ANNUAL ADMINISTRATIVE REPORT 2014-2015

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.

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 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

- 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	31.03.2015

During the period under review, The Institute had the following key officers with regard to administration during the financial year 2014-2015 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.)	01.04.2014	31.03.2015
2.	Additional Director	Sh. Om Parkash, HCS	02.12.2014	09.02.2015
	Additional Director	Mrs. Anju Chaudhary, HCS	10.02.2015	31.3.2015
4	Chief Accounts Officer	Sh. Avinash Chander	01.04.2014	31.03.2015
5	Principal DTC, Panchkula	Sh. Ram Saran	01.04.2014	31.03.2015
6	Principal DTC, Hisar	Sh. Megh Raj Sharma	01.04.2014	31.03.2015
7	Principal DTC, Rohtak	Sh. V.P. Asija	01.04.2014	31.03.2015

8	Asstt. Librarian, DTC, Panchkula	Mrs. Anjula Kapoor	01.04.2014	31.03.2015
9	Asstt. Librarian	Sh. Joginder Singh	01.04.2014	31.03.2015
10	Administrative Officer	Sh. P.C. Walecha	01.04.2014	31.12.2014
11	Superintendent	Sh. Maya Ram	01.04.2014	31.03.2015
12	Superintendent, DTC,PKL	Smt. Arvinder Uppal	01.04.2014	31.03.2015
13	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2014	31.03.2015

VI. ACADEMIC FACULTY

During the year 2014-2015 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	-	01.04.2014	31.03.2015	Vacant
2	Associate Professor, Disaster Management	Dr. Abhay Shrivastava	01.04.2014	31.03.2015	Filled
3	Assistant Professor (Computer)	Sh. R.K. Gulati	01.04.2014	31.03.2015	Filled

- 1700	T		T		
4	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2014	31.03.2015	Filled
5	Assistant Professor, (Rural Dev.) & FTC	Dr. Manveen Kaur	01.04.2014	31.03.2015	Filled
6	Assistant Professor (MIS)	Mrs. Divya Jyoti	01.04.2014	31.03.2015	Filled
7	Assistant Professor (Behavioural Sciences)	Mrs. Rachna Gupta	01.04.2014	31.03.2015	Filled
8	Assistant Professor (Sociology)	Dr. Rekha Shrivastava	01.04.2014	31.03.2015	Filled
9	Assistant Professor (Public Enterprises)	Dr. Rajvir Dhaka	01.04.2014	31.03.2015	Filled
10	Assistant Professor (Disasterment Management - I)	Dr. Bhuwan Kumar	01.04.2014	31.03.2015	Filled
11	Assistant Professor (FM)	Mr. Lalit Kumar	01.04.2014	31.03.2015	Filled
12	Assistant Professor (Disasterment Management - II)	Dr. Anshu Tiwari	12.12.2012	31.03.2015	Filled
13	Assistant Professor (Programming)	Sh. Devendera Singh	01.04.2014	31.03.2015	Filled
14	Assistant Professor (LAW)	Sh. M.M. Alam	01.04.2014	31.03.2015	Filled
15	Principal, DTC, Panchkula	Sh. Ram Saran	01.04.2014	31.03.2015	Filled
16	Principal, DTC, Hisar	Sh. Megh Raj Sharma	01.04.2014	31.03.2015	Filled
18	Principal, DTC, Rohtak	Sh. V.P.Asija	01.04.2014	31.03.2015	Filled

b. FACULTY ON CONTRACT

S.No	Name of the Faculty	From	То
1.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	01.04.2014	31.03.2015
2.	Sh.M.K. Midha, IAS (Retd.) Consultant (Sevottam Cell)	01.04.2014	31.03.2015
3.	Dr. Mukesh Mathur, Consultant (Hudco Chair)	01.04.2014	31.03.2015
4.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2014	31.03.2015
5.	Sh. A.N. Dhiman, Accounts Officer	01.04.2014	31.03.2015

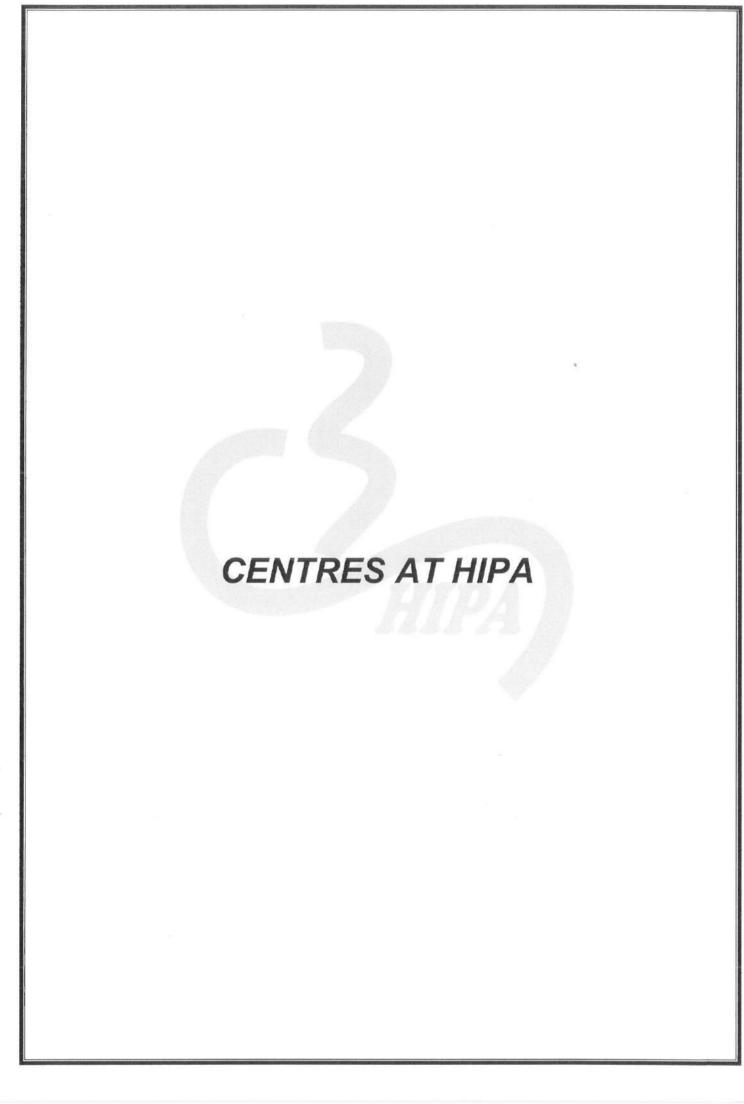
VII. FINANCIAL RESOURCES

The financial resources available to HIPA during the year 2014-2015 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)	700.00
2	Grant-in-Aid Govt. of Haryana (Plan Scheme)	184.00
3	Grant-in-Aid Govt. of Haryana, Excise & Taxation Department	15.00
4	Conducting of Examination Fee Receipt	53.17

2.73	Hostel Staying Charges	9
11.98	Misc. Income	8
20.01		
26.31	(DOPT) Interest Receipt on FDR & others	7
64.91	RTK = 0.10 Training Courses fee from Govt. of India	6
	PKL = 1.74 Hisar = 0.14	
	HIPA = 109.03	
1	Training course Fee HIPA = 109.03	5



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 2013-2014Workshops 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 have been 21 training programs conducted in this year out of which, eight have been conducted in HIPA campus and 13 outside the HIPA training 203 and 281 trainees respectively. Flood Management, Fire Management, Community Based Disaster Management, Watershed Management, Implementation of District Disaster Management Plan, Emergency Medical

Services, Remote Sensing & GIS, Agriculture and DM, etc. have been some of the subjects of this year's training programs. There are three more courses in the pipeline to be conducted in HIPA campus and 22 outside HIPA, by March 31, 2015.

2. Project related Activities

With the successful completion of previous Capacity Building projects under 13th Finance Commission, this year's project activities are being conducted as follows:

2.1. Village Disaster Management Plans

Preparation of 50 VDMPs per district in Haryana has been started; the villages have been identified based on HRVC of each district. Every village is different in terms of its inhabitants, geography and resources and its way of arriving at community decisions. Based on VDMPs, the villages will be trained through one training programme for each village. Theer will be trainings for 700 villages under this initiative.

2.2. Railway Station Disaster Management Plan

The main Railway Station/ Junction in the district headquarter will be focused towards Disaster Preparedness. The template of the plan is in process and it focuses on how the District Administration and Railway Administration go hand-in-hand in the district in case of an emergency.

2.3. Bus Stand Disaster Management Plan

The Disaster Management Plan of the district headquarter main Bus Stand is being prepared in the districts focusing on their respective HRVC and staff deployed at the Bus Stand and their roles & responsibilities during peace, as well as emergency times.

2.4. Disaster Management Plan of Five Government Colleges per district

Five Government Colleges in the district have been chosen based on the HRVC of the district and their individual vulnerabilities. The Disaster Management Plan of these colleges will include all phases of disaster management: i.e. from Preparedness till Recovery and Rehabilitation. Under this initiative, there will be 70 workshops on College DM preparedness and planning across the State.

2.5. School Safety Initiative

After conducting school safety in 200 schools per district, this year will cover the next 100 schools in these districts. Districts where no Capacity Building activity took place in 2013-14, the 200 schools will be included this year. Block-level trainings of teachers on Disaster Management will also take place in all 21 districts. 124 Trainings at Block-level in 124 blocks of entire State will take place under School Safety Initiative.

2.6. Updation & Training Based on District Disaster Management Plan & Departmental Disaster Management Plans

The nine districts where DDMPs were prepared in 2012-13, those DDMPs will be updated. For rest of 12 districts, DDMP will be prepared by their respective ROs. Updation of Resource Inventory and formation of Departmental DM Plans are further being followed up.









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, named as '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

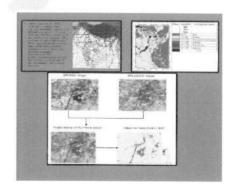
GIS-mapping is used for identification of hazards/vulnerability/capacity for effective management of disaster. This mapping is done by collecting latitude and longitude of resources such as cranes, trucks, fire stations, hospitals etc which are represented on pictorial formats on digital maps.

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.

I. DURING THE PERIOD 01.04.2014 TO 31.03.2015 THE INSTITUTE CONDUCTED 275 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	533	395	9407
2.	Short Duration Courses - HIPA	75	HIPA	2165	273	7382
3.	Seminars/Workshops	4	HIPA	183	4	183
4.	Secretarial Management School, Gurgaon	4	SMS	61	17	263
5.	Excise & Taxation School, Gurgaon	9	E&TS	140	31	501
6.	Divisional Training Centre, Panchkula	58	DTC, PKL	2379	167	6165
7.	Divisional Training Centre, Hisar	44	DTC, Hisar	1708	183	5822
8.	Divisional Training Centre, Rohtak	35	DTC, Rohtak	1486	164	5211
9.	RTI	6	HIPA	655	8	747
10.	REVENUE	2	RTI	13	24	116
11	HUDCO	7	HIPA	134	15	282
12	SEVOTTAM	6	HIPA	307	6	307
	Total	275		9764	1287	36386

(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 **275** Training courses during 2014-2015 through which training was imparted to **9764** officers/officials of various Government Departments/ Organizations, as compared to **229** courses during 2013-2014 in which **9646** trainees participated.

Table showing the comparative statement of the courses conducted by HIPA during 2012-2013 to 2014-2015

Table -1

S.No.	year's	No. of Courses
1	2012-2013	276
2	2013-2014	229
3	2014-2015	275

Graph - 1

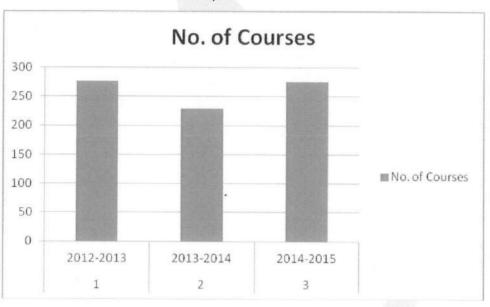
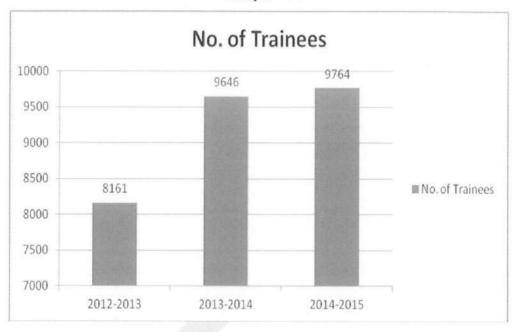


Table showing the comparative statement of the Trainees attended Training Programmes during 2012-2013 to 2014-2015

Table - 2

S.No.	year's	No. of Trainees
1	2012-2013	8161
2	2013-2014	9646
3	2014-2015	9764

Graph - 2



During the financial year 2014-2015, the Institute conducted 25 long duration courses, 75 short duration courses, 4 workshops/seminars. In addition, Secretariat Management School, Gurgaon conducted 4, Excise & Taxation School, Gurgaon conducted 9, Divisional Training Centre, Panchkula conducted 58, Divisional Training Centre, Hisar conducted 44 and Divisional Training Centre, Rohtak conducted 35 short duration courses and seminars/ workshops. Under the project on 'HUDCO sponsored by DOPT-DFID 7 training courses were organized. Under the Revenue Training Institute which has been merged with HIPA 2 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 2014-2015 HIPA conducted the following Seminars/workshops including National Level:

 Seminar on 2nd Administrative Reforms (Refurbishing of Personnel Administration) – 30th September, 2014





Seminar on Sansaad Adarsh Gram Yojna – 17TH November 2014



Seminar on e – Governance : Step Towards Effective Public Service
 Delivery – 25th November, 2014



 Seminar on "Protection of Children from Sexual Offences, POCSO ACT, 2012" – 27th November, 2014



 Regional Workshop on Implementation of RTI Act: Problems faces and Road Map for the Future – 4th December, 2014



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.
- (III) TNA for Municipal Corporation Jhajjar, Gurgaon and Faridabad districts sponsored by HSMI-HUDCO.

(i) Project on Capacity Building for Access to Information

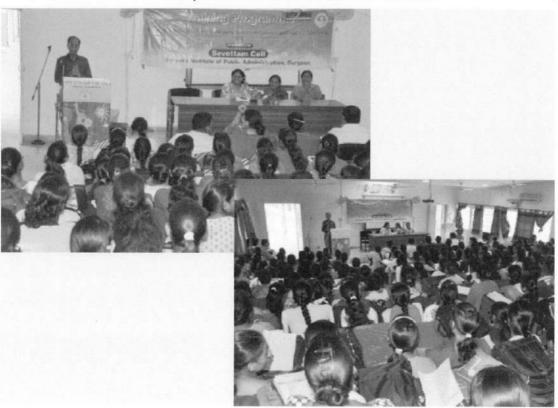
HIPA has been selected as the State Implementing Agency (SIA) by DOPT, Government of India under the UNDP Project " Capacity Building for Access to Information". The project inter-alia aims at strengthening the mechanism for improved Government-Citizen interface to enable capacity building for access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

iii) HUDCO CHAIR:

HIPA has instituted a Chair on Urban Development in collaboration with the Human Settlement Management Institute (HSMI) and Housing and Urban Development Corporation (HUDCO) once again. HUDCO chair is a unique opportunity that plays significant role in capacity building for Urban Development Centre. Various programmes on Solid Waste Management, Municipal Finance, Urban Infrastructure Management has been organized. The project of TNA is under progress.





IV. FLAGSHIP PROGRAMMES OF HIPA

a) 89 SPECIAL FOUNDATION COURSE

This year HIPA has conducted 89th Foundation course for IAS, IPS and IFS officers. Various dignitaries were being invited for interacting with participating officers. 41 officers drawn from various service including IAS, IPS and IFS participated in this course. This was a fifteen week duration programme.

Out of these 15 weeks, 13 were devoted to academic inputs for familiarizing the officer trainees with the application aspect of the important subjects such as Law, Economics, Indian History & Culture, Politics and Indian Constitution, Public Administration, Management & Behavioural Science and Information & Communication, while 2 weeks were allotted for

the compulsory Himalayan trekking and village visit. Here are some glimpses:



b) MID-CAREER INTERACTION BETWEEN THE ARMED FORCES AND CIVIL SERVICES

Mid-career Interaction between the Armed Forces and Civil Services officers on "Drug Trafficking" has also been conducted by HIPA during August 25-27, 2014 where 41 senior officers IPS, IAS, IFS from the state of Gujarat, Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir and Rajasthan participated. The basic objective of this interaction is to expose IAS/IPS/IFOS and other Civil Service Officers alongwith officers of Armed forces to comprehend all aspects of the menace of Drug Trafficking. It also helped them

to combat future challenges jointly.



c) MID-CAREER TRAINING PROGRAMME IN ADMINISTRATION FOR BANGLADESH CIVIL SERVANTS

FIELD

Mid Career Training Programme in Field Administration for Bangladesh's Civil Servants is being organized at NIAR-LBSNAA, Mussoorie. HIPA has been asked by NCGG NIAR to collaborate and organize one day workshop on Urban Module for these officers. of each batch every month. It is worthwhile to note that HIPA has organized three workshops of one day each on the said module. The feedback of these batches has been highly encouraging. The MCTP is an effort towards knowledge and experience sharing and fostering good relations with the officers representing our neighboring country Bangladesh. The programme is also going to lead to share the strength of both countries to build more cohesive bond.



d) CAPACITY BUILDING OF PUBLIC PROSECUTORS

HIPA has conducted need based eight training programmes for Public Prosecutors/Assistant Public Prosecutors on the request of the department. Each batch consisted of 25 participants. The courses have been designed with a holistic approach to inculcate attitude of Professionalism, Social Responsibilities, Knowledge Management, Capacity Building to meet challenges of New technologies and Innovations. An effort has also been made to sensitize them on various social issues. New Acts, Laws



V. IMPORTANT ACTIVITIES AT HIPA

Swach Bharat Abhiyan on 2nd October, 2014





Good Governance Day on 25th December, 2014



VI 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.



Shri M.J. Akbar



Shri S.H.Mohan IPS, Former DGP, Haryana



Ms. Lise Grande - UNDP Chief India



Mrs. Akbari, Social Entrepreneur from Mewat



D.G. NDRF



Shri. J.N. Choudhury, D.G. NSG



Shri Sardar Singh, Captain Indian Hockey Team

VII 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.

VIII

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.

(IX) 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.

(X) 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.

(XI) 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

Z			
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 (Disaste 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

_	DNG DURATION COURSES ORGANIZE	From	То	Duration	Venue	Stakeholder s/	Course Director	No. of Trainees	Training Days	Trainee Days
1	2					colloborater	Ashok Vasistha	46	39	1794
1	Induction Training Programme for HCS and Allied Services Officers (ContdDec.23, 2013)	1-Apr-14	28-May-14		Gurgaon					
	Wrapup of IAS Probationers batch 2012-14	12-May-14	30-May-14	3 Weeks	HIPA		Manveen Kaur	4	15	156
	Induction Training Programme for Newly Appointed DFSCs and DFSOs of Food and Supplies Department, Haryana	2-Jun-14	25-Jul-14	8 Weeks	HIPA	Food & Supply Deptt.	Rachna Gupta/ Manveen Kaur	4	39	
	Basics of Computer for Teachers of ITI	9-Jun-14	20-Jun-14	2 Weeks	HIPA	DOPT, GOI	R.K.Gulati	14	10	140
	Canacity Building Training for Public	9-Jun-14	20-Jun-14	2 Weeks	HIPA	Deptt. of Prosection	Ashok Vasistha/ Anshu Tiwari	25	10	250
- 1	Prosecutors/ Assistant Public Prosecutors			0.1171	HIPA.	DOPT, GOI	Rajvir Dhaka/	21	10	210
	Capacity Building of School Principals in Effective Handling of Adminisrative and Financial Issues	16-Jun-14	27-Jun-14	2 Weeks	HIPA	[XX 1, GO1	Devendra Singh		× v	
	Appraisal of A/c keeping Software Tally for HIPA Employees	23-Jun-14	11-Jul-14	3 Weeks	HIPA		Lalit Kumar/ Divya Jyoti	, 16	15	240
2	Capacity Building Training for Public Prosecutors/Assistant Public Prosecutors	23-Jun-14	4-Jul-14	2 Weeks	HIPA	Deptt. of Prosection	Ashok Vasistha/ Anshu Tiwari	24	10	240
)	Capacity Building Training for Public Prosecutors/Assistant Public Prosecutors	7-Jul-14	18-Jul-14	2 Weeks	HIPA	Deptt, of Prosecution	Ashok Vasistha/ Anshu Tiwari	23	10	230
0	Use of Remote Sensing & Geographic Information Systems in Disaster Management for Senior/Middle	14-Jul-14	25-Jul-14	2 Weeks	HIPA	DOPT, GOI	Bhuwan Kumar	21	10	21(
	Level Officers Appraisal of A/c keeping Software Tally for HIPA	21-Jul-14	8-Aug-14	3 Weeks	HIPA		Lalit Kumar/ Divya Jyoti	12	15	18
	Employees Computer Basic Course and E-salary for school	4-Aug-14	14-Aug-14	2 Weeks	HIPA	DOPT, GOI	Devendra Singh	19	10	19
	Principals	4-Aug-14	14-Aug-14	2 Weeks	HIPA	Deptt. of	Ashok Vasistha/	20	10	20
3	Capacity Building Training for Public Prosecutors/Assistant Public Prosecutors	4-Mug-14	136.1			Prosecution	Anshu Tiwari	41	65	268
4	89thSpecial Foundation Course	1-Sep-14	12-Dec-14	13 weeks		D	Manveen Kaur Ashok Vasistha/	25	10	25
5	Capacity Building Training for Public Prosecutors/Assistant Public Prosecutors	15-Sep-14	26-Sep-14	2 Weeks	НГРА	Deptt. of Prosecution	Anshu Tiwari		10	25
16	Capacity Building Training for Public Prosecutors/Assistant Public Prosecutors	10-Nov-14	21-Nov-14	2 Weeks	HIPA	Deptt. of Prosecution	V2.40.50.00.20.20.20.20.20.20.20.20.20.20.20.20	25		
7	Capacity Building Training for Public Prosecutors/Assistant Public Prosecutors	1-Dec-14	12-Dec-14	2 Weeks	НІРА	Depit. of Prosecution	Ashok Vasistha/ Anshu Tiwari	25	10	25
18	Capacity Building Training for Public Prosecutors/Assistant Public Prosecutors	29-Dec-14	9-Jan-15	2 Weeks	HIPA	Deptt. of Prosecution	Ashok Vasistha/ Anshu Tiwari	25	10	25
9	Computer MS-Office Operational Guidelines	5-Jan-15	16-Jan-15	2 Weeks	HIPA	DOPT, GO	Divya Jyoti	19	. 10	19
20	Capacity Building Training for Public Presecutors/ Assistant Public Prosecutors	12-Jan-15	23-Jan-15	2 Weeks	HIPA	Deptt. of Prosecution			10	25
21	Capacity Building Training for Public Presecutors/ Assistant Public Prosecutors	27-Jan-15	6-Feb-15	2 Weeks	HIPA	Deptt, of Prosecution	Ashok Vasistha/ Anshu Tiwari/ M.I Alam		9	1
22	Capacity Building Training for Public Prisecutors/Assistant Public Prosecutors	9-Feb-15	20-Feb-15	10 Days	HIPA	Deptt. of Prosecution	Ashok Vasistha/ Anshu Tiwari/ M. Alam		10	2
23	Training Programme for ITS & BWS - Group A	23-Feb-15	3-Apr-15	6 Week	s HIPA		Lalit Kumar/ M.N Alam	4. 13	28	
24	Officer Trainees Training Programme for Public Prosecutors	23-Feb-15	5-Mar-15	2 Week	s HIPA	Deptt. of Prosecution	Ashok Vasistha/ Anshu Tiwari	26	10	2
25	Capacity Building of Teachers Civil and	23-Jun-14	4-Jul-14	2 Week	s HIPA		R.K.Gulati	15	10	1

SHORT DURATION COURSES AT HIPA

	HORT DURATION COURSES ORGANI Topic	From	То	Duration	Venue	s/	Course Director	No. of Trainees	Training Days	Traine Days
4	Disaster Management Training for Haryana Govt.	23-Apr-14	25-Apr-14	3 Days	Panchkula	colloborater FCR	A.K.Shrivastava	56 -	3	168
1	(for Class III & IV)									100
2	Financial Analysis for Effective Decision Making	28-Apr-14	30-Apr-14	3 Days	Rohtak	DOPT, GOI	Lalit Kumar	61	3	183
3	Empowering women and promoting Gender Equality	5-May-14	9-May-14	1 Week	HIPA		Rekha Shrivastava	24	5	120
4	Disaster Management Training for Haryana Govt. (for Class III & IV)	13-May-14	15-May-14	3 Days	Panchkula	FCR	A.K.Shrivastava	26	3	78
5	Disaster Management Training for Haryana Govt. (for Class III & IV)	13-May-14	15-May-14	3 Days	Hisar	FCR	Bhuwan Kumar	23	3	65
6	Transparency in Administration: Right to Information Act for SPIOs/ ASPIOs	26-May-14	30-May-14	1 Week	НГРА		Aarti Dudeja	28	5	14
7	Disaster Management Training for Haryana Govt. (for Class III & IV)	28-May-14	30-May-14	3 Days	Rohtak	FCR	Bhuwan Kumar	32	3	96
8	Online Budgeting and E-Salary	26-May-14	30-May-14	1 Week	Rohiak	DOPT, GOI	Lalit Kumar	37	5	18:
9	Declining Child Sex Ratio - Issues and Challenges of Female Foeticide in Haryana	2-Jun-14	6-Jun-14	1 Week	НГРА	DOPT, GOI	Rekha Shrivastava	28	5	14
10	Disaster Management Training for Haryana Govt. (for Class III & IV)	3-Jun-14	5-Jun-14	3 Days	Jind	FCR	Bhuwan Kumar	38	3	- 11
Ĭ1	Financial Rules and Control Mechanisms	9-Jun-14	11-Jun-14	3 days	Rohtak		Lalit Kumar	15	3	45
12	Emergency Medical Services	16-Jun-14	20-Jun-14	1 Week	HIPA	DOPT, GOI	A.K.Shrivastava	15	5	7
13	Disaster Management Training for Haryana Government officials	17-Jun-14	19-Jun-14	3 Days	PKL	FCR	A.K.Shrivastava	34	3	10
14	Accountable & Innovative Administration	16-Jun-14	20-Jun-14	1 Week	Sonepat	DOPT, GOI	Aarti Dudeja	19	5	9
15	Disaster Management Training for Flood & Drought (for SDOs & JEs)	24-Jun-14	26-Jun-14	3 Days	Kurukshetra	in collaboraton with HIRMI	A.K.Shrivastava	20	3	60
	0.10 1	24-Jun-14	26-Jun-14	3 Days	Panchkula		Aarti Dudeja	39	3	11
7	Continuous Quality Improvement Role of District Level Education Administration	23-Jun-14	27-Jun-14	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	23	5	11
.8	Disaster Management Training for Haryana Govt.	2-Jul-14	4-Jul-14	3 Days	Fatehabad	FCR	A.K.Shrivastava	33	3	9
9	(for Class III & IV) Watershed Management	7-Jul-14	11-Jul-14	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	27	5	13
20	Ethics & Values in Administration	7-Jul-14	11-Jul-14	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	. 17	5	8
1	Abused and Missing Children Child Protection Issues	7-Jul-14	11-Jul-14	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	33 -	5	16
22	Right to Information Act : A Master Key to Good Governance (TOT Programme forSchool Principals	7-Jul-14	11-Jul-14	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	18	5	91
13	Disaster Management Training for Haryana Govt. (for Class III & IV)	7-Jul-14	9-Jul-14	3 Days	Panchkula	FCR	A.K.Shrivastava	21	3 .	6
14	First Aid Training Programme for Class IV employees of HIPA	14-Jul-14	17-Jul-14	4 Days	HIPA	Ę	A.K.Shrivastava	19	4	71
15	Fire Management	21-Jul-14	25-Jul-14	1 Week	HIPA	DOPT, GOI	A.K.Shrivastava	31 -	5	15
		21-Jul-14	25-Jul-14	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	21	5	10
26	Public Accountability and Right to Information Act : Role of SPIO/ ASPIO	ATTACKED SEED								

28	First Aid Training Programme for employees of	4-Aug-14	7-Aug-14	4 Days	HIPA		Anshu Tiwari	17	4	68
29	HIPA 10th Mid Career training programme in Field	13-Aug-14	13-Aug-14	1 Day	HIPA	NCGG	Manveen Kaur/ Rachna Gupta	40	1	40
30	Administration for Bangladesh Civil Servants First Aid Training Programme for employees of	11-Aug-14	14-Aug-14	4 Days	HIPA		Anshu Tiwari	6	4	24
31	HIPA Training of District Accounts Manager and Financial	19-Aug-14	21-Aug-14	3 Days	PKL	DOPT, GOI	Lalit Kumar	32	3	96
32	Management Group Staff Disaster Management Training for Haryana Govt.	25-Aug-14	27-Aug-14	3 Days	Panchkula*		Bhuwan Kumar	25	3	75
2000	(for Class III & IV)	25-Aug-14	27-Aug-14	3 Days	HIPA	DOPT, GOI	Rekha Shrivastava/	37	3	111
33	Mid-career Interaction between the Armed Forces and Civil Services officers on Drug Trafficking	25-Aug-14	2				Manveen Kaur/ Kumud Singh			
34	11th Mid Career training programme in Field	3-Sep-14	3-Sep-14	1 Day	HIPA	NCGG	Manveen Kaur/ Rachna Gupta	40	1	40
35	Administration for Bangladesh Civil Servants On Job Training of IFS Probationers 2012-14 batch	15-Sep-14	19-Sep-14	1 Week	HIPA		Manveen Kaur	1	5	5
36	Community Based Disaster Management	15-Sep-14	19-Sep-14	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	22	5	110
37	12th Mid Career training programme in Field Administration for Bangladesh Civil Servants	25-Sep-14	25-Sep-14	1 Day	HIPA	NCGG	Manveen Kaur/ Rachna Gupta	40	1	40
38	Role of a DDO Integrating Strategy and Finance	29-Sep-14	1-Oct-14	3 Days	Hisar	DOPT, GOI	Lalit Kumar	25	3	75
39	Computerized Accounting	27-Oct-14	31-Oct-14	1 Week	Rohtak	DOPT, GOI	Lalit Kumar	36	5	180
40	13th Mid Career training programme in Field Administration for Bangladesh Civil Servants	7-Nov-14	7-Nov-14	1 Day	HIPA	NCGG	Manveen Kaur	40	1	40
41	Climate Change and Disaster Management	10-Nov-14	14-Nov-14	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	30	5	150
42	Self Management	12-Nov-14	14-Nov+14	3 Days	HIPA	DOPT, GOI	Aartí Dudeja	27	- 3	81
43	Computerized Accounting	19-Nov-14	21-Nov-14	3 Days	Hisar	DOPT, GOI	Lalit Kumar	27	. 3	81
44	Disaster Management Training for Flood & Drought (for XENs./SDOs.)	24-Nov-14	26-Nov-14	3 Days	Kurukshetra	in collaboratio n with HIRMI	A.K.Shrivastava	23	3	69
45	Total Quality Management	24-Nov-14	28-Nov-14	1 Week	Faridabad	DOPT, GOI	Aarti Dudeja	20	5	100
46	Women's Empowerment through Panchayati Raj	1-Dec-14	5-Dec-14	1 Week	Sonepat	DOPT, GOI	Aarti Dudeja	20	5	100
47	Institution (PRIs) Spreadsheet Modeling in Financial Management	8-Dec-14	- 10-Dec-14	3 Days	Hisar	DOPT, GOI	Lalit Kumar	23	3	69
48	Empowering Citizen Effective Service Delivery	15-Dec-14	19-Dec-14	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	31	5	155
49	Training on Updation of District Disaster	7-Jan-15	9-Jan-15	3 Days	Kurukshetra	FCR	A.K.Shrivastava	67	3	201
50	Management Plan-Kurukshetra Flood & Drought Management traiing for Irrigation XEN andSDOs jointly conducted by Hry, Irrigation Research and Mgt, Inst.	7-Jan-15	9-Jan-15	3 Days	Kurukshetra	FCR	A.K.Shrivastava	18	3	54
51	Financial Rules and Control Mechanisms	12-Jan-15	14-Jan-15	3 Days	Rohtak	DOPT, GOI	Lalit Kumar	15	3	45
52	Transparency in Administration: Right to Information Act	12-Jan-15	16-Jan-15	1 Week	Rohtak	-	Aarti Dudeja	24	5	120
53	2005 Project Management in Public Services	12-Jan-15	16-Jan-15	1 Week	HIPA	DOPT, GOI	R.K.Gulati	25	5	125
<u>5</u> 4	15th Mid Career training programme for Bangladesh	14-Jan-15	14-Jan-15	1 Day	HIPA	NCGG	Mukesh Mathur/ Manyeen Kaur	40	1	40
55	Civil Servants Training on Updation of District Disaster Management Plan-Sirsa	21-Jan-15	23-Jan-15	3 Days	Sirsa	FCR	A.K.Shrivastava	51	3	153
56	Addressing Gender and HIV aids: Role of Panchayati Raj Institutes and Elected Bodies	21-Jan-15	23-Jan-15	3 Days	HIPA	DOPT, GOI	Rekha Shrivastava	17	3	51
57	ToT on Disaster Management for District Sports officers and NYK officers	19-Jan-15	23-Jan-15	1 Week	HIPA		A.K.Shrivastava	20	5	100
58	RTI Act for First Appelate Authority and Public Information officers of the state	19-Jan-15	23-Jan-15	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	17	5	85
	Training on Updation of District Disaster	28-Jan-15	30-lan-15	3 Days	Jind		* A.K.Shrivastava	53	3	159

			A contract to the contract of			1	The second secon	70	3	210
60	Training on Updation of District Disaster Management Plan-Hisar	4-Feb-15	6-Feb-15	3 Days	Hisar	FCR	A.K.Shrivastava	X107-8		21,001
61	Income Tax Matters	2-Feb-15	4-Feb-15	3 Days	Hisar		Lalit Kumar	26	3	78
62	Training on Updation of District Disaster Management Plan-Kaithal	11-Feb-15	13-Feb-15	3 Days	Kaithal	FCR	A.K.Shrivastava	48	3	144
63	Protection of Girl Child and Skewed Sex ration in Harvana	9-Feb-15	13-Feb-15	5 Days	HIPA		Rekha Shrivastava	17	5	85
64	Human Rights	9-Feb-15	13-Feb-15	5 Days	HIPA		Aarti Dudeja	11	5	55
65	Ethics in Governance	11-Feb-15	13-Feb-15	3 Days	HIPA	DOPT, GOI	R,K.Gulati	16	. 3	48
66	Training on Updation of District Disaster	18-Feb-15	20-Feb-15	3 Days	Rewari	FCR	A.K.Shrivastava	45	3	135
67	Management Plan-Rewari Conflict Management	18-Feb-15	20-Feb-15	3 Days	Palwal	DOPT, GOI	Rachna Gupta	21	3	63
68	Capacity Building for District Officials in Disaster	18-Feb-15	20-Feb-15	3 Days	Rohtak		Bhuwan Kumar	43	3	129
69	Management Gender Sensitive Disaster Management	18-Feb-15	20-Feb-15	3 Days	HIPA	DOPT, GOI	Anshu Tiwari	19	3	57
		ia ia			D 1 1	FCR	A.K.Shrivastava	25	3	75
70	Training on Updation of District Disaster Management Plan-Palwal	25-Feb-15	27-Feb-15	3 Days	Palwal	rea	-		5	110
71	Good Governance and Ethics	23-Feb-15	27-Feb-15	1 Week	Faridabad		Aarti Dudeja	22		0.7500
72	Training on Updation of District Disaster Management Plan-Panchkula	2-Mar-15	4-Mar-15	3 Days	Panchkula	FCR	A,K.Shrivastava	33	3	99
73	Two Days Workshop on RTI	11-Mar-15	12-Mar-15	2 Days	Rohtak	RTI	Aarti Dudeja	57	2	114
74	Capacity Building Training for WAKF Officers	18-Mar-15	20-Mar-15	3 Days	НІРА	DOPT, GOI	M, M. Alam	19	3	57
				2.0	HIPA		Aarti Dudeja	12	3	36
75	Transparency in Administration: Right to Information Act for SPIOs/ASPIOs	25-Mar-15	27-Mar-15	3 Days	FIIFA		, min to see a fee	1,552		
_		41 5					Total	2165	273	738

SEMINARS/WORKSHOPS AT HIPA

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_) :	EMINARS/WORKSHOPS ORGANIZED	From	То	Duration	Venue	Stakeholder s/ colloborater	Course Director	No. of Trainees	Training Days	Trainee Days
						Colloborater	Aarti Dudeja/	41	1 -	41
1	Seminar on 2nd Administrative Reforms (Refurbishing of Personnel Administration)	30-Sep-14	30-Sep-14	1 Day	HIPA		Lalit Kumar			
	(Methodam's or a sec					Don't of	Manyeen Kaur	60	1	60
2	Seminar on Sansaad Adarsh Gram Yojna	17-Nov-14	17-Nov-14	1 Day	НІРА	Dept. of Rural Dev.	Mariveen Kata			
							R.K.Gulati	41	1 1	41
3	Seminar on e - Governance : Step Towards Effective Public Service Delivery	25-Nov-14 25-Nov-14	4 1 Day	HIPA		K.K.Guitti				
	Effective I done service						Rekha Shrivastava	41	1	41
4	Seminar on "Protection of Children from Sexual Offences, POCSO ACT, 2012"	27-Nov-14	27-Nov-14	1 Day	НІРА		Rekna Surivasiavo			
						Total	183	4	183	

COURSES CONDUCTED UNDER EXCISE & TAXATION SCHOOL

D)	COURSES ORGANIZED BY THE EXCIS	From	То	Duration	Venue	Stakeholder s/ colloborater	Course Director	No. of Trainees	Training Days	Trainee Days
1	Refresher Course on VAT/CST for Section Officers	16-Jun-14	20-Jun-14	1 Week	HIPA	E&TS	Kumud Singh/ Manveen Kaur	25	5	125
2	Refresher Course AETOs	14-Jul-14	18-Jul-14	1 Week	НГРА	E&TS .	Kumud Singh/ Manveen Kaur	15	5	75
3	Refresher Course for Taxation Inspectors of the Excise & Taxation Deptt.	4-Aug-14	8-Aug-14	1 Week	HIPA	E&TS	Kumud Singh/ Manveen Kaur	18	5	90
4	Refresher Course for ETOs	19-Aug-14	22-Aug-14	4 Days	HIPA	E&TS	Kumud Singh/ Manveen Kaur	14	4	56
5	Refresher course on VAT and CST for Taxation Inspectors	30-Sep-14	1-Oct-14	2 Days	HIPA	E&TS	Kumud Singh	15	2	30
6	Refresher Course for Excise & Taxation Inspectors	11-Nov-14	12-Nov-14	2 Days	HIPA	E&TS	Kumud Singh	10	2	20
7	Refresher Course for Excise & Taxation Inspectors	13-Nov-14	14-Nov-14	2 Days	HIPA	E&TS	Kumud Singh	10	2	20
8	Refresher Course for Excise & Taxation Inspectors	8-Dec-14	12-Dec-14	1 Week	HIPA	E&TS	Kumud Singh	13	5	65
9	Training Course for Excise & Taxation officers	23-jan-15	23-Jan-15	1 Day	HIPA	E&TS	B,S. Sharma	20	1	20
							Total	140	31	501

COURSES CONDUCTED UNDER REVENUE TRAINING INSTITUTE

APPENDIX - E

	Topic	From	То	Duration	Venue	Stakeholder s/ colloborater	Course Director	No. of Trainees	Training Days	Days
1	Training Programme for IAS Probationers	20-Oct-14	15-Nov-14	4 Weeks		Revenue	G.V. Gupta	4	20	80
2	Revenue Training for DSPs	19-Aug-14	22-Aug-14	4 Days	НІРА	Revenue	G.V. Gupta	9	4	36
							Total	13	24	116

COURSES CONDUCTED UNDER SECRETARIAL MANAGEMENT SCHOOL

APPENDIX - F

	COURSES ORGANIZED BY THE PRINCI	From	То	Duration	Venue	Stakeholder s/ colloborater	Course Director	No. of Trainees	Training Days	Trainee Days
1	Course on Fixation of Pay and Pension, conduct, GIS Rules Reservation Policy applicable to State Govt. Employees etc.	16-Jun-14	20-Jun-14	1 Week	HIPA	SMS	Avinash Sharma	24	5	120
2	Course for Group 'C' Employees on Capacity Building, Financial Rules, Reservation Policy and Conduct Rules etc.	19-Aug-14	22-Aug-14	4 Days	НГРА	SMS	Avinash Sharma	12	4	48
3	Canons of Financial Propriety, Financial Rules, OTIS/E-salary, Maintenance of Cash Book, TA Bills etc	26-Feb-15	27-Feb-15	2 Days	HIPA	SMS	Avinash Sharma	10	5	50
4	Pension Benefits and Planning for Retirement, Suspension, Pay Fixation, ACP Rules and Service Matters	11-Mar-15	13-Mar-15	3 Days	HIPA	SMS	Avinash Sharma	15	3	45
				*			Total	61	17	263

COURSES CONDUCTED UNDER "RTI PROJECT"

1	DETAILS OF TRAINING PROGRAMMES	From	То	Duration	Venue	Stakeholder s/ colloborater	Course Director	No. of Trainees	Training Days	Trainee Days
1	Proactive Disclosure for Nodel Officers on RTI Cells at HIPA	15-May-14	16-May-14	2 Days	НІРА	RTI	Rajvir Dhaka	35	2	70
2	Workshop on RTI Act-2005 at Faridabad	23-May-14	23-May-14	1 Day	Faridaba d	RTI	Rajvir Dhaka	144	1	144
3	One day Seminar on Managing Industrial Peace in Collaboration with IIPA, HRB	4-Jul-14	4-Jul-14	1 Day	НІРА	RTI	Rajvir Dhaka	69	1	. 69
4	RTI training for Gurgaon Police	17-Jul-14	18-Jul-14	2 Days	НІРА	RT1	Rajvir Dhaka	57	2	114
5	One day Regional Workshop on Implementation of RTI Act: Problems faces and Road Map for the Future	4-Dec-14	4-Dec-14	1 Day	НІРА	RTI	Rajvir Dhaka	110	1	110
6	One day Workshop on RTI at CDLU, Sirsa	5-Feb-15	5-Feb-15	1 Day	Sirsa	RTI	Rajvir Dhaka	240	1	240
							Total	655	8	747

COURSES CONDUCTED UNDER SEVOTTAM CELL

	Topic	From	То	Duration	Venue	Stakeholder s/ colloborater	Course Director	No. of Trainees	Training Days	Trainee Days
1	Half day Training on Grievenaces Redressal Mechanism with special reference to citizen charter and RTI under Sevottem Cell	29-Apr-14	29-Apr-14	1/2 Day	Sohna	Sevottem Cell	M.K. Midha	70	1	70
2	Half day Training on Grievenaces Redressal Mechanism with special reference to citizen charter and RTI under Sevottem Cell at Nuh	30-Apr-14	30-Apr-14	1/2 Day	Nuh	Sevottem Cell	M.K. Midha	45	I	45
3	Half day Training on Grievenaces Redressal Mechanism with special reference to citizen charter and RTI under Sevottem Cell at Faridabad	2-May-14	2-May-14	1/2 Day	Faridaba d	Sevoltem Cell	M.K. Midha	74	1	74
4	Half day Training on Grievenaces Redressal Mechanism with special reference to citizen charter and RTI under Sevottem Cell at Gurgaon	6-May-14	6-May-14	1/2 Day	Gurgaon	Sevottém Cell	M.K. Midha	38	1	38
5	Half day Training on Grievenaces Redressal Mechanism with special reference to citizen charter and RTI under Sevottem Cell at Farukhpur, Gurgaon	7-May-14	7-May-14	1/2 Day	Faruklina gar	Sevottem Cell	M,K. Midha	42	-1	42
6	Day Long Session on Grievance Redressal Mechanism with special reference to Citizen Charter and RTI under Sevottam Cell, HIPA	2-Mar-15	2-Mar-15	1 Day	HIPA	Sevottam Cell	M.K. Midha/ Rajvir Dhaka	38	1	38
		0.					Total	307	6	307

COURSES CONDUCTED UNDER HUDCO

	Topic	From	То	Duration	Venue	Stakeholder s/ colloborater	Course Director	No. of Trainees	Training Days	Trainee Days
1	Solid Waste Management	20-May-14	22-May-14	3 Days	- НІРА	HUDCO	Mukesh Mathur/ Manveen Kaur	13	3	39
2	Enhancing Municipal Financial Resources	19-Jun-14	20-Jun-14	2 Days	HIPA	HUDCO	Mukesh Mathur/ Manveen Kaur	18	2	36
3	TNA workshop for Elected Representatives of Municipal Corporation of Gurgaon under HUDCO Chair	7-Aug-14	7-Aug-14	1 Day	HIPA	HUDCO	Mukesh Mathur/ Manveen Kaur	8	1	8
4	TNA workshop for Elected Representatives of Municipal Corporation of Gurgaon under HUDCO Chair	8-Aug-14	8-Aug-14	1 Day	HIPA	HUDCO	Mukesh Mathur/ Manveen Kaur	33	1	33
5	Public Private Partnership	8-Jan-15	10-Jan-15	3 Days	HIPA	HUDCO	Mukesh Mathur/ Manveen Kaur	22	3	66
6	E-Governance in Municipal Services	20-Jan-15	22-Jan-15	3 Days	HIPA	HUDCO	Mukesh Mathur/ Manveen Kaur	20	3	60
7	Training Programme for Newly Elected Women Councillors of ULBs of Haryana	26-Feb-15	27-Feb-15	2 Days	HIPA	HUDCO	Mukesh Mathur/ Manveen Kaur	20	2	40
							Total	134	15	282

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, PANCHKULA

5.No	. Name of Course	Duration	No. of Trainees	Training Days	Trainee Days
1	One day workshop on Right to Information Act, 2005 - Documentation and Management of Records	16-Apr-14	- 26	1	26
2	Officie Automation & Tools	21-25 Apr-14	11	5	55
3	Two days training programme on "Information Technology in Libraries"	21-22 Apr-14	16	2	32
4	Enhancing Efficiency through Women Empowerment (soft & harci skills) at Kaithal	21-25 Apr-14	102	5	510
5	One day workshop on "Right to Information Act, 2005 - Documentation and Management of Records" for SPIOs & FAAs of UHBVN	22-Apr-14	32	1	32
6	"Disaster management Training for Haryana Govt. Officials (Class III & IV)" at Mini Sectt Sec-17 Chd	23-25 Apr-14	56	3	168
7	Haryana Litigation Policy, 2010 - Handling of Court Cases- Codal Provisions & Govt. Instructions	29-30 Apr-14	22	2	44
8	Duties & Functions of Clerks	5-9 May-14	26	5	130
9	"Duties & Responsibilities of DDOs including Online Budget, E-Billing, E-Salary & E-Payment" at DC Office Panchkula	6-7 May-14	69	2	138
10	Orientation Training Programme for Deputy Superintendents/Superintendents"	12-16 May-14	16	5	80
11	Two days training programme on "Information Technology in Libraries"	12-13 May-14	18	2	36
12	"Disaster management Training for Flaryana Govt. Officials (Class III & IV)"	13-15 May-14	26	3	78
13	Right to Information Act, 2005-Documentation and management of Records" for the officers of Women & Child Development Deptt.	15-May-14	25	1	25
14	Efficiency & Disposal of Govt, Works-Record management, Delay Management, Policy & Instructions"	19-23 May 14	21	5	105
15	Orientation Training Programme for Clerks	26-30 May 14	28	5	140
16	Administrative Efficiency in Govt. Departments	2-6 June, 14	18	5	90
17	Ethics & Values in Administration	3-5 June, 14	17	3	51
18	One day workshon on RTI Act, 2005 for WCD Deptt.	9 June, 14	23	1	23
19	Course on Ms Excel & Internet	10-11 June, 14	11	2	22
20	One day workshop on RTL for the Interns of Law Department of Punjab University	16 June, 14	10	1	10
	Disaster Management Training for the Haryana Govt. Officials	17-19 June, 14	34	3	102
22	Reservation Policy and Maintenance of Roster Register	25 June, 14	22	1	22
10.000	Disaster Management Training for the Haryana Govt. Officials	7-9July, 14	21	3	63
24	One day workshop on "Right to Information Act,2005" for Fas/SPIOs of Food & Supplies Department, Haryana	21July,14	24	1	24
25	Basic of Computerstor Clerks and Assistants	21-25July,14	29	5	145
	Training programme on "Service Matters" for newly promoted Assistantas	4-8 August,14	39	5	195
1	Two day workshop on : Duties & Responsibilities of DDOs & Supporting aff including Online Budget & E-payment	5-6 August,14	223	2	446
28	One day workshop on "Legislative Assembly Business in Govt. Department"	12 August,14	12	1	12

2	Interaction Sessions with the State Information Commissioners on RTI Act 2005 and Haryana RTI Rules 2009	22-23 August,14	2	2	4
3	Disaster Management Training for the Haryana Govt. Officials	25-27 August,14	. 25	3	75
3		27 August,14	5	1	5
33	Capacity Building of Assistants and dealing hands in Service Matters relating to Pb. C.S.R. (Vol I, Vol II, Vol III), PFR and Policy Instructions" at Panchyat Bhavan Ambala	1-5 September, 14	53	5	265
33	Administrative Efficiency in Govt. Deptts.	8-12 September, 14	20	5	100
34	Office Automation Tools:-Computer Training on MS Word, MS Excel, MS Power Point &Internet	8-12 September, 14	9	5	45
35	Duties & Responsibilities of DDO's & Supporting Staff including Online Budget & E-Payments	16-17 September, 14	23	2	46
36	Enhancing Efficiency through Women Empowerment -Soft & Hard skills	15-19 September, 14	24	5	120
37	Haryana Litigation Policy, 2010, Handling of court cases- codal provisions & Govt. instructions	29-30 September, 14	14	2	28
38	Two day workshop on: Duties & Responisibilities of DDOs & Supporting aff including Online Budget & E-payment at Yamunanagar	29-30 October, 14	194	2	388
39	Office Automation Tools:-Computer Training on MS Word, MS Excel, MS Power Point &Internet	10-14 Nov.,14	11	5	55 -
40	Capcity Building of Inquiry Officers & Presenting Officers - Procedure & Rules	11-12 Nov.,14	14	2	28
41	Orientation Training Programme for Clerks	17-21 Nov.,	52	5	260
42	Tranprancy in Adminitration: Right to Information Act for SPIOs/ASPIOs- Management of Inforantion System, Catatloging, Indexing & Management of Record" at Kaithal	19-20 Nov.,14	220	2	440
43	Administrative Efficiency in Govt. Departments	1-5 Dec., 14	16	5	80
44	OTP for Assistants including Noting/Drafting	8-12 Dec, 14	20	5	100
45	Office Automation Tools:-Computer Training on MS Word, MS Excel, MS Power Point & Internet	15-19 Dec,14	10	5	- 50
46	Tranprancy in Adminitration: Right to Information Act for SPIOs/ ASPIOs- Management of Information System, Catatloging, Indexing & Management of Record" at Kurkshetra	16-17 Dec.,14	119	2	238
47	One day workshop on Right to Information Act, 2005 - Documentation and Management of Records for Home Guard Department	6]an.,2015	43	1	43
48	Two day workshop on : Duties & Responsibilities of DDOs & Supporting aff including Online Budget & E-payment at Kuruksheira	7-8 Jan., 2015	114	2	228
49	Duties and functions of clerks	12-16 Jan. 2015	17	5	85
50	Transprancy in Administration: Right to Information Action SPIOs/ASPIOs- Management of Inforamtion System, Catatloging, Indexing & Management of Record" for the officers of Public Health Engg, Deptt. (CE/SE/XENs)	21 Jan, 2015	40	1	40
	Transprancy in Administration: Right to Information Act for SPIOs/ASPIOs- Management of Information System, Catalloging, Indexing & Management of Record" for the officers of Public Health Engg. Deptt. (CE/SE/XENs)	30 Jan, 2015	39	1	39
52	Administrative Efficiency in Govt. Deptts,	9-13 Feb. 2015	17	5	85
53	One day workshop on Right to Information Act, 2005 - Documentation and Management of Records for Prison	18 Feb, 2015	21	1	21
54	Department Haryana Litigation Policy, 2010 - Handling of Court Cases- Codal Provisions & Govt, Instructions	19-20 Feb,2015	14	2	28
55	One day workshop on Right to Information Act, 2005 - Documentation and Management of Records for Prison Department	25 Feb, 2015	43	1	43
-	One day workshop on Reservation Policy	03-Mar-15	24	1	24
57 7	Fivo days workshop on Right to Information Act, 2005 - Occumentation and Management of Records at Ambala	4-5 Mar-15	85	2	170
I	Wo days workshop on Right to Information Act, 2005 - Documentation and Management of Records at	25-26 Mar-15	114	2	228
1	amunanagar				
		Total:	2379	167	6165

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, HISAR

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

Sr.N	o Name of training course	Duration		Number of Participan	Number Days of Course	Number of Trainee Days
1	"Pension & Service Matters" for the employees of Hisar Distt (DoPT)	21.04.2014 25.04.2014	to	27	5	135
2	Office Automation Tools Computer Training on MS- Word, MS Excel, MS- Power Point & Internet for Hisar district	21.04.2014 25.04.2014	to	15	5	75
3	"Duties & Responsibilities Of DDOs' of Education Deptt. of Jind Distt	05.05.2014 07.05.2014	to	83	3	249
4	Disaster Management for the employees of Hisar Distt	13.05.2014 15.05.2014	to	23	3	69
5	Duties & Functions of Clerks/Assistants of Various offices of Bhiwani District at Bhiwani	26.05.2014 30.05.2014	to	46	5	230
6	Induction Training of Newly appointed Clerks of Education Deptt. of Fatehabad Distt.	02.06.2014 27.06.2014	to	21	19	399
7	Duties & Responsibilities of DDOs' of Education Deptt. of Bhiwani District (DoPT)	02.06.2014 06.06.2014	to	28	5	140
8	Disaster Management for the employees of Jind Distt	03.06.2014 05.06.2014	to	38	3	114
9	Two Days RTI Workshop for the DDOs' of Education Deptt. of Sirsa District	09.06.2014 t 10.06.2014	0	106	2	212
10	One Week Course on "Duties & Functions of Clerks/Asstt. of various offices of Fatehabad Distt.	16.06.2014 t 20.06.2014	to	20	5	100
11	Two Days RTI Workshop for the DDOs' of Education Deptt. of Bhiwani District	17.06.2014 t 18.06.2014	:0	87	2	174
1 2	Two Days RTI Workshop for the DDOs' of Education Deptt. of Hisar District	23.06.2014 to 24.06.201	4	103	2	206
	Two Days RTI Workshop for the DDOs' of Education Deptt. of Fatehabad District	27.06.2014 t 28.06.2014	0	100	2	200
2/1	Disaster Management for the employees of atehabad Distt	02.07.2014 to 04.07.2014)	33	3	99
	nduction Training of Newly appointed Clerks of ducation Deptt. of Bhiwani Distt.	07.07.2014 t 01.08.2014	0	28	18	504

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1	Employability Skills for Unemployed Youths of Hisar District	21.07.2014 01.08.2014	to	35	8	280
13	Orientation Course on "Pension & Service Matters for the employees of Hisar District	" 04.08.2014 08.08.2014	to	20	5	100
18	Duties & Responsibilities of DDOs' of Education Deptt. of Fatehabad District	12.08.2014		25	1	25
19	Duties & Responsibilities of DDOs' of Education Deptt. of Sirsa District	26.08.2014 28.08.2014	to	55	3	165
20	Disciplinary Proceedings under Punishment & Appeal Rules- Conduct of Emquiry for the employees of Sirsa District (DoPT)	01.09.2014 to 05.09.20	014	20	5	100
21	Disciplinary Proceedings under Punishment & Appeal Rules- Conduct of Enquiry for the employees of Jind District	08.09.2014 10.09.2014	to	33	3	99
22	RTI workshop for the employees of Govt. Polytechnic College, Hisar	09.09.2014		48	- 1	48
23	Duties & Responsibilities of DDOs' of Education Deptt. of Hisar District (DoPT)	03.11.2014 05.11.2014	to	29	3	87
24	One day Workshop on RTI for the officials of Hisar District	12.11.2014		20	1	_ 20
25	One Week Computer Training on "MS- Word, MS- Excel, MS-PowerPoint & Internet" for the Principals/Headmasters of Hisar District	17.11.2014 21.11.2014	to	16	5	80
26	Pension & Service Matters for the employees of Fatehabad District	17.11.2014 21.11.2014	to	25	5	125
27	Two Days Workshop on " Disciplinary Proceedings under Punishment & Appeal Rules- Conduct of Enquiry" for the officials of Hisar District	26.11.2014 t 27.11.2014	to	16	2	32
-28	One day Workshop on "Enhanced Litigation- Defence of Court Cases" for the officials of Fatehabad District	02.12.2014		10	1	10
29	Computer Training on "MS- Word, MS-Excel, MS- PowerPoint & Internet" for the Clerks of Fatehabad District	08.12.2014 to 11.12.2014	0	10	4.	40
30	Computer Training on "MS- Word, MS-Excel, MS-PowerPoint & Internet" for the Clerks/ Assistants of Sirsa District	15.12.2014 to 19.12.2014	D	15	5	75
	One Day Workshop on "Reservation Policy & Maintenance of Roaster Register" for the employees of Hisar District	30.12.2014		14	1	14

32	Computer Training on "MS- Word, MS-Excel, MS-PowerPoint & Internet" for the Clerks/ Assistants of Education Department of Hisar District	05.01.2015 09.01.2015	to	10	5	50
33	Three Days course on " Efficiency through women Empowerment" for the women employees of Hisa District		to	24	3	72
34	Computer Training on "MS- Word, MS-Excel, MS-PowerPoint & Internet" for the Clerks/Assistants of Education Department of Bhiwani District	02.02.2015 06.02.2015	to	11	4	44
35	One Week Course on" Pension and Service Matters" for the Clerks/Asstt. & Dy. Supdts. of Jind district	09.02.2015 13.02.2015	to	31	5	155
36	Two Weeks Course on" Employability Skills for unemploued Youths" for Hisar District	09.02.2015 20.02.2015	to	30	9	270
37	One week Course on "Efficiency in disposal of Government Work -Service Matters" for the Clerks/Asstt. & Dy. Supdts of Bhiwani district	16.02.2015 20.02.2015	to	41	4	164
38	Computer Training on "MS- Word, MS-Excel, MS-PowerPoint & Internet" for the Clerks/Assistants of various offices of Hisar District	02.03.2015	to	12	4	48
39	Two Days workshop on" Right to Information Act- 2005" for the SPIO's/APIO's/FAA's & Dealing officials of Fatehabad District	04.03.2015 05.03.2015	to	74	2	132
40	Duties & Functions of Clerks/Assistants of Various offices of Sirsa District at Sirsa	09.03.2015 13.03.2015	to	16	5	80
41	Two Days workshop on" Right to Information Act- 2005" for the SPIO's/APIO's/FAA's & Dealing officials of JInd District	17.03.2015 18.03.2015	to	180	2	352
	One Day workshop on "Enhanced Litigation- Defence of Court Cases" for the officials of Jind & Hisar District at Hisar	24.03.2015		11	1	11
43	Two Days workshop on" Right to Information Act- 2005" for the SPIO's/APIO's/FAA's & Dealing officials of Sirsa District	26.03.2015 to 27.03.2015		88	2	176
2	Two Days workshop on" Right to Information Act- 2005" for the SPIO's/APIO's/FAA's & Dealing officials of Hisar District	30.03.2015 31.03.2015	to	31	2	62
		Total		1708	183	5822

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, ROHTAK

S.No	Name of Course	Duration	No. of Trainees	Training Days	Trainee Days
1	Course on Fixaton of Pay, Pension, TA Rules, GPF Rules, Reservation Policy and other Service Matters for the employees of Rohtak District.	15.04.14 to 18.04.14	25	4	100
2	Office Automation Tools:-Computer Training on MS-Office, e-Salary and On-Line Budgeting System for the employees of Jhajjar District.	15.04.14 to 18.04.14	23	4	92
3	One Day Workshop on Right to Information Act, 2005 District Karnal (RTI Project)	17.04.2014	169	1	169
4	Training Course on Duties & Responisbilities of DDOs from Sonipat District.	21.04.14 to 25.04.14	20	5	100
5	Training Course on Duties & Responisblilities of DDOs from Sonipat District.	05.05.14 to 09.05.14	36	5	180
	Employability Skills for unemployed Youths, District Rohtak (CED)	12.05.14 to 23.05.14	24	10	240
	Disaster Management for Official of Rohtak Division, HaryanaSponsored by: Department of Revenue and Disaster Management, Haryana Govt.	28.05.2014 to 30.05.2014	32	3	96
	Office Automation Tools:- Computer Training on MS- Office, e-Salary and On-Line Budgeting System for the employees of Rohtak District. (DoPT)	16.06.14 to 20.06.14	21	5	105
	Training course on Office Procedure, Record- Management, Pay Fixation, Leave Rules & Reservation Policy District Rohtak	23.06.14 to 27.06.14	21	. 5	105
- 0	Training course on Capacity Building of Section Officers & Accounts Officers of SAS Cadre on Finance Management & Service Matters	07,07,14 to 11.07,14	30	5	150
c	Office Automation Tools - Computer Training on MS-Office , e-Salary and On-Line Budgeting system for the employees of Sonepat District	74.07.14 to 18.07.14	27	5	135
	Two Days Workshop on Right to Information Act, 2005 RTI Project)	17.07.14 to 18.07.14	73	2	146
	Fraining Course on Duties & Responisblilities of DDOs from Panipat District.	21.07.14 to 25.07.14	41	5	205
	raining Course on Duties & Responisblilities f DDOs from Rohtak District.	04.08.2014 to 08.08.2014	43	5	215
	mployability Skills for unemployed Youths, District ohtak (CED)	11.08.2014 to 22.08.2014	15	8	120
O	Office Automation Tools:- Computer Training In MS-Office , e-Salary and On-Line Budgeting system for the employees	19.08.2014 to 22.08.2014	27	4	108
OI	ffice Automation Tools:-Computer Training n MS-Office , e-Salary and On-Line Budgeting estem from Panipat District.	08.09.2014 to 12.09.2014	31	5	155
Co Es	opT Sponsored training course on Developing Effective onmunication Skills, sential Noting / Drafting , Reservation Policy, prvice Matters, Presentation of Files for the employees	15.09.2014 to 19.09.2014	49	5	245

19	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees of district Rohtak	13.10.2014 to 17.10.2014	16	5	80
	System for the eliphoyees of district Kontak				8 - 11
20	Training Course on Duties and Responsibilities of DDOs from Panipat District.	27.10.2014 to 31.10.2014	27	5	135
21	Training Course on Duties and Responsibilities of DDOs from Jhajjar District.	03.71.2014 to 07.11.2014	35	4	140
22	Training Course on Duties and Responsibilities of DDOs from Karnal District.	10.11.2014 to 14.11.2014	36	5	180
23	One Day Workshop on Right to Information Act, 2005 at Sonipat (RTI Project)	12.11.2014	107	1	107
24	National Seminar/ Workshop on Right to Information Acat Khanpur Kalan (Sonipat)	t 20.71.2014	206	1	206
25	Employability Skills for unemployed Youths, District Rohtak (CED)	17.11.2014 to 28.11.2014	24	10	240
26	Training course on Fixation of Pay, Pensionary Benefits, Reservation Policy and Service Matters for the employees of district Karnal	08.12.2014 to 12.12.2014	37	5	185
27	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees of district Rohtak & jhajjar	15.12.2014 to 19.12.2014	30	5	150
28	Training Course on Duties and Responsibilities of DDOs	12.01.2015 to 16.01.2015	29	5 -	145
29	Employability Skills for unemployed Youths, District Rohtak (CED)	27.01.2015 to 06.02.2015	34	- 8	272
30	Training Course on Duties and Responsibilities of DDOs	09.02.2015 to 13.02.2015	32	5	160
31	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees of district Rohtak & jhajjar	76.02.15 to 20.02.15	22	4	88
32	Training course on Capacity Building of District Officials in Disaster Management, Rohtak sponsored by Department of Revenue and Disaster Management, Haryana Govt.	18.02 2015 to 20.02.2015	43	3	129
3.3	Training programme on Transparency in Administration: Right to Information Act for SPIOs/ASPIOs	11.03.2015 to 12.03.2015	59	2	118
	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees	16.03.15 to 20.03.15	. 15	5	75
	Training course on Pensionary Benefits and Other Service Matters & Reservation Policy for the employees of District Panipat	76.03.2015 to 20.03.2015	27	5	135
13-		Total	1486	164	5211