ANNUAL ADMINISTRATIVE REPORT 2013-2014

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.

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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.

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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 90 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.

- Foundation training programmes for IAS, IPS & IFS and other Central Services.
- 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 Governing Body of the Institute is headed by the Chief Minister. 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 Management under HUDCO Chair
- 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
- o. Excise & Taxation Training Centre, Gurgaon
- p. Sevottam Cell

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 2013-2014 and their respective tenures are listed below:

Sr. No.	Post	Name who hold the post	From	То
1.	Director General	Sh. R.S. Dalal, IPS (Retd.)	01.04.2013	31.03.2014
2.	Executive Director	Mrs. A. Mona Sreenivas, IAS	01.04.2013	12.07.2013
3	Joint Director	-	-	-
4	Chief Accounts Officer	Sh. Rajesh Ahuja	01.04.2013	28.02.2014
	7.	Sh. Avinash Chander	03.03.2014	31.03.2014
5	Principal DTC, Panchkula	Sh. Ram Saran	01.04.2013	31.03.2014
6	Principal DTC, Hisar	Sh. Megh Raj Sharma	01.04.2013	31.03.2014

7	Principal DTC, Rohtak	Sh. V.P. Asija	01.04.2013	31.03.2014
8	Asstt. Librarian, DTC, Panchkula	Mrs. Anjula Kapoor	01.04.2013	31.03.2014
9	Asstt. Librarian	Sh. Joginder Singh	01.04.2013	31.03.2014
10	Administrative Officer	Sh. P.C. Walecha	01.04.2013	31.03.2014
11	Superintendent (Training)	Sh. Maya Ram	01.04.2013	31.03.2014
12	Superintendent, DTC,PKL	Smt. Arvinder Uppal	01.04.2013	31.03.2014
13	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2013	31.03.2014

VI. ACADEMIC FACULTY

During the year 2013-2014 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	-	01.04.2013	31.03.2014	Vacant
2	Associate Professor, Disaster Management	Dr. Abhay Shrivastava	01.04.2013	31.03.2014	Filled

3	Assistant Professor (Computer)	Sh. R.K. Gulati	01.04.2013	31.03.2014	Filled
4	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2013	31.03.2014	Filled
5	Assistant Professor, (Rural Dev.) & FTC	Dr. Manveen Kaur	01.04.2013	31.03.2014	Filled
6	Assistant Professor (MIS)	Mrs. Divya Jyoti	01.04.2013	31.03.2014	Filled
7	Assistant Professor (Behavioural Sciences)	Mrs. Rachna Gupta	01.04.2013	31.03.2014	Filled
8	Assistant Professor (Sociology)	Dr. Rekha Shrivastava	01.04.2013	31.03.2014	Filled
9	Assistant Professor (Public Enterprises)	Dr. Rajvir Dhaka	01.04.2013	31.03.2014	Filled
10	Assistant Professor (Disasterment Management - I)	Dr. Bhuwan Kumar	01.04.2013	31.03.2014	Filled
11	Assistant Professor (FM)	Mr. Lalit Kumar	01.04.2013	31.03.2014	Filled
12	Assistant Professor (Disasterment Management - II)	Dr. Anshu Tiwari	12.12.2012	31.03.2014	Filled
13	Assistant Professor (Programming)	Sh. Devendera Singh	01.04.2013	31.03.2014	Filled
14	Assistant Professor (LAW)	Sh. M.M. Alam	01.04.2013	31.03.2014	Filled
15	Principal, DTC, Panchkula	Sh. Ram Saran	01.04.2013	31.03.2014	Filled
16	Principal, DTC, Hisar	Sh. Megh Raj Sharma	01.04.2013	31.03.2014	Filled
17	Principal, DTC, Rohtak	Sh. V.P.Asija	01.04.2013	31.03.2014	Filled

b. FACULTY ON CONTRACT

S.No	Name of the Faculty	From	То
1.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	01.04.2013	31.03.2014
2.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2013	31.03.2014
3.	Sh. A.N. Dhiman, Accounts Officer	01.04.2013	31.03.2014

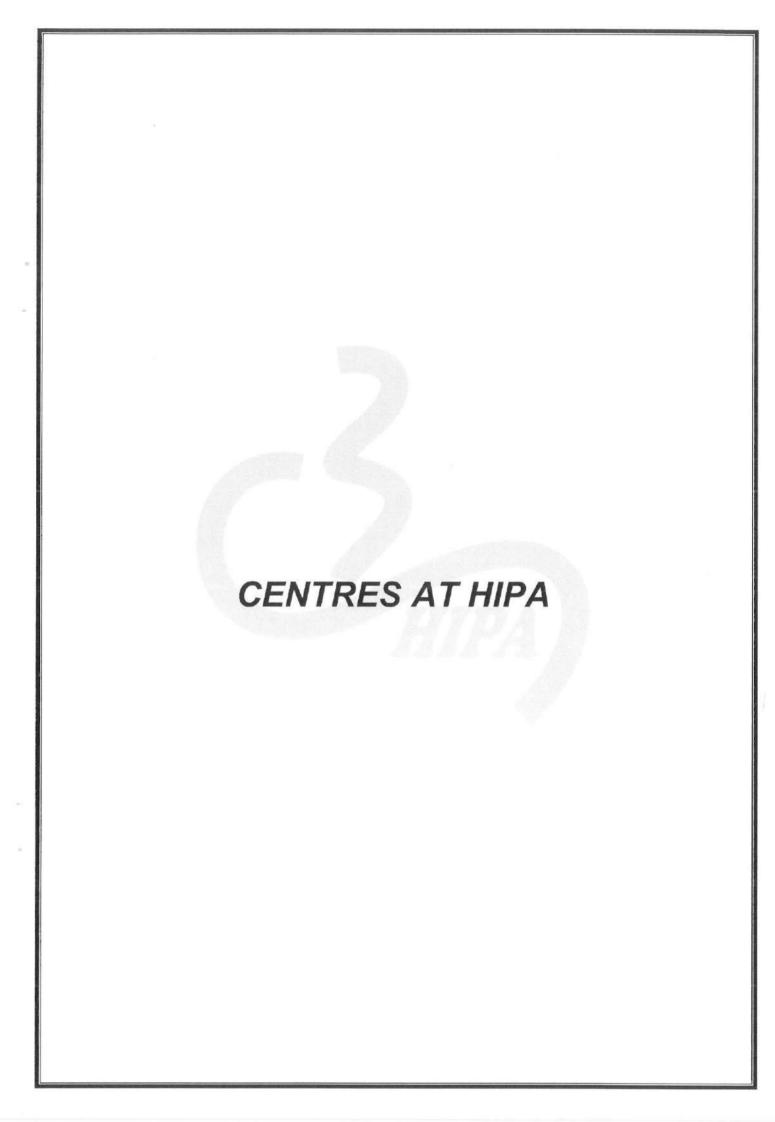
VII. FINANCIAL RESOURCES

The financial resources available to HIPA during the year 2013-2014 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)	608.00
2	Grant-in-Aid Govt. of Haryana (Plan Scheme)	190.00
3	Grant-in-Aid Govt. of Haryana, Excise & Taxation Deptt.	15.00
4	Conducting of Examination Fee Receipt	2.97
5	Training course Fee HIPA = 111.75 PKL = 3.77 Hisar = 1.68 RTK = 00	117.20
6	Training Courses fee from Govt. of India (DOPT)	31.66

7	Interest Receipt on FDR & others	24.32
8	Misc. Income	3.47
9	Hostel Staying Charges	3.60
10	HIPA Mess Account	3.99
11	RTI Receipts	Rs.1190/-
12	Training programme fee for RTI Act	28.00
13	Library Membership Fee	Rs.300/-
14	Sale of old articles	1.88
15	Grant-in-Aid Govt. of India, DoPT (for equipment)	23.17
16	Grant-in-Aid of Discretionary Funds for Sports & Infrastructure at the dispersal of Hon'ble CM Haryana	25.00
17	Grant-in-Aid from Govt. of India Department of Admn. Reforms and Public Grievances	8.50
1	Total	1087.00



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 2013-2014 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

Faculty of Disaster Management (FDM), HIPA has been working for Disaster Management at national, state and district level. Based on the vulnerability of Haryana State, FDM HIPA works towards making Haryana a Disaster Resilient State. FDM is conducting Capacity Building activities in the State through Capacity Building Fund under the 13th Finance Commission for the period 2010-2015.

1. Training Activities

There were 31 training programs conducted in the year by Dr. Abhay Shrivastava, Associate Professor & Head, Faculty of Disaster Management, and Dr. Bhuwan Kumar, Assistant Professor (DM-I). Out of these programs, nine were conducted in HIPA campus and 22 outside the HIPA. A total of 210 and 1826 trainees were trained respectively in these programs on various

aspects of Disaster Management (DM) such as, Flood Management, Earthquake Management, Fire Management, Drought Management, Climate Change, Forest Management and DM, Role of Youth in DM, Disaster Management for Irrigation Dept. Officers, etc.

2. Project related Activities

The project under Capacity Building fund for the said year was executed under the overall supervision of Dr. Abhay Kumar Shrivastava as Project Director, and Dr. Bhuwan Kumar, Co-Project Director, with a team of 10 ROs stationed at Panchkula, Kurukshetra, Kaithal, Jind, Sirsa, Hisar, Gurgaon, Rewari, and Palwal, and at HIPA for Coordination and GIS & Remote Sensing work. The following initiatives were executed under this project:

2.1. Mini Secretariat Safety Initiative

This initiative was completed to make the critical infrastructures safe in the districts. Mini Secretariat is one of those buildings. The initiative included HRVC analysis of the building, preparation of its Safety plan, forming first responder teams and their trainings, and conducting mock drill. There were 29 trainings conducted under this initiative which trained 775 staff members in the State.

2.2. Judicial Complex Safety Initiative

The Judicial Complex is another critical building for which Safety Initiative has been implemented on the similar lines of Mini Secretariat as mentioned above. There were 25 trainings conducted training 612 staff members of District Courts in Haryana.

2.3. Hospital Emergency Preparedness Initiative

The Civil Hospital of each of the nine districts has been prepared for any emergency situation through this initiative. This activity included formation of Hospital Emergency Preparedness Plan, one-day training of doctors, two-day training of paramedics and staff making it a total of 18 trainings in the State, followed by mock drills.

2.4. School Safety Initiative - 200 schools per district

This included identification of 200 schools per district representing all blocks, preparing their safety plans as per their respective hazard profile and training

of their staff and students for safe evacuations, through mock drills. There were 20 trainings conducted under this initiative training 355 doctors and para-medics.

2.5. City Disaster Management Plans

The City Disaster Management Plans were ordered to be made for six districts by FCR office. Out of those, two districts are under HIPA, i.e. Gurgaon and Hisar. Every city has its own characteristic and more specific hazard profile as compared to district at large. Keeping in view the same, city-specific Disaster Management plans were made.

2.6. Case-studies

There had been two major disasters in the history of Haryana, a detailed and thorough documentation of which is very important for the sate so as to get qualitative insights and learnings for the future preparedness and overall disaster management. Thus, case studies of these disasters were prepared. These two cases were:

- i. Charkhi Dadri Air Collision,
- ii. Dabwali Fire

2.7. NH-8 Disaster Management Plan

As a district related activity, Research Officer, Rewari prepared the Disaster Management Plan for National Highway-8 for the region in and around Rewari district.

2.8. Brahmsarovar Disaster Management Plan

As a district specific activity, Research Officer, Kurukshetra prepared Brahmsarovar Disaster Management Plan in district Kurukshetra. This place has a religious value and attracts visitors in lacs during festivals such as Gita Jayanti, a national festival.

- On January 26, 2014, Research Officer, Rewari, Sh. Sumedh Patil, was given appreciation award for "Best Work done in the field of Disaster Management" by District Administration, Rewari at District Republic Day celebrations, Rewari district, Haryana.
- On August 6, 2014, Research Officer, Ms. Lakshita Boora was awarded prize on function 'Naaz hai betiyon par' for her contribution in the field of Disaster

- Management in Haryana; organized by Dainik Jagran, presented by Hon'ble Inspector General of Police, Rohtak Range, Sh. Anil Rao.
- On Oct 8, 2014, Research Officer, Ms. Nisha received appreciation letter from Hon'ble District & Session Judge, Palwal for her contribution and works towards Disaster Management & Safety Initiatives in Palwal district.



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, Conference Hall, Auditorium, working place as well as residential facilities the participating officerss. 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. It also 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.



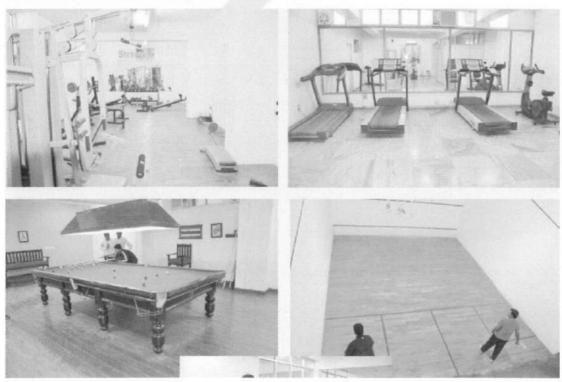
b. HIPA'S HOSTEL BLOCK

There are around 90 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 setting arrangements for smaller groups. 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.

PT and 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, etc.



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.

(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 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. One GIS Lab is housed on the third floor of the building. 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.

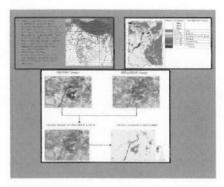
GIS allow better understanding and viewing of physical features in the given geographical conditions on GIS which can provide quick, comparative views of hazards with disaster prone areas at risk and therefore area to be safeguarded.

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.

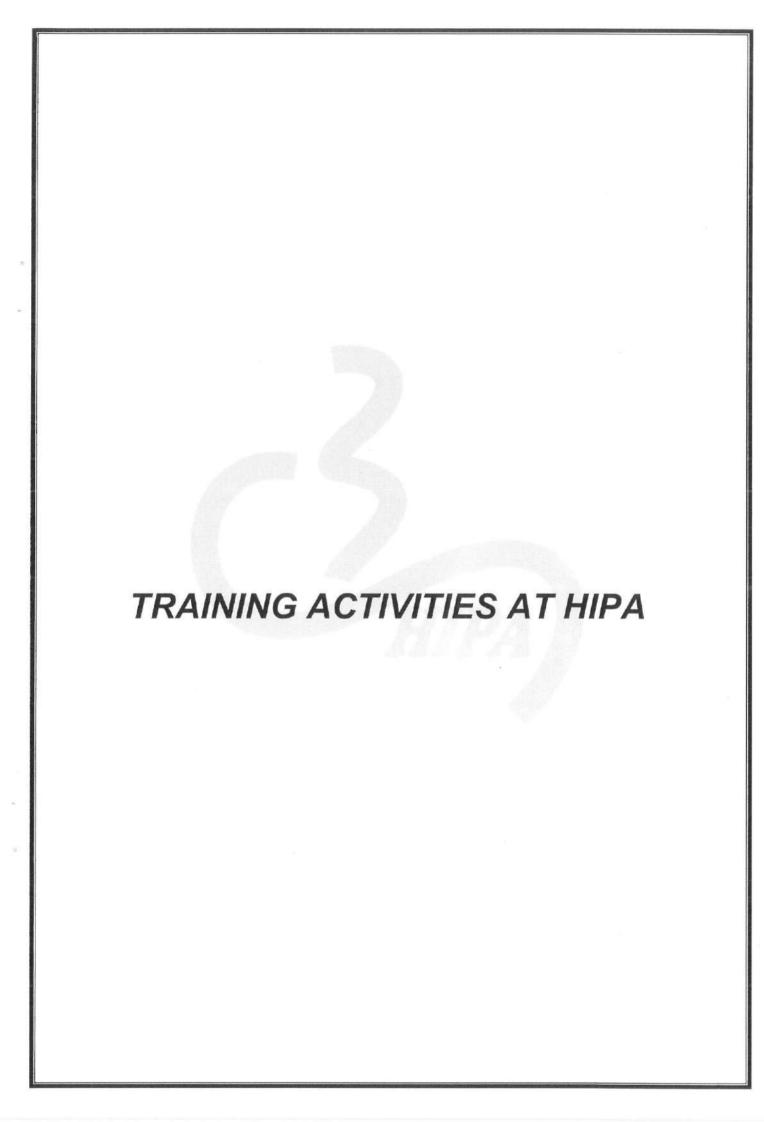


(VII) DISPENSARY

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.

DURING THE PERIOD 01.04.2013 TO 31.03.2014 THE INSTITUTE CONDUCTED 229 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	15	HIPA	310	281	9404
2.	Short Duration Courses - HIPA	70	HIPA	1813	277	7090
3.	Seminars/Workshops	12	HIPA	2083	23	4140
4.	Secretarial Management School, Gurgaon	4	SMS	67	18	309
5.	Excise & Taxation School, Gurgaon	1	E&TS	42	43	1806
6.	Divisional Training Centre, Panchkula	55	DTC, PKL	2370	166	5691
7.	Divisional Training Centre, Hisar	27	DTC, Hisar	904	219	6446
8.	Divisional Training Centre, Rohtak	39	DTC, Rohtak	1947	211	7663
9.	TRAINING FOR ALL	2	HIPA	48	2	48
10.	REVENUE	4	RTI	62	18	118
	Total	229	4848	9646	1258	42715

(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 **229** Training courses during 2013-2014 through which training was imparted to **9646** officers/officials of various Government Departments/ Organizations, as compared to **276** courses during 2012-2013 in which **8161** trainees participated.

Table showing the comparative statement of the courses conducted by HIPA during 2011-2012 to 2013-2014

Table -1

S.No.	year's	No. of Courses
1	2011-2012	302
2	2012-2013	276
3	2013-2014	229

Graph - 1

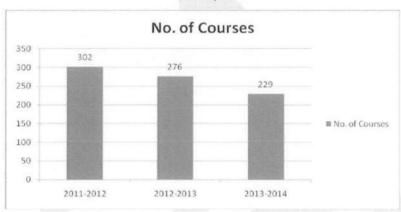
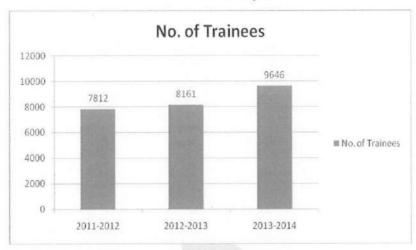


Table showing the comparative statement of the Trainees attended Training Programmes during 2011-2012 to 2013-2014

Table - 2

S.No.	year's	No. of Trainees
1	2011-2012	7812
2	2012-2013	8161
3	2013-2014	9646

Graph - 2



During the financial year 2013-2014, the Institute conducted 15 long duration courses, 70 short duration courses, 12 workshops/seminars. In addition, Secretariat Management School, Gurgaon conducted 4, Excise & Taxation School, Gurgaon conducted 1, Divisional Training Centre Panchkula conducted 55, Divisional Training Centre Hisar conducted 27 and Divisional Training Centre Rohtak conducted 39 short duration courses and seminars/workshops. Under the project on 'Training for All' sponsored by DOPT-DFID 2 training courses were organized in Jhajjar district. Under the Revenue Training Institute which has been merged with HIPA 4 training programmes were organized.

. FLAGSHIP PROGRAMME OF HIPA

HIPA has been conducting Flagship programme for various services such as :

- 88th Special Foundation Programme
- Training programme for IAS Probationers
- On Job Training Programme for IFS Probationers
- Foundation Training for HCS Officers
- Foundation Training for ETOs, AETOs, Tehsildars, etc.

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 2013-2014 HIPA conducted various Seminars/workshops on RTI an including National Level on "Learning from Success" which was sponsored by DARPG on December 16-17, 2013.







Glimpses from the Seminar "Learning for Success

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) Setting up Sevottam Cell at HIPA sponsored by Department of Administrative Reforms and public Grievances, Government of India.
- (V) TNA for Municipal Corporation Jhajjar, Gurgaon and Faridabad districts sponsored by HSMI-HUDCO.

(i) 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.

(ii) 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



Glimpses from the Sevottam Cell Activities.

V VISITS AT HIPA

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.



Sh. S.Y. Quraishi, IAS (retd.), Former Chief Election Commissioner, Govt. of India Shri D.S. Dhesi, IAS, Chief Secretary to Government of Haryana



Shri Rajan Gupta, IAS, Additional Chief Secretary to Government of Haryana



His Excellency Shri Kaptan Singh Solanki, Hon'ble Governor of Haryana



Shri Anand Kumar, Super 30 Fame



Shri Randeep Singh Surjewale, Hon'ble Minister, Government of Haryana



Shri Sanjay Kothari, IAS, Secretary, DARPG, Gol

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.

VII

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) NETWORKING 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,	Ethics in Administration and Innovations in Administration
10	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
19	Sh. Prityush Sinha	Ex-Chief Vigilance Commissioner	Transparency
21	Mr. Habibullah	Chairman, Minorities	RTI, Minorities Welfare
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
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.
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
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
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

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

	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat ers	Course Director	No. of Trainees	Training Days	Trainee Days
1	Induction Training Programme for Newly Recruited Engineers of Public Health	1-Apr-13	12-Apr-13	2 Weeks	HIPA	Public Health	R.K.Gulati/ Manveen Kaur	19	10	190
2	Induction Training Programme for newly promoted school Principal's for Faridabad and Gurgaon District	8-Apr-13	19-Apr-13	2 Weeks	HIPA		Devendra Singh	15	10	150
3	Use of Remote Sensing & Geographic Information Systems in Disaster Management for Medical Officers	22-Apr-13	3-May-13	2 Weeks	HIPA		Bhuwan Kumar	18	10	180
4	Induction Training Programme for newly promoted school Principal's for Mahendergarh District	22-Apr-13	3-May-13	2 Weeks	HIPA		Devendra Singh	22	10	220
5	Training Programme on Public Prosecutors/District Attorneys/A.D.A's	29-Apr-13	10-May-13	2 Weeks	HIPA	Prosecutio n Deptt.	M.M.Alam	9	10	90
6	Computer MS-Office Operational Guidelines	13-May-13	24-May-13	2 Weeks	HIPA		Divya Jyoti	12	10	120
7	Induction Training Programme for newly promoted school Principal's for Palwal and Mewat District	13-May-13	24-May-13	2 Weeks	HIPA		Devendra Singh	14	10	140
8	Switching over from Cash Base to Accrual Accounting System	20-May-13	31-May-13	2 Weeks	НІРА		Lalit Kumar	11	10	110
9	Induction Training Programme for newly promoted school Principal's for Rewari District	8-Jul-13	19-Jul-13	2 Weeks	HIPA	DOPT, GOI	Devendra Singh	19	10	190
10	88th Special Foundation Course for IPS, IFS, IAAS and other centreal services officers	2-5ep-13	13-Dec-13	15 Weeks	HIPA		Rajvir Dhaka	78	69	5382
11	Computer Basic Course and E-salary for school teachers at DTC, Rohtak	9-Sep-13	20-Sep-13	2 Weeks	Rohtak	DOPT, GOI	Devendra Singh	17	10	170
12	Training programme for IAS Probationers (Batch 2012-2014)	7-Oct-13	9-Nov-13	5 Weeks	НІРА		Manveen Kaur	4	21	84
13	Computer Basic Course and E-salary for school teachers at DTC, Hisar	11-Nov-13	22-Nov-13	2 Weeks	Rohtak	DOPT, GOI	Devendra Singh	21	10	210
14	Induction Training for Estate Officers of HUDA	25-Nov-13	17-Jan-14	9 Weeks	HIPA	HUDA	Aarti Dudeja	5	38	190
15	Induction Training Programme for HCS and Allied Services Officers (contd In April 2014)	23-Dec-13	31-Mar-14	14 Weeks	Gurgaon	DOPT, DFID	Ashok Vasistha	46	43	1978
							Total	310	281	9404

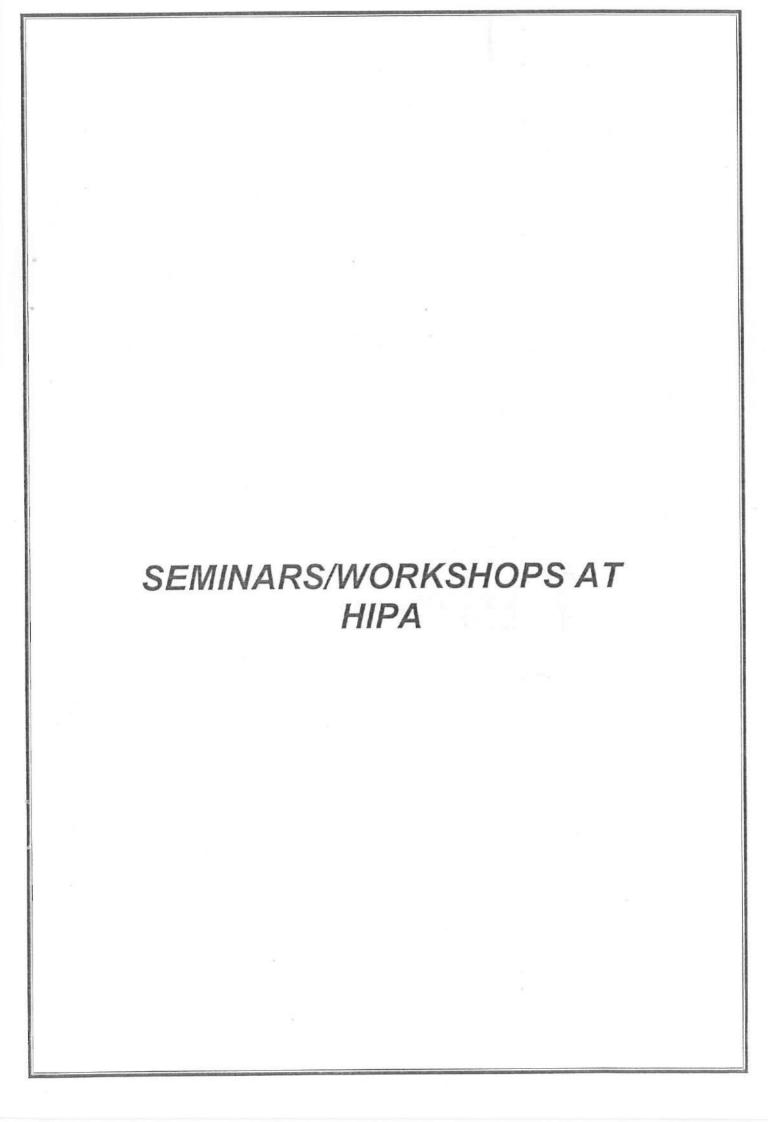


APPENDIX - B

	ORT DURATION COURSES ORGANIZ	From	То	Duration	venue	Stakeholder s/ colloboraters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Computerized Accounting	1-Apr-13	5-Apr-13	1 Week	HIPA	DOPT, GOI	Lalit Kumar	23	5	115
2	ATT.	8-Apr-13	12-Apr-13	1 Week	HIPA		Aarti Dudeja	41	5	205
3		8-Apr-13	12-Apr-13	1 Week	HIPA		Rekha Shrivastava	38	5	190
4	Drought Management	8-Apr-13	12-Apr-13	1 Week	HIPA		Bhuwan Kumar	25	5	125
5	Conflict Management	29-Apr-13	1-May-13	3 Days	HIPA	DOPT, GOI	Rachna Gupta	17	3	51
6	Finance Management and Audit Sensitization	29-Apr-13	3-May-13	1 Week	HIPA	DOPT, GOI	Lalit Kumar	37	5	185
7	Gender Budgeting	6-May-13	8-May-13	3 Days	HIPA	DOPT, GOI	Manveen Kaur	30	3	90
8	Managing Change in Organization	6-May-13	10-May-13	1 Week	HIPA		Rachna Gupta	25	3	
9	Protection of Women from Sexual Abuse and Violence and through Social- Legal Literacy	6-May-13	10-May-13	1 Week	HIPA		Rekha Shrivastava	45	5	225
10	Flood Management	13-May-13	17-May-13	1 Week	HIPA		A.K.Shrivastava	28	5	140
11	Basic Courses on PPP	13-May-13	16-May-13	4 Days	HIPA		Aarti Dudeja	14	4	56
12	Human Rights	20-May-13	24-May-13	1 Week	HIPA		Aarti Dudeja	30	5	150
13	Sochool Safety Management for DEOs, Dy.DEOs amd BEOs	27-May-13	31-May-13	1 Week	HIPA		A.K.Shrivastava	20	5	100
14	Implementation of Juvenile Justice (Care & Protection of Children) Act 2000 and its Amendments; Roles and Responsibilities of Service Providers	27-May-13	31-May-13	1 Week	HIPA		Rekha Shrivastava	26	5	130
15	Implementation of District Disaster Management Plan-Sirsa	5-Jun-13	7-Jun-13	3 Days	Sirsa		A.K.Shrivastava		3	96
16	Mahatma Gandhi National Rural Employment Guarantee Act	3-Jun-13	5-Jun-13	3 Days	HIPA	DOPT, GOI	Manveen Kaur	17	3	51
17	Ethical Issues in Administration for HCS officers	5-Jun-13	7-Jun-13	3 Days	НΙΡΑ		Rajvir Dhaka	13	3	39
18	Gender Sensitive Disaster Management	3-Jun-13	7-Jun-13	1 Week	HIPA		Anshu Tiwari		5	50
19	Implementation of District Disaster Management Plan-Jind	19-Jun-13	21-Jun-13	3 Days	Jind		A.K.Shrivastav	a 40	3	120
20	School Safety Management for School Principals/ Vice-Principals	17-Jun-13	21-Jun-13	1 Week	HIPA		Bhuwan Kuma		5	125
21	Project Appraisal Techniques (Financial Aspects)	17-Jun-13	21-Jun-13	1 Weel	HIPA		Lalit Kumar	13	5	65
22	Implementation of District Disaster Management Plan-Rewari	26-Jun-13	28-Jun-13	3 Days	Rewar	i	A.K.Shrivastav			
- 23	Disaster Management for College NCC and NSS officers	3 24-Jun-13	28-Jun-13	3 1 Wee	HIPA		A.K.Shrivastav			
24	Continuous Quality Improvement	25-Jun-13		s	a					
25	Developing Positive Attitude and Work Culture	24-Jun-13	28-Jun-1	3 1 Wee			Rachna Gupt			
26	Life skills Education for Adolescents and their Reproductive Health Care	24-Jun-13	28-Jun-1	3 1 Wee	k HIPA	1	Rekha Shrivastava			
27		24-Jun-13	3 28-Jun-1	3 1 Wee	k HIPA	1	Anshu Tiwa			
28	Implementation of District Disaster Management Plan-Hisar	3-Jul-13	5-Ju l- 13	3 Day	s Hisa	r	A.K.Shrivasta	va 51	3	15

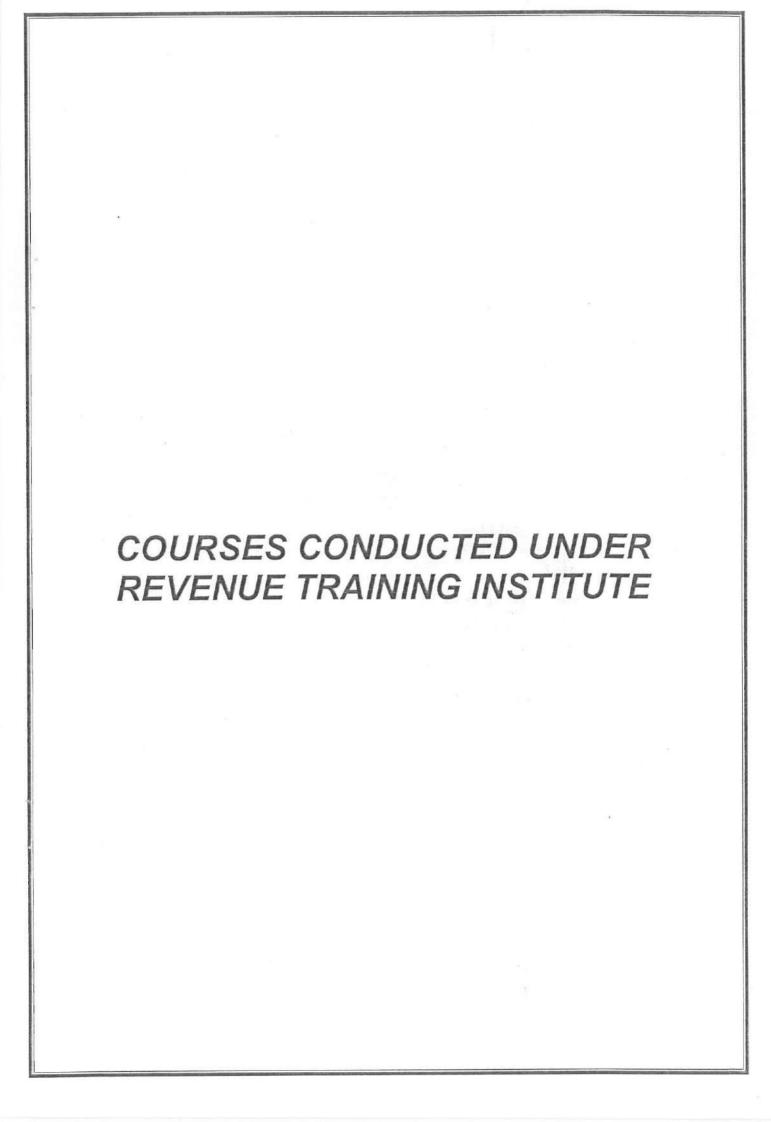
29	Implementation of District Disaster Management Plan-Panchkula	10-Jul-13	12-Jul-13	3 Days	Panchkul a		A.K.Shrivastava	33	3	99
30	Accounting and Audit Practices	8-Jul-13	12-Jul-13	1 Week	HIPA	DOPT, GOI	Lalit Kumar	48	5	240
31	Database Management Tools	8-Jul-13	12-Jul-13	1 Week	HIPA	DOPT, GOI	Divya Jyoti	14	5	70
32	Training programme for Elected Women Representatives of Urban Local Bodies	8-Jul-13	10-Jul-13	3 Days	Panchkul a		M,M,Alam/ Manveen Kaur	25	3	75
33	Basics of Disaster Management	8-Jul-13	12-Jul-13	1 Week	HIPA		Anshu Tiwari	11	5	55
34	Urban Risk Mitigation	8-Jul-13	12-Jul-13	1 Week	НІРА		Bhuwan Kumar	19	5 -	95
35	Implementation of District Disaster Management Plan-Kurukshetra	17-Jul-13	19-Jul-13	3 Days	Kuruksh etra		A.K.Shrivastava	45	3	135
36	Women's Empowerment through Panchayati Raj Institution (PRIs)	15-Jul-13	19-Jul-13	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	16	5	80
37	Implementation of District Disaster Management Plan-Palwal	24-Jul-13	26-Jul-13	3 Days	Palwal		A.K.Shrivastava	45	3	135
38	Ethical Issues in Administration for HCS Officers	24-Jul-13	26-Jul-13	3 Days	HIPA		Rachna Gupta/Manveen Kaur	18	3	54
39	Integrated Child Protection Scheme for DCPS and Other Functionaries of ICPS	22-Jul-13	26-Jul-13	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	26	5	130
40	Implementation of District Disaster Management Plan-Gurgaon	29-Jul-13	31-Jul-13	3 Days	HIPA		A.K.Shrivastava	34	3	102
41	Ethics & Values in Administration	29-Jul-13	2-Aug-13	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	22	5	110
42	Computer Aided Financial Operations	29-Jul-13	2-Aug-13	1 Week	НІРА	DOPT, GOI	Lalit Kumar	17	5	85
43	Lokpal and Corruption Free Governance	5-Aug-13	7-Aug-13	3 Days	HIPA	DOPT, GOI	Rajvir Dhaka	19	3	57
44	Awareness Course on PPP	7-Aug-13	7-Aug-13	1 Day	НІРА		Aarti Dudeja	6	1	6
45	Implementation of District Disaster Management Plan-Kaithal	29-Jul-13	31-Jul-13	3 Days	Kaithal		A.K.Shrivastava	46	3	138
46	Formulation of Block Disaster Management Plan	5-Aug-13	7-Aug-13	3 Days	НІРА		Anshu Tiwari	13	3	39
47	RTI Act 2005 for HUDA Officers	16-Aug-13	16-Aug-13	1 Day	Gurgao		Rajvir Dhaka	12	1	12
48	Financial Management for Senior Officials	2-Sep-13	6-Sep-13	1 Week	Hisar	DOPT, GO		15	5	75
49	Mainstreaming Children with Disabilities	2-Sep-13	6-Sep-13	1-Weel		DOPT, GO	Shrivastava	31	5	155 115
50	Total Quality Management	9-Sep-13	13-Sep-13	1 Week	Sonepa	t DOPT, GO		23		100000
51	Government Accounting and Financial Procedures for DDOs at DTC, Panchkula	8-Oct-13	10-Oct-13	3 Days	Panchk a	ul DOPT, GO	I Lalit Kumar	16	3	48
52	Accrual Accounting	23-Oct-13	25-Oct-13	3 Days	Rohtal	k DOPT, GO		18	3	54
53	Training Programme for Elected Women Representatives Councillors	23-Oct-13	25-Oct-13	3 Day:	HIPA	. Panchkula	M.M. Alam	15	3	45
54	Transperancy in Administration : Rights to Information Act for SPIOs, ASPIOs	28-Oct-13	1-Nov-13	1 Wee	k Faridal d	DOPT, GC		27	5	135
55	Enhancing Financial Skills using Excel	11-Nov-13	13-Nov-13	3 Day		DOPT, GC		16	3	48
56	Financial Procedures for Senior Officials	25-Nov-13						16	5	80
57	Computerized Accounting	16-Dec-13						16	5	16
58	Induction Training Programme for New Recruited A.D.A's	y 6-Jan-14	10-Jan-14				M.M.Alam	33		
59	Government Accounting and Financi Procedures for DDOs	al 20-Jan-14	24-Jan-14	1 Wee	k Rohta	ak DOPT, GO	OI Lalit Kumar	29	5	14
60	National Disaster Management Training	29-Jan-14	31-Jan-14	1 We	k SIHFV		Bhuwan Kumar	33	3	99

61	Flood Management of XEN and above	5-Feb-14	6-Feb-14	2 Days	Kuruksh etra		Bhuwan Kumar	33	2	66
62	Training Programme for Elected Women Representatives (Councillors)	10-Feb-14	12-Feb-14	3 Days	Hisar		M.M.Alam	19	3	57
63	National Disaster Management Training	11-Feb-14	13-Feb-14	3 Days	SIHFW/ PKL		Bhuwan Kumar	36	3	108
64	National Disaster Management Training	19-Feb-14	21-Feb-14	3 Days	SIHFW/ PKL		A.K,Shrivastava	25	3	75
65	Accounts Management and Office Procedures	17-Feb-14	21-Feb-14	1 Week	Hisar	DOPT, GOI	Lalit Kumar	19	5	95
66	Induction Training Programme for Newly Recruited Public Prosecutors/ A.D.A's	17-Feb-14	21-Feb-14	1 Week	HIPA		M.M.Alam	21	5	105
67	Disaster Management regarding Flood	25-Feb-14	26-Feb-14	2 Days	Kuruksh etra		A.K.Shrivastava	28	2	56
68"	Accounts Management and Office Procedures	10-Mar-14	14-Mar-14	1 Week	HIPA	DOPT, GOI	Lalit Kumar	20	5	100
69	Disaster Management Training for Haryana Government Officers class III & IV	12-Mar-14	14-Mar-14	3 Days	Rohtak		A.K.Shrivastava	31	3	93
70	Disaster Management regarding Flood	19-Mar-14	21-Mar-14	3 Days	HIPA	Kurukshetra	A.K.Shrivastava	24	3	72
							Total	1813	277	709



APPENDIX - C

r, No.	INARS/WORKSHOPS ORGANI	From	То	Duration	,	Stakehol ders/ collobora ters	Course Director	No. of Trainees	Training Days	Trainee Days
1	RTI Workshop	8-Apr-13	9-Apr-13	2 Days	Rewari	RTI	Rajvir Dhaka	153	2	306
2	RTI Workshop	11-Apr-13	12-Apr-13	2 Days	Narnaul	RTI	Rajvir Dhaka	147	2	294
3	Workshop on RTI	16-Apr-13	17-Apr-13	2 Days	Palwal	RTI	Aarti Dudeja	88	2	176
4	Workshop on RTI	6-May-13	7-May-13	2 Days	Faridabad	RTI	Aarti Dudeja	152	2	304
5	Divisional Level Disaster Management Workshop in Haryana	23-Aug-13	23-Aug-13	1 Day	НІРА		Bhuwan Kumar	26	1	26
6	Workshop on Disaster Management at Hisar	19-Sep-13	20-Sep-13	2 Days	Hisar		Bhuwan Kumar	393	2	786
7	Workshop on Disaster Management at	24-Sep-13	25-Sep-13	2 Days	Ambala		Bhuwan Kumar	230	2	460
8	Ambala Workshop on Disaster Management at	30-Sep-13	1-Oct-13	2 Days	Rohtak		Bhuwan Kumar	277	2	554
9	Rohtak Workshop on Disaster Management at	3-Oct-13	4-Oct-13	2 Days	Gurgaon		Bhuwan Kumar	244	2	488
10	Gurgaon Conference on Learning from Successes	16-Dec-13	17-Dec-13	2 Days	HIPA	Administ rative Reforms	R.K.Gulati	69	2	138
11	Workshop on Right to Information Act 2005	4-Mar-14	5-Mar-14	2 Days	Rewari	RTI	Rajvir Dhaka	153	2	300
12	Workshop on Right to Information Act	6-Mar-14	7-Mar-14	2 Days	Mohinderg arh	g RTI	Rajvir Dhaka	151	2	307
	2005						Total	2083	23	414



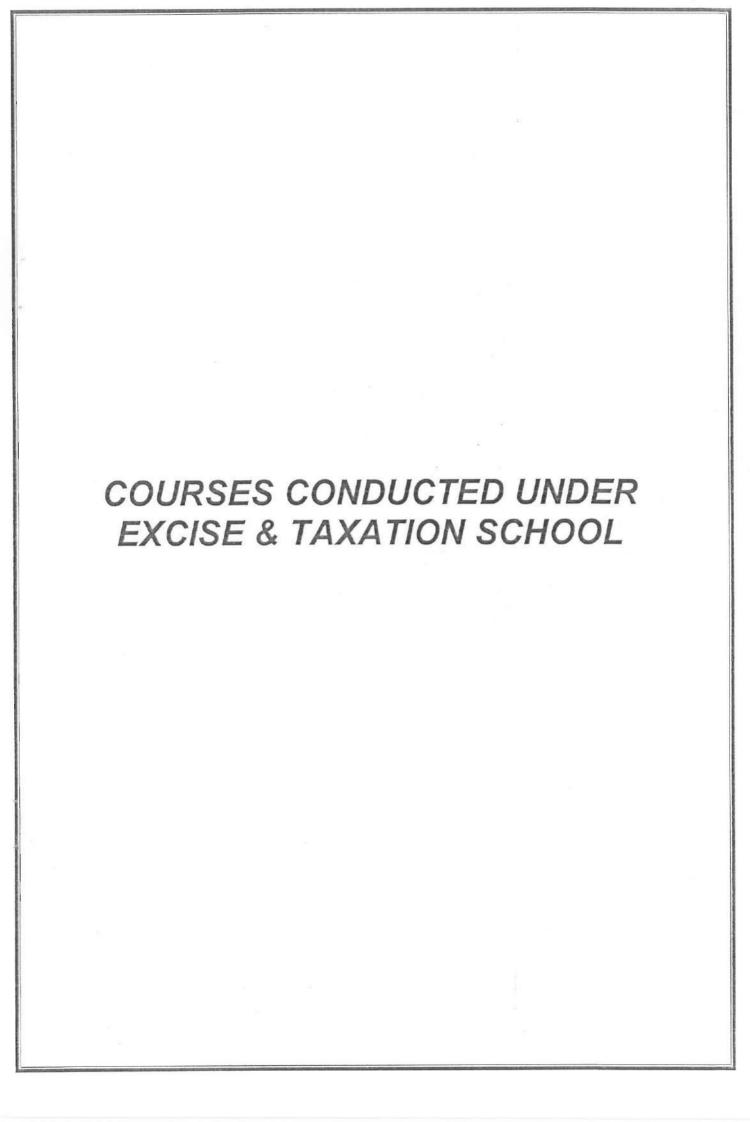
Sr. No.	Topic	From	То	Duration	Venue	Stakehol ders/ collobora ters	Course Director	No. of Trainees	Training Days	Trainee Days
1	One day Workshop on "Haryna Ceiling on Land Holding Act"	5-Apr-13	5-Apr-13	1 Day	Rohtak	Revenue	G.V.Gupta	28	1	28
2	One day Workshop on "Punjab Security of Land Tenures Act" for Ambala Division	26-Apr-13	26-Apr-13	1 Day	Ambala	Revenue	G.V.Gupta	24	1	24
3	One day Workshop on "Punjab Security of Land Tenures Act" for Gurgaon Division	29-Apr-13	29-Apr-13	1 Day	HIPA	Revenue	G.V.Gupta	6	1	6
4	Revenue Training and Wrap-up of IAS (AC/UT) batch-2011-13.	13-May-13	31-May-13	3 Weeks	HIPA	Revenue	G.V.Gupta	4	15	60
-				1			Total	62	18	111

COURSES CONDUCTED UNDER "TRAINING FOR ALL"

Sr. No.	Topic	From	То	Duration	Venue	Stakehol ders/ collobora ters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Capacity Building for officials- Subordinate Staff under Training for All	1-Apr-13	1-Apr-13	1 Day	Jhajjar	DFID, DOPT	Project Team	24	1	24
2	Capacity Building for officials- Subordinate Staff under Training for All	2-Apr-13	2-Apr-13	1 Day	Jhajjar	DFID, DOPT	Project Team	24	1	24
					-		Total	48	2	48

COURSES CONDUCTED UNDER SECRETARIAL MANAGEMENT SCHOOL

	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat ers	Course Director	No. of Trainees	Training Days	Trainee Days
1	Course on Fixation of Pay and Pension, TA Rules, GPF Rules applicable to State Govt. Employees and other Service Matters	15-Apr-13	18-Apr-13	4 Days	HIPA	SMS	Rajesh Ahuja	12	4	48
2	Course on Fixation of Pay and Pension, conduct, GIS Rules applicable to State Govt. Employees .	17-Jun-13	21-Jun-13	1 Week	HIPA	SMS	Rajesh Ahuja	31	5	155
3	Course for Group 'C' Employees on Capacity Building, Financial Rules and Conduct Rules	12-Aug-13	16-Aug-13	1 Week	HIPA	SMS	Rajesh Ahuja	14	4	56
4	Course on Reservation Policy, Reimbursement of Mediclaims, Revised Ex-gratia Scheme and Maintenance of GIS Accounts	20-Jan-14	24-Jan-14	1 Week	НІРА	SMS	Rajesh Ahuja	10	5	50
							Total	67	18	309



	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat ers		No. of Trainees	Training Days	Traine Days
1	Induction Training Programme for ETOs and AETOs	23-Dec-13	31-Mar-14	14 Weeks	Gurgaon	AETC	Anoop Singh	42	43	180
							Total	42	43	

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, PANCHKULA

(H) 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	One day workshop on Right to Information Act, 2005 for SPIOs/ASPIOs of Secretariat	03-Apr-13	21	1	21	
2	One day workshop on Right to Information Act, 2005 for SPIOs/ ASPIOs of Secretariat	18-Apr-13	13	1	13	
3	One day workshop on Right to Information Act, 2005 for SPIOs / ASPIOs and other staff of Secretariat	26-Apr-13	20	1	20	
4	One day workshop on Transparency in Administration "Right to Information Act, 2005" at Ambala	30-Apr-13	132	1	132	
4	One day workshop on Transparency in Administration "Right to Information Act, 2005" for ASIOs/SPIOs of the O/o FCR, Haryana	02-May-13	20	1	20	
5	Enhancing Efficiency through Women Empowerment	May 06-10, 2013	15	5	75	
6	Capacity Building of Assistants and dealing hands in Service Matters relating to Pb.C.S.R. (Vol. I, II & III), PFR and Policy Instructions	May 13-17, 2013	103	5	515	
7.	Office Automation Tools	May 20-24,2013	16	5	80	
8	Orientation Training Programme for Dy. Supdts/Supdts	May 27-31, 2013	9	5	45	
9	One day workshop on Transparency in Administration "Right to Information Act, 2005" for ASIOs/SPIOs at Kaithal	06-Jun-13	171	1	171	
10	One day workshop on "Right to Information Act,2005" for Police Department	13-Jun-13	27	1	27	
11	One day workshop on "Right to Information Act,2005" for ASPIOs/SPIOs at Kurukshetra	18-Jun-13	112	1	112	
12	One day workshop on 'Legislative Business in Govt, Deptts.'	03-Jul-13	16	1	16	
13	Capacity Building of Inquiry Officers and Presenting Officers-Procedure and Rules	July 10-11, 2013	13	2	26	
14	Enhancing Efficiency through Women Empowerment at Ambala	July 15-19, 2013	e 83	5	415	
15	Effective Service Delivery in Office through Noting & Drafting and Meticulous follow of Office Procedure(DOPT)	July 22-26, 2013	18	5	90	
16	Data Analysis using MS Excel	31-Jul-13	13	1	13	
17	One day workshop on Transparency in Administration - Right to Information Act, 2005	02-Aug-13	52	1	52	
18	Two day workshop on Capacity Building of Inquiry Officers & Presenting Officers-Rules & Procedures for the Officers of HAFED	August 5-8, 2013	19	2	38	

19	One day workshop on Transparency in Administration - Right to Information Act, 2005 for Revenue Departament	07-Aug-13	52	1	52
20	Financial Management - Preparation of Budget & Allied Matters	August 12-14, 2013	17	3	51
21	One day workshop on Transparency in Administration "Righ to Information Act 2005"	19-Aug-13	43	1	43
22	One day workshop on Transparency in Administration "Righ to Information Act 2005" for Panchkula district	20-Aug-13	52	1	52
23	Orientation Training Programme for Stenographers	August 21-23, 2013	14	3	42
24	Duties & Functions of Clerk	September 2-6, 2013	31	5	155
25	Office Automation Tools	September16-20, 2013	20	5	100
26	Developing Effective Communication Skill- Essentials of noting/drafting / presentation of files, Management of Information System.	September 24-27,2013	16	4	64
27	Record Management Two day workshop on "Duties & Responsibilities of DDOs supporting staff including Income Tax and oline Budget"	October 3-4,2013	20	2	40
28	Office Automation Tools	October 28-31,2013	17	4	68
29	Administrative Efficiency in Govt. Department at Kaithal	October 28-31, 2013	84	4	336
30	Two day workshop on "Duties & Responsibilities of DDOs supporting staff including Income Tax and oline Budget" at Kukushetra	November 6-7,2013	166	2	332
31	Duties & Functions of Clerks	November 11-15, 2013	20	5	100
32	Interaction sessions with SICs on RTI Act 2005 and Haryana RTI Rules 2009	November 12-13, 2013	3	2	6
33	Developing Effective Communication Skill- Essentials of noting/drafting / presentation of files, Management of Information System, Record Management	November 18-22,2013	15	5	75
34	Employbality skills for Unemployed Youth	November 18-29,2013	25	10	250
35	One day workshop on Right to Information Act, 2005 for ASPIOs/SPIOs/FAAs of Secretariat	November 26,2013	26	1	26
36	Developing Effective Communication Skill- Essentials of noting/drafting / presentation of files, Management of Information System, Record Management	December 9-13, 2013	12	5	60
37	Offce Management-Procedures, Noting/Drafting, Service Matters	December 16-20, 2013	15	5	75
38	Offce Management-Procedures, Noting/Drafting, Service Matters for HAFED	December 16-20, 2013	25	5	125
39	One day workshop on "Right to Information Act,2005" for UHVPN	Jan.3,2014	28	1	28

40	Induction Training Programme on Service Matters for Academic Assistant of Primary Education Department]an.6-17,2014	10	10	100
41	Two days workshop on "Computer Training on MS Excel, Generat Chart etc.	Jan.9-10,2014	5	2	10
42	One day workshop on "Right to Information Act,2005" for UHVPN	Jan.15,2014	28	1	28
43	Enhanced Litigation: Haryana Litigation Policy 2010 & Handling of Court cases	Jan.16-17, 2014	18	2	36
44	One day workshop on "Reservation Policy"	Jan.22,2014	26	1	26
45	Orientation Training Programme for Dy. Supdts/Supdts	Jan.27-31,2014	13	5	65 34 65 414
46	Two days training Programme on "Inforamtion Technology in Libraries"	Jan. 27-28,2014	17	2	
47	Office Automation Tools	Feb.3-7,2014	13	5	
48	Two days workshop on "Right to Information Act,2005" at Yamunanagar	Feb. 17-18,2014	207		
49	One day workshop on Reservatin Policy	Feb. 19, 2014	13	1	13
50	Two days workshop on "Right to Information Act, 2005" at Ambala	Feb. 25-26, 2014	148	2	296
51	Two days workshop on "Right to Information Act, 2005" at DC office Panchkula	March 3-4, 2014	226	2	452
52	Duties & Functions of Clerks	March 18-21, 2014	15	1	60 28
53	One day workshop on Righ to Information Act- Documentation and Record Management	21 March, 2014	28		
54	Office Automation Tools	March 24-28, 2014	15	5	75
55	Two days training Programme on "Inforantion Technology in Libraries"	March 24-25, 2014	14	2	28
		Total:	2370	166	5691

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, HISAR

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

Sr.No	Name of training course	Duratio	on	No. of Trainee	Training Days	Number of Trainee Days
1	induction training items of process	01.04.2013 26.04.2013	to	34	18	52
2	Cliffe Matchiation roots con-	15.04.2013 19.04.2013	to	16	4	64
3	Induction Training of newly appointed Clerks of Education Department of Bhiwani District	29.04.2013 24.05.2013	to	38	20	760
4	Duties and Functions of Clerks/Assistants of Jind District	29.04.2013 03.05.2013	to	32	5	160
5	Duties and Functions of Clerks/Assistants of Fatehabad District	13.05,2013 17.05,2013	to	29	5	145
6	Computer Course of Clerks of Education Department of Fatehabad District	275.2013 31.05.2013	to	10	5	50
7	Induction Training of newly appointed Clerks of Education Department of Bhiwani District	27.05.2013 21.06.2013	to	39	19	741
8	Induction Training of newly appointed Clerks of Education Department of Bhiwani District	24.06.2013 19.07.2013	to	37	20	740
9	Disciplinary Proceddings under Punishment & Appeal Rules, Conduct of Enquiry for Vacious offices of Sirsa District	15.07.2013 19.07.2013	to	15	5	75
10	Induction Training of newly appointed Clerks of Education Department of Jind District	22.07.2013 16.08.2013	to	27	18	486
11	Induction Training of newly appointed Clerks of Education Department of Jind District	19.08.2013 13.09.2013	to	35	19	665
12	Efficiency through Women Empowerment	02.09.2013 04.09.2013		22	3	66
13	Office Automation Tools Computer training on MS Word, MS Excel, MS PowerPoint & Internet" for the Clerks/Assistants of Hisar & Sirsa District	£ 20.09.2013	to	15	5	75
14	Induction Training of newly appointed Clerks of Education Department of Jind District	16.09.2013 11.10.2013		39	19	741
15	One day Workshop on "Right to Information Act-2005" at Hisar	27.09.2013)	85	1	85

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, ROHTAK

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

r. Io.	Programme	Training Dates	No. of Participants	No. of Days	Trainee Days
1	Four weeks Induction training course of newly appointed Clerks of Education Deptt, from Karnal District	01.04.13 to 26.04.13	37	18	666
2	Course on Basics of Computer Fundamentals for employees of various Departments of District Rohtak	22.04.13 to 26.04.13	19	4	76
3	Four weeks Induction training course of newly appointed Clerks of Education from Karnal District	6.05.13 to 31.05.13	39	20	780
4	Workshop on RTI Act-2005 at Pt. B.D. Sharma, PGIMS, Rohtak	03.05.13	200	1	200
5	Workshop on RTI Act-2005 at Panchayat Bhawan, Karnal	21.05.2013	201	1	201
6	Training Course on basics of Computer for employees of Rohtak & Karnal districts	27.05.13 to 31.05.13	16	5	80
7	Four Weeks Induction Training Course for newly appointed Clerks of School Education Department of Panipat District	03.06.13 to 28.06.13	36	19	684
8	Course on Basics of Computer Fundamentals of various Departments Of District Sonipat	24.06.13 to 28.06.13	32	5	160
9	Four weeks Induction Training Course for newly appointed Clerks of School Education Department (Districts Panipat & Karnal)	01.07.13 to 26.07.13	45	20	900
10	DoPT Sponsored Computer Training course on Ms- Word, Ms-Excel, MS-Power Point & Internet for employees of District Panipat	22.07.13 to 26.07.13	49	5	245
11	Computer Training on Ms-Word, Ms-Excel, MS- Power Point & Internet for employees of District Jhajjar	12.08.13 to 16.08.13	51	4	204
12	DoPT Sponsored Training Course on "Efficiency & Disposal of Govt. Work" at DIET, Panipat	19.08.13 to 23.08.13	47	5	235
13	Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Jhajjar	26.08.13 to 30.08.13	34	5	170
14	Employability Skills for unemployed youths under center for entrepreneurship development programme.	02.09.13 to 13.09.13	24	10	240
15	DoPT Sponsored Training Course on "Pensionary Benefits and Other Service Matters" in the B.D.& P.O. Hall, Karnal	09.09.13 to 13.09.13	37	5	185
16	DoPT Sponsored Computer Training course on Ms- Word, Ms-Excel, MS-Power Point & Internet for employees of District Karnal	16.09.13 to 20.09.13	21	5	105
17	1.6	24.09.13 to 27.09.13	20	4	80
18		07.10.13 to 11.10.13	19	5	95
19	DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Departme of District Jhajjar	14.10.13 to 17.10.13	34	3	10

Computer Framing on Ms-Excel, Ms-Excel, Ms-Power Fords & Internet for employees of Education 2510.13 2510.13 28 3 84 84 84 84 84 84 84	20					
23.10.13 to 25.10.13 28 3 84	20	Power Point & Internet for employees of Education		14	5	70
Paight P	21	Responsibilities of DDOs from Education Department		28	3	84
DoPT Sponsored Training Course on Duties & Responsibilities of DDCs from Education Department of District Rohtak	22		29.10,2013	185	1	185
DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Rohtak	23	Responsibilities of DDOs from Education Department		39	3	117
DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Rohtak 26 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Rohtak 27 Employability Skills for unemployed youths under center for entrepreneurship development programme. 28 Training Course on Duties & Responsibilities of DDOs from Education Department of District Phaipiar 29 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Phaipiar 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Phaipiar 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 31 22 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 32 Training Course on Pensionary Benefits and Other Service Matters for employees of various Department from District Phaipiar 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of various Department from District Phaipiar 34 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 35 Workshop on RTI Act-2005 at Divisional Training Centre, Rohtak Workshop on RTI Act-2005 at Divisional Training Centre, Rohtak Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt at DTC, Rohtak Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt at DTC, Rohtak Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt at DTC, Rohtak Dop	24	Responsibilities of DDOs from Education Department		30	3	90
DePT Spensored Training Course on Duties & Responsibilities of DDOs from Education Department of District Rohtak 27 Employability Skills for unemployed youths under center for entrepreneurship development programme. 28 Training Course on Duties & Responsibilities of DDOs from Education Department of District Jaijian 29 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Jaijian 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 31 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 32 Computer Training on Ms-Word, Ms-Excel, Ms-Power Point & Internet for employees of Education Department of District Panipat 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of various Department from District Janjiar 34 Computer Training Course on Pensionary Benefits and Other Service Matters for employees of Education Department of District Panipat 35 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of District Panipat 36 Computer Training on Ms-Word, Ms-Excel, Ms-Power Point & Internet for employees of Education Department of District Panipat 37 Computer Training on Ms-Word, Ms-Excel, Ms-Power Point & Internet for employees of Education Department of District Panipat 38 Computer Training on Ms-Word, Ms-Excel, Ms-Power Point & Internet for employees of Education Department of District Panipat 39 Computer Training on Ms-Word, Ms-Excel, Ms-Power Point & Internet for employees of Education Department of District Panipat 30 Computer Training on Ms-Word, Ms-Excel, Ms-Power Point & Internet for Education Department of District Panipat 30 Computer Training On Point Panipat 31 Computer Training On Point Panipat 32 Computer Training On	25	Responsibilities of DDOs from Education Department		30	3	90
center for entrepreneurship development programme. 28 Training Course on Duties & Responsibilities of DDOs from Education Department of District Jhajjar 29 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 31 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 32 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of various Department from District Jhajjar 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of District Panipat 34 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of District Panipat 35 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 36 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 37 Training on Thisaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt at DTC, Rohtak Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt at DTC, Rohtak Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt at DTC, Rohtak Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt at DTC, Rohtak Training on "Disaster Management for Class III &	26	Responsibilities of DDOs from Education Department		30	3	90
Training Course on Duties & Responsibilities of DDOs from Education Department of District Jhajjar 29 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 31 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 32 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of various Department from District Jhajjar 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters vfor employees of District Panipat 34 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 35 Workshop on RTI Act-2005 at Divisional Training Department of District Panipat 36 Workshop on RTI Act-2005 at Divisional Training Department of District Panipat 37 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 38 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Original Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 20 Doriginal Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 21 Doriginal Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 22 Doriginal Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 23 Doriginal Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak	27	center for entrepreneurship development		25	10	250
Responsibilities of DDOs from Education Department of District Panipat 30 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 31 DoPT Sponsored Training Course on Duties & Responsibilities of DDOs from Education Department of District Panipat 32 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of various Department from District Jhajjar 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of District Panipat 34 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 35 Workshop on RTI Act-2005 at Divisional Training Centre, Rohtak 36 Workshop on RTI Act-2005 at DIET, Panipat 37 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 38 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 38 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Disaster Management, Haryana Govt.at DTC, Rohtak 30 Disaster Management, Haryana Govt.at DTC, Rohtak	28			26	3	78
Responsibilities of DDOs from Education Department of District Panipat 32 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters for employees of various Department from District Jhajjar 34 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters vfor employees of District Panipat 35 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters vfor employees of District Panipat 36 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 37 Workshop on RTI Act-2005 at Divisional Training Centre, Rohtak 38 Workshop on RTI Act-2005 at Divisional Training Centre, Rohtak 39 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 31 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak	29	Responsibilities of DDOs from Education Department		35	3	105
Computer Training on Ms-tword, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 32 Training Course on Pensionary Benefits and Other Service Matters for employees of various Department from District Jhajjar 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters vfor employees of District Panipat 34 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 35 Workshop on RTI Act-2005 at Divisional Training Centre, Rohtak 36 Workshop on RTI Act-2005 at DIET, Panipat 37 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 38 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Disaster Management, Haryana Govt.at DTC, Rohtak 31 Disaster Management, Haryana Govt.at DTC, Rohtak	30	Responsibilities of DDOs from Education Department		55	3	165
Service Matters for employees of various Department from District Jhajjar 33 DoPT Sponsored Training Course on Pensionary Benefits and Other Service Matters vfor employees of District Panipat 34 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 35 Workshop on RTI Act-2005 at Divisional Training Centre, Rohtak 36 Workshop on RTI Act-2005 at DIET, Panipat 37 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 38 Training on "Disaster Management of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Training on "Disaster Management of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Training on "Disaster Management of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Training on "Disaster Management of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Training on "Disaster Management of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Training on "Disaster Management of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Training on "Disaster Management of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 31 Training on "Disaster Management of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak	32	Power Point & Internet for employees of Education		20	5	100
Benefits and Other Service Matters vfor employees of District Panipat 34 Computer Training on Ms-Word, Ms-Excel, MS-Power Point & Internet for employees of Education Department of District Panipat 35 Workshop on RTI Act-2005 at Divisional Training Centre, Rohtak 36 Workshop on RTI Act-2005 at DIET, Panipat 37 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 38 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 30 Training on "Disaster Management, Haryana Govt.at DTC, Rohtak 31 Training on "Disaster Management, Haryana Govt.at DTC, Rohtak 31 Training on "Disaster Management, Haryana Govt.at DTC, Rohtak 32 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak	32	Service Matters for employees of various Department		28	5	140
Power Point & Internet for employees of Education Department of District Panipat Taining on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 10.02.2014 to 13.02.2014 to 19.02.2014 104 1 104 104 1 104 105.03.2014 104 1 104 105.03.2014 105.03.2014 106 106.03.2014 107.03.2014 107.03.2014 107.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2014 109.03.2	33	Benefits and Other Service Matters vfor employees of		24	4	96
Centre, Rohtak 19.02.2014 104 1 104 36 Workshop on RTI Act-2005 at DIET, Panipat 25.02.2014 83 1 83 37 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 38 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 39 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 12.03.2014 to 14.03.2014 31 3 93	34	Power Point & Internet for employees of Education		22	4	88
Workshop on RTI Act-2005 at DIET, Panipat 25.02.2014 83 1 83 37 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 07.03.2014 25 3 75 38 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 12.03.2014 to 13.03.2014 15 3 93	35	120 2000 0	19.02.2014	104	1	104
Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 07.03.2014 to 07.03.2014 25 3 75 38 Training on "Disaster Management for Class III & IV Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 14.03.2014 31 3 93	36	Workshop on RTI Act-2005 at DIET, Panipat	25.02.2014	83	1	83
Officials Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.at DTC, Rohtak 12.03.2014 to 14.03.2014 31 3 93	37	Officials Sponsored by: Department of Revenue and		25	3	75
39 Workshop on RTI Act-2005 at DTC, Rohtak 11.03.2014 152 1 152	38	Officials Sponsored by: Department of Revenue and		31	3	93
	39	Workshop on RTI Act-2005 at DTC, Rohtak	11.03.2014 Total	152 1947	1 211	152 7663