

**ANNUAL ADMINISTRATIVE
REPORT 2009-2010**

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.



Urvashi Gulati, I.A.S.

D.O. No.
**Chairperson, Executive Council of HIPA and
Chief Secretary, Haryana,
Chandigarh.**

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Dated :

Message

I feel happy to present HIPA's Annual Report for the financial year 2009-10. HIPA is an institute where civil servants of Haryana and occasionally of other States meet to gain insight into new developments. HIPA has gradually emerged as a premier institute where officers from different disciplines learn together in an inspiring and stimulating atmosphere.

The report summarises institute's work in the last financial year which shows increase in the number of training programmes and expansion of the activities of HIPA. Besides being an intent of the activities of the institute, the Annual Report has depicted HIPA's true commitment to manage change by raising the bar for good governance and effecting improvements in Public Service Delivery System. HIPA is doing a commendable job in the area of capacity building.

I congratulate Director and her team for their efforts in bringing out the Annual Report timely.

Urvashi Gulati
(Urvashi Gulati)



From Director's desk...

*"The essence of knowledge is :
Having it – to apply it ;
Not having it – to confess your ignorance
The first step to knowledge is to know that we are ignorant.
The second – is to take steps to remove that ignorance."*

-Cecil

At Haryana Institute of Public Administration, we are committed to develop strengthen and upgrade qualities of professionalism, responsiveness, integrity and courage amongst civil servants. In our endeavour to promote good governance and to provide need based capacity building, we have developed a holistic approach, and aim to inculcate attitudes of professionalism and social responsibility.

The overall aim of the Institute – promotion of excellence and good governance - is a lofty ideal, requiring immense commitment as well as a focused multi-dimensional approach. The very first step in this direction, as Cecil opined, is : the admission and acceptance of lack of knowledge or skill in a particular field; the will to learn and excel; coupled with a comprehensive Training Need Analysis.

Human Resource Development which starts with a meticulous process of capability mapping and Gap Analysis goes a long way in enhancing the performance and competencies of Human Capital. At HIPA, the course design, course content and methodology has been tailor made to match client expectations; after undertaking a detailed TNA and capability mapping exercise.

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

Efficient and effective public service delivery by Civil Servants, in a rapidly changing socio-economic and political scenario, has become an essential pre-requisite for Good Governance. In the context of the noteworthy growth in Haryana in the spheres of Industry Infrastructure and Agriculture, it is of the critical importance to develop Human Capital within the State. HIPA has taken concrete steps towards this end and also started to undertake research and monitoring which will feed into enhancement of the capacity building process as well as policy formulation.

It gives me great pleasure to present the Annual Administrative Report for the year 2009-10.

It is heartening to note that HIPA has conducted a total of 349 courses in the entire year training thereby 10,612 trainees, the highest figure attained since the inception of HIPA. Besides the enhancement in volume of Capacity Building exercises undertaken at HIPA, the quality of training has been given an additional impetus. The Capacity Building Process has been made Need Based and Demand Driven. Capability Mapping Training Need Analysis greater involvement of the Client Department and Stake holders, form the basis of the training programmes conducted at HIPA in the year 2009-10.

Besides institutional and foundational training, HIPA has also been conducting a large number of subject specific short-term in-service training programmes, training courses for Ministerial Staff, Need Based Training Programmes for Department of Personnel, Government of India Department and Ministries, as well as programmes sponsored by National and International agencies, during the year.

The State level seminars conducted by HIPA during the year 2009-10 have been of excellent quality. The subjects ranged from Human Rights, Sensitisation to the Issues of Child Labour, Private Public Partnership, Good Governance and Managing Water Problem. The eminent panelists and

dignitaries included the Hon'ble Chief Minister, Haryana, Election Commissioner, Govt. of India, Chief Vigilance Commission, Govt. of India, Chief Information Commissioner; Economists, Academicians, Social Activists and Entrepreneurs.

During the year 2009-10, HIPA has also undertaken research activities and DOPT funded projects including : research on the functioning of Domestic Violence Act in Haryana, Declining Sex Ratio in Haryana; DFID sponsored: Capacity Building for Poverty Reduction; UNDP sponsored: Access to Information and Government of India sponsored project on Capacity Building for Service Providers.

It was heartening to also note that for the first time the entire 2008 batch of 120 IAS Officers under training at LBSNNA were attached with HIPA for a period of 5 days as part of their Winter Study Tour. This State ATI attachment with HIPA was appreciated highly.

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. Keeping in view the need for upgrading the training capabilities of HIPA, has entered into collaborative efforts with like minded elite Institutions of the Country like NIFM, IIPA, LBSNAA, RIPA, TERI, during 2009-10.

Institutions are built on sound values, principles, and Human Capital manning the Institution, rather than mere bricks and mortar. However, it is essential to have a certain level of infrastructure for an Institution to thrive and excel.

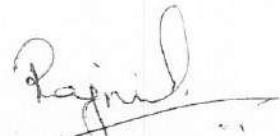
During the calendar year 2009-2010 efforts were made to upgrade and strengthen the infrastructure of HIPA, including: renovation and technological upgradation of class rooms, seminar room, conference hall, teaching centers, computer lab and library.

The welfare of the trainees was an important element in setting up a dispensary at HIPA during the year 2009-10, Upgradation and renovation of hostel rooms, as well as renovation and up keep of common facilities like

dinning area, gymanasium, Yoga Room, Squash Court etc. was a step towards this end.

The year 2009-10 has been exhausting, yet an extremely satisfying experience for Team HIPA. We have worked tremendously hard to make the HIPA Vision a reality and the work itself has been extremely rewarding.

I would like to place on record my extreme appreciation of the work done by each and every officer, official and staff member of HIPA; who have shown extreme commitment towards the Institution and have worked to their full potential during the year 2009-10



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, Mrs. Rajni Sekhri Sibal, IAS was the Principal Training & Administrative Officer of the Institute. The key officers assisting the Director with regard to administration during the financial year 2009-2010 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1.	Mrs. Rajni Sekhri Sibal, IAS Director	01.04.2009	31.03.2010
2.	Sh. P.R. Bishnoi, IAS Additional Director	01.04.2009	02.06.2009
3.	Dr. G. Anupama, IAS Additional Director	20.07.2009	20.11.2009
4.	Sh. R.S. Kharab, HCS Additional Director	03.08.2009 12.02.2010	24.08.2009 31.3.2010
5.	Sh. Vivek Joshi, IAS Additional Director	26.11.2009	31.03.2010
6.	Sh. Rajesh Ahuja, Chief Accounts Officer	01.04.2009	21.08.2009
7.	Sh. R.S. Sharma Chief Accounts Officer	02.09.2009	31.03.2010
8.	Sh. Ram Saran, Principal DTC, Panchkula	01.04.2009	31.03.2010
9	Sh. Megh Raj Sharma, Principal DTC, Hisar	01.04.2009	31.03.2010
10	Sh. D.N.S. Chahal, Principal DTC, Rohtak	01.04.2009	31.03.2010
11.	Mrs. Anjula Kapoor, Asstt. Librarian, DTC, Panchkula	01.04.2009	31.03.2010
12.	Sh. Joginder Singh, Asstt. Librarian	01.04.2009	31.03.2010
13.	Mrs. Arvinder Kaur, Administrative Officer	01.04.2009	31.03.2010
14.	Sh. P.C. Walecha, Establishment Officer	01.04.2009	31.03.2010
15	Sh. A.N. Dhiman Accounts Officer	01.04.2009	31.03.2010

V. ACADEMIC FACULTY

During the year (2009-2010) under review, the Institute had 2 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.	Smt. Rajni Sekhri Sibal, IAS Director	01.04.2009	31.03.2010
2.	Dr. J.George, Professor Economics & Development Planning	01.04.2009	31.08.2009
3.	Sh. Baij Nath, System Expert	01.04.2009	31.03.2010
4.	Prof. K.C. Yadav, Haryana History Culture and Social Development	01.04.2009	31.03.2010
5.	Prof. M.R. Kulkarni, Urban Dev.	01.04.2009	31.03.2010
6.	Dr. Abhay Shrivastava Associate Professor, Disaster Management	01.04.2009	31.03.2010
7.	Sh. R.K. Gulati Assistant Professor (Computer)	01.04.2009	31.03.2010
8.	Mrs. Aarti Dudeja, Assistant Professor, Public Admn.	01.04.2009	31.03.2010
9.	Dr. Manveen Kaur, Assistant Professor,(Rural Dev.)	01.04.2009	31.03.2010
10.	Mrs. Divya Jyoti Assistant Professor (MIS)	01.04.2009	31.03.2010
11.	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	01.04.2009	31.03.2010
12.	Dr. Rekha Shrivastava, Assistant Professor (Sociology)	01.04.2009	31.03.2010
13.	Dr. Rajvir Dhaka, Assistant Professor (PE)	01.04.2009	31.03.2010
14.	Dr. Bhuwan Kumar Assistant Professor (D.M.)	01.04.2009	31.03.2010
15.	Mr. Lalit Kumar, Assistant Professor (FM)	01.04.2009	31.03.2010
16.	Dr. Anshu Tiwari, AP(DM-II)	01.04.2009	31.03.2010

17.	Sh. Devender Singh, Programmer	01.04.2009	31.03.2010
18.	Mrs. Mukesh Lata Gupta, AETC	01.04.2009	31.03.2010
19.	Sh. B.S. Saroya, JETC	18.08.2009	31.03.2010
20.	Sh. Rajesh Ahuja, Principal SMS (Gurgaon)	01.04.2009	21.08.2009
21.	Sh. R.S. Sharma, Principal SMS (Gurgaon)	02.09.2009	31.03.2010
22.	Sh. Ram Saran, Principal (DTC, Panchkula)	01.04.2009	31.03.2010
23.	Sh. Megh Raj Sharma, Principal (DTC, Hisar)	01.04.2009	31.03.2010
24.	Sh. D.N.S. Chahal, Principal (DTC, Rohtak)	01.04.2009	31.03.2010

FACULTY ON CONTRACT:-

S.No	Name of the Faculty	From	To
1.	Sh. D. Banerjee, Consultant Law	01.04.2009	31.03.2010
2.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	14.09.2009	31.03.2010
3.	Sh. Ashok Vashist, HCS (Retd) Officer on Special Duty	27.10.2009	31.03.2010

VII. FINANCIAL RESOURCES:-

The financial resources available to HIPA during the year 2009-2010 are listed below in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Source	Amount (Lac)
1	Grant in Aid Non Plan Funds	48385000
2	Grant-in-Aid Plan Funds	7500000
4	Training Course fee (GOI) Course Fee (DOPT)	1500000
	Grant in Aid GOI (DOPT)	4828000
5	Gant-in-Aid NDM, GOI	2190000
6	Gant-in-Aid Excise & Taxation	2750000
7	Gant-in-Aid from GOI for Computer	1305000
8	Training course Fee HIPA	27746118
9	HUDCO (Training Course fee)	360000
10	Training Course fee DTC Delhi Tpt. Corpn.	1511940

	Trg. Course fee from GOI Tourism Deptt.	7326000
	Interest Receipt FDRs	533856
	Misc. Income	237988
	Total	106173902



TRAINING ACTIVITIES AT HIPA

Training is one of the effective and tested tools for 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 01.04.2009 TO 31.03.2010 THE INSTITUTE CONDUCTED 349 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	Training Days	Trainee's Days
1.	Long Duration Courses including Induction Courses	10	HIPA	192	167	3288
2.	Short Duration Courses - HIPA	86	HIPA/DOPT	1791	384	8070
3.	Seminars/Workshops	18	HIPA	398	31	574
4.	State Level Seminars	5	HIPA	393	5	393

5.	Excise and Taxation School	2	ETC	33	19	295
6.	Secretarial Management School, Gurgaon	2	SMS	52	63	1509
7.	Divisional Training Centre, Panchkula	66	DTC, PKL	1818	253	8603
8.	Divisional Training Centre, Hisar	25	DTC, Hisar	920	183	10539
9.	Divisional Training Centre, Rohtak	26	DTC, Rohtak	1317	192	11246
10.	CBSP	80	HIPA	2735	276	9095
11.	CBPR	29	HIPA	963	87	2918
	Total	349		10612	1660	56530

(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 **349** Training courses during 2009-2010 through which training was imparted to **10612** officers/officials of various Government Departments/ Organisations, as compared to **316** courses during 2008-2009 in which **10618** trainees participated.

During the financial year 2009-2010, the Institute conducted 10 long duration courses, 86 short duration courses, 5 State Level Seminars and 18 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 66, Divisional Training Centre, Hisar conducted 25 and Divisional Training Centre Rohtak conducted 26 short duration courses and seminars/ workshops. The Excise & Taxation School conducted 2 courses. The Secretarial Management School, Gurgaon conducted 2 long duration courses. Under the Capacity Building for Service Provider project sponsored by Government of India 80 Short duration and seminars/ workshops were organised. Under the project on 'Capacity Building for Poverty Reduction' sponsored by DOPT-DFID 29 training courses were organized in Sonapat and Mewat 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 2009-2010 HIPA conducted the following state level workshops:

STATE LEVEL SEMINARS CONDUCTED BY HIPA

Sr.	Name of the Seminar	
1	State Level Seminar: "Global Financial Crisis" It's Impact on India" on 20 th December, 2008.	<p>The first ever State level seminar was organized by HIPA on December 20, 2008 on Global Financial Crisis: It's Impact on India. It was a collaborative effort with IIPA Chapter Gurgaon. The welcome address for the seminar was delivered by Sh. Dharm Vir, IAS, Chief Secretary to Govt. of Haryana. Keynote address was delivered by Dr. C .Rangarajan, MP.</p> <p>The participating officers include Members of IIPA Chapter, RWA, Haryana Development Forum, Retired Civil Servants from Delhi and NCR.</p>
2	State Level Seminar: Freedom Struggle in Haryana 1857-1947" on 13 th January, 2009.	<p>Seminar on "Freedom Struggle in Haryana 1857-1947" was organized on January 13, 2009. It was sponsored by Department of Archives and was a collaborative effort of HIPA and Archives Department, Government of Haryana. The seminar was inaugurated by H.E. Dr. A.R. Kidwai, Governor of Haryana. Ms. Meena Mandal, the Hon'ble Minister for Archives was the guest of Honour. Valedictory address was delivered by Shri R.R.Fulia, IAS Financial Commissioner and Principal Secretary Archives Department. Exhibition was also organized and inaugurated by H.E. Dr. A. R. Kidwai.</p>
3	State Level Seminar: "Domestic Violence: An Issue of Concern" on	<p>The seminar on Domestic Violence: An Issue of concern was conducted in March 19, 2009 under CBPR Project which is funded by DOPT and DFID. The welcome address for the seminar was delivered by Mrs. Rajni Sekhri Sibal, IAS , Director HIPA and the keynote address was given by Mrs. Kanwaljit Deol, IPS</p>

	19 th March, 2009	<p>Addl.secy, LoK Sabha Sectt. The Seminar was chaired by Sh. Dharam Vir, IAS and the presentations were made by Sh. G.V Gupta, IAS; Prof. D. Banerjee; Sh. Vrind Grover, ED, MARG.</p> <p>Participants from department of Local Bodies, Department of Social Welfare, Department of Women and Child Development, DRDA, Deptt. Of Rural Development, Development & Panchayats, HUDA, Municipal Corporation, etc. participated in the Seminar.</p>
4	State Level Seminar: "Human Rights Issues And Concerns" on 21 st April, 2009.	<p>The Seminar on Human Rights Issues And Concerns was conducted in April 21, 2009. The keynote address was delivered by Justice S. Rajendra Babu. The seminar was Chaired by Sh. R.S Dalal, IPS and presentations were made by Ms. Maja Daruwala, Director, Common wealth Human Rights Initiatives and Prof D. Banerjee, Consultant, HIPA.</p> <p>Participating officers from different department like Architecture, Traffic Police, Education, Police, Housing Board, HUDA, etc.</p> 
5	State Level Seminar : "Sensitization to the Issue of Child Labour" on 12 th June, 2009	<p>Seminar on Sensitization to the issue of Child Labour was conducted in June 12, 2009 whose inaugural address was delivered by Sh. Bhupinder Singh Hooda, Hon;ble Chief Minister, Haryana. This seminar was cosponsored by Department of Labour, Government of Haryana. The presentations in the seminar were made by Ms. Firoza Mehrotra, IAS, Advisor, Planning Commission; Sh. Harsh Mander, Social Worker & Writer, Dr. H. S Anand, IAS, Ex Secy. Ministry of Housing & Urban Development; Sh. Raj Kumar, IAS, FCPZ, Labour Deptt. The panelists were Sh. A. C Chaudhary, Hon'ble Labour & employment Minister, Government of Haryana</p>

		Prof. Santha Sinha, Chairperson, National Commission-Protection of Child Rights.
6	State Level Seminar: "Good Governance, Transparency and Accessibility" on 21 st July, 2009.	<p>Seminar on Good Governance, Transparency and Accessibility was conducted in July 21, 2009 under RTI Project which was funded by DOPT and UNDP. The welcome address was delivered by Chief Guest Sh. Dharam Vir, IAS, the then Chief Secretary to Government of Haryana and Sh. Pratiyush Sinha, CVC gave the keynote address. The Presentations were made by Sh. B. S BASWAN, IAS, IIPA, Mrs. Kiran Aggarwal , Retd. Secy. Govt. of India and Prof. Shekar Singh, Social Activist.</p> <p>Participants from PWD, Health, Labour, Education and APIOs of other Departments were participated. Member of RWA/ Haryana Development Forum, retired Army personnel had also taken the keen interest and participated.</p> 
7	"Water: Managing the Problems" on 22 nd January, 2010	<p>Seminar on Water: Managing the Problems was conducted on January 22, 2010. The welcome address for the seminar was delivered by Mrs. Rajni Sekhri Sibal, IAS , Director HIPA and the inaugural address was given by Sh. B. S Baswan. Dr. S. Y Quraishi , IAS gave the keynote address and the presentations were made by Dr. B . M Jha, Chairman, Central Ground Water Board(GOI) Faridabad; Prof. A. K Gosain, Head, Deptt. of Civil Engg., IIT, New Delhi; Dr. Gauhar Mahmood, Prof., Civil Engg., Jamia Islamia, New Delhi; Sh. Lalit Sharma, the Sehgal Foundation, Gurgaon.</p>
8	"Public Private Partnership" on	Seminar on Public Private Partnership was conducted on February 24, 2010 in collaboration with ASCI, Hyderabad. The Seminar started with the welcome

24 th 2010	February,	address of Mrs.Rajni Sekhri Sibal, IAS, Director HIPA. The keynote address was given by Dr. M. Ramachandran, Secretary, Urban Development, Government of India. The panelists were Shri RCM Reddy from IL & FFs Cluster Development Initiative Ltd., Dr. A. Narender From ASCI, Hyderabad and Mr. Vikas Goswami from Micro Soft India.
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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.

PROJECTS UNDERTAKEN BY HIPA

At Present HIPA has undertaken following projects:

- (i) Domestic Violence Act in Haryana – Funded by DOPT
- (ii) Declining Sex Ratio in Haryana– Funded by DOPT
- (III) Capacity Building for Poverty Reduction (CBPR) Funded by DOPT – DFID
- (IV) Access to information - Project on RTI. Funded By DOPT –UNDP.
- (V) Project on Capacity Building for Service providers (CBSP) through training intervention sponsored by Ministry & Tourism, Govt. India

(i) Project on “**Domestic Violence Act – and “Declining Sex Ratio in Haryana** funded by DOPT. This study on Declining sex Ratio is to ascertain the socio cultural factor contributing to the declining sex ratio with the following objectives:

(ii) “To study the perception of stakeholders about the status of the girls Childs, gender discrimination girl, women empowerment adverse child sex ratio etc”.

The study on domestic Violence act highlights the details of D.V Act, which provides for an effective and efficacious relief against domestic violence to women and children in a household.

(iii) 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. The capacity Building for poverty reeducation Programme seeks to address issues pertaining to the institutional, organizational and individual aspects of service delivery. It envisages that it is necessary, therefore to build up the capacity of Public administration organization and system for improving the poverty reduction efforts. The elements of the training components are so chosen that the sector specific knowledge skill levels, and motivation of human resources are explicitly addressed based on their 'critical importance in the service delivery chain.

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 'I')



Modules were developed in the following areas:

Time Management, Role of an Employee, Total Quality Management, Ethics in Administration, Right to Information Act, Communication Skills and Positive Attitude. Later on two more areas were included Disaster Management and Water and Sanitation under the Health.

(iv) 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 is being 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.

(v) CAPACITY BUILDING FOR SERVICES PROVIDER THROUGH TRAINING Intervention Sponsored by Ministry & Tourism Govt. & India

The 19th commonwealth game 2010 Delhi are a National Prestige Event which aim to be a citizen friendly. All Service Providers play an important role in making a national prestige event a success. The extensive human interface involved in the Service Sector will be geared up to provide quality service delivery. This calls for interventions targeted at enabling the Service Provider to give the best –whether she/he is a Taxi Driver at Airport who is the first point of contact for foreign tourists or a Hotel Attendant, Security Staff, Police, Constabulary, Auto rickshaw Driver, Volunteers and other Service Provider, that a visitors to Delhi during the Games is likely to interact with.

Before the commencement of the Commonwealth Games 2010, Bus Drivers, Taxi Drivers/conductors/Volunteers/Guides/Supervisors in the NCR

region are to be trained with a view to enhance relevant knowledge, acquire skills and bring about attitudinal change.

The Ministry of Tourism has formulated a Scheme wherein service providers are to be given inputs to upgrade their behavior and skill called **“Capacity Building for Service providers”** Under this Scheme, the Haryana Institute of Public

Administration has started a Capacity Building Programme for Tourist Transport vehicle operators since May 2009. A programme to train 8,000 Auto Rickshaw Driver and 2500 DTC driver in the city of Delhi has also started.



The course was designed to build up the capacity of the Service Providers in their life space, to provide work space empowerment and attitude change specially targeted at a citizen friendly approach, which incorporates gender sensitization and ability to cope with disabled. Clients.

First time in HIPA:

As part of the Institutional Training Programme of IAS Probationers 2008 batch, 120 officers visited HIPA. HIPA organized 5 days training programme for them. It was first time in the history of HIPA that 120 officers visited HIPA during February 7 -12, 2010.

Workshop on State Training Policy

Training increases productivity, organizational effectiveness and efficiency and enables officers to cope up with the pace and magnitude of changes, taking place in the Administrative and Socio-economic environment and helps them to adapt themselves to the changing needs of Society. Keeping in view, the Haryana State Training Policy is being formulated on the basis of the 'National Training Policy' for the specific training needs of Haryana. The views of all the FCR's, Secretaries & HoD's working in the

State and other leading other Organizations including Boards, Corporations were invited.

A one day Workshop was organized for preparing the State Training Policy. Senior Academicians, serving and retired officers were invited in ensuring a broad level training policy for the state. This has been done to ensure that Haryana Training Policy is need based and takes into account the views of different stakeholders.



Workshop to Finalizing the Syllabus for Training for IAS Probationers

The objectives of training for civil services have been laid down by the National Training Policy 1996. Training also stimulates and motivates trainees to widen their mental horizon, promote innovation and creativity, develop scientific temper imbued with professional ethics.

In most other states of the country, after completing the training at LBSNAA, IAS Probationers have a greater interaction with State ATI's. HIPA as a nodal agency is involved in designing intensive/detailed training schedule for IAS Probationers.

Besides offering stimuli for expansion of mental horizon and attainment of professional excellence, HIPA conducted a half day workshop to finalize the syllabi for the training of IAS Probationers to give an insight on administrative and financial procedures of the state.

VISITS AT HIPA

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

(a) His Excellency Visits HIPA

A National Level Seminar on "Freedom Struggle in Haryana, 1857-1947" was organized 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.

(b). Hon'ble Chief Minister Visits HIPA:

Hon'ble Chief Minister of Haryana Ch. Bhupinder Singh Hooda visited at HIPA and inaugurated the Seminar on Sensitization to the issue of child labour, Government sensitization is issue the Childs Labour. Shri A.C. Chaudhary, the Hon'ble Minister of Labour, Government of Haryana visited HIPA for the Workshop on "Child Labour".



(c). Kumari Selija , Hon'ble Minister of Tourism, Government of India Visits HIPA. :-

Kumari Selija, Hon.Minister of Tourism,Govt of India Visited HIPA to inaugurate the training programme of workshop of stake holders



(d) Secretary Tourism Visits HIPA

Encouraged by the positive response secured from various stakeholder, Ministry of Tourism, has assigned HIPA to continue the process of Social Marketing for the Commonwealth Games and to train Auto Rikshaw Driver. ToT workshop for Auto Driver was conducted and

was inaugurated the Seminar/ Workshop by Shri Sujit Banerjee, IAS, Secretary, Government of India. Shri Sanjay Kothari, IAS, Additional Secretary, Government of India also visited HIPA for the said workshop.



(e) 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.

(f) Delegation from Keniya Headed by Mr. Nicholas J. Ngmbo, Director Govt. training Institute, Malanga and a Deligation from Vietnam visited HIPA.

As a part of their professional development –pogramme, a delegation form Keniya and Vietnam visited 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 RIPA, 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.

Director, NIFM, interacting with the faculty HIPA



(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.

Why TNA Important:-

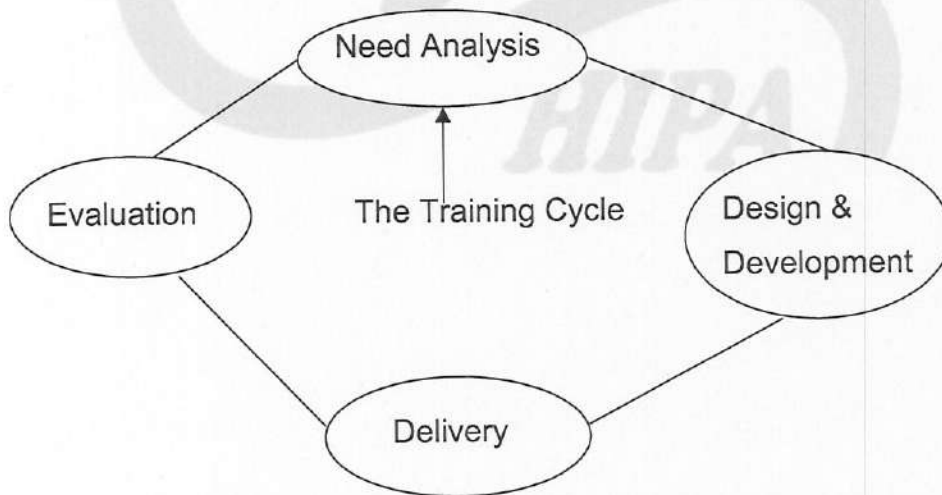
TNA is a process to conduct to answer three training related question of which are:

- Where training is required / where the Capacity Building is required.
- Who should attend the training
- What is to be required to taught

Training programme to satisfy both organizational and human resource the training must be based on organizational, operational and individual analysis.

Identification of the training needs of various cadre of the client groups i.e. different departments of Haryana Government. So that there is congruence between employee performance and organizational objectives:

The training cycle which is based on



Basis on the TNA HIPA had organized of Workshop at Chandigarh to examine the training needs of the client department in 2009. Under the Chairmanship of Hon'ble C.S. After having done the TNA, most of the departments came up with their respective training needs. The following departments may be highlighted:-

HSIDC

Education (Higher /Secondary)

Engineering Department i.e. Public Health, Irrigation , PWD

Health - Induction training Programme for M.S. /SMOs.

Labour

Local Bodies, etc.

HIPA conducted the training programme successfully and feedback was quite motivating and based on the TNA the HIPA conducted. The TNA Meeting on 1st and 2nd February 2010 to finalize the training calendar for 2010 and 2011

Networking with Institute:-

In order to enhance the Capacity for Training and Research within HIPA, the institute needs to network with the Institutions of repute belonging to Government and Private Domains for building Capacity with sphere of Training, Research, Project Management. Survey Evaluations in the spirit of Capacity Building for Good Governance through efficient service delivery in the state of Haryana were invited to collaborate on the HIPA's website.

In this regard letters were also written to various institutes like IIPA New Delhi, LBSNAA Mussoorie, RIPA Jaipur, NIFM Faridabad, SBI Gurgaon. MDI Gurgaon, YASHDA Pune, ASCI Hyderabad, etc. Who have similar expertise and interests as HIPA. The matter was also taken to EC and the EC in its 55th meeting held on 9.6.2009 approved the proposed agenda item No. 17 (iv) regarding signing MOU with various organizations:

For enhancing the quality of the training programmes, Faculty Development and improving the functioning of the Government functionaries, HIPA is in HIPA has sign MoUs with reputed Institutes and Organizations. LBSNAA, RIPA, ASCI, NIFM, IIPA, etc.

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

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.

HIPA entered into MoU with HUDCO on 23.2.2001 to set up HUDCO Chair, Centre for Urban Development Studies, (CUDS) was established under HUDCO Chair which started functioning from 5.11.2001.

Research and other Activities

- Preparation of State Development Report and TNA in the field of Housing and Urban Development in Haryana has been finalized and submitted to HSMI.

Main objectives of the project is to give a direction to the concerned departments and upon up avenues for effective implementation of the "Urban Development Policy" in the state with adequate focus on urban issues such as urban poverty, urban employment, urban informal sector, urban sanitation, urban slums etc.

- A proposal of establishment of "Centre for Urban Excellence" HIPA is under active consideration of the Govt.
- A report has been prepared on Urban Local Bodies and their functioning in Haryana and submitted to Administrative Reform Commission, Haryana, for their consideration. It is learnt that the Finance Commission has accepted the report and has recommended creation of "Centre for Civic Governance" at HIPA for which requisite funds have been recommended by the third Finance Commission.

Research Studies

- Research Project on "Municipal Solid Waste Management in Haryana – Case Study Gurgaon".

Main aim of the research project will be to identify, explore means for effective solid waste management in municipal areas during various stages from generation to disposal, treatment and also exploring possibilities of recycle and reuse of municipal solid waste as an effective approach to urban environment management.

- Documentation of best practices in Urban Development.

Activities related with Ministry of Urban Employment and Poverty Alleviation Programme

(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 2009-10 the Centre had under taken the following activities:

(a) Books exhibitions on Haryana

The following exhibitions relating to books on Haryana were arranged by the Centre for Public viewing:

- (i) At HIPA Gurgaon on 13 January, 2009
- (ii) At NUH (Mewat) on 11 July, 2009

(b) Projects completed:

- (i) Gandhiji and Haryana : Interaction and Influence

- (ii) स्वराज—गीतांजलि : कवियों, शायरों, लोकगायकों का हरियाणा के स्वतंत्रता आंदोलन में योगदान
- (iii) स्वराज का सफरनामा : मास्टर नान्हराम की डायरी, 1941
- (c) Speeches of Harayna Legislators made in the Central and State Assemblies.

The speeches of the following leaders have been collected:

- (i) Ch. Chhotu Ram
- (ii) Rao Bahadur Balbir Singh
- (iii) L. Sham Lal
- (iv) Pt. Thakar Das Bhargava
- (v) Ch. Ranbir Singh
- (vi) Pt. Shri Ram Sharma
- (vii) Ch. Bansi Lal
- (viii) Ch. Sultan Singh

(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.	Topic	From	To	Co-Sponsored	Programme Director	Trainees	Days	T.Days
1	Training Programme for IAS Probationers	15-Jun-09	17-Jul-09	HIPA	M. R. Kulkarni	3	26	78
2	Skill up gradation of Engineers through Project Management and Auto CAD	22-Jun-09	3-Jul-09	HIPA	Rakesh Gulati	11	10	110
3	Induction trg. for Freshly recruited Medical Officers	20-Jul-09	1-Aug-09	Health Department	Rekha Shrivastava	27	12	324
4	Skill Upgradation of Engineers through Project Management and Auto CAD	10-Aug-09	10-Aug-09	HIPA	Rakesh Gulati	23	10	230
5	Web Hosting Techniques	17-Aug-09	28-Aug-09	DOPT	Baij Nath	20	10	200
6	Induction Trg. Programme for Freshly HCMS-II Medical Officers	19-Oct-09	31-Oct-09	Health Department	Rekha Shrivastava	20	12	240
7	Induction Training of Freshly appointed Medical Officers	30-Nov-09	12-Dec-09	Health Department	Rekha Shrivastava	20	12	240
8	Revenue Training to A Class Naib Tehsildars	1-Dec-09	22-Jan-10	HIPA	G.V. Gupta/ OSD	40	36	1440
9	Revenue Training Programme for newly appointed (JB) Officers	14-Dec-09	22-Jan-10	HIPA	G.V. Gupta, Consultant	6	27	162
10	Induction Training of SMOs at State Level	18-Jan-10	31-Jan-10	Health Department	Anshu Tiwari	22	12	264
						192	167	3288

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

Sr. No.	Topic	From	To	Co-Sponsored	Programme Director	Trainees	Days	T.Days
1	Training Programme for IES	6-Apr-09	10-Apr-09	HIPA	M. R. Kulkarni	2	5	10
2	Computer Package MS Office Operational Guidelines	13-Apr-09	17-Apr-09	HIPA	Divya Jyoti/ Lalit Kumar	11	5	55
3	Web site preparation skills	20-Apr-09	24-Apr-09	HIPA	Baij Nath	24	5	120
4	Urban Transport System and Management	20-Apr-09	24-Apr-09	DOPT	M. R. Kulkarni/ J. George	16	5	80
5	Human Rights	20-Apr-09	24-Apr-09	DOPT	Aarti Dudeja	27	5	135
6	Gender perspective of Disaster Management	29-Apr-09	1-May-09	DOPT	Anshu Tiwari/ A.K. Shrivastava	19	3	57
7	Flood Management	11-May-09	15-May-09	DOPT	Abhay Shrivastava/ Anshu Tiwari	40	5	200
8	Training programme for Accounts Personnel of HSIDC	11-May-09	15-May-09	HSIDC	M. R. Kulkarni	21	5	105
9	Basics of Disaster Management	18-May-09	20-May-09	HIPA	Anshu Tiwari	18	3	54
10	Role of Education in Promoting & Protecting Human Rights in India	18-May-09	22-May-09	DOPT	Rekha Shrivastava	38	5	190
11	Training programme for Staff of Industrial Area/IPD Divisions of HSIDC	18-May-09	22-May-09	HSIDC	M. R. Kulkarni	23	5	115
12	Document Search and Page Rank	25-May-09	29-May-09	HIPA	Baij Nath	19	4	76
13	Training programme for managers/ Assistant Manager level officers of HSIDC	1-Jun-09	5-Jun-09	HSIDC	M. R. Kulkarni	27	5	135
14	Wrap Up for IAS officers	8-Jun-09	12-Jun-09	HIPA	M. R. Kulkarni	3	5	15
15	TOT in Disaster Management for NSS Coordinators (college)	8-Jun-09	12-Jun-09	HIPA	Abhay Shrivastava	31	5	155
16	Drought Management	8-Jun-09	12-Jun-09	DOPT	Bhuvan Kumar	32	5	160
17	Disaster Management for NSS Coordinator (School)	15-Jun-09	19-Jun-09	HIPA	Abhay Shrivastava	17	5	85
18	Training programme for managers (IA/Planning), AM electrical, Utilities, Tracers Draftman	15-Jun-09	19-Jun-09	HSIDC	M. R. Kulkarni	20	5	100
19	Right to Information Act 2005	17-Jun-09	19-Jun-09	RTI	Rajvir Dhaka	18	3	54
20	Computerized Accounting	22-Jun-09	24-Jun-09	DOPT	Lalit Kumar	15	3	45
21	Continuous Quality Improvement (at Divisional Training Centre, Panchkula)	23-Jun-09	25-Jun-09	DOPT	Aarti Dudeja	24	3	72

22	Watershed Management	22-Jun-09	26-Jun-09	DOPT	Bhuwan Kumar	18	5	90
23	TOI in Disaster Mangement for NCC Coordinators (college)	29-Jun-09	3-Jul-09	HIPA	Abhay Shrivastava	15	5	75
24	Capacity Buliding for Lecturers of Higher Education	29-Jun-09	3-Jul-09	Education	Rajvir Dhaka	22	5	110
25	Induction Training for SMOs	29-Jun-09	4-Jul-09	Health Department	Rekha Shrivastava	15	6	90
26	Community based Disaster Management	6-Jul-09	10-Jul-09	DOPT	Anshu Tiwari	18	5	90
27	Using ICT tools in financial decision making	8-Jul-09	10-Jul-09	DOPT	Lalit Kumar	17	3	51
28	Data Analaysis using MS-Excel	13-Jul-09	17-Jul-09	DOPT	Divya Jyoti	18	5	90
29	Application of GEO in Disaster Management	20-Jul-09	24-Jul-09	HIPA	Bhuwan Kumar	17	5	85
30	Capacity buliding for Principals of Secondary Education	21-Jul-09	25-Jul-09	Education	Rachna Gupta	17	5	85
31	School Safety Management	27-Jul-09	31-Jul-09	HIPA	Anshu Tiwari	18	5	90
32	Capacity Buliding for Lecturers of Higher Education	27-Jul-09	31-Jul-09	Education	Manveen Kaur	16	5	80
33	Building Infrastructure for Development	27-Jul-09	31-Jul-09	HIPA	M. R. Kulkarni	11	5	55
34	Capacity building of Principals -Secondary Education	3-Aug-09	7-Aug-09	Education	Rachna Gupta	17	5	85
35	Women's Empowerment through Panchyati Raj Institutions	17-Aug-09	21-Aug-09	DOPT	Aarti Dudeja	39	5	195
36	Gender Budgeting	18-Aug-09	20-Aug-09	DOPT	Manveen Kaur	17	3	51
37	Mainstreaming Children with Disabilities	18-Aug-09	22-Aug-09	DOPT	Rekha Shrivastava	16	5	80
38	Developing Managerial Skills for senior Officers	24-Aug-09	28-Aug-09	HIPA	Lalit Kumar	21	5	105
39	Capacity Buliding for Lecturers of Higher Education	31-Aug-09	4-Sep-09	Education	Aarti Dudeja	21	5	105
40	Disaster Management Plan	31-Aug-09	4-Sep-09	HIPA	Abhay Shrivastava	26	5	130
41	Capacity building of Principals -Secondary Education	7-Sep-09	11-Sep-09	Education	Lalit Kumar	18	5	90
42	Project Management and Computer	7-Sep-09	11-Sep-09	HIPA	Rakesh Gulati	11	5	55
43	Female Feticide, Declining Sex Ratio and Genesis of PCPNDT Act	14-Sep-09	18-Sep-09	DOPT	Rekha Shrivastava	30	5	150
44	Finance for Non-Finance Executives	16-Sep-09	18-Sep-09	DOPT	Lalit Kumar	17	3	51
45	Capacity building of Lecturers Higher Education	19-Oct-09	23-Oct-09	Education	R.K. Gulati	20	5	100

46	Capacity building of Principals -Secondary Education	26-Oct-09	30-Oct-09	Education	Rajvir Dhaka	21	5	105
47	Induction Training Programme for Municipal Engineers	26-Oct-09	30-Oct-09	HIPA	M.R. Kulkarni	19	5	95
48	Ethics & Values in Administration	26-Oct-09	30-Oct-09	DOPT	Aarti Dudeja	24	5	120
49	Emergency Medical Response	2-Nov-09	6-Nov-09	HIPA	Abhay Shrivastava	34	5	170
50	Public Accountability and Right to Information Act : Role of SPIO & SAPIO	3-Nov-09	6-Nov-09	RTI	Rajvir Dhaka	14	4	56
51	Capacity Buliding for Lecturers of Higher Education	3-Nov-09	7-Nov-09	Education	Divya Jyoti	23	5	115
52	Computer Literacy and on Line Registration	4-Nov-09	6-Nov-09	Labour Department	R.K.Gulati	20	3	60
53	Computer Literacy and on Line Registration	9-Nov-09	11-Nov-09	Labour Department	R.K.Gulati	23	3	69
54	Computer Literacy and on Line Registration	16-Nov-09	18-Nov-09	Labour Department	R.K.Gulati	19	3	57
55	Audit Sensitization in Governance	16-Nov-09	20-Nov-09	DOPT	Lalit Kumar	15	5	75
56	Managing Stress for Personal Efficacy	16-Nov-09	20-Nov-09	DOPT	Rachna Gupta	19	5	95
57	Welfare and Development of Minority Community in Haryana	16-Nov-09	20-Nov-09	DOPT	Rekha Shrivastava	34	5	170
58	Management of Man-made Disasters	23-Nov-09	25-Nov-09	HIPA	Abhay Shrivastava	38	5	190
59	Computer Literacy and on Line Registration	23-Nov-09	25-Nov-09	Labour Department	R.K.Gulati	15	3	45
60	Water ResourceManagement	30-Nov-09	4-Dec-09	HIPA	Bhuwan Kumar	18	5	90
61	Operational Guidelines of Using MS Office	30-Nov-09	4-Dec-09	HIPA	Divya Jyoti	33	5	165
62	Maintainance of Computerised Accounts with Double Entry System	7-Dec-09	11-Dec-09	HIPA	Lalit Kumar	13	5	65
63	Operational Guidelines of Using MS Office	7-Dec-09	11-Dec-09	HIPA	Divya Jyoti	28	5	140
64	Trg. Programme of Women Councillors of Urban Local Bodies at Faridabad	8-Dec-09	10-Dec-09	Urabn Local Bodies	M. R. Kulkarni	12	3	36
65	Right To Information Act 2005	14-Dec-09	16-Dec-09	RTI	Rajvir Dhaka	33	3	99
66	Capacity Buliding for Lecturers of Higher Education	14-Dec-09	18-Dec-09	Education	Aarti Dudeja	25	5	125
67	Post Disaster Management	21-Dec-09	23-Dec-09	HIPA	Abhay Shrivastava	28	3	84
68	Capacity Buliding for Lecturers of Higher Education	28-Dec-09	1-Jan-10	Education	Rajvir Dhaka	15	5	75
69	Induction Training of SMOs at State Level	4-Jan-10	9-Jan-10	Health Department	Rekha Shrivastava	29	6	174

70	ICT and e-governance	11-Jan-10	13-Jan-10	HIPA	Rakesh Gulati	10	3	30
71	Transition from Case Base to Accrual Base Accounting System	11-Jan-10	15-Jan-10	DOPT	Lalit Kumar	16	5	80
72	RTI	13-Jan-10	15-Jan-10	RTI	Rajvir Dhaka	20	3	60
73	Using ICT tools in financial decision making	18-Jan-10	22-Jan-10	HIPA	Lalit Kumar	15	5	75
74	Motivation in Government Service	18-Jan-10	22-Jan-10	DOPT	Rachna Gupta	28	5	140
75	TOT Human Rights	19-Jan-10	21-Jan-10	NHRC	Aarti Dudeja	22	3	66
76	Wasteland Development	1-Feb-10	5-Feb-10	DOPT	Bhuwan Kumar	18	5	90
77	ToT on Human Rights	2-Feb-10	4-Feb-10	NHRC	Aarti Dudeja	19	3	57
78	Trg. Programme on "Urban Local Bodies"	9-Feb-10	11-Feb-10	HIA	M.R. Kulkarni	15	3	45
79	Disaster Management & Human Rights	10-Feb-10	12-Feb-10	Gol-DOPT	Abhay Shrivastava	25	3	75
80	Role of Urban Local Bodies in Disaster Management	17-Feb-10	19-Feb-10		Bhuwan Kumar	15	3	45
81	Environment Management	22-Feb-10	26-Feb-10	Gol-DOPT	Bhuwan Kumar	28	5	140
82	Capacity Building for Lecturers of Higher Education	22-Feb-10	26-Feb-10	Education	Divya Jyoti	27	5	135
83	Management of Major Building Collapse	8-Mar-10	10-Mar-10	Gol-NIDM	Abhay Shrivastava	27	3	81
84	TOT on Disaster Management	15-Mar-10	19-Mar-10	GOI NIDM	Anshu Tiwari	22	5	110
85	Earth Quake Management	22-Mar-10	26-Mar-10	DOPT	Dr. A.K. Shrivastava	19	5	95
86	Disaster Management for Irrigation Officers	22-Mar-10	26-Mar-10	Gol-NIDM	Bhuwan Kumar	13	5	65
						1791	384	8070

(C) SEMINAR / WORKSHOPS ORGANIZED BY HIPA (Main Wing)

Sr. No.	Topic	From	To	Co-Sponsored	Programme Director	Trainees	Days	T.Days
1	De-briefing Seminar on Capacity Building for Access to Information Project	16-Apr-09	17-Apr-09	HIPA	Rajvir Dhaka	33	2	66
2	Brain storming Session for Finalizing the Syllabus of Institutional Training Programme for IAS Officers	23-Jun-09	23-Jun-09	HIPA	Director/ Manveen Kaur	7	1	7
3	Brainstorming Session on Haryana Training Policy	3 July, 09	3 July, 09	HIPA	Manveen Kaur	20	1	20
4	Workshop on RTI for Labour Department	31-Jul-09	31-Jul-09	RTI	Rajvir Dhaka	17	1	17
5	Workshop on RTI	22-Sep-09	22-Sep-09	RTI	Rajvir Dhaka	100	1	100
6	Interactive workshop of Revenue Law and Administration	9-Nov-09	10-Nov-09	HIPA	GV Gupta	13	2	26
7	Interactive workshop of Revenue Law and Administration	12-Nov-09	13-Nov-09	HIPA	GV Gupta	19	2	38
8	Interactive workshop of Revenue Law and Administration	23-Nov-09	24-Nov-09	HIPA	G.V. Gupta, Consultant	12	2	24
9	Interactive workshop of Revenue Law and Administration	26-Nov-09	27-Nov-09	HIPA	G.V. Gupta	9	2	18
10	Half a day workshop for IAS (P)	11-Feb-10	11-Feb-10	HIPA	Manveen Kaur	78	1	78
11	Interactive Workshop on Revenue Law and Administration	15-Feb-10	16-Feb-10	Revenue	G.V. Gupta	12	2	24
12	Public Private Partnership (PPP) in Urban Infrastructure and Service Delivery	22-Feb-10	23-Feb-10	HIPA	M.R. Kulkarni	28	2	56
13	Interactive Workshop on Revenue Law and Administration at Hisar	24-Feb-10	25-Feb-10	Revenue	G.V.Gupta	8	2	16
14	Contemporary Industrial Workforce requirement a workshop	15-Mar-10	16-Mar-10	HIPA	Baij Nath	10	2	20
15	Interactive Workshop on Revenue, Law & Administration	15-Mar-10	16-Mar-10	Revenue	GV Gupta	7	2	14
16	Interactive Workshop on Revenue, Law & Administration	17-Mar-10	18-Mar-10	Revenue	GV Gupta	5	2	10
17	Interactive Workshop on Revenue, Law & Administration for Ambala Division	22-Mar-10	23-Mar-10	Revenue	GV Gupta	10	2	20
18	Interactive Workshop on Revenue, Law & Administration for Hisar Division	25-Mar-10	26-Mar-10	Revenue	GV Gupta	10	2	20
						398	31	574

(D) STATE LEVEL SEMINARS ORGANIZED BY HIPA (Main Wing)

Sr. No.	Topic	From	To	Co-Sponsored	Programme Director	Trainees	Days	T.Days
1	State Level Seminar: Human Rights Issues and concerns	21-Apr-09	21-Apr-09	HIPA	Seminar Team: Aarti Dudeja & Baij Nath	94	1	94
2	State Level Seminar: Sensitization to the issue of "Child Labour"	12-Jun-09	12-Jun-09	Labour Department	Rekha Shrivastava & Aarti Dudeja	116	1	116
3	State Level seminar: "Good Governance, Transparency and Accessibility"	21-Jul-09	21-Jul-09	HIPA	Seminar Team: Rajvir Dhaka & Aarti Dudeja	114	1	114
4	State Level Seminar on Water : Managing the Problem	22-Jan-10	22-Jan-10	HIPA	Bhuwan Kumar	33	1	33
5	State Level Seminar on Public Private Partnership (PPP) in Urban Infrastructure and Service Delivery	24-Feb-10	24-Feb-10	HIPA	M.R. Kulkarni/ Rachna Gupta	36	1	36
						393	5	393

(E) COURSES ORGANIZED BY THE EXCISE & TAXATION SCHOOL (Gurgaon)

Sr. No.	Topic	From	To	Co-Sponsored	Programme Director	Trainees	Days	T.Days
1	Induction Training for Newly Recruited Inspector	6-Jul-09	17-Jul-09	AETC	Mukesh Lata Gupta	16	10	160
2	Induction Training for Taxation Inspector	25-Jan-10	5-Feb-10	AETC	Mukesh Lata Gupta	17	9	135
						33	19	295

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

Sr. No.	Topic	From	To	Co-Sponsored	Programme Director	Trainees	Days	T.Days
1	Capacity Buliding Programme for Accounts Officers	1-Jun-09	12-Jun-09	HIPA	Rajesh Ahuja & Lalit Kumar	29	10	290
2	HSAMB Staff Training	4-Jan-10	26-Mar-10	HSAMB	R.S. Sharma & Lalit Kumar	23	53	1219
						52	63	1509

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

Sr. No.	Name of Course	Duration	No. of Days	No. of Participants	No. of Trainee Days
1	Record Management & Record Retention Schedule	01.04.2009	1	19	19
2	Documentation & Management of Record w.r.t. RTI Act, 2005	23.04.2009	1	16	16
3	Pay Fixation under Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (ACP) Rules, 2008	29.04.2009	1	12	12
4	Orientation Training Programme for Assistants	04.05.09 to 08.05.09	5	20	100
5	Record Management & Record Retention Schedule for Elementary Edu. & Secondary Education Deptt.	05.05.2009	1	68	68
6	Two days training Programmme for Presenting Officers & Inquiry Officers appointed under P & A Rules"	11.05.09 to 12.05.09	2	22	44
7	Office Automation & Tools	11.05.09 to 15.05.09	2	8	16
8	Record Management & Record Retention Schedule for Ind. Trg. Voc. Education	15.05.09	1	28	28
9	Orientation Trainng Programme for Dy. Supdt. & Supdt.	18.05.09 to 22.05.09	5	19	95
10	Orientation Training Programme for Stenographers	19.05.09 to 21.05.09	3	13	39
11	Duties & Responsibilities of DDO's at Kaithal	28.05.09 to 29.05.09	2	86	172
12	Office Automation & Tools	08.06.09 to 12.06.09	5	12	60
13	Right to Information Act,2005	08.06.09	1	10	10
14	Purchase & Disposal Procedure	09.06.09 to 10.06.09	2	11	22
15	Reservation Policy & Maintenance of Roster Register	11.06.09 to 12.06.09	2	28	56
16	Duties & Functions of Clerks	22.06.09 to 26.06.09	5	41	205
17	Financial Management Preparation of Budget & allied Matters	23.06.09 to 25.06.09	3	22	66
18	Record Management & Record Retention Schedule for Ind. Trg. Voc. Education	01.07.2009	1	7	7
19	One day workshop on "Right to Information Act, 2005" at Yamunanagar	03.07.09	1	88	88
20	One day workshop on "Record Management & Record Retention Schedule"	08.07.2009	1	15	15
21	Two days training programme for "Presenting Officers & Inquiry Officers under Punishment & Appeal Rules "	15.07.2009 to 16.07.2009	2	24	48

22	Two days training programme for Presenting Officers & Inquiry Officers of Horticulture Dept. appointed under "Punishment & Appeal Rules"	21.07.2009 to 22.07.2009	2	21	42
23	Two days workshop on Ms Excel & Internet	21.07.2009 to 22.07.2009	2	13	26
24	Two days workshop on 'Pay Fixation under New Pay Rules viz Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (ACP) Rules, 2008' at Kurukshetra.	28.07.2009 to 29.07.2009	2	63	126
25	Two days Training programme for Presenting Officers & Inquiry Officers of Horticulture Dept. appointed under "Punishment & Appeal Rules" for Prisons Department	30.07.2009 to 31.07.2009	2	25	50
26	Two days Training programme for Presenting Officers & Inquiry Officers of Horticulture Dept. appointed under "Punishment & Appeal Rules"	06.08.2009 to 07.08.2009	2	11	22
27	Right to Information Act, 2005 for FC's Office	10.08.2009	1	17	17
28	Two days workshop on 'Pay Fixation under New Pay Rules viz Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (ACP) Rules, 2008'	11.08.2009 to 12.08.2009	2	27	54
29	Essential of Noting & Drafting & Record Management for Police (Crime) Department	11.08.2009 to 01.10.2009	27	40	1080
30	Capacity building of Assistants and dealing hands in service matters relating to Punjab CSR (Vol. P-I, II & III) PFR and Policy Matters at Ambala	18.08.2009 to 21.08.2009	4	73	292
31	Office Automation & Tools	18.08.2009 to 21.08.2009	4	18	72
32	Capacity building of Assistants and dealing hands in service matters relating to Punjab CSR (Vol. P-I, II & III) PFR and Policy Matters at Y/Nagar	24.08.2009 to 28.08.2009	5	57	285
33	One day workshop on "Right to Information Act, 2005"	02.09.2009	1	11	11
34	Capacity building of Assistants and dealing hands in service matters relating to Punjab CSR (Vol. P-I, II & III) PFR and Policy Matters	07.09.2009 to 10.9.2009	4	22	88
35	Financial Management Preparation of Budget & allied Matters	08.09.2009 to 10.09.2009	3	12	36
36	One day workshop on "Right to Information Act, 2005"	11.09.2009	1	20	20
37	Duties & Functions of Clerks	14.09.2009 to 18.09.2009	5	18	90
38	One day workshop on "Income Tax Matters"	24.09.2009	1	12	12
39	One day workshop on "Right to Information Act, 2005"	01.10.2009	1	7	7

40	Orientation Training Programme for Stenographers	20.10.2009 to 22.10.2009	3	9	27
41	Capacity building of Assistants and dealing hands in service matters relating to Punjab CSR (Vol. P-I,II & III) PFR and Policy Matters	26.10.2009 to 30.10.2009	5	15	75
42	Office Automation & Tools	26.10.2009 to 30.10.2009	5	9	45
43	Welfare Schemes for Government Employees	04.11.2009 to 06.11.2009	3	10	30
44	Orientation Training Programme for Deputy Supdts./Supdts.	09.11.2009 to 13.11.2009	5	14	70
45	One day workshop on "Right to Information Act, 2005"	16.11.2009	1	14	14
46	Reservation Policy & Maintenance of Roster Register	19.11.2009	1	16	16
47	MS-Excel & Internet	26.11.2009 to 27.11.2009	2	11	22
48	Duties & Responsibilities of DDO's at Kurukshetra	30.11.2009 to 01.12.2009	2	116	232
49	Refresher Training Programme on Accounts and Audit Matters for SAS personnel	02.12.2009 to 04.12.2009	3	20	60
50	Office Automation & Tools	07.12.2009 to 11.12.2009	5	17	85
51	Enhancing Efficiency through Women Empowerment at Yamunanagar	07.12.2009 to 11.12.2009	5	60	300
52	Office Automation & Tools for Election Commission	15.12.2009 to 18.12.2009	4	12	48
53	Financial Management Preparation of Budget & allied Matters	16.12.2009 to 18.12.2009	3	17	51
54	Office Automation & Tools for Election Commission	21.12.2009 to 24.12.2009	4	12	48
55	One day workshop on Record Management and Record Retention Schedule	23.12.2009	1	10	10
56	Office Automation & Tools for Election Commission	28.12.2009 to 31.12.2009	4	12	48
57	Three-months Refresher Training for Staff of HSAMB	04.01.2010 to 31.03.2010	60	53	3180
58	Basic Knowledge of Office Automation & Tools for HSAMB	04.01.2010 to 08.01.2010	4	13	52
59	Punishment & Appeal Rules - Salient Provisions & Procedures	07.01.2010 to 08.01.2010	2	24	48
60	Capacity building of DDOs and supporting staff on responsibilities of DDOs including Pay fixation under new rules at Yamunanagar	27.01.2010 to 28.01.2010	2	187	374
61	Developing Effective Communication Skill	02.02.2010 to 05.02.2010	4	11	44
62	Duties and Functions of Clerks	15.02.2010 to 19.02.2010	5	22	110
63	Right to Information Act,2005	22.02.2010	1	73	73

64	One Day Workshop on Documentation and Record Management w.r.t. RTI Act, 2005	03.03.2010	1	5	5
65	One Day Workshop on Reservation Policy and Maintenance of Roster Register	17.03.2010	1	7	7
66	One Day Workshop on "Right to Information Act, 2005" for Health Department	19.03.2010	1	13	13
	Total		253	1818	8603

(H) COURSES AND SEMINARS/WORKSHOPS ORGANIZED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, HISAR

Sr. No.	Name of training course	Period	No. of Participants	No. of Days of Course	No. of Training Days
1.	One day Workshop on Maintenance of Record-RTI-Implementation of Record Retention Schedule at Fatehabad	8.4.2009	51	1	51
2.	Office Automation Tools – Computer Training on MS Word & MS Excel of Hisar District at Hisar	8.4.09 to 10.4.09	14	3	42
3.	Responsive Administration-Efficiency & Disposal of Govt. Work- Service Matters of Sirsa District at DTC Hisar	12.5.09 to 14.5.09	23	3	69
4.	Office Automation Tools – Computer Training on MS Word & MS Excel of Hisar at DTC Hisar	12.5.09 to 14.5.09	12	3	36
5.	Responsive Administration-Efficiency & Disposal of Govt. Work- Service Matters of Fatehabad at Fatehabad	18.5.09 to 22.5.09	52	5	260
6.	One day Workshop on Maintenance of Record-RTI-Implementation of Record Retention Schedule	26.5.2009	51	1	51
7.	Duties & Responsibilities of DDOs at Bhiwani	2.6.09 to 4.6.09	92	3	276
8.	Duties & Responsibilities of DDOs at Jind	10.6.09 to 12.6.09	60	3	180
9.	Office Automation Tools – Computer Training on MS Word & MS Excel of Hisar at DTC Hisar	10.6.09 to 12.6.09	18	3	54
10.	Duties & Responsibilities of DDOs at Fatehabad	15.6.09 to 17.6.09	71	3	213
11.	Duties & Responsibilities of DDOs at Sirsa	24.6.09 to 26.6.09	63	3	189
12.	Office Automation Tools – Computer Training on MS Word & MS Excel of Sirsa at DTC Hisar	24.6.09 to 26.6.09	16	3	48

13.	Office Automation Tools – Computer Training on MS Word & MS Excel of Sirsa at DTC Hisar	8.7.09 to 10.7.09	19	3	57
14.	Pension & Service Matters	13.7.09 to 17.7.09	19	5	95
15.	Office Automation Tools – Computer Training on MS Word & MS Excel of Sirsa at DTC Hisar	28.7.09 to 29.7.09	20	2	40
16.	Duties & Responsibilities of Clerks	10.8.09 to 13.8.09	22	4	88
17.	Office Automation Tools-Computer Training on MS Word, & MS Excel	10.8.09 to 13.8.09	14	4	56
18.	Office Management and Application of Govt. Rules and Submissions of Cases (for Fisheries Deptt.) at Hisar	10.8.09 to 14.8.09	20	5	100
19.	Efficiency and Disposal of Govt. Work- Service Matters	24.8.09 to 28.8.09	26	5	130
20	Three Months Foundational Training Course for the Newly Appointed Auction Recorders of HSAMB	7.9.09 to 27.11.09	73	54	3942
21.	Office Automation Tools-Computer Training on MS Word, & MS Excel	29.10.09 to 30.10.09	18	2	36
22.	Office Automation Tools-Computer Training on MS Word, & MS Excel	8.12.09 to 10.12.09	15	3	45
23.	Pension and Service Matters of Hisar District	9.12.09 to 11.12.09	37	3	111
24.	Pension and Service Matter of Fatehabad District	16.12.09 to 18.12.09	38	3	114
25.	Three Months Foundational Training Course for the employees of HSAMB	w.e.f 4.1.2010 to 31.3.2010	76	56	4256
			920	183	10539

(I) COURSES AND SEMINARS/WORKSHOPS ORGANIZED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, ROHTAK

Sr. No.	Programme	Training Dates	No of Participants	No. of Days	Trainee Days
1	E.D.P. (Industries Deptt.) District Rohtak	16.03.09 to 10.04.09	35	18	630
2	Pay Fixation in revised scales & other service matters (District Rohtak & Jhajjar)	08.04.09 to 10.04.09	30	3	90
3	Pay Fixation in revised scales & other service matters (District Sonipat)	15.04.09 to 17.04.09	23	3	69
4	Pay Fixation in revised scales & other service matters (District Panipat)	28.04.09 to 30.04.09	45	3	135
5	Pay Fixation in revised scales & other service matters (District Karnal)	11.05.09 to 13.05.09	47	3	141
6	Maintenance of office record and general service conditions (District Rohtak)	18.05.09 to 22.05.09	23	5	115
7	Pensionary and other retiral benefits (District Rohtak & Jhajjar)	15.05.09 to 19.05.09	30	5	150
8	Efficiency and disposal of work in Government offices (District Karnal)	22.05.09 to 26.05.09	34	5	170
9	Workshop on Income Tax (DDOs of Rohtak District)	29.06.09	63	1	63
10	Workshop on Income Tax (DDOs of Rohtak District)	01.07.09	60	1	60
11	Workshop on Record Management (District Panipat)	03.07.09	43	1	43
12	Duties and Responsibilities of DDOs - Education Department Block Rohtak (Rohtak District)	13.07.09 to 14.07.09	53	2	106

13	Duties and Responsibilities of DDOs - Education Department -Block Sampla & L. Majra ((District Rohtak)	16.07.09 to 17.07.09	29	2	58
14	Duties & Responsibilities of DDOs Education Department-Block Meham & Kalanaur (District Rohtak)	20.07.09 to 21.07.09	52	2	104
15	Workshop on Record Management (District Karnal)	23.07.09	81	1	81
16	Duties & Responsibilities of DDOs Education Department Block B.Garh & Beri (District Jhajjar)	03.08.09 to 04.08.09	70	2	140
17	Duties & Responsibilities of DDOs Education Department Block Jhajjar (District Jhajjar)	06.08.09 to 07.08.09	66	2	132
18	General Service Matters and office procedure (District Rohtak)	18.08.09 to 20.08.09	29	3	87
19	Induction course of HSAMB Employees (Rohtak Division)	24.08.09 to 13.11.09	71	56	3976
20	Accounting Procedure in Treasury and Double Entry System in Societal Mode & other service matters for employees of Horticulture Deptt.	31.08.09 to 04.09.09	25	5	125
21	Duties & Responsibilities of DDOs of Education Department- Principals of Schools of District. Sonipat	15.09.09 to 16.09.09	102	2	204
22	Duties & Responsibilities of DDOs of Education Department- Head Masters of Schools of District Sonipat	17.09.09 to 18.09.09	101	2	202
23	Pay Fixation and other Service Matters for employees of Sonipat District.	16-11-09 to 20.11.09	39	5	195
24	Duties & Responsibilities of DDOs of Education Department- Head Masters of Schools of District Panipat	25.11.09 to 27.11.09	49	3	147
25	Duties & Responsibilities of DDOs of Education Department- Head Masters of Schools of District Panipat	02.12.09 to 04.12.09	45	3	135
26	Induction course of HSAMB Employees (Rohtak Division)	04.01.10 to 26.03.10	72	54	3888
			1317	192	11246

(J) DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER CBPR PROJECT DURING 2009-2010

Sr. No.	Topic	From	To	Co-Sponsored	Programme Director	Trainees	Days	T.Days
1	CBPR Training Programme 5th Batch (Power) at Sonapat	8-Apr-09	10-Apr-09	CBPR	CBPR Team	28	3	84
2	CBPR Training Programme 1st Batch (Health) at Sonapat	8-Apr-09	10-Apr-09	CBPR	CBPR Team	40	3	120
3	CBPR Training Programme 26th Batch (Education) at Sonapat	8-Apr-09	10-Apr-09	CBPR	CBPR Team	42	3	126
4	CBPR Training Programme 27th Batch (Education) at Sonapat	8-Apr-09	10-Apr-09	CBPR	CBPR Team	42	3	126
5	CBPR Training Programme 28th Batch (Education) at Sonapat	15-Apr-09	17-Apr-09	CBPR	CBPR Team	40	3	120
6	CBPR Training Programme 6th Batch (Power) at Sonapat	15-Apr-09	17-Apr-09	CBPR	CBPR Team	27	3	81
7	CBPR Training Programme 2nd Batch (Health) at Sonapat	15-Apr-09	17-Apr-09	CBPR	CBPR Team	39	3	117
8	CBPR Training Programme 29th Batch (Education) at Sonapat	22-Apr-09	24-Apr-09	CBPR	CBPR Team	29	3	87
9	CBPR Training Programme 7th Batch (Power) at Sonapat	22-Apr-09	24-Apr-09	CBPR	CBPR Team	25	3	75
10	CBPR Training Programme 3rd Batch (Health) at Sonapat	22-Apr-09	24-Apr-09	CBPR	CBPR Team	39	3	117
11	CBPR Training Programme	6-Jul-09	10-Jul-09	CBPR	CBPR Team	28	5	140
12	CBPR Training Programme	28-Jul-09	29-Jul-09	CBPR	CBPR Team	11	2	22
13	TOT CBPR Training Programme for Mewat Distt.	11-Aug-09	12-Aug-09	CBPR	CBPR Team	16	2	32
14	CBPR Training Programme (1st)	19-Aug-09	21-Aug-09	CBPR	CBPR Team	45	3	135
15	CBPR Training Programme (2nd)	25-Aug-09	27-Aug-09	CBPR	CBPR Team	28	3	84
16	CBPR Training Programme(3rd)	1-Sep-09	3-Sep-09	CBPR	CBPR Team	33	3	99
17	CBPR Training Programme(4th)	1-Sep-09	3-Sep-09	CBPR	CBPR Team	38	3	114
18	CBPR Training Programme (5th B.)	7-Sep-09	9-Sep-09	CBPR	CBPR Team	35	3	105
19	CBPR Training Programme (6th B.)	7-Sep-09	9-Sep-09	CBPR	CBPR Team	34	3	102

20	CBPR Training Programme (8th B.)	14-Sep-09	16-Sep-09	CBPR	CBPR Team	31	3	93
21	CBPR Training Programme (7th B.)	14-Sep-09	16-Sep-09	CBPR	CBPR Team	36	3	108
22	CBPR Training Programme (9th B.)	1-Dec-09	3-Dec-09	CBPR	CBPR Team	40	3	120
23	CBPR Training Programme (10th B.)	1-Dec-09	3-Dec-09	CBPR	CBPR Team	33	3	99
24	CBPR Training Programme (11th B.)	9-Dec-09	11-Dec-09	CBPR	CBPR Team	38	3	114
25	CBPR Training Programme (12th B.)	9-Dec-09	11-Dec-09	CBPR	CBPR Team	40	3	120
26	CBPR Training Programme (13th B.)	16-Dec-09	18-Dec-09	CBPR	CBPR Team	33	3	99
27	CBPR Training Programme (14th B.)	16-Dec-09	18-Dec-09	CBPR	CBPR Team	33	3	99
28	CBPR Training Programme (15th B.)	11-Jan-10	13-Jan-10	CBPR	CBPR Team	28	3	84
29	CBPR Training Programme (16th B.)	11-Jan-10	13-Jan-10	CBPR	CBPR Team	32	3	96
						963	87	2918

(K) DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER CBSP DURING 2009-2010

Sr. No.	Topic	From	To	Co-Sponsored	Programme Director	Trainees	Days	T.Days
1	Capacity buliding for Service Providers(1st Batch)	11-May-09	14-May-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	23	4	92
2	Capacity buliding for Service Providers (2nd Batch)	18-May-09	21-May-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	25	4	100
3	Capacity buliding for Service Providers (3rd Batch)	25-May-09	28-May-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	33	4	132
4	Capacity buliding for Service Providers 4th B.	1-Jun-09	4-Jun-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	31	4	124
5	Capacity buliding for Service Providers 5th B.	8-Jun-09	11-Jun-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	24	4	96
6	Workshop of the owners of Service Providers	10-Jun-09	10-Jun-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	43	1	43
7	Capacity buliding for Service Providers 6th B.	15-Jun-09	18-Jun-09	Gol-Tourism Ministry	Aarti Dudeja/ Bhuwan Kumar	22	4	88
8	Capacity Building for Service Providers 7th B.	22-Jun-09	25-Jun-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen kaur	20	4	80
9	Capacity buliding for Service Providers 8th B.	29-Jun-09	2-Jul-09	Gol-Tourism Ministry	Rachna Gupta / Manveen Kaur	24	4	96
10	Capacity buliding for Service Providers 9th B.	6-Jul-09	9-Jul-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	22	4	88
11	Capacity buliding for Service Providers 10th B.	13-Jul-09	16-Jul-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	26	4	104
12	Capacity buliding for Service Providers 11th B.	20-Jul-09	23-Jul-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	30	4	120
13	Capacity buliding for Service Providers 12th B.	27-Jul-09	30-Jul-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	24	4	96
14	Capacity buliding for Service Providers (13th)	3-Aug-09	6-Aug-09	Gol-Tourism Ministry	Lalit Kumar	27	4	108

15	Capacity buliding for Service Providers Owners workshop	10-Aug-09	10-Aug-09	Gol-Tourism Ministry	Manveen Kaur	47	1	47
16	Capacity buliding for Service Providers(14th)	10-Aug-09	13-Aug-09	Gol-Tourism Ministry	Rachna Gupta / Manveen Kaur	23	4	92
17	Capacity buliding for Service Providers (15th Batch)	18-Aug-09	21-Aug-09	Gol-Tourism Ministry	Bhuwan Kumar/ Aarti Dudeja	21	4	84
18	Capacity buliding for Service Providers(16th Batch)	24-Aug-09	27-Aug-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	27	4	108
19	Capacity buliding for Service Providers 17 B.	31-Aug-09	3-Sep-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	26	4	104
20	Capacity buliding for Service Providers(18th Batch)	7-Sep-09	10-Sep-09	Gol-Tourism Ministry	Manveen Kaur / Rachna Gupta	27	4	108
21	Capacity buliding for Service Providers(19th Batch)	14-Sep-09	17-Sep-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	28	4	112
22	Workshop of Stakeholder issues and concerns at IIPA	15-Sep-09	15-Sep-09	Gol-Tourism Ministry	Manveen kaur	70	1	70
23	Capacity buliding for Service Providers(20th Batch)	22-Sep-09	25-Sep-09	Gol-Tourism Ministry	Manven kaur/ Rachna Gupta	20	4	80
24	Capacity buliding for Service Providers(Airport Drivers 1st Baatch)	5-Oct-09	8-Oct-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	31	4	124
25	Capacity buliding for Service Providers 21st B.	6-Oct-09	9-Oct-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	16	4	64
26	TOT Workshop for Auto Rickshaw Drivers	12-Oct-09	12-Oct-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	52	1	52
27	Capacity buliding for Service Providers for Auto Rickshaw Drivers (1st B)	21-Oct-09	23-Oct-09	Gol-Tourism Ministry	Manaveen Kaur/ Rachna Gupta	33	3	99
28	Capacity buliding for Service Providers AAI 2nd B.)	26-Oct-09	29-Oct-09	Gol-Tourism Ministry	Rachna Gupta / Manveen Kaur	34	4	136
29	Capacity buliding for Service Providers for Auto Rickshaw Drivers (2nd B)	3-Nov-09	5-Nov-09	Gol-Tourism Ministry	IIPA	40	3	120
30	Capacity buliding for Service Providers(AAI 3rd batch)	3-Nov-09	6-Nov-09	Gol-Tourism Ministry	Bhuwan Kumar/ Aarti Dudeja	27	4	108
31	Capacity buliding for Service Providers for Auto Rickshaw Drivers (3rd B)	9-Nov-09	11-Nov-09	Gol-Tourism Ministry	IIPA	28	3	84

32	Capacity buliding for Service Providers(AAI 4th Batch)	9-Nov-09	12-Nov-09	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	29	4	116
33	Capacity buliding for Service Providers for Auto Rickshaw Drivers (4th B)	16-Nov-09	18-Nov-09	Gol-Tourism Ministry	IIPA	41	3	123
34	Capacity buliding for Service Providers (AAI 5th Batch)	16-Nov-09	19-Nov-09	Gol-Tourism Ministry	Manveen Kaur/ Bhuwan Kumar	42	4	168
35	Capacity buliding for Service Providers for Auto Rickshaw Drivers (5th B)	23-Nov-09	25-Nov-09	Gol-Tourism Ministry	IIPA	36	3	108
36	Capacity buliding for Service Providers (AAI 6th Batch)	24-Nov-09	27-Nov-09	Gol-Tourism Ministry	Bhuwan Kumar/ Aarti Dudeja	29	4	116
37	Capacity buliding for Service Providers for Auto Rickshaw Drivers (5th B)	30-Nov-09	2-Dec-09	Gol-Tourism Ministry	IIPA	42	3	126
38	Capacity buliding for Service Providers (AAI 7th Batch)	1-Dec-09	4-Dec-09	Gol-Tourism Ministry	Manveen Kaur/ Rachna Gupta	44	4	176
39	Capacity buliding for Service Providers for Auto Rickshaw Drivers (6th B)	7-Dec-09	9-Dec-09	Gol-Tourism Ministry	IIPA	31	3	93
40	Capacity buliding for Service Providers (AAI 8th Batch)	8-Dec-09	11-Dec-09	Gol-Tourism Ministry	R.K. Gulati	39	4	156
41	Capacity buliding for Service Providers for Auto Rickshaw Drivers (7th B)	14-Dec-09	16-Dec-09	Gol-Tourism Ministry	IIPA	58	3	174
42	Capacity buliding for Service Providers (9th Batch)	15-Dec-09	18-Dec-09	Gol-Tourism Ministry	Bhuwan Kumar / Aarti Dudeja	37	4	148
43	Capacity buliding for Service Providers for Auto Rickshaw Drivers (8th B)	22-Dec-09	24-Dec-09	Gol-Tourism Ministry	IIPA	14	3	42
44	Capacity buliding for Service Providers(10th Batch)	22-Dec-09	25-Dec-09	Gol-Tourism Ministry	Lalit Kumar/ Aarti Dudeja	48	4	192
45	Capacity buliding for Service Providers(11th Batch)	29-Dec-09	1-Jan-10	Gol-Tourism Ministry	Manveen Kaur	40	4	160
46	Capacity buliding for Service Providers for Auto Rickshaw Drivers (8th B)	4-Jan-10	6-Jan-10	Gol-Tourism Ministry	IIPA	40	3	120
47	Capacity buliding for Service Providers (12th Batch)	5-Jan-10	8-Jan-10	Gol-Tourism Ministry	Bhuwan Kumar	39	4	156
48	Capacity buliding for Service Providers (13th batch)	12-Jan-10	15-Jan-10	Gol-Tourism Ministry	Rachna Gupta/ Manveen Kaur	39	4	156
49	Capacity buliding for Service Providers (14th Batch)	19-Jan-10	22-Jan-10	Gol-Tourism Ministry	Aarti Dudeja	36	4	144

50	Capacity buliding for Service Providers (15th batch)	25-Jan-10	29-Jan-10	Gol-Tourism Ministry	Bhuwan Kumar	22	4	88
51	Capacity buliding for Service Providers (16th Batch)	2-Feb-10	5-Feb-10	Gol-Tourism Ministry	Lalit Kumar	30	4	120
52	Capacity buliding for Service Providers (17th Batch)	9-Feb-10	12-Feb-10	Gol-Tourism Ministry	R.K.Gulati	35	4	140
53	CBSP Programme for DTC (1st batch)	15-Feb-10	17-Feb-10	DTC	Manveen Kaur/ Rachna Gupta	36	3	108
54	CBSP Programme for DTC (2nd batch)	15-Feb-10	17-Feb-10	DTC	Manveen Kaur/ Rachna Gupta	52	3	156
55	Capacity buliding for Service Providers(18th Batch)	16-Feb-10	19-Feb-10	Gol-Tourism Ministry	Manveen Kaur	20	4	80
56	CBSP Programme for DTC (3rd batch)	18-Feb-10	20-Feb-10	DTC	Manveen Kaur/ Rachna Gupta	35	3	105
57	CBSP Programme for DTC (4th batch)	18-Feb-10	20-Feb-10	DTC	Manveen Kaur/ Rachna Gupta	35	3	105
58	CBSP Programme for DTC (5th batch)	22-Feb-10	24-Feb-10	DTC	Manveen Kaur/ Rachna Gupta	43	3	129
59	CBSP Programme for DTC (6th batch)	22-Feb-10	24-Feb-10	DTC	Manveen Kaur/ Rachna Gupta	35	3	105
60	Capacity buliding for Service Providers(19th Batch)	23-Feb-10	26-Feb-10	Gol-Tourism Ministry	Rachna Gupta	32	4	128
61	CBSP Programme for DTC (7th batch)	25-Feb-10	27-Feb-10	DTC	Manveen Kaur/ Rachna Gupta	52	3	156
62	CBSP Programme for DTC (8th batch)	25-Feb-10	27-Feb-10	DTC	Manveen Kaur/ Rachna Gupta	35	3	105
63	CBSP Programme for DTC (9th batch)	4-Mar-10	6-Mar-10	DTC	Manveen Kaur/ Rachna Gupta	30	3	90
64	CBSP Programme for DTC (10th batch)	4-Mar-10	6-Mar-10	DTC	Manveen Kaur/ Rachna Gupta	36	3	108
65	CBSP Programme for DTC (11th batch)	8-Mar-10	10-Mar-10	DTC	Manveen Kaur/ Rachna Gupta	35	3	105
66	CBSP Programme for DTC (12th batch)	8-Mar-10	10-Mar-10	DTC	Manveen Kaur/ Rachna Gupta	42	3	126
67	Capacity buliding for Service Providers (20th Batch)	9-Mar-10	12-Mar-10	Gol-Tourism Ministry	Bhuwan Kumar / Aarti Dudeja	37	4	148

68	CBSP Programme for DTC (13th batch)	11-Mar-10	13-Mar-10	DTC	Manveen Kaur/ Rachna Gupta	35	3	105
69	CBSP Programme for DTC (14th batch)	11-Mar-10	13-Mar-10	DTC	Manveen Kaur/ Rachna Gupta	46	3	138
70	CBSP Programme for DTC (15th batch)	15-Mar-10	17-Mar-10	DTC	Bhuwan Kumar / Anshu Tiwari	47	3	141
71	CBSP Programme for DTC (16th batch)	15-Mar-10	17-Mar-10	DTC	Bhuwan Kumar / Anshu Tiwari	36	3	108
72	Capacity buliding for Service Providers (AAI) (21st Batch)	16-Mar-10	19-Mar-10	Gol-Tourism Ministry	Manveen Kaur	39	4	156
73	CBSP Programme for DTC (17th batch)	18-Mar-10	20-Mar-10	DTC	Bhuwan Kumar / Anshu Tiwari	35	3	105
74	CBSP Programme for DTC (18th batch)	18-Mar-10	20-Mar-10	DTC	Bhuwan Kumar / Anshu Tiwari	35	3	105
75	Capacity buliding for Service Providers (AAI) (22nd Batch)	23-Mar-10	26-Mar-10	Gol-Tourism Ministry	R.K. Gulati	30	4	120
76	CBSP Programme for DTC (19th batch)	25-Mar-10	27-Mar-10	DTC	Bhuwan Kumar / Anshu Tiwari	36	3	108
77	CBSP Programme for DTC (20th batch)	25-Mar-10	27-Mar-10	DTC	Bhuwan Kumar / Anshu Tiwari	39	3	117
78	CBSP Programme for DTC (21st batch)	29-Mar-10	31-Mar-10	DTC	Bhuwan Kumar / Lalit Kumar	39	3	117
79	CBSP Programme for DTC (22nd batch)	29-Mar-10	31-Mar-10	DTC	Bhuwan Kumar / Lalit Kumar	32	3	96
80	Capacity buliding for Service Providers (AAI) (23rd Batch)	30-Mar-10	2-Apr-10	Gol-Tourism Ministry	Aarti Dudeja/ Bhuwan Kumar	36	4	144
						2735	276	9095