

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 General's Desk...

With a sense of pride and privilege I present the Annual Administrative Report of HIPA 2012-2013.

Our vision is to create an institute par excellence with innovative concepts for imparting quality training. Having recognized the fact that our stakeholders must be thorough with the latest technology, be skilful and sensitive to the importance of right attitude. We have been conducting training programmes in all the important areas be it Gender, Disaster Management, Sociology, Rural Development, Organizational Behaviour, Public Administration, Financial Management, Information Technology, Law and Urban Development.

We are moving at a fast pace towards discovering new heights in information technology. There is no time to sit back and carry on with the stereo typed training and unimpressive pedagogical tools. We welcome the functional changes in the whole system of Capacity Building.

The Institute builds up the capacity of its stakeholders not only through classroom teaching learning but also through practical exposures. These activities provide them the opportunities to apply managerial concept in the real life situation. During the year 2012-2013 HIPA has trained more than 8000 participants.

Sevottam cell has also been set up at HIPA with objective of Government Process Rengineering and raise the standard of public services through capacity building.

For enhancing the quality of the training programme, faculty development and improving the functioning of the Government functionaries, HIPA has established network with various institutes of repute e.g. NIFM, LBSNAA, NISG, IIPA. Moving in this direction

further HIPA has recently signed MoU with Centre for Information in Public Services Hyderabad and ISTD Delhi.

We have taken every possible step to improve the necessary infrastructure, technology, facilities and space for extra curriculum activities. The HIPA Library is having latest editions of books, magazines and journals.

Our competencies, right kind of culture, attitude and values will help to build up the capacity of our trainee officers to deal with the changing scenario. I am sure our trainees will prove as an asset to the state as a result of their enhanced skills and capabilities.

R.S. Dalal, IPS(retd.)

RDalal

CONTENTS

SR. NO.		
1.	INTRODUCTION	1-10
2.	CENTRES AT HIPA	11-15
3.	FACILITIES AT HIPA	16-20
4.	TRAINING ACTIVITIES AT HIPA	21-35
5.	APPENDIX – A LONG DURATION COURSES	36-37
6.	APPENDIX –B SHORT DURATION COURSES	38-41
7.	APPENDIX -C SEMINARS/WORKSHOPS	42
8.	APPENDIX -D COURSES CONDUCTED UNDER RTI	43
9.	APPENDIX –E COURSES CONDUCTED UNDER "TRAINING FOR ALL"	44
10.	APPENDIX –F COURSES CONDUCTED UNDER SMS, GURGAON	45
11.	APPENDIX –G COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, PANCHKULA	46-49
12.	APPENDIX –H COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, HISAR	50-51
13.	APPENDIX –I COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, ROHTAK	52-53

ABOUT HIPA

I. INTRODUCTION

The Haryana Institute of Public Administration (HIPA), established by the Haryana Government on the 1st of August, 1983 is a Society registered under the Registration of Societies Act 1860 with the following objective:

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.

As per the 56th meeting of Executive Council of HIPA held on 14/10/2009 an amendment was made in Memorandum of Association (MoA) that "the name of the Society shall be The Haryana Institute of Public Administration: A Centre of Good Governance."

II. LOCATION & INFRASTRUCTURE OF HIPA

The Haryana Institute of Public Administration (HIPA), earlier located in a rented building at Chandigarh, shifted to its own campus in 1993 at Plot No. 76, Sector -18, Gurgaon. The present campus of HIPA is spread over in 7.5 acre with a lush green cover. Location wise, HIPA is 10 kms. away from Indira Gandhi International Airport Delhi.

The HIPA 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 26562 books in the area of Social Sciences, Management and Literature. The Centre subscribes to almost all Important Journals & Magazines of National and International repute.

1

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

The HIPA's hostel provides well-furnished, comfortable accommodation for about 85 trainees at one time. It has spacious dining hall, mess facilities. It also has excellent indoor and outdoor sports facilities.

III. ACTIVITIES OF THE INSTITUTE

a. TRAINING

- Courses for new entrants to the All India Services (AIS), Haryana Civil Service (HCS), Tehsildars and various allied services of the State Government.
- In-service refresher courses for officers of the State Government.
- In-service training related to the theory and practice of public administration to Indian Administrative Service (IAS) officers of the Haryana cadre and HCS officers.
- Subject specific short-term in-service training programmes for officers of different departments of the State Government.
- Need-based Training Programmes for various Corporations/ Boards and other autonomous bodies of the State Government and Central Government.
- 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 Secretarial Management School (SMS) Gurgaon and Divisional Centre (DTC), Panchkula, Hisar and Rohtak.
- 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.
- Seminars and Workshops to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest.

b. RESEARCH AND PUBLICATION

- Promotion and co-ordination of 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.
- Publication of newsletter and research papers.
- Participation / organization of conferences, seminars and workshops on specialized areas of Public Administration.

IV. ORGANISATIONAL SET-UP

The Haryana Institute of Public Administration is an apex administrative training Institute of the State funded 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
- i. Rural Development
- j. Revenue Training Institute
- k. Divisional Training Centre, Panchkula
- I. Divisional Training Centre, Hisar
- m. Divisional Training Centre, Rohtak
- n. Secretarial Management School, Gurgaon
- Excise & Taxation Training Centre, Gurgaon (Now shifted to ETC office, Panchkula)

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.

V. MANAGEMENT OF TRAINING AND ADMINISTRATION

Director and Director General, in the rank of Commissioner and Financial Commissioner to Government of Haryana heads the Academy respectively. The Academy has had illustrious members of the service heading it. The following officers have had this position since the inception of HIPA:

Sr. No.	Name of the Officer	Period From	То
1.	Sh. L.M. Jain, IAS	16.08.1983	05.01.1984

2.	Sh. K.K. Sharma, IAS	01.02.1984	31.05.1984
3.	Sh. K.K. Sharma, IAS	01.06.1984	22.04.1985
4.	Sh. L.M. Jain, IAS	22.04.1985	01.05.1985
5.	Sh. K.K. Sharma, IAS	04.05.1985	16.12.1985
6.	Sh. L.M. Jain, IAS	17.12.1985	04.03.1986
7.	Sh. K.K. Sharma, IAS	04.03.1986	28.01.1987
8.	Sh. R.S. Mann,IAS	28.01.1987	29.06.1987
9.	Mrs. Asha Sharma, IAS	20.07.1987	13.12.1987
10.	Sh. S.K. Sharma, IAS	14.12.1987	09.01.1988
11.	Mrs. Asha Sharma, IAS	09.01.1988	27.01.1989
12.	Mrs. Meenaxi Anand Choudhary, IAS	02.02.1989	24.02.1989
13.	Mrs. Asha Sharma, IAS	25.02.1989	19.06.1989
14.	Sh. K.K. Sharma, IAS	19.06.1989	13.12.1989
15.	Mrs. Meenaxi Anand Choudhary, IAS	13.12.1989	27.02.1990
16.	Mrs. Padmini Desikachar, IAS	28.02.1990	12.06.1990
17.	Mrs. Rajni Razdan, IAS	13.06.1990	07.01.1991
18.	Sh. J.K. Duggal, IAS	07.01.1991	01.08.1991
19.	Dr. Tarsem Lal, IAS	01.08.1991	11.01.1992
20.	Sh. Prem Prashant, IAS	16.02.1992	27.04.1992
21.	Mrs. Promilla Issar, IAS	27.04.1992	22.06.1992
22.	Sh. Prem Prashant, IAS	22.06.1992	02.04.1997
23.	Smt. Umesh Nanda, IAS	02.04.1997	02.11.1998
24.	Sh. Tirlochan Singh, IAS (Retired)	02.11.1998	16.08.1999
25.	Sh. Bhagwati Parsad, IAS	18.08.1999	12.10.1999
26.	Dr.G.Prasanna Kumar,IAS	12.10.1999	23.03.2001
27.	Sh. Shiv Raman Gaur,IAS	30.04.2001	07.10.2001
28.	Sh. L.S.M. Salins, IAS	08.10.2001	08.01.2002
29.	Dr. H.S. Anand, IAS	08.01.2002	14.02.2006
30.	Dr. G. Prasanna Kumar, IAS	06.03.2006	02.07.2007
31.	Dr. Avtar Singh, IAS	02.07.2007	29.04.2008

32.	Sh. Rajiv Sharma, IAS	30.04.2008	26.05.2008
33.	Dr. Avtar Singh, IAS	27.05.2008	02.11.2008
34.	Mrs. Rajni Sekhri Sibal,IAS	04.11.2008	08.09.2010
35.	Sh.P.K. Gupta,IAS,DG	09.09.2010	26.06.2011
36.	Mrs. Rajni Sekhri Sibal,IAS,DG	27.06.2011	17.02.2012
37.	Sh. P.K. Mahapatra, IAS, DG	12.04.2012	31.10.2012
38.	Sh. R.S.Dalal, IPS (Retd.), DG	01.11.2012	till date

During the period under review, The Institute had the following key officers with regard to administration during the financial year 2012-2013 and their respective tenures are listed below:

Sr. No.	Post	Name who hold the post	From	То
1.	Director General	Sh. P.K. Mahapatra, IAS	12.04.2012	31.10.2012
		Sh. R.S. Dalal, IPS (Retd.)	01.11.2012	31.03.2013
2.	Executive Director	Mrs. A. Mona Sreenivas, IAS	21.02.2012	31.03.2013
3	Joint Director		ripa	
4	Chief Accounts Officer	Sh. Jagbir Singh	01.04.2012	09.05.2012
		Sh. Hardwari Ram	19.06.2012	26.09.2012
		Sh. Rajesh Ahuja	27.09.2012	31.03.2013
5	Principal DTC, Panchkula	Sh. Ram Saran	01.04.2012	31.03.2013
6	Principal DTC, Hisar	Sh. Megh Raj Sharma	01.04.2012	31.03.2013
7	Principal DTC, Rohtak	Sh. D.N.S. Chahal	01.04.2012	30.11.2012
		Sh. Megh Raj Sharma	06.12.2012	28.03.2013
		Sh. V.P. Asija	29.03.2013	31.03.2013

8	Asstt. Librarian, DTC, Panchkula	Mrs. Anjula Kapoor	01.04.2012	31.03.2013
9	Asstt. Librarian	Sh. Joginder Singh	01.04.2012	31.03.2013
10	Administrative Officer	Sh. P.C. Walecha	01.04.2012	31.03.2013
11	Superintendent (Training)	Sh. Maya Ram	01.04.2012	31.03.2013
12	Superintendent, DTC,PKL	Smt. Arvinder Uppal	01.04.2012	31.03.2013
13	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2012	31.03.2013

VI. ACADEMIC FACULTY

During the year 2012-2013 under review, the Institute had 1 Associate Professor, 11 Assistant Professors,

a. FACULTY AS ON

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

Sr. No.	Post	Name who hold the post	From	То	Position of Post
1	Principal System Analyst	-	01.04.2012	31.03.2013	Vacant
2	Associate Professor, Disaster Management	Dr. Abhay Shrivastava	01.04.2012	31.03.2013	Filled
3	Assistant Professor (Computer)	Sh. R.K. Gulati	01.04.2012	31.03.2013	Filled

4	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2012	31.03.2013	Filled
5	Assistant Professor, (Rural Dev.) & FTC	Dr. Manveen Kaur	01.04.2012	31.03.2013	Filled
6	Assistant Professor (MIS)	Mrs. Divya Jyoti	01.04.2012	31.03.2013	Filled
7	Assistant Professor (Behavioural Sciences)	Mrs. Rachna Gupta	01.04.2012	31.03.2013	Filled
8	Assistant Professor (Sociology)	Dr. Rekha Shrivastava	01.04.2012	31.03.2013	Filled
9	Assistant Professor (Public Enterprises)	Dr. Rajvir Dhaka	01.04.2012	31.03.2013	Filled
10	Assistant Professor (Disasterment Management - I)	Dr. Bhuwan Kumar	01.04.2012	31.03.2013	Filled
11	Assistant Professor (FM)	Mr. Lalit Kumar	01.04.2012	31.03.2013	Filled
12	Assistant Professor (Disasterment Management - II)	Dr. Anshu Tiwari	12.12.2012	31.03.2013	Filled
13	Assistant Professor (Programming)	Sh. Devendera Singh	01.04.2012	31.03.2013	Filled
14	Assistant Professor (LAW)	Sh. M.M. Alam	01.04.2012	31.03.2013	Filled
15	Principal, DTC, Panchkula	Sh. Ram Saran	01.04.2012	31.03.2013	Filled
16	Principal, DTC, Hisar	Sh. Megh Raj Sharma	01.04.2012	31.03.2013	Filled
17	Principal, DTC, Rohtak	Sh. D.N.S. Chahal	01.04.2012	30.11.2012	Filled
18	Principal, DTC, Rohtak	Sh. V.P.Asija	29.03.2013	31.03.2013	Filled

h FACULTY ON CONTRACT

S.No	Name of the Faculty	From	То
1.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	01.04.2012	31.03.2013
2.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2012	31.03.2013
3.	Sh. A.N. Dhiman, Accounts Officer	01.04.2012	31.03.2013

VII. FINANCIAL RESOURCES

The financial resources available to HIPA during the year 2012-2013 are listed below in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Sources of Funds	Amount (Lac)
1	Grant in Aid Govt. of Haryana (Non Plan Scheme)	51520000
2	Grant-in-Aid Govt. of Haryana (Plan Scheme)	6000000
3	Grant-in-Aid Govt. of India (DOPT) for Purchase of Computer Hardware Software	1507000
4	Conducting of Examination Fee Receipt	223000
5	Training course Fee HIPA = 7162100 PKL = 471500 Hisar = 2000 RTK = 0	7635600
6	Training Courses fee from Govt. of India (DOPT)	3973500

	HIPA	
18	Project on Establishing of Sevottam Cell in	1000000
17	Project on Citizen Charges & Impact Assessment Study	2000000
16	Sale of old articles	67549
15	Dispensary Receipts	1790
14	Library Membership Fee	300
13	RTI Receipts	1172
12	HIPA Mess Account	107192
11	Documentation of Samjhauta Express Relief, Panipat	100000
10	Hostel Staying Charges	724820
9	Misc. Income	106168
8	Interest Receipt on FDR & others	1912327
7	Project for Distt./State Resource Mapping	4680000

CENTRES AT HIPA

CENTRES AT HIPA

HIPA has the following centres for its effective functioning:

(I) REVENUE TRAINING INSTITUTE

As per the 55th meeting of Executive Council of HIPA held on 9.6.2009 Revenue Training Institute (RTI) was transferred to HIPA Gurgaon from Ambala and made functional from September 2009. Since then, Revenue Training programmes are being organizing for IAS, HCS and Revenue officers. During 2012-2013 Workshops on Zamabandi and Mutations and other related aspects of RTI were also organized.



(II) 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. The objectives of the Institute are Career Development for Higher Group and Lower Group, supporting level and Assistance level of the administrative hierarchy as per the State Training Plan.

Accordingly, as per provisions contained in the State Training Plan, the Haryana Secretarial 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 started functioning in March, 2007 and March, 2009 respectively. It is worth mentioning here that the training programmes organized by DTCs are highly appreciated by the client departments. At present HIPA has four campus. The main campus at Gurgaon specialises 'in service' capacity building as well as foundation training programmes for the newly recruited employees. There are three regional centres at Panchkula, Rohtak and Hisar to ensure that HIPA reaches out to a large number of participants. These officials work in direct contact with the common man and play a significant role in developing the image of the administration in the minds of the people.

(III) ACTIVITIES UNDER CENTRE FOR DISASTER MANAGEMENT

In addition to conducting trainings programmes in various aspects of Disaster Management, the Faculty of Disaster Management has also been involved in various activities like research and documentation, framing of plans and policies, Formulation of rules and regulation shaping up of various developments in the field of Disaster Management in Haryana. These activities facilitate in establishment of necessary mechanism for development of disaster Management at State and District levels. The activities done during the financial year 2012-13 are listed below:



a) State and District Disaster Management Resource Inventory (DDMRI)

The DDMRI has been prepared for 18 districts of Haryana and also at a state level by CDM, HIPA and have been submitted to the FCR office and the respective District Administration during 2012. This is a primary tool for efficient response by the district administration. It provides user friendly database of equipments, their location, quantity and capacity along with the point of contact. It facilitates a quick access to human resources and equipments essential to respond to any emergency situation throughout the district. For example, in case of an earthquake, the DDMRI gives us details of important resources like JCB/ cranes for debris removal, list of ambulance services in the district, fire fighting equipments, govt. and private hospitals along with their capacity, list of blood banks and blood donors, etc. This helps in accessing/ procuring the nearest available equipment/ human resource which considerably reduces the response time and therefore the loss.

b) District Disaster Management Plan (DDMP)

Based on detailed Hazard, Risk, Vulnerability, and Capacity Analysis of districts, DDMPs have been prepared for 9 districts of Haryana by CDM, HIPA during 2012-13. The salient features of the plan are:-

(i) The Incident Response System (IRS) – IRS at district level identifies and designates officers to perform various duties and get them trained in their respective roles; thus reducing chaos and confusion during the response phase. It also includes proper documentation of various activities for better planning, accountability and analysis which also helps new/ outside responders to immediately get a comprehensive picture of the situation and go in for immediate action. It is an essential tool for better coordination within different responding departments and agencies. (ii) The plan covers all phases of Disaster Management right from prevention to recovery. It also talks about various schemes and project running in district that could be used for prevention, mitigation, response, rehabilitation and recovery. It enlists preparedness checklist for various departments to ensure and promote a culture of preparedness within the State of Haryana.

c) Essential Support Functions (ESF)

It provides the details of critical functions to be performed post disaster. The focus is on 18 key ESF including Early Warning, Communication, Evacuation, Search and Rescue, Fire Fighting, Health, Dead Body Management, Shelter and Camp Management, Law and Order, Media Management, etc. ESF enlists various activities that are needed to be performed by different departments in close coordination with each other. By closely linking IRS and ESF, HIPA has aimed to fix accountability of officials from various departments within their jurisdiction to perform a specific task within the specific time frame.

d) Website for Haryana State Disaster Management

Website for Haryana State Disaster Management Authority has been designed and developed during 2012-13 for purpose of sharing

- Information regarding various activities in State and District related to Disaster Management
- ii. State and District Disaster Management Resource Inventory
- iii. District Disaster Management Plans
- iv. Various guidelines, notifications
- v. IEC

e) Establishment of GIS Lab

CDM has established a well equipped GIS lab for various research purposes in the field of disaster management. It has various applications in disaster planning, mitigation and response etc. as following:

- Hazard, risk, capacity and vulnerability of earthquakes, flood and disease pandemics
- Models of extreme oceanic, land and atmospheric phenomena as well as pandemic outbreaks
- iii. Remote sensing based early warning systems for natural disasters such as earthquakes, floods, etc.
- iv. Satellite and/or airborne observations of extreme natural events in support of disaster response
- v. Damage assessment using satellites and airborne sensors
- vi. Damage and loss estimation
- vii. To understand land use and land cover
 - a. Land use is only one such aspect, but knowledge about land use and land cover has become increasingly important as the Nation plans to overcome the problems of haphazard, uncontrolled development, deteriorating environmental quality, loss of prime agricultural lands, destruction of important wetlands, and loss of fish and wildlife habitat.
 - b. Land use data are needed in the analysis of environmental processes and problems that must be understood if living conditions and standards are to be improved or maintained at current levels.
- viii. With trainings in GIS and remote sensing we can design an efficient response.

FACILITIES AT HIPA

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
- Academic area, comprising of Seminar room, Auditorium, Class rooms and Computer labs, etc.

(I) INFRASTRUCTURE

The HIPA Complex provides round the clock service. It 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 disciplines 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.



a. MAIN ADMINISTRATIVE & TEACHING BLOCK AT HIPA

The HIPA has a four storied teaching and administrative building with good architecture and design. This provides comfortable office accommodation for all the staff. It has one Auditorium and seven well equipped class rooms with multimedia facilities. Besides there is one Board room for the Director General at first floor.

b. HIPA'S HOSTEL BLOCK

There are around 85 beds for accommodation. The kitchen/mess is fully equipped to provide quality meals for the participants who come regularly to the Institute for trainings, workshops, conferences and seminars. The Institute's hostel provides well furnished, comfortable accommodation and caters to more than eighty trainees at a time. It has spacious dining hall, with sitting arrangements for smaller groups. The hostel has 41 A/C rooms, along with 2 VIP suites. 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 have 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 supervision and control.

(II) SPORTS FACILITY

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 provides outdoor and indoor games facilities to the participants. The outdoor games include Tennis, Basket Ball, Volley ball, Football, Cricket etc. The indoor games facilities include 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.

(III) LIBRARY

Library is committed to provide widest possible access to information and this commitment is reflected in the range of services provided by the library. The Institute library is equipped with excellent infrastructural facilities. 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 update collection of large number of documents including books, periodicals, technical and research reports, modules.



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

Most of the library functions and services are computerized. The library is providing a variety of current awareness services.

(IV) AUDITORIUM

The spacious Auditorium, called 'Gandhi Hall' in the HIPA's main building provides facilities for holding conferences, training programmes and 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 well equipped.



(V) COMPUTER LAB

HIPA has two computer labs on the second floor of the Teaching block. All the terminal are connected with internet facility. The faculty members are also provided computer & printer facilities with internet in their respective rooms.

(VI) UTILITY OF ARCGIS-ARCEDITOR FOR HIPA

GIS-mapping is used for identification of hazards/vulnerability/capacity for effective management of disaster. This mapping is done by collecting latitude and longitude of resources such as cranes, trucks, fire stations, hospitals etc which are represented on pictorial formats on digital maps.

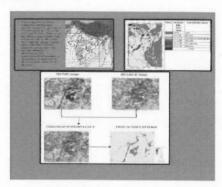
GIS allow better understanding and viewing of physical features in the given geographical conditions on GIS which can provide quick, comparative views of hazards with disaster prone areas at risk and therefore area to be safeguarded.

It provides spatial representation of hazards and vulnerable population on the map along with (spatial representation) of resources that can be used for response and other disaster management related activities.

Following outputs can be generated using Arc GIS

Mapping vulnerable areas on digitalized maps.

- · Spatial representation of resources.
- It can guide damage assessments.
- · Mapping High Risk Zones.
- · Buffer areas around River as identify flood prone areas.

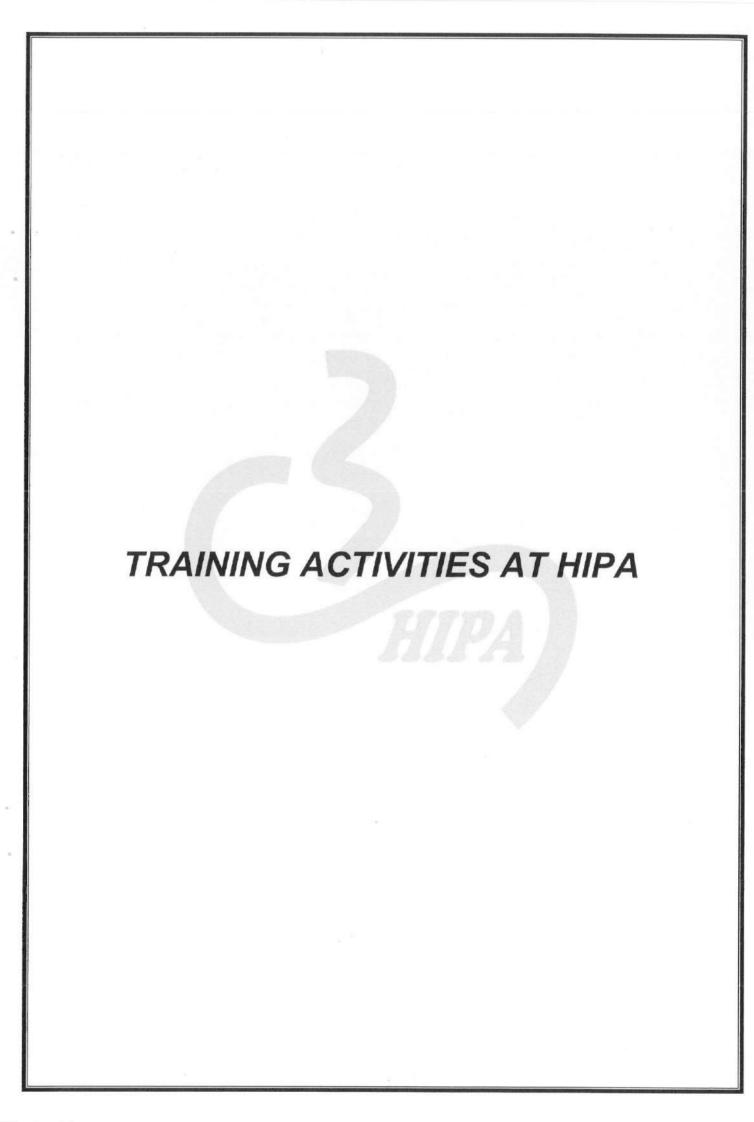


(VII) DISPENSARY

In view of the lack of medical facilities in the campus, it was proposed that a dispensary be established in the campus. As per the decision taken in 55th meeting of Executive Council of HIPA held on 9.6.2009, a dispensary was established at HIPA's hostel.

The services of one Doctor and one Pharmacist are available everyday for two hours for providing the basic medical facilities to HIPA staff, their families as well as the participants.





TRAINING ACTIVITIES AT HIPA

Training is one of the effective and tested tools for performance enhancement. Haryana adopts a three pronged approach aimed at upgradation of knowledge and skills of the personnel as well as 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 specific training programmes to enable their diffusion throughout the administrative structure.

HIPA thus, 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 Centres at Panchkula, Hisar & Rohtak and Secretarial Management School, Gurgaon. A brief outline of training programmes is given as under:

(i) INSTITUTIONAL TRAINING PROGRAMMES

For IAS probationers alloted 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 in-service 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 and issues.

(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 Secretarial 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 01.04.2012 TO 31.03.2013 THE INSTITUTE CONDUCTED 276 PROGRAMMES.

Training Courses (as given in Table IV below).

Table IV

Sr. NO	Type of Courses	Number	Conducted By	No. of Trainees	Training Days	Trainee's Days
1.	Long Duration Courses including Induction Courses	25	HIPA	470	286	5476
2.	Short Duration Courses - HIPA	100	HIPA	2665	426	11156
3.	Seminars/Workshops	2	HIPA	87	2	87
4.	Secretarial Management School, Gurgaon	7	SMS	136	35	680
5.	Divisional Training Centre, Panchkula	66	DTC, PKL	1980	380	12456
6.	Divisional Training Centre, Hisar	23	DTC, Hisar	1101	193	6466
7.	Divisional Training Centre, Rohtak	32	DTC, Rohtak	1114	235	8145
8.	TRAINING FOR ALL	10	HIPA	397	21	851
9.	REVENUE	11	RTI	211	87	615
	Total	276	2222	8161	1665	45932

(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 **276** Training courses during 2012-2013 through which training was imparted to **8161** officers/officials of various Government Departments/ Organizations, as compared to **302** courses during 2011-2012 in which **7812** trainees participated.

Table showing the comparative statement of the courses conducted by HIPA during 2008-09 to 2012-2013

Table -1

S.No.	year's	No. of Courses
1	2008-2009	316
2	2009-2010	349
3	2010-2011	490
4	2011-2012	302
5	2012-2013	276

Graph - 1

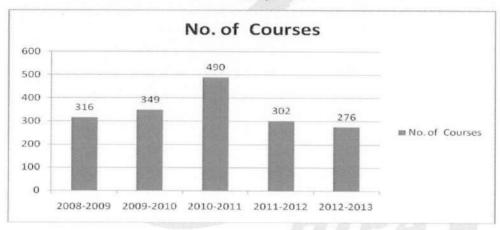


Table showing the comparative statement of the Trainees attended Training Programmes during 2008-09 to 2012-2013

Table - 2

S.No.	year's	No. of Trainees
1	2008-2009	10618
2	2009-2010	10612
3	2010-2011	20175
4	2011-2012	7812
5	2012-2013	8161

Graph - 2



A sharp increase in years 2009-2010 & 2010-2011 as compared to previous years was due to no. of training programmes organised for Service providers for the common wealth games and specialised programmes for elected representatives of Department of development and Panchayat, Government of Haryana.

During the financial year 2012-2013, the Institute conducted 25 long duration courses, 100 short duration courses, 2 workshops/seminars. In addition, Secretariat Management School, Gurgaon conducted 7, Divisional Training Centre Panchkula conducted 66, Divisional Training Centre Hisar conducted 23 and Divisional Training Centre Rohtak conducted 32 short duration courses and seminars/ workshops. Under the project on 'Training for All' sponsored by DOPT-DFID 10 training courses were organized in Jhajjar district. Under the Revenue Training Institute which has been merged with HIPA 11 training programmes were organized.

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 2012-2013 HIPA conducted the following Seminars/workshops including National Level:

Seminar on "Empowering ULBs" – 7 June, 2012

Seminar on Electoral Reforms Challenges before the Nation – 19 July,
 2012



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.

STATUS OF PROJECTS UNDERTAKEN BY HIPA

At Present HIPA has undertaken following projects:

- (I) Access to information Project on RTI. Funded By DOPT –UNDP (on going)
- (II) Project on "Training for All" sponsored by DOPT (on going)
- (III) Project on "State and District Resource Mapping" sponsored by Revenue and Disaster Management Department, Government of Haryana (on going)
- (IV) Setting up Sevottam Cell at HIPA sponsored by Department of Administrative Reforms and public Grievances. Government of India.
- (V) Study on Impact Assessment of Citizen Charter on Service Delivery sponsored by Department of Administrative Reforms and Public Grievances, Govt. of India.
- (i) HIPA has also been assigned the Project on "Training for All" sponsored by DOPT. The project aims to enhance the skill and inculcate a positive attitude from upper level to cutting edge level to enable the personnel from selected departments to redefine their duties in an effective manner. In the first phase of ITP one district namely Jhajjar is selected.

On the basis of TNA, 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. Domestic Violence Act, Disaster Management, Declining Sex Ratio and Administrative Procedures, etc.

(ii) Project on Capacity Building for Access to Information

HIPA has been selected as the State Implementing Agency (SIA) by DOPT, Government 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.

- (iii) HIPA has been assigned a study on **Impact of Citizens Charters on Service Delivery including grievance redressal system** is funded by Department of Administrative Reforms and Public Grievances, Government of India. The study focuses on the following objectives:
 - a. To identify obstacles affecting the service delivery system.
 - b. To study the Grievance Redressal System.
 - c. To analyse the Impact of Citizens Charter.
- (iv) Setting up Sevottam Cell at HIPA (Excellence in Public Services Delivery) is a Government of India commitment to raise the standard of public services, and is an endeavour to give empower the citizens. Sevottam framework was designed by Department of Administrative Reforms and Public Grievances.

The Sevottam Cell will be set up by HIPA for concerted action in a holistic perspective for achieving efficiency in delivery of public services in regulatory, welfare and development spheres of governance through policy and procedural reforms and capacity building of the government employees. Training of government personnel, especially at the cutting edge for attitudinal change, behavioral skill and motivation will be an important part of the scheme. The objectives of the cell is:

- a) Capacity building & Sevottam certification
- b) Government Process Re-engineering

V VISITS AT HIPA

VII

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

VI HIPA CONDUCTS SAS/LAD EXAMS

HIPA has been assigned the job of conducting SAS, LAD, T.O./ATO and other Departmental Examinations. Other examinations like examinations for PWD Irrigation were also conducted by HIPA. HIPA conducted 869 examinees of Treasury and Accounts, 251 examinees for Irrigation Department for JEs, DDOs and Draftsman, 33 examinees of Urban Local Bodies.

HIPA'S ACHIEVEMENT AS LEADING CAPACITY BUILDING NODAL AGENCY:

HIPA has been recognized in the last three years and has come up to a level that it is looked upon in Training Circles as one amongst the Leading Institutes in Capacity Building identified as Nodal Agency Capacity Building by the following Ministries/Organizations:

- (a) One of the four Regional Centre in the country (others include ASCI, IIPA) for Capacity Building in the area of Urban Development by Ministry of Housing and Urban Poverty Alleviation, GOI.
- (b) HIPA has been identified as Nodal Agency in the area of Public Private Partnership – an Initiative of World Bank by the Department of Economic Affairs.
- (c)Number of DoPT sponsored programmes has increased three fold in the past three years from 20-25 training programmes to 55-60 training programmes in a financial year.

(VII) NETWOING WITH INSTITUTE:

For enhancing the quality of the training programmes, Faculty Development and improving the functioning of the Govt. functionaries, HIPA has signed MoUs with various leading Training Institutes and Organizations. HIPA has signed MoU with RIPA, NIFM, LBSNAA and ATI Bhopal, IIPA and DEA, NISG, Ministry of Finance, Government of India under the National PPP Capacity Building programme supported by World Bank. Centre for Information in Public Services, Hyderabad has also approached HIPA for the collaboration.

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.

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.

(VIII) OUTSOURCING EXPERIMENT IN HIPA

The Landscaping Watch & Ward activities and kitchen 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.

(IX) GUEST FACULTY/EXPERTS OF HIPA

In order to give an input on specialized issues HIPA invites guest speakers/experts of repute to deliver the talk. Few of the eminent and distinguished speakers/visitors of HIPA are:

GUEST FACULTY (REPRESENTATIVE)

Sr. No.	List of Faculty	Designation	Area of Interest
1	Sh. S.Y. Quraishi, IAS	Chief Election Commissioner of India	Water Management, Conduct of Election and Electoral Reforms
2	Dr. M. Ramachandran,IAS	Secretary, Urban Development, Government of India,	PPP, Urban Development
3	Dr. A. Narender	Centre for Energy, Environment, Administrative Staff College	PPP, Energy
4	Sh. Yogesh Aggarwal,	Chairman, IDBI	Economics, Infrastructure
5	Mrs. Kawaljit Deol, IPS	DGP, Arunachal Pradesh	Gender and Policing, Transparency in Govt. Functioning
6	Dr. H.S.Anand, IAS	Ex. Secy. Ministry of Housing & Urban Dev.	Urban Development, Urban Poverty
7	Sh. Vrinda Grover,	Executive Director, MARG	D.V. and issues related to women
8	Ms. Maja Daruwala,	Director, Common Wealth (CWHR), Human Rights Commission	Human Rights
9	Sh. Sanjay Kothari, IAS	Secretary, Tourism	Tourism; Ethics in Administration
10	Prof. D. Banerjea,	Ex- Head of Law Deptt., LBSNAA, NPA and HIPA	Law - Substantive and Procedural
11	Ms. Firoza Mehrotra, IAS	Advisor, Planning Commission	Gender Issues, Implementative of Issues - Social Audit
12	Sh. Harsh Mander,	Member NAC, Social Worker & Writer	Transparency
13	Dr. Sunila Garg,	Professor & HoD, Maulana Azad Medical College, New Delhi	HIV and AIDs

14	Sh. B.S. Baswan, IAS	IIPA, New Delhi	Effective Administration, Human Right and Transparency
15	Prof. Shekhar Singh,	Social Activist	Human Rights
16	Sh. Naseem Ahmad, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Law - Ststantive, Administrative; Ethics in Administration, Minorities Welfare
17	Sh. B.M. Jha,	Chairman, Central Ground Water Board, GOI	Ground Water Management
18	Smt. Kamla Chaudhary, IAS	Retd. Commissioner & Secretary to Government of Haryana	Gender, Haryana Culture and Ethics
19	Sh. Prityush Sinha	Ex-Chief Vigilance Commissioner	Transparency
20	Sh.N.C. Saxena,IAS	Member NAC	Food Security
21	Mr. Habibullah	Chairman, Minorities	RTI, Minorities Welfare
22	Sh. M.D. Asthana, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Agriculture/Rural Dev. PNDT Act & Adverse Sex Ratio, Administrative Laws
23	Dr. Ajay Kumar	Member, Parliament & CEO , MAX	Leadership
24	Sh. S.P. Sharma, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Revenue Administration, CSR Rules of Haryana Govt., Office Management, Administrative & Financial Procedure of Haryana Govt.
25	Air Marshal M.L. Sethi	PVSM – AVS Air Officer	Leadership and Motivation
26	Sh. G.V. Gupta, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Revenue

27	Sh. Gurpal Singh	Major Gen. (Retd.) SMVSM	Team Building, Leadership
28	Sh. M.C. Gupta, IAS	Former Chief Secretary to GoH	Economic and Infrastructure Development
29	Justice P.V. Reddy,	Chairman, Law Commission of India	Law
30	Sh. Anuraj Rastogi, IAS	Commissioner, Excise & Taxation	Excise & Taxation
31	Dr. Sameer Pareekh	HoD, Max Hospital, Delhi	Anger Management, Cathersis & Stress Management
32	Sh. S.S. Deswal, IPS	Commissioner of Police, Gurgaon	Police Public Interface
33	Sh. Vishnu Bhagwan, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Agriculture, Administrative & Financial Procedure of Haryana Govt.
34	Sh. A.P. Bhatnagar, IPS	Retd. DGP, Punjab	Personality Development
35	Shri G.P. Gupta,	Director, NIFM	Finance
36	Sh. P. Raghuvendra Rao, IAS	Financial Commissioner & Principal Secy. To GOH Deptt. of Panchayat & Development	Rural Development, Functioning of PRIs
37	Mrs. Rasika Choubey,	Financial Advisor, PM Office	Finance
38	Shr. Dharamvir , IAS	Former Chief Secretary to GoH	Administrative Law
39	Sh. K.K. Chopra	Additional District and Session Judge (Retd.)	LAW
40	Dr. Manjula Chakravarty,	Ex-Advisor, Planning, Commission, New Delhi	Issues related with Women & Child
41	Sh. K.K. Jalan, IAS	Financial Commissioner & Principal Secy. To GOH Deptt. of Irrigation	Irrigation
42	Professor S.P. Chauhan	FORE School of Management, Delhi	Organizational Behaviour
43	Dr. B.L. Kantroo,	Ex-Member, Juvenile Welfare Board, New Delhi	Juvenile Justice J Act

44	Sh. Alok Mittal, IPS	Joint Commissioner, Police, Gurgaon	Effective Police Public Relation, Effective Administration
45	Sh. Rudra Gangadharan, IAS	Secretary, Animal Husbandry, Government of India	Animal Husbandry, Dairy Development
46	Ms. Santosh Yadav	Everest Climber	Motivation and Team Building
47	Sh. R.H. Khawaja, IAS	Secretary, Ministry of Tourism, Government of India	Effective Administration & Tourism
48	Sh. Deepak Misra,IPS	Special Commissioner, Delhi	Police Public Relation
49	Sh. V.K. Kapoor, IPS	Retd. DGP, Haryana	Stress Management
50	Dr.Onkar Mal	Faculty MDI, Gurgaon	Stress Management, Human Resource Management
51	Dr. Daisy Chauhan	Faculty MDI, Gurgaon	Organizational Behaviour
52	Ms. Illa Rawat	Additional Distt. & Session Judge	Juvenile Justice Act
53	Dr. K.P. Singh, IPS	Additional Director General, Prisons	Human Rights and Juvenile Justice Act
54	Shri T K A Nair,	Hon'ble Advisor to Prime Minister of India, Government of India	Chemical, Biological, Nuclear and Radiation Disaster
55	Maj Gen (Dr) J K Bansal	Hon'ble Member, NDMA	Chemical, Biological, Nuclear and Radiation Disaster
56	Brig. B.K. Khanna	Sr. Specialist NDMA Ministry of Home Affairs	Mock Exercise (Disaster Management)
57	Dr. Rakesh Kumar Sharma	Scientist-F & Joint Director, Head, CBRM, INMAS, DRDO,	Chemical, Biological, Nuclear and Radiation Disaster
58	Prof. V.K. Sharma,	Professor, Centre for Disaster Management, IIPA	Community Based Disaster Management/ Environment Management

59	Major Gen. R.K. Kaushal,	Sr. Specialist, NDMA,	Chemical, Biological, Nuclear and Radiation Disaster
60	Er. Amit Bose,	Director, Design and Development Forum,	Earthquake Engineering

SUMMING UP

HIPA has consistently endeavored to make significant positive 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.

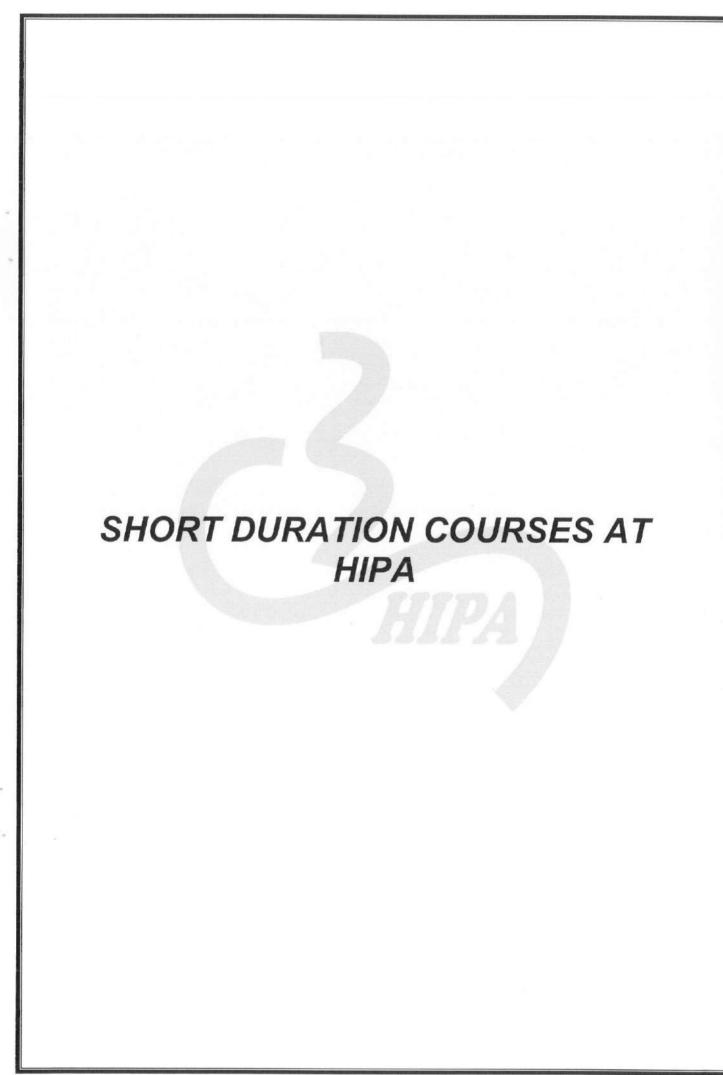
APPENDIX

LONG DURATION COURSES AT HIPA

(A) LONG DURATION COURSES ORGANIZED BY HIPA (MAIN WING)

Sr. No.	Topic	From	То	Duration	Venue	Stakeholder s/ colloboraters	Director	No. of Trainees	Training Days	Trainee Days
1	Basic of MS-Word, Excel, Power Point	7-May-12	18-May-12	2 Weeks	HIPA		R.K.Gulati	19	10	190
<u> 2</u>	Capacity Building Training for Public Porsecutors/District Attorneys	7-May-12	18-May-12	2 Weeks	НІРА	Prosecution Deptt.	M.M.Alam	15	10	150
.3	Capacity Building Training for Public Porsecutors/District Attorneys	18-Jun-12	29-Jun-12	2 Weeks	HIPA	Prosecution Deptt,	M.M.Alam	12	10	120
4	Capacity Building Training for Public Porsecutors/District Attorneys	9-Jul-12	20-Jul-12	2 Weeks	HIPA	Prosecution Deptt.	M.M.Alam	10	10	100
5	Computer Basic Course(MS-Word, MS-Excel, MS-Power Point and Internet) for School Principal's at HIPA, Gurgaon	13-Aug-12	24-Aug-12	2 Weeks	HIPA	DOPT, GOI	Devendra Singh	17	9	153
6	Computer Basic Course (MS-Word, MS-Excel, MS-PowerPoint and Internet) for Secretarial Staff at DTC, Rohtak	3-Sep-12	14-Sep-12	2 Weeks	Rohtak	DOPT, GOI	Devendra Singh	26	10	260
7	Induction Programme for Labour Inspectors	17-Sep-12	12-Oct-12	4 Weeks	HIPA	Labour Deptt	M.M.Alam/ Aarti Dudeja	14	20	280
8	Capacity Building Training for Public Porsecutors/District Attorneys	17-Sep-12	28-Sep-12	2 Weeks	HIPA	Prosecution Deptt.	M.M.Alam	17	10	170
9	Induction Training Programme for Newly appointed Sub-Inspectors of Food & Supplies Deptt.	24-Sep-12	19-Oct-12	4 Weeks	HIPA	Food & Supplies Deptt.	Rajvir Dhaka	33	20	660
10	Computer MS-Office Operational Guidelines	1-Oct-12	12-Oct-12	2 Weeks	HIPA		Divya Jyoti	31	10	310
11	Computer Basic Course (MS-Word, MS-Excel, MS-PowerPoint and Internet) for Secretarial Staff at DTC, Hisar	8-Oct-12	19-Oct-12	2 Weeks	Hisar	DOPT, GOI	Devendra Singh	16	10	160
12	Capacity Building Training for Public Porsecutors/District Attorneys	8-Oct-12	19-Oct-12	2 Weeks	HIPA	Prosecution Deptt.	M.M.Alam	16	10	160
13	Computer Basic Course (MS-Word, MS-Excel, MS-PowerPoint and Internet) for School Teachers at DTC, Rohtak	19-Nov-12	30-Nov-12	2 Weeks	Rohtak	DOPT, GOI	Devendra Singh	17	10	170
14	Capacity Building for Employbility Skills	19-Nov-12	30-Nov-12	2 Weeks	HIPA	Technical Education	R.K. Gulati/ Rachna Gupta	26.	10	260
15	Capacity Building Training for Public Porsecutors/District Attorneys	19-Nov-12	30-Nov-12	2 Weeks	HIPA	Prosecution Deptt.	M.M.Alam	12	10	120
	Computer Basic Course (MS-Word, MS-Excel, MS-PowerPoint and Internet) for School Teachers at DTC, Hisar	3-Dec-12	14-Dec-12	2 Weeks	Hisar	DOPT, GOI	Devendra Singh	20	10	200

17	Capacity Building of Engineers through Auto CAD	10-Dec-12	21-Dec-12	2 Weeks	HIPA	DOPT, GOI	R.K.Gulati	20	10	200
18	Capacity Building Training for Public Porsecutors/District Attorneys	10-Dec-12	21-Dec-12	2 Weeks	HIPA	Prosecution Deptt.	M.M.Alam	16	10	160
19	Capacity Building for Employability Skills	7-Jan-13	18-Jan-13	2 Weeks	HIPA		R.K. Gulati / Rachna Gupta	27	10	270
20	Computer Ms-office Operational Guidelines	14-Jan-13	25-Jan-13	2 Weeks	HIPA		Divya Jyoti	23	10	230
21	Computer Basic Course (MS-Word, MS-Excel, MS-PowerPoint and Internet) for School Teachers at HIPA, Gurgaon	28-Jan-13	8-Feb-13	2 Weeks	HIPA	DOPT	Devendra Singh	17	10	170
22	Capacity Building for Employability Skills	28-Jan-13	8-Feb-13	2 Weeks	НІРА		R.K. Gulati / Rachna Gupta	13	10	130
23	Capacity Building Training for Public Porsecutors/District Attorneys	4-Feb-13	15-Feb-13	2 Weeks	HIPA	Prosecution Deptt.	M.M.Alam	17	10	170
24	Induction Training Programme for newly recruited Engineers of Public health	18-Feb-13	31-Mar-13	6 Weeks	HIPA	Public Health	R.K. Gulati / Manveen Kaur	19	27	513
25	Capacity Building Training for Public Porsecutors/District Attorneys	4-Mar-13	15-Mar-13	2 Weeks	HIPA		M.M. Alam	17	10	170
							Total	470	286	5476



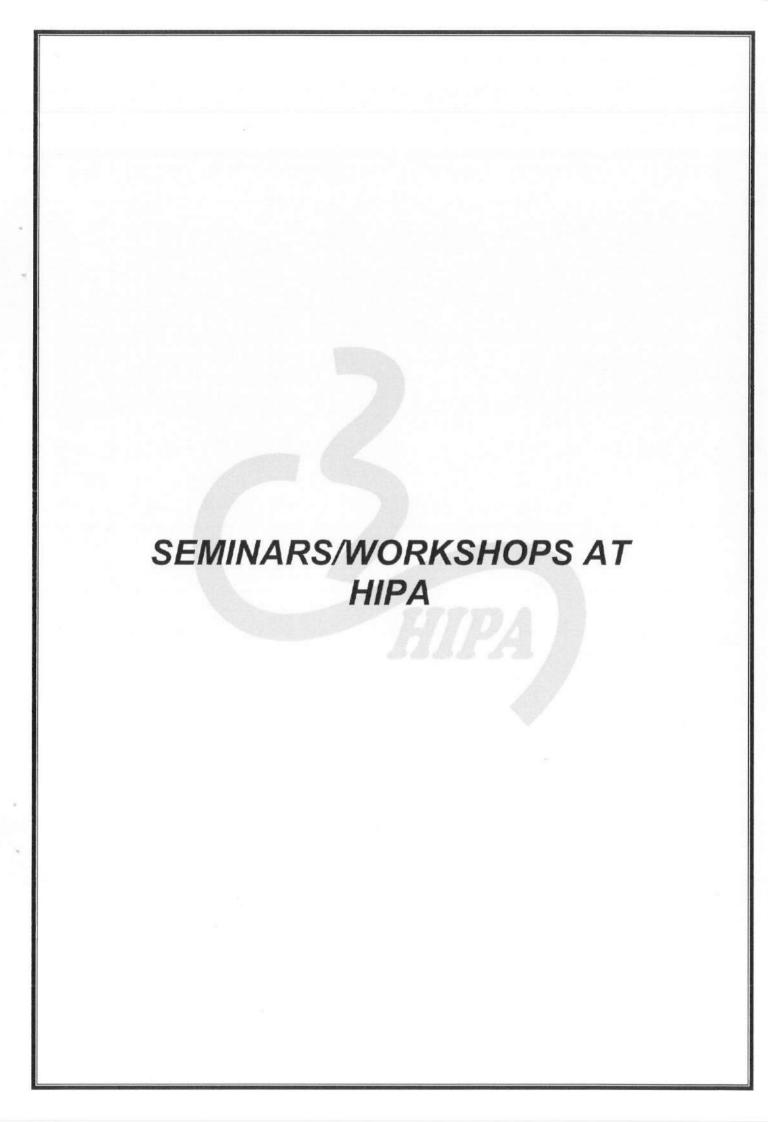
APPENDIX - B

Sr. No.	Topic	From	То	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of	Training	Traine
								Trainees	Days	Days
1	Transparency in Administration: Right to Information Act for SPIOs/ASPIOs	16-Apr-12	20-Apr-12	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	22	5	110
2	Citizen Charter and Effective Services Delivery	16-Apr-12	20-Apr-12	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	20	5	100
3	Environment Management	16-Apr-12	20-Apr-12	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	26	5	13
4	Role of Education in Promoting and Protecting Human Rights as Women's Rights	16-Apr-12	20-Apr-12	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	30	5	150
5	Computer MS-office Operational Guidelines	16-Apr-12	20-Apr-12	1 Week	HIPA		Divya Jyoti	16	5	80
6	Leadership and Decision Making	30-Apr-12	4-May-12	1 Week	HIPA		Rachna Gupta	23	5	115
7	Training on District Resource Mapping, Palwal	2-May-12	4-May-12	3 Days	Palwal		A.K.Shrivastava	24	3	72
8	Social Audit for Rural Development	7-May-12	9-May-12	3 Days	HIPA	DOPT, GOI	Manveen Kaur	28	3	84
9	Tansparency in Administration : Right to Information Act for SPIOs/ASPIOs	7-May-12	11-May-12	1 Week	НІРА	DOPT, GOI	Rajvir Dhaka	27	5	135
10	Drought Management	7-May-12	11-May-12	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	32	5	160
11	Capacity Builiding for improvement of Police Public Interface	7-May-12	10-May-12	4 Days	НІРА	Delhi Police	Devendra Singh	37	4	148
12	Flood Management	14-May-12	18-May-12	1 Week	HIPA	DOPT, GOI	A.K.Shrivastava	40	5	200
	Reproductive Health Care and Life Skills Education for Adolescents	14-May-12	18-May-12	1 Week	НІРА	DOPT, GOI	Rekha Shrivastava	37	5	185
14	Data Analysis Using Excel	14-May-12	18-May-12	1 Week	HIPA	DOPT, GOI	Divya Jyoti	19	5	95
15	Accounting and Audit Practices	14-May-12	18-May-12	1 Week	HIPA	DOPT, GOI	Lalit Kumar	28	5	140
16	Conflict Management	21-May-12	23-May-12	3 Days	HIPA		Rachna Gupta	37	3	111
17	ToT in Disaster Management for NCC/NSS Coordinators (School)	28-May-12	1-Jun-12	1 Week	HIPA	DOPT, GOI	A.K.Shrivastava	39	5	195
18	Human Rights	28-May-12	1-Jun-12	1 Week	НІРА	DOPT, GOI	Aarti Dudeja	24	5	120
	Pinancial Management for Senior Officials	28-May-12	1-Jun-12	1 Week	HIPA	DOPT, GOI	Lalit Kumar	18	5	90
	Training on Disaster Resource Mapping, Bhiwani	6-Jun-12	8-Jun-12	3 Days	Bhiwani		A.K.Shrivastava	32	3	96

21	Juvenile Justice Act	6-Jun-12	8-Jun-12	3 Days	HIPA		Rekha Shrivastava	35	3	105
22	Right to Information Act : A Master Key to Good Governance	11-Jun-12	15-Jun-12	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	21	5	105
23	ToT in Disaster Management for NCC/NSS Coordinators (School)	11-Jun-12	15-Jun-12	1 Week	НІРА	DOPT, GOI	A.K.Shriyastava	47	5	235
24	Gender Budgeting	11-Jun-12	13-Jun-12	3 Days	HIPA	DOPT, GOI	Manveen Kaur	36	3	108
25	CBRN Disaster Management	20-Jun-12	22-Jun-12	3 Days	НІРА		A.K.Shrivastava	37	3	111
_26	Missing and Abused Children Protecting their Rights and Childhood	25-Jun-12	29-Jun-12	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	30	3	90
27	School Safety Management	25-Jun-12	29-Jun-12	1 Week	НГА	DOPT, GOI	Bhuwan Kumar	20	3	60
28	Continuous Quality Improvement at Panchkula	26-Jun-12	28-Jun-12	3 Days	Panchkula	DOPT, GOI	Aarti Dudeja	19	3	57
29	Training on District Resource Mapping, Rewari	4-Jul-12	6-Jul-12	3 Days	Rewari		A.K.Shrivastava	40	3	120
30	RTI Act 2005	2-Jul-12	4-Jul-12	3 Days	HIPA		Rajvir Dhaka	28	3	84
31	Powerpoint Presentation	9-Jul-12	11-Jul-12	3 Days	HIPA	DOPT, GOI	Divya Jyoti	11	3	33
32	National Rural Employment Guarantee Act	10-Jul-12	12-Jul-12	3 Days	HIPA	DOPT, GOI	Manveen Kaur	25	3	75
33	Emergency Medical Response Management	16-Jul-12	20-Jul-12	1 Week	ШРА	DOPT, GOI	A.K.Shrivastava	16	5	80
34	Women's Empowerment through Panchayati Raj Institution (PRIs)	16-Jul-12	20-Jul-12	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	28	5	140
35	Effective Haudling of Public Grievances at District Level	16-Jul-12	20-Jul-12	1 Week	НІРА	DOPT, GOI	Rajvir Dhaka	20	5	100
36	Community Based Disaster Management	16-Jul-12	20-Jul-12	1 Week	НІРА	DOPT, GOI	Bhuwan Kumar	16	5	80
37	Internet and Web Page Creation	16-Jul-12	20-Jul-12	1 Week	HIPA		R.K.Gulati	- 29	5	145
38	Rehabilitation of Prisoners Preventive and Reformative Methods	23-Jul-12	27-Jul-12	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	28	5	140
39	Watershed Management	23-Jul-12	27-Jul-12	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	29	5	145
40	Training on District Resource Mapping, Panchkula	1-Aug-12	3-Aug-12	3 Days	Panchkula		A.K.Shrivastava	46	3	138
41	Developing Positive Attitude and Work Culture	30-Jul-12	1-Aug-12	3 Days	HIPA		Rachna Gupta	16	3	48
42	Enhancing Financial Skills using Excel	6-Aug-12	8-Aug-12	3 Days	HIPA	DOPT, GOI	Lalit Kumar	39	3	117
43	CBRN Disaster Management	7-Aug-12	9-Aug-12	3 Days	HIPA		A.K.Shrivastava	51	3	153
44	Lokpal and Coruption Free Governance	22-Aug-12	24-Aug-12	3 Days	НГРА	DOPT, GOI	Rajvir Dhaka	30	3	90
45	Training on District Resource Mapping, Mewat	22-Aug-12	24-Aug-12	3 Days	Mewat		A.K.Shrivastava	36	3	108
	Awareness Course on Public Private Partnership (PPP)	23-Aug-12	23-Aug-12	1 Day	НГРА		Aarti Dudeja	12	1	12
	Accounts and Financial Rules for	27-Aug-12	31-Aug-12	1-Week	HIPA	DOPT, GOI	Lalit Kumar	24	5	120
47	Principals			1	J					

49	Mainstreaming Children with Disabilities	27-Aug-12	31-Aug-12	1-Week	HIPA	DOPT, GOI	Rekha Shrivastava	41	5	205
50	Earthquake Management	27-Aug-12	31-Aug-12	1-Week	HIPA	DOPT, GOI	A.K.Shrivastava	28	5	140
51	Database Management Tools	10-Sep-12	14-Sep-12	1 Week	HIPA	DOPT, GOI	Divya Jyoti	35	5	175
52	Role of District Level Education Administrators in Disaster Management	10-Sep-12	14-Sep-12	1 Week	НІРА	DOPT, GOI	Bhuwan Kumar	34	5	170
53	Consumer Protect Act and Consumer Care Working of Consumer Adjudicatory Authorities	17-Sep-12	21-Sep-12	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	16	5	80
54	Declining Sex Ratio in Haryana	17-Sep-12	21-Sep-12	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	37	5	185
55	Gender Perspective of Disaster Management	17-Sep-12	21-Sep-12	1 Week	НІРА		Bhuwan Kumar	19	5	95
56	Government Accounting and Financial Procedures	24-Sep-12	28-Sep-12	1 Week	HIPA	DOPT, GOI	Lalit Kumar	29	5	145
57	Fire Management	24-Sep-12	28-Sep-12	1 Week	HIPA	DOPT, GOI	A.K.Shrivastava	36	5	180
58	Basic Course on Public Private Partnership	25-Sep-12	28-Sep-12	4 Days	НІРА		Aarti Dudeja	11	4	44
59	Managing Change in organisation	8-Oct-12	12-Oct-12	1-Week	НІРА	DOPT, GOI	Rachna Gupta	21	5	105
60	Decision Making in Administration	8-Oct-12	12-Oct-12	1 Week	HIPA	Public Health	Aarti Dudeja	16	5	80
61	Climate Change and Disaster Management	8-Oct-12	12-Oct-12	1 Week	ШРА	DOPT, GOI	Bhuwan Kumar	21	5	105
62	Basic Course on Public Private Partnership	9-Oct-12	11-Oct-12	3 Days	ШРА		Lalit Kumar	11	3	33
63	RTI Act 2005 for Elected Representatives and officers/officials of Municipal Corporation Faridabad	9-Oct-12	10-Oct-12	2 Days	Faridabad		Rajvir Dhaka	60	2	120
64	Training on District Resource Mapping, Kaithal	17-Oct-12	19-Oct-12	3 Days	Kaithal		A.K.Shrivastava	46	3	138
65	Accounts Management and Office Procedures	5-Nov-12	9-Nov-12	1 Week	HIPA	DOP1, GOI	Lalit Kumar	22	5	110
66	Transparency in Administration: Right to Information Act for SPIOs/ASPIOs	5-Nov-12	9-Nov-12	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	21	5	105
67	Ethics & Values in Administration	19-Nov-12	23-Nov-12	1 Week	ШРА	DOPT, GOI	Aarti Dudeja	18	5	90
68	Public Accountability and Right to Information Act: Role of SPIO/SAPIO	19-Nov-12	23-Nov-12	1 Week	НПРА	DOPT, GOI	Rajvir Dhaka	23	5	115
69	Integrated Children Protection Scheme Programme and Activities	19-Nov-12	23-Nov-12	5 Days	НІРА	DOPT, GOI	Rekha Shrivastava	36	5	180
70	Training on Safe Construction	19-Nov-12	23-Nov-12	1 Week	HIPA		Bhuwan Kumar	13	5	65
71	Managing Stress for Personal Efficacy	3-Dec-12	7-Dec-12	1 Week	HIPA	DOPT, GOL	Raclma Gupta	23	5	115
72	ToT on "Agriculture and Disaster Management"	3-Dec-12	7-Dec-12	1 Week	HIPA		Bhuwan Kumar	25	5	125
73	Appraisal of A/C Keeping Software	3-Dec-12	7-Dec-12	1 Week	HIPA	DOPT, GOI	Divya Jyoti	34	5	170
74	Training on District Resource Mapping, Narnaul	12-Dec-12	14-Dec-12	3 Days	НІРА		A.K.Shrivastava	49	3	147

75	Basic of Disaster Management for Police Department	10-Dec-12	14-Dec-12	1 Weeks	HIPA		Anshu Tiwari	20	5	100
76	Role of Panchayats in Addressing Gender and HIV	17-Dec-12	21-Dec-12	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	27	5	135
77	Innovation in Adminstration for Standardised Service Delivery	17-Dec-12	21-Dec-12	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	17	5	85
78	Medical Response and Psycho Social Care in Disaster Situation	17-Dec-12	21-Dec-12	1 Weeks	НІРА		Anshu Tiwari	12	5	60
79	Basics of Disaster Management	31-Dec-12	4-Jan-13	1 Weeks	HIPA		Anshu Tiwari	28	5	140
80	Empowering Citizens Effective Service Delivery	7-Jan-13	11-Jan-13	1 Week	НІРА	DOPT, GOI	Rajvir Dhaka	16	5	80
81	Accounts and Financial Rules for Principals	7-Jan-13	11-Jan-13	1 Week	HIPA	DOPT, GOI	Lalit Kumar	37	5	185
82	Induction Training Programme for IFS Officer	7-Jan-13	11-Jan-13	1 Week	HIPA	*	Bhuwan Kumar	1	5	5
83	Total Quality Management	14-Jan-13	18-Jan-13	1 Week	НІРА	DOPT, GOI	Aarti Dudeja	32	5	160
84	Wasteland Development	14-Jan-13	18-Jan-13	1 Week	НІРА		Bhuwan Kumar	22	5	110
85	Prevention of Drug Abuse among Vulnerable Groups	23-Jan-13	25-Jan-13	3 Days	НІРА		Rekha Shrivastava	31	3	93
86	Financial procedures for Engineers	28-Jan-13	1-Feb-13	1 Week	HIPA	DOPT, GOI	Lalit Kumar	17	5	85
87	Disaster Management & Human Rights	30-Jan-13	1-Feb-13	3 Days	FIIPA		A.K.Shrivastava	37	3	111
88	Appraisal of A/C Keeping Software	4-Feb-13	8-Feb-13	1 Week	HIPA		Divya Jyoti	17	5	85
89	Seismic Microianation and Risk Mapping	4-Feb-13	8-Feb-13	1 Week	НІРА		Bhuwan Kumar	26	5	130
90	Training on District Resource Mapping, Fatchabad	6-Feb-13	8-Feb-13	3 Days	Fatehabad	NIDM	Bhuwan Kumar	40	3	120
91	RTI Act for School Principals/Head masters of Haryana School Education Department	11-Feb-13	15-Feb-13	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	49	5	245
92	Man Made Disaster	18-Feb-13	22-Feb-13	1 Week	НІРА		Bhuwan Kumar	20	5	100
93	Improving Quality of Life of India's Older Population	20-Feb-13	22-Feb-13	3 Days	HIPA	DOPT, GOI	Rekha Shrivastava	22	3	66
94	Communication and Interpersonal Skills	18-Feb-13	22-Feb-13	1 Week		DOPT, GOI	Rachna Gupta	12	5	60
95	Training Programme for Elected Women Representative of Urban local Bodies	26-Feb-13	28-Feb-13	3 Days	Palwal		M.M. Alam/ Manveen Kaur	17	3	51
96	Computer Aided Financial	11-Mar-13	15-Mar-13	1 Week	НІРА	DOPT, GOI	Lalit Kumar	31	.5	155
97	Operations Empowering Aanganwadi Workers on Health Issues	11-Mar-13	13-Mar-13	3 Days	НІРА		Rekha Shrivastava	17	3	51
98	Lokpal and Citizen concerned Governance	20-Mar-13	22-Mar-13	3 Days	HIPA	DOPT, GOI	Rajvir Dhaka	14	3	42
99	Training Programme for Elected Women Representative of Urban local Bodies	20-Mar-13	22-Mar-13	3 Days	Mewat		M.M. Alam/ Manveen Kaur	20	3	.60
100	Capacity Building Programme for JSS Staff/Instructors	19-Mar-13	20-Mar-13	2 Days	НІРА		Aarti Dudeja	15	2	30
							Total	2665	426	11156

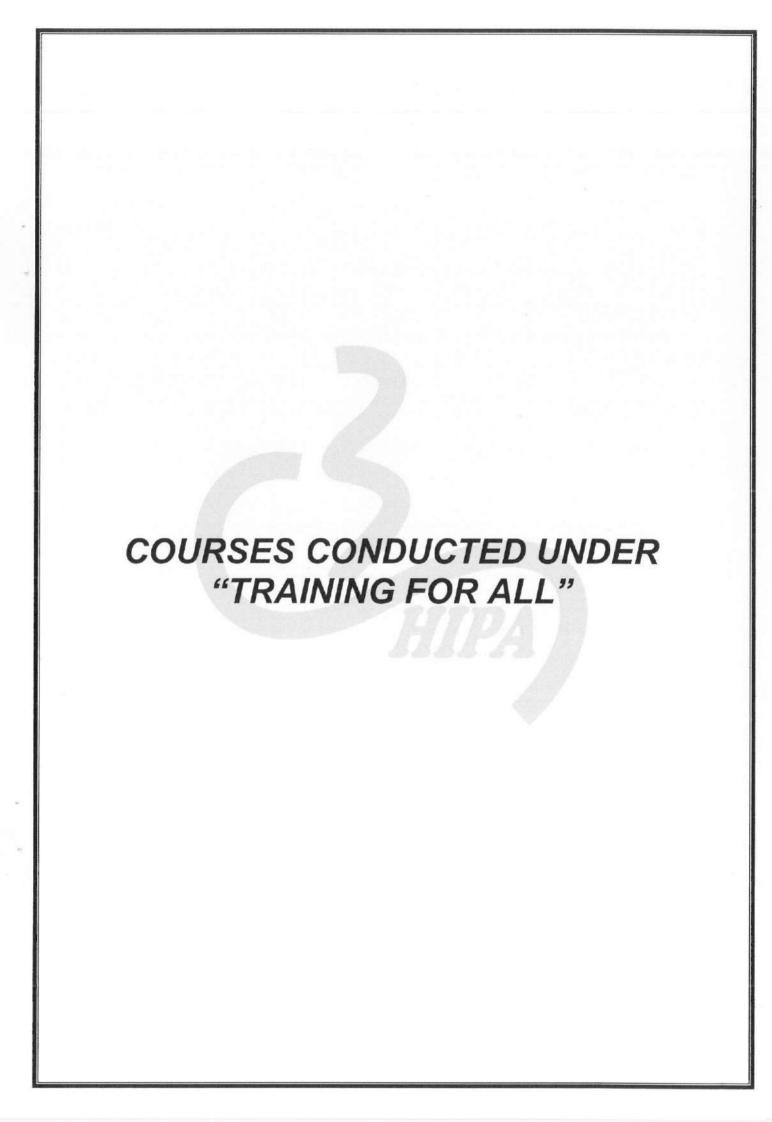


A	-	n	_		-	120		-
Α	М	۳	c	ıv	u	ıĸ	-	L

Sr. No.	Topic	From	То	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Seminar on "Empowering ULBs"	7-Jun-12	7-Jun-12	1 Day	HIPA		Seminar Team	47	1	47
2	Seminar on Electoral Reforms Challenges before the Nation	19-Jul-12	19-Jul-12	1 Day	HIPA	17-	Ashok Vasistha	40	1	40
							Total	87	2	87



(D) DETAILS OF TRAINING PROGRAMMES CONDUCTING UNDER REVENUE DURING 2012-2013 Sr. To Duration Stakehold Course No. of Training Trainee Topic From Venue No. Trainees Days Days Director ers/ colloborat Wrap up Session for IAS (P) 2010 batch 28-May-12 1-Jun-12 5 Days HIPA G.V.Gupta 15 3 5 18-Jun-12 Induction Programme for IAS(P) 2011 batch 2-Aug-12 6 Weeks HIPA 136 G.V.Gupta 3 One day workshop on Village Common Land 5-Oct-12 5-Oct-12 1 Day Rohtak Revenue G.V.Gupta 58 1 58 and Regulations Act of Rohtak Division One day workshop on Settlement/Basic Principals of Revenue Ambala Division 4 12-Oct-12 12-Oct-12 1 Day Ambala Revenue G.V.Gupta 35 1 35 Induction Training for IAS officers 4 Weeks HIPA 15-Oct-12 9-Nov-12 G.V.Gupta 4 24 96 HIPA 15 Training for IFS Officers 15-Oct-12 19-Oct-12 1 Week G.V. Gupta 3 5 Workshop on Securty of Land Land Treasuries 14-Dec-12 14-Dec-12 1 Day Ambala Revenue G.V.Gupta 18 18 act/rules and Haryana Ceiling on Land Holding Act/Rules of Ambala Division Workshop on "Punjab Securty of Land 1 Day G.V.Gupta 20 20 11-Jan-13 11-Jan-13 Revenue Treasuries Act" Workshop on "Punjab Security of Land Treasures Act" Rohtak Div, HIPA 28-Jan-13 28-Jan-13 1 Day Revenue G.V. Gupta, 33 33 Punjab Security of Land Tenures Act 8-Feb-13 8-Feb-13 20 1 Day Ambala Revenue G.V. Gupta 20 DTC, PKL Training of Newly Appointed Town Planners 11-Feb-13 1-Mar-13 3 Weeks 169 G.V. Gupta 13 13 211 Total 615



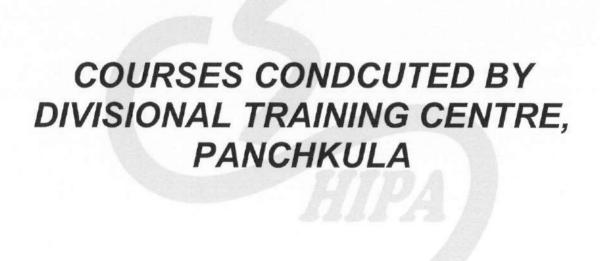
(E) DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER "TRAINING FOR ALL" PROJECT DURING 2012-2013

Sr. No.	Topic	From	То	Duration	Venue	Stakehol ders/ collobora ters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Capacity Building Programme under Training for All	11-Jun-12	13-Jun-12	3 Days	HIPA	DOPT, DFID	Project Team	42	3	141
2	Capacity Building Programme under Training for All	5-Jul-12	6-Jul-12	2 Days	Jhajjar	DOPT, DFID	Project Team	43	2	86
3	Capacity Building Programme under Training for All	9-Jul-12	10-Jul-12	2 Days	Jhajjar	DOPT, DFID	Project Team	45	2	90
4	Capacity Building Programme under Training for All	16-Jul-12	17-Jul-12	2 Days	Jhajjar	DOPT, DFID	Project Team	41	2	82
5	Capacity Building Programme under Training for All	23-Jul-12	24-Jul-12	2 Days	Bahadurg arh	DOPT, DFID	Project Team	50	2	100
6	Capacity Building Programme under Training for All	26-Jul-12	27-Jul-12	2 Days	Jhajjar	DOPT, DFID	Project Team	51	2	102
7	Capacity Building Programme under Training for All	30-Jul-12	31-Jul-12	2 Days	Jhajjar	DOPT, DFID	Project Team	38	2	76
8	Capacity Building Programme under Training for All	25-Oct-12	26-Oct-12	2 Days	Jhajjar	DOPT, DFID	Project Team	38	2	76
9	Capacity Building Programme under Training for All	30-Oct-12	31-Oct-12	2 Days	Jhajjar	DOPT, DFID	Project Team	24	2	48
10	Capacity Building Programme under Training for All	7-Nov-12	8-Nov-12	2 Days	Jhajjar	DOPT, DFID	Project Team	25	2	50
							Total	397	21	851



APPENDIX - F

	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat		No. of Trainees	Training Days	Trainee Days
1	Cannons of Financial Propriety, Revised Exgratia, Suspension, ACP Rules & Retirement Benefits etc.	27-Aug-12	31-Aug-12	1-Week	HIPA		PSMS	22	5	110
2	Pensionery Benefits and Planning for Retirement, Suspension, Pay Fixation, ACP Rules and Service Matters	10-Sep-12	14-Sep-12	1 Week	HIPA		PSMS	25	5	125
3	Pay Fixation, ACP, Reimbursement of Mediclaims, Revised Ex-gratia Scheme and Maintenance of GIS	8-Oct-12	12-Oct-12	1 Week	HIPA		PSMS	15	5	75
4	Punishment & Appeal Rules, ACP, Pay Fixation, Revised PF, Loans, Govt. Employees Conduct Rules and Service Matters	19-Nov-12	23-Nov-12	1 Week	HIPA		PSMS	20	5	100
5	Cannons of Financial Propriety, Maintenance of Cash Book, TA/LTC, ACP, Suspension, Leave Rules and Maintenance of GIS Accounts.	10-Dec-12	14-Dec-12	1 Weeks	HIPA		PSMS	17	5	85
6	Revised PF, ACP, GIS, Pensionery Benefits & Conduct Rules	7-Jan-13	11-Jan-13	1 Week	HIPA		PSMS	20	5	100
7	Revised Ex-gratia, Pay fixation, Suspension, Leave, TA Rules and Service matters	18-Feb-13	22-Feb-13	-1 Week	HIPA		PSMS	17	5	85
							Total	136	35	680



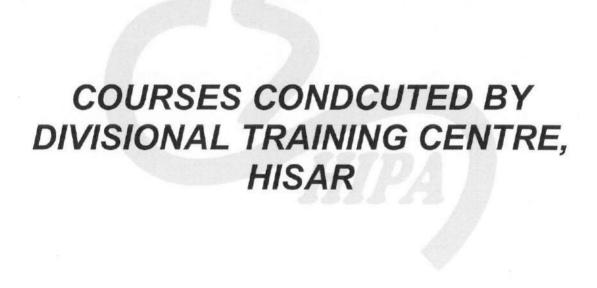
(G) COURSES AND SEMINARS/WORKSHOPS ORGANIZED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, PANCHKULA

Sr.No	Name of training course	Duration	No. of Trainee	Training Days	Number of Trainee Days
1	Induction training programe for newly recruited Clerks of Haryana Civil Secretariat (Contd)	April 2-4, 2012	31	3	93
_ 2	Induction training programe for newly recruited Clerks of Health Department (Contd)	April 2-5, 2012	34	4	136
3	Induction training programe for newly recruited Clerks of Agriculture and Public Health Department (Contd)	. April 2-20, 2012	33	13	429
4	Induction training programe for newly recruited Clerks of Haryana Civil Secretariat	April 9-May 4, 2012	31	18	558
5	Duties and Functions of Clerks	April 16-20, 2012	34	5	170
6	Ethics and values in administration	April 24-26, 2012	16	3	48
7	One day workshop on "Sensitization of middle rank Officers for the use of Internet and I.T. at Knowledge Centre, Haryana Civil Secretariat, Chandigarh	25-Apr-12	12	1	12
8	Orientation Training Programme for Dy. Supdts/Supdts.	May 14-18, 2012	12	5	60
9	Induction training programme for Academic Assistants of Elementary Education Deptt.	May 14 - June 8, 2012	10	18	180
10	Enhanced Litigation -Codal Provisions & Govt. Instructions- Haryana Litigation Policy 2010	May 28-30, 2012	18	3	54
11	One day workshop on "Right to Information Act, 2005" for ASPIOs/SPIOs fo Horticulture & other departments	June 5, 2012	49	1	49
12	One Day workshop on "Online Budget -Procedures & Responsiblities	June 7,2012	12	1	12
13	One day workshop on " Right to Information Act, 2005" for ASPIOs/SPIOs fo Horticulture & Elementary Education Department"			42	
14	Induction training programme for Newly Promoted Principals of Secondary Education Department, Haryana" (Ist Batch)	June 12-23,2012	44	10	440

15	Orientation Training Programme for Stenographers	June 12-14,2012	10	3	30
16	Capacity Building of Assistants and Dealing Hands in Service Matters relating to Pb. CSR (Vol.I, II & III) PFR and Policy Insturctions at Kurukshetra	June 18-22, 2012	77	5	385
17	One day workshop on "Sensitization of Middle rank officers ofr the use of Internet & I.T" at Haryana Civil Secretariat	June 14,2012	10	1	10
18	Induction training programme for Newly Promoted Principals of Secondary Education Department, Haryana" (2nd Batch)	June 19-30, 2012	44	10	440
19	Induction training programe for newly recruited Clerks of Women & Child Development Department and DC Office, Kaithal	July 2-27, 2012	29	20	580
20	Two days workshop on "Duties & Responsibilities of DDO's including Income Tax Matters" at Ambala City	July 18-19, 2012	81	2	162
21	Developing Effective Communication Skill for the staff of Khadi & Village Industries Board	July 23-27, 2012	14	5	70
22	One day workshop on " Right to Information Act,2005 for HSIIDC	25-Jul-12	37	1	37
23	Induction Training programme for Clerks of Secondary Education Department	July 30 - Aug.24,2012	41	20	820
24	Two day training programme for Presenting and Inquiry Officers appointed under Punishment & Appeal Rules-	August 7-8, 2012	21	2	42
25	Two days Computer Trainng on " Ms. Excel & Internet	Aug.13-14,2012	8	2	16
26	One day workshop on " Right to Information Act,2005 for Education Department	Aug. 17.,2012	20	1	20
27	Welfare Schemes for Govt. Employees	Aug. 22-23,2012	8	2	16
28	Duties and Functions of Clerks	Aug.27-31, 2012	21	5	105
29	Orientation Training Programme for Assistants	Sep. 3-7, 2012	18	5	90
30	Induction Training Programme for newly recruited Clerks of Secondary Education Department (2nd Batch)	Sep. 3-28, 2012	56	20	1120

31	One day workshop on Right to Information ACT for newly appointed State Information Commissioners at SIC, Chandigarh	Sep.12, 2012	5	1	5
32	Administrative Efficiency in Govt. Deptts. and One day workshop on RTI Act at Yamunanagar	Sep. 17-19, & 21	79	4	316
33	One Day Workshop on Right to Information ACTat Yamunanagar	Sep. 20, 2012	79	1	79
34	One day workshop on Sensitization of Middle Rank Officers for the use of Internet and Information Technology at Haryana Civil Secretariat	Sep. 20, 2012	10	1	10
35	Induction Training Programme for Newly recruited Sub- Inspectors of Food & Supplies Department	Sep. 24 to Oct. 19, 2012	23	20	460
36	Ethics and Values in Administration	Sep. 25-27, 2012	11	3	33
37	One Day workshop on Reservation Policy	Oct.4, 2012	6	1	6
38	Orientation Training Programme for Dy. Supdts/Supdts.	Oct.8-12, 2012	7	5	35
39	Inducation Training Programme for newly recruited Clerks of Secondary Education Deptt. (3rd Batch)	Oct. 8 - Nov.2, 2012	32	20	640
40	One Day Workshop on Right to Information ACT	Oct. 9, 2012	27	1	27
41	One Day Workshop on Right to Information ACT	11-Oct-12	58	1	58
42	Right to Information Act, 2005	Oct. 23, 2012	20	1	20
43	Inducation Training Programme for newly recruited Clerks of FC Office	Oct. 22 - Nov. 16, 2012	24	20	480
44	Haryana Litigation Policy 2010 & Handling of Court Cases - Codal provisions & Govt. Instructions	Oct 30-31, 2012	25	2	50
45	Inducation Training Programme for newly recruited Clerks of Secondary Education Deptt. (4th Batch)	Nov. 05-30 , 2012	40	20	800
46	Office Automation tools	Nov. 05-09 , 2012	13	5	65
47	One day Workshop in Collaboration with (Auidt) Haryana on Account Matters for DDOs/ Accounts Personnel	Nov.8,2012	30	1	30
48	Enhancing Efficiency thorough women empowerment- soft & hard skills" at Kurukshetra	Nov.19-23,2012	83	5	415

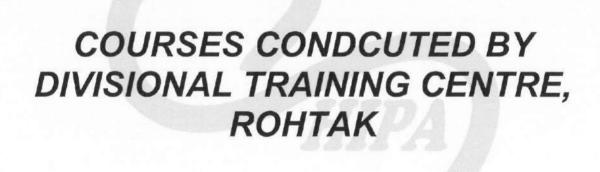
		Total	1980	380	12456
66	One day workshop on " Sensitization of Middle rank officers ofr the use of Internet & I.T" at Haryana Civil Secretariat	March 20,2013	17	1	17
65	Two day training programme for Presenting and Inquiry Officers appointed under Punishment & Appeal Rules	March 13-14, 2013	28	2	56
64	Duties & Functions of Clerks	March 11-13, 2013	32	5	160
63	MS Excel & Internet	Feb. 12-13, 2013	15	2	30
62	One day workshop on "RTI Act-2005"	Feb. 5, 2013	14	1	14
61	One day workshop on "RTI Act-2005" for Staff/SPIOs of Food & Drug s Administration,	Jan. 31, 2013	37	1	37
60	Haryana Litigation Policy 2010 & Enhanced Litigation - Codal provisions & Govt. Instructions	Jan. 22-24, 2013	24	3	72
59	Duties and Responsibilities of DDOs and Supporting Staff including Income Tax Matters and Online Budget	Jan. 15-16, 2013	19	2	38
58	Office Automation tools	Jan. 14-17, 2013	12	4	48
57	Inducation Training Programme for newly recruited Clerks of Secondary Education Deptt. (6th Batch)	Jan.7- 1 Feb, 2013	36	20	720
56	Orientation Training Programme on "Developing Effective Communication Skills" for SRCW ICPS staff of Women & Child Development Department"	Jan.7- 8,2013	18	2	36
55	Enhanced Litigation -Codal Provisions & Govt. Instructions	Dec. 19-21, 2012	15	3	45
54	One day workshop on Legislative Business in Govt. Deptts.	Dec. 18, 2012	14	1	14
53	One day workshop on RTI Act 2005 at Ambala City	Dec. 21, 2012	84	1	84
52	Enhancing Efficiency thorough women empowerment- soft & hard skills" at Ambala	Dec. 17-20, 2012	84	4	336
51	Inducation Training Programme for newly recruited Clerks of Secondary Education Deptt. (5th Batch)	Dec.3-28 , 2012	44	20	880
50	Capacity Building of Assistants and Dealing Hands in Service Matters relating to Pb. CSR (Vol.I, II & III) PFR and Policy Insturctions	Dec.3-7,2012	18	5	90
4 9	One day Workshop in Collaboration with (Auidt) Haryana on Account Matters for DDOs/ Accounts Personnel	Nov.27,2012	24	1	24



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

Sr.No	Name of training course	Duration	No. of Trainee	Training Days	Number of Trainee Days
1	Three Days "Computer Training" course for the Stenographers/Assistants/Clerks of various Departments of Bhiwani Districts at Hisar	10.4.12 to 12.4.12	11	3	33
2	Three Days "Computer Training" course for the Stenographers/Assistants/Clerks of Education Department Fatehabad Districts at Hisar	25.04.12 to 27.04.12	12	3	36
3	Five days Training Course on "Duties & Responsibilities of DDO's" for Principals of Hisar District at Hisar	30.04.12 to 04.05.12	16	5	80
4	Five days Training Course on "Duties & Functions of Assistants & Clerks" of Sirsa District at Sirsa	07.05.12 to 11.05.12	45	5	225
5	Five days Training Course on "Duties & Responsibilities of DDO's" for Principals of Hisar District at Hisar	14.05.12 to 18.05.12	26	5	130
6	Five days Training Course on "Communication Skills through Noting & Drafting" for the Supdts./Dy. Supdts and Assistants posted in various Departments of Bhiwani District at Bhiwani	28.05.12 to 01.06.12	39	5	195
7	Three days Training Course on "Pension & Service Matters" for the Supdts./Dy. Supdts/Assistants & Dealing Hands posted in various Departments of Jind District at Jind	11.06.12 to 13.06.12	22	3	66
8	Two Weeks "Induction Training" for newly promoted Principals of Bhiwani District at Bhiwani	18.06.12 to 28.06.12	47	10	470
9	Two Weeks "Induction Training" for newly promoted Principals of Hisar & Jind Districts at Hisar	19.06.12 to 29.06.12	65	10	650
10	Two Weeks "Induction Training" for newly promoted Principals of Fatehabad & Sirsa Districts at Fatehabad	20.06.12 to 30.06.12	37	10	370
11	Four Weeks "Induction Training" for newly appointed Clerks of Fatehabad & Hisar Districts at Hisar	16.07.12 to 09.08.12	29	19	551
12	Four Weeks "Induction Training" for newly appointed Clerks of Education Department of Hisar District at Hisar	27.08.12 to 21.09.12	35	20	700

13	Four Weeks "Induction Training" for newly appointed Sub- Inspectors of Food & Supplies Department of Hisar Division at Hisar	24.09.12 to 19.10.12	21	18	378
14	Two Weeks "Computer Training" for State Govt.Employees of various Departments of Hisar District at Hisar	8.10.12 to 19.10.12	16	9	144
15	One day workshop on RTI Act 2005 for various Departments of Hisar District	10.10.12	29	1	29
16	Four Weeks "Induction Training" for newly appointed Clerks of Education Department of Hisar District at Hisar	22.10.12 to 16.11.12	33	15	495
17	Four Weeks "Induction Training" for newly appointed Clerks of Education Department of Hisar District at Hisar	19.11.12 to 14.12.12	33	19	627
18	Two Weeks "Computer Training" of School Teachers of Hisar Division.	3.12.12 to 14.12.12	20	10	200
19	Four Weeks "Induction Training" for newly appointed Clerks of Education Department of Fatehabad District at Hisar	17.12.12 to 11.01.13	29	19	551
20	A one day Workshop on "Improving Transparancy and Accountability in Government through Effective implementation on RTI Act" at Jind	11.3.2013	99	1	99
21	A one day Workshop on "Improving Transparancy and Accountability in Government through Effective implementation on RTI Act" at Bhiwani	12.3.2013	132	1	132
22	A one day Workshop on "Improving Transparancy and Accountability in Government through Effective implementation on RTI Act" at Fatehabad	22.3.2013	124	1	124
23	A one day Workshop on "Improving Transparancy and Accountability in Government through Effective implementation on RTI Act" at Sirsa	23.3.2013	181	1	181
		Total	1101	193	6466



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

Sr. No.	Programme	From	То	Duration	Venue	No. of Trainee	Training Days	Trainee Days
1	Computer Fundamentals-District Jhajjar	09.04.12	12.04.12	1 Week	Rohtak	15	4	60
2	Efficiency & Disposal of Government Work - District Panipat	16.04.12	20.04.12	1 Week	Panipat	21	5	105
3	Course on Duties & Responsibilities of DDOs-Block Sonipat-District Sonipat	25.04.12	27.04.12	3 Days	Sonepat	37	3	111
4	Course on Duties & Responsibilities of DDOs-Block Rai-District Sonipat	02.05.12	04.05.12	3 Days	Sonepat	26	3	78
5	Course on Duties & Responsibilities of DDOs-Block Ganaur-District Sonipat	08.05.12	10.05.12	3 Days	Sonepat	41	3	123
6	Computer Fundamentals-District Jhajjar	14.05.12	18.05.12	1 Week	Rohtak	17	5	85
7	Course on Duties & Responsibilities of DDOs-Block Kharkhoda-Distt. Sonipat	15.05.12	17.05.12	3 Days	Sonepat	34	3	102
8	Course on Duties & Responsibilities of DDOs-Block Mundlana & Kathura- District Sonipat	21.05.12	23.05.12	3 Days	Sonepat	45	3	135
9	Course on Duties & Responsibilities of DDOs-Block Gohana-District Sonipat	28.05.12	30.05.12	3 Days	Gohana	31	3	93
10	Course on Duties & Responsibilities of DDOs-Block Rohtak-Distt. Rohtak only Principal	05.06.12	07.06.12	3 Days	Rohtak	38	3	114
11	Computer Fundamentals-District Karnal	18.06.12	22.06.12	1 Week	Rohtak	31	5	155
12	Course on Duties & Responsibilities of DDOs-Block L. Majra & Rohtak -Distt. Rohtak	12.06.12	14.06.12	3 Days	Rohtak	33	3	99
13	Induction Course newly promoted Principals Education Deptt District Jhajjar	18.06.12	29.06.12	2 Weeks	Rohtak	31	10	310
14	Induction course newly promoted Principals Education Deptt District Panipat/ Karnal	19.06.12	30.06.12	2 Weeks	Panipat	46	10	460
15	Induction course newly promoted Principals Education Deptt District Rohtak/ Sonipat	02.07.12	13.07.12	2 Weeks	Rohtak	39	10	390

16	Induction course newly promoted Principals Education Deptt District Sonipat	03.07.12	14.07.13	2 Weeks	Sonepat	41	10	410
17	Computer Fundamentals-District Panipat	16.07.12	20.07.12	1 Week	Rohtak	12	5	60
18	Computer Fundamentals-District Panipat	06.08.12	10.08.12	1 Week	Rohtak	41	4	164
19	Induction course of newly appointed Clerks of Education Deptt District Rohtak	06.08.12	31.08.12	4 Weeks	Rohtak	41	17	697
20	Computer Fundamentals (DOPT Sponsored Programme)- District Rohtak	03.09.12	14.09.12	2 Weeks	Rohtak	25	10	250
21	Induction course of newly appointed Clerks of Education Deptt District Rohtak & Sonipat	03.09.12	28.09.12	4 Weeks	Rohtak	43	20	860
22	Induction course of newly appointed Sub- Inspectors of Food & Supplies Department	01.10.12	26.10.12	4 Weeks	Rohtak	33	17	561
23	Workshop on RTI Act-2005	10.10.2012		1 Day	Rohtak	97	1	97
24	Computer Fundamentals-District Sonipat	22.10.12	26.10.12	1 Week	Rohtak	13	4	52
25	Workshop on RTI Act-2005	16.10	0.2012	1 Day	Rohtak	58	1	58
26	Computer Fundamentals-District Rohtak	19.11.12	30.11.12	2 Weeks	Rohtak	17	9	153
27	Induction course of newly appointed Clerks of Education Deptt District Sonipat	05.11.12	30.11.12	4 Weeks	Rohtak	39	17	663
28	Induction course of newly appointed Clerks of Education Deptt District Jhajjar	03.12.12	28.12.12	4 Weeks	Rohtak	46	18	828
29	Induction course of newly appointed Clerks of Education Deptt District Sonipat & Jhajjar	07.01.13	31.01.13	4 Weeks	Rohtak	37	18	666
30	Computer Fundamentals of various Deptt. Of District Rohtak	21.01.13	25.01.13	1 Week	Rohtak	16	5	80
31	Workshop on RTI Act-2005	04.02	2.2013	1 Day	Bahadurgarh	56	1	56
32	Computer Fundamentals of various Deptt. Of District Rohtak	18.02.13	22.02.13	1 Week	Rohtak	14	5	70
					Total	1114	235	8145