jan. 09	222	1	222

48	Workshop on 'Pay Fixation' (First) at Bhiwani	23 Jan. 09	114	1	114
49	Workshop on 'Pay Fixation' (Second) at Bhiwani	23 Jan. 09	226	1	226
50	Pension & Service Matters at Hisar	2.2.09 to 6.2.09	29	5	145
51	Punishment & Appeal Rules-Salient Provision of Procedure at Hisar	11.2.09 to 12.2.09	15	2	30
52	One day Workshop on Record Management & Implementation of Record Retention Schedule at Hisar	11 Feb. 09	15	1	15
53	Training Programme on 'Duties & Responsibilities of DDOs' at Hisar	16.2.09 to 18.2.09	26	3	78
54	Office Automation Tools- Computer Training on MS Word & Internet at Hisar	16.2.09 to 18.2.09	11	3	33
55	Office Automation Tools- Computer Training on MS Word & Internet at Hisar	25.2.09 to 27.2.09	10	3	30
56	One day Workshop on Record Management & Implementation of Record Retention Schedule at Hisar	3-Mar-09	12	1	12
57	Duties & Responsibilities of DDOs at Hisar	16.3.09 to 18.3.09	14	3	42
			3410	179	7765

(H) COURSES ORGANIZED BY THE CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT					
Sr. No.	Name of the Course	Dates	Trainees	Duration	Trainee Days
1	Entrepreneurship Development Programme at Yamuna Nagar	15.10. 2008 to 14.11.2008	35	20	700
2	Entrepreneurship Development Programme at Jind	15.10. 2008 to 14.11.2008	35	20	700
3	Entrepreneurship Development Programme at Bhiwani	15.10. 2008 to 14.11.2008	35	20	700
4	Entrepreneurship Development Programme at Rewari	3.11.2008 to 2.12.2008	35	20	700
5	Entrepreneurship Development Programme at Kaithal	3.11.2008 to 2.12.2008	35	20	700
6	Entrepreneurship Development Programme at Mewat	3.11.2008 to 2.12.2008	30	20	600
7	Entrepreneurship Development Programme at Gurgaon	16.2.2009 to 13.3.2009	35	20	700
8	Entrepreneurship Development Programme at Rohtak	16.3.2009 to 10.4.2009	35	20	700
9	Entrepreneurship Development Programme at Faridabad	23.3.2009 to 24.4.2009	35	20	700
			310	180	6200

(I) DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER CBPR PROJECT DURING 2008-09					
Sr. No.	Name of the Course	Duration	No. of Participants	No. of Days	Training Days.
1	TOT for Education Department at Sonapat	November 26-28, 2008	17	3	51
	EDUCATION DEPARTMENT				
2	Training under CBPR Project (Group 1)	December 02-04, 2008	33	3	99
3	Training under CBPR Project (Group 2)	December 02-04, 2008	36	3	108
4	Training under CBPR Project (Group 3)	December 03- 05, 2008	29	3	87
5	Training under CBPR Project (Group 4)	December 03- 05, 2008	32	3	96
6	Training under CBPR Project (Group 5)	December 10-12, 2008	26	3	78
7	Training under CBPR Project (Group 6)	December 10-12, 2008	27	3	81
8	Training under CBPR Project (Group 7)	December 10-12, 2008	30	3	90
9	Training under CBPR Project (Group 8)	December 16-18, 2008	27	3	81
10	Training under CBPR Project (Group 9)	December 16-18, 2008	28	3	84
11	Training under CBPR Project (Group 10)	December 17-19, 2008	33	3	99
12	Training under CBPR Project (Group 11)	December 17-19, 2008	27	3	81
13	Training under CBPR Project (Group 12)	December 22-24, 2008	34	3	102
14	Training under CBPR Project (Group 13)	December 22-24, 2008	27	3	81
15	Training under CBPR Project (Group 14)	January 07-09, 2009	31	3	93
16	Training under CBPR Project (Group 15)	January 07-09, 2009	24	3	72
17	Training under CBPR Project (Group 16)	January 14-16, 2009	27	3	81
18	Training under CBPR Project (Group 17)	January 14-16, 2009	26	3	78
19	Training under CBPR Project (Group 18)	January 21-23, 2009	32	3	96
20	Training under CBPR Project (Group 19)	January 21-23, 2009	27	3	81
21	Training under CBPR Project (Group 21)	January 28-30, 2009	27	3	81
22	Training under CBPR Project (Group 22)	January 28-30, 2009	29	3	87
23	Training under CBPR Project (Group 23)	February 4-6, 2009	30	3	90
24	Training under CBPR Project (Group 24)	February 4-6, 2009	32	3	96
25	Training under CBPR Project (Group 25)	February 11-13, 2009	26	3	78
26	Training under CBPR Project (Group 26)	February 11-13, 2009	23	3	69

	POWER DEPARTMENT				
27	Training under CBPR Project (Group 1)	February 25-27, 2009	38	3	114
28	Training under CBPR Project (Group 2)	March 4-6, 2009	30	3	90
29	TOT for Health Department at Sonapat	March 16-18, 2009	13	3	39
30	Training under CBPR Project (Group 3)	March 16-18, 2009	32	3	96
31	Training under CBPR Project (Group 4)	March 23-25, 2009	26	3	78
			879	93	2637