

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.

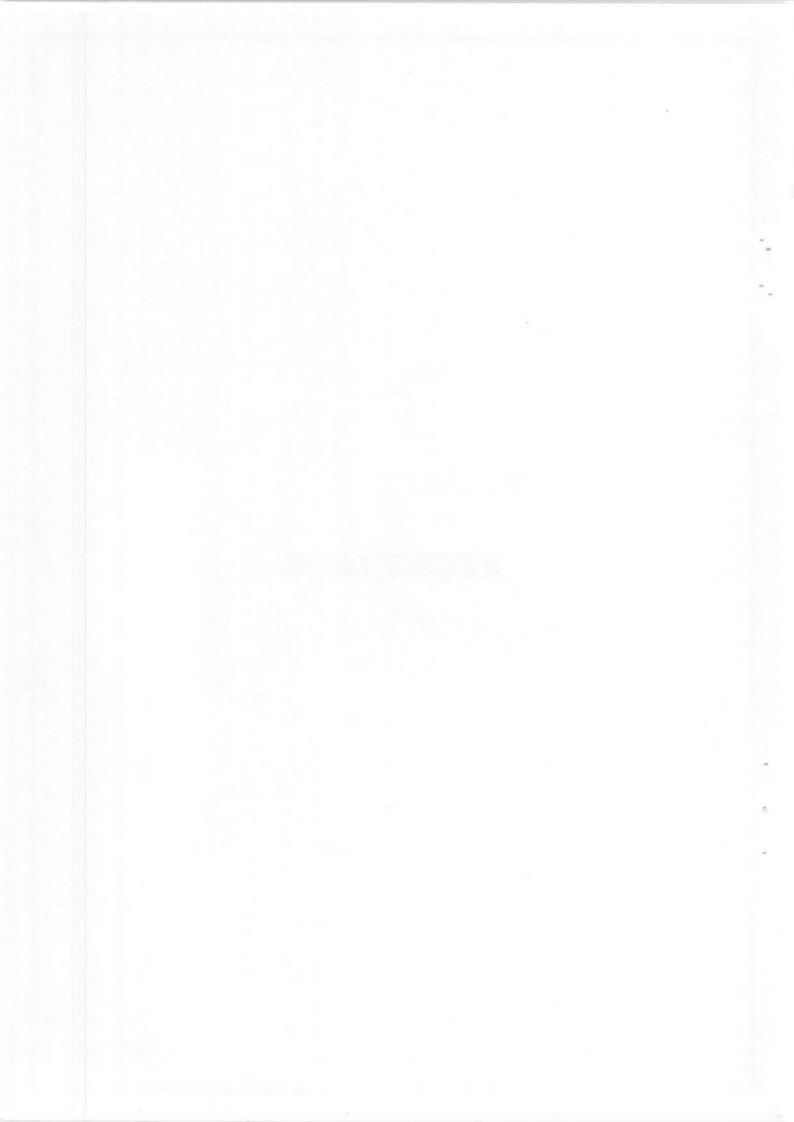


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ABOUT HIPA



3.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2016	31.03.2017
4.	Sh. A.N. Dhiman, Accounts Officer	01.04.2016	31.03.2017

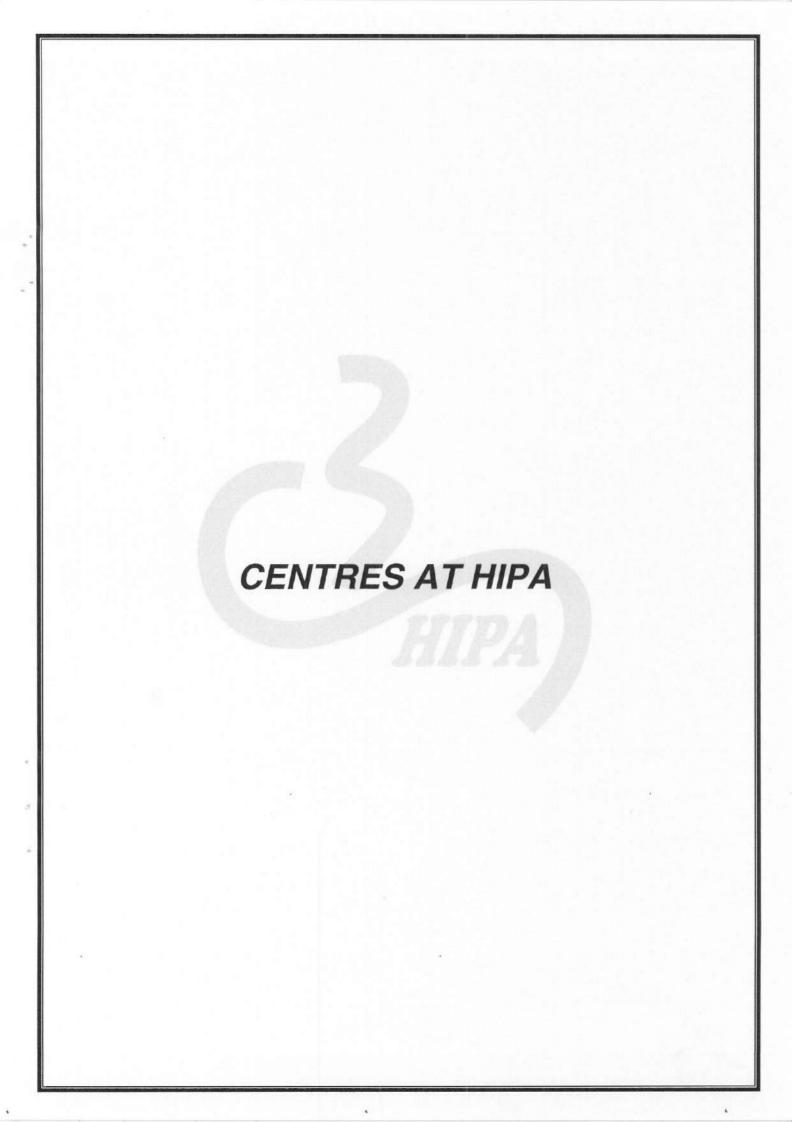
VII. FINANCIAL RESOURCES

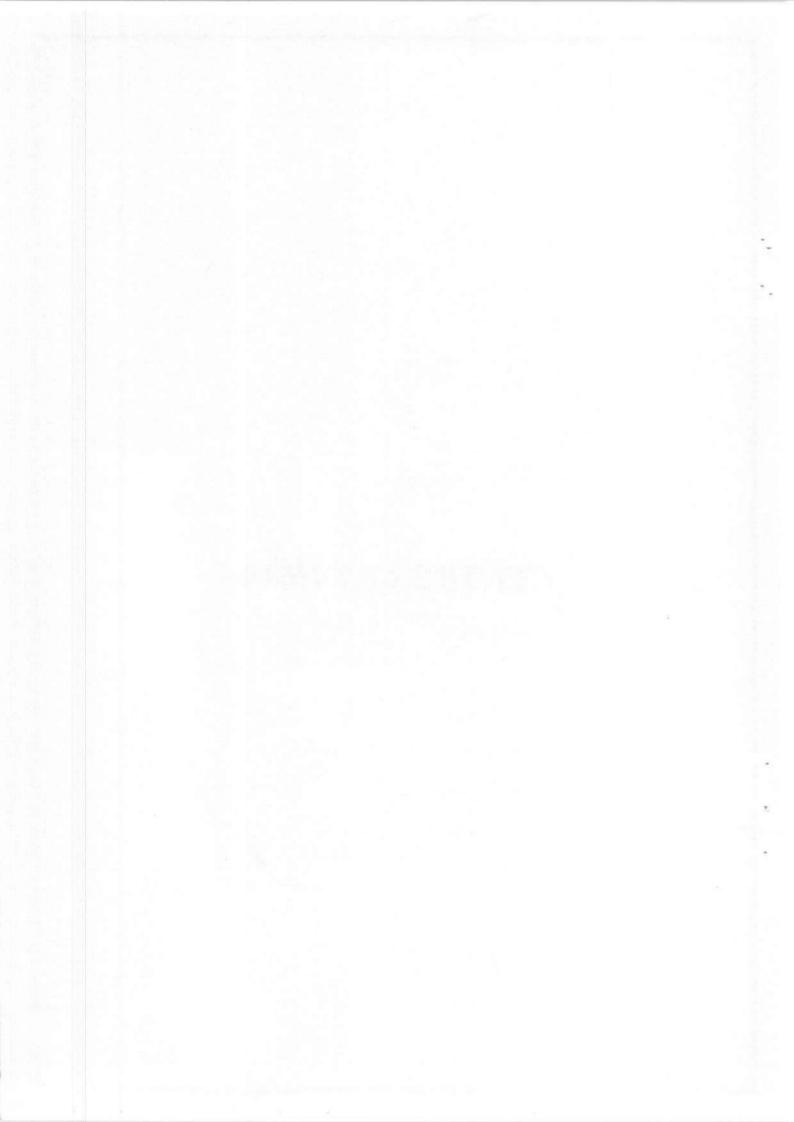
The financial resources available to HIPA during the year 2016-2017 are listed below in Table III:

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)	8,00,00,000
2	Grant-in-Aid Govt. of Haryana (Plan Scheme)	4,02,00,000
3	Grant-in-Aid Govt. of Haryana, Excise & Taxation Deptt.	0
4	Conducting of Examination Fee Receipt	16,64,500
5	Training course Fee HIPA = 1,02,36,168 PKL = 1,48,000 Hisar = 26,670 RTK = 20,000	1,04,30,838
6	Training Courses fee from Govt. of India (DOPT)	0
7	Interest Receipt on FDR & others	9,72,915
8	Misc. Income	11,45,541
9	Hostel Staying Charges	10,29,145
10	HIPA Mess Account	18,64,064
11	RTI Receipts	3,156
12	Training programme fee for RTI Act	0
13	Library Membership Fee	0
14	Sale of old articles	32,426
15	Sale of old Vehicle	7,51,000
	Total	13,80,93,585







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

- 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, Principal Secretary and Additional Chief Secretary 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	31.10.2015
39	Sh. S.P. Gupta, IAS (retd.), DG	01.11.2015	12.12.2016
40	Dr. G. Prasanna Kumar, IAS (retd.), D.G.	14.12.2016	31.03.2017 Till date

During the period under review, The Institute had the following key officers with regard to administration during the financial year 2016-2017 and their respective tenures are listed below:

Sr. No.	Post	Name who hold the post	From	То
1.	Director General	or General Sh. S.P. Gupta, IAS (retd.)		12.12.2016
		Dr. G. Prasanna Kumar, IAS (retd.)	14.12.2016	31.03.2017
2.	Joint Director	Dr. Ekta Chopra, HCS	01.04.2016	31.03.2017
3	Chief Accounts Officer	Sh. Avinash Chander	Sh. Avinash 01.04.2016	
4	Principal DTC, Panchkula	Sh. Ram Saran 01.04.20		31.03.2017
5	Principal DTC, Hisar	Sh. Megh Raj Sharma	01.04.2016	17.11.2016
		Sh. V.P.Asija	17.11.2016	22.02.2017
		Sh. DNS Chahal	22.02.2017	31.03.2017
6	Principal DTC, Rohtak	Sh. V.P. Asija	01.04.2016	31.03.2017
7	Asstt. Librarian, DTC, Panchkula	Mrs. Anjula Kapoor	01.04.2016	31.03.2017

8	Asstt. Librarian	Sh. Joginder Singh	01.04.2016	31.03.2017
9	Assistant Director (Admn.)	Mrs. Rekha	01.04.2016	31.03.2017
10	Superintendent	Sh. Maya Ram	01.04.2016	31.03.2017
11	Superintendent, DTC,PKL	Smt. Arvinder Uppal	01.04.2016	31.03.2017
12	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2016	31.03.2017

VI. ACADEMIC FACULTY

During the year 2016-2017 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	Associate Professor, Disaster Management	Dr. Abhay Shrivastava	01.04.2016	31.03.2017	Filled	
2	Assistant Sh. F Professor (Computer)	Sh. R.K. Gulati	01.04.2016	31.03.2017	Filled	
3	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2016	31.03.2017	Filled	
4	Assistant Professor, (Rural Dev.) & FTC	Dr. Manveen Kaur	01.04.2016	31.03.2017	Filled	
5	Assistant Professor (MIS)	Mrs. Divya Jyoti	01.04.2016	31.03.2017	Filled	
6	Assistant Professor (Behavioural Sciences)	Mrs. Rachna Gupta	01.04.2016	31.03.2017	Filled	

7	Assistant Professor (Public Enterprises)	Dr. Rajvir Dhaka	01.04.2016	31.03.2017	Filled
8	Assistant Dr. Bhuwan Professor (Disasterment Management - I)	01.04.2016	31.03.2017	Filled	
9	Assistant Professor (FM)	Mr. Lalit Kumar	01.04.2016	31.03.2017	Filled
10	Assistant Professor (Disasterment Management - II)	Dr. Anshu Tiwari	01.04.2016	31.03.2017	Filled
11	Assistant Professor (Programming)	Sh. Devendera Singh	01.04.2016	31.03.2017	Filled
12	Assistant Professor (LAW)	Sh. M.M. Alam	01.04.2016	31.03.2017	Filled
13	Principal, DTC, Panchkula	Sh. Ram Saran	01.04.2016	31.03.2017	Filled
14	Principal, DTC, Hisar	Sh. Megh Raj Sharma	01.04.2016	17.11.2016	Filled
		Sh. V.P.Asija	17.11.2016	22.02.2017	Filled
		Sh.DNS Chahal	22.02.2017	31.03.2017	Filled
15	Principal, DTC, Rohtak	Sh. V.P.Asija	01.04.2016	31.03.2017	Filled

b. FACULTY ON CONTRACT

S.No	Name of the Faculty	From	То
1.	Sh.M.K. Midha, IAS (Retd.) Consultant (Sevottam Cell)	01.04.2016	31.03.2017
2.	Dr. Mukesh Mathur, Consultant (Hudco Chair)	01.04.2016	31.03.2017

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 2016-2017 Workshops on Zamabandi and Mutations and other related aspects of RTI were 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 specializes '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

Haryana Institute of Public Administration (HIPA), Gurgaon has become the first official institution in India by installing Earthquake Onsite Early Warning and Security System in its premises on 18th July 2016. This Device is capable of shutting off power, elevators, water supply in the campus and switch on emergency power supply and raise indoor public alarm in case a severe earthquake of intensity more than 5 hits.

This system has 8 threshold values which gives signals and are programmed accordingly to raise public alarm, shut off gas, water, power (provides power back up), parks elevators on nearest floor and opens emergency gates when it senses primary waves of a severe earthquake. The system has capability of calculating the intensity of an earthquake and it gets activated automatically at the intensity of 5 and raise alarm at 6 without losing a second to take all safety measures itself, before destructive secondary waves reached to the place.

It has record timing of 30 seconds of triggering alarm before the secondary waves of an earthquake hits the area where it is installed. This system is connected to Building Management system which makes it unique and much advance in the world.















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 Eight Layers Tennis Court of International Standard, 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

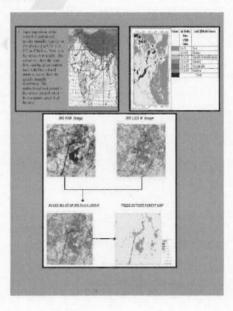
GIS-mapping is used for identification of hazards/vulnerability/capacity for effective management of disaster. This mapping is done by collecting latitude and longitude of resources such as cranes, trucks, fire stations, hospitals etc which are represented on pictorial formats on digital maps.

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.

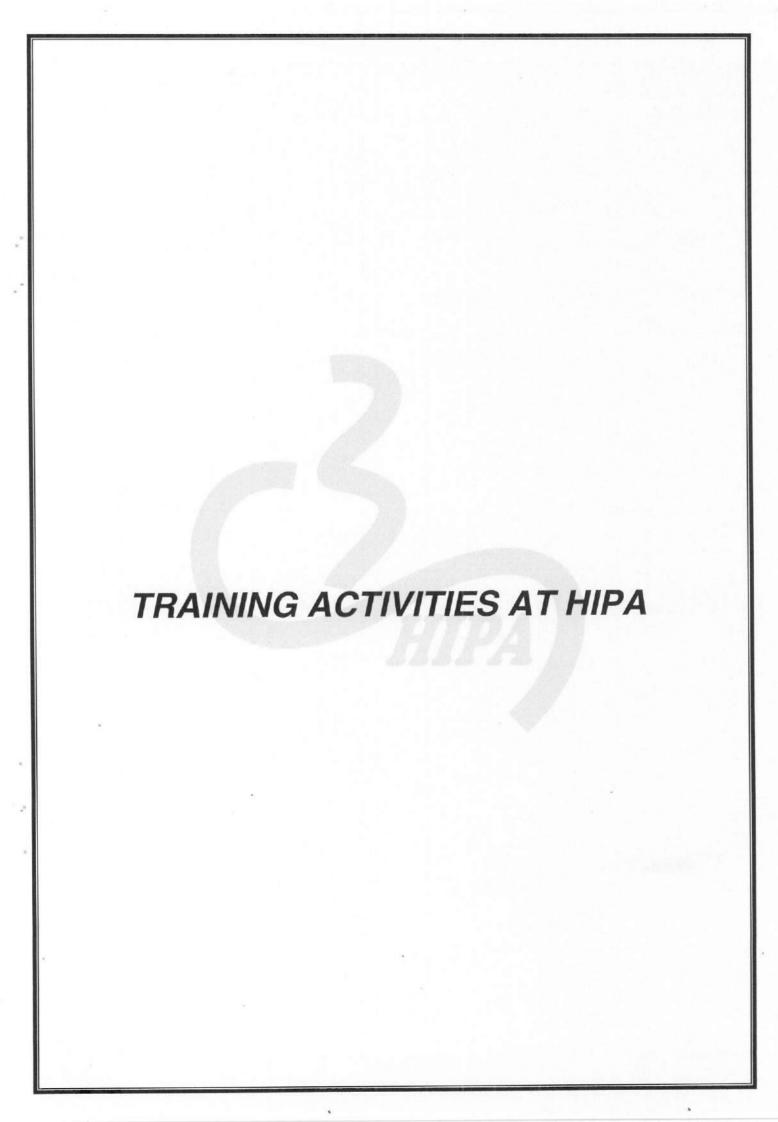


VII) DISPENSARY

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, organizes specialized 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 organized 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 01.04.2016 TO 31.03.2017 THE INSTITUTE CONDUCTED 227 PROGRAMMES.

Training Courses (as given in Table IV below).

Table IV

	ning Courses, Trainee			T and the same of		
Sr. NO	Type of Courses	Number	Conducted By	No. of Trainees	Training Days	Trainee's Days
1.	Long Duration Courses including Induction Courses	12	HIPA	306	273	8134
2.	Short Duration Courses - HIPA	60	HIPA	1637	244	6529
3.	Seminars/Workshops	8	HIPA	377	9 .	392

4.	RTI	12	RTI	678	23	1295
5.	REVENUE	1	Revenue	15	2	30
6.	Sevottam Cell	15	Sevottam Cell	627	20	775
7.	HUDCO	3	HUDCO Chair	55	8	154
8.	Excise & Taxation Centre, Gurugram	2	E&TC	40	9	179
9.	Secretarial Management School, Gurugram	1	PSMS	14	4	56
10.	Divisional Training Centre, Panchkula	56	DTC, PKL	2732	140	5112
11.	Divisional Training Centre, Hisar	28	DTC, Hisar	641	134	2863
12.	Divisional Training Centre, Rohtak	29	DTC, Rohtak	907	125	3823
	Total	227		8029	991	29342

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

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized 227 Training courses during 2016-2017 through which training was imparted to 8029 officers/officials of various Government Departments/ Organizations, as compared to 239 courses during 2015-2016 in which 8554 trainees participated.

Table showing the comparative statement of the courses conducted by HIPA during 2014-2015 to 2016-2017

Table -1

S.No.	year's	No. of Courses
1	2014-2015	275
2	2015-2016	239
3	2016-2017	227

Graph - 1

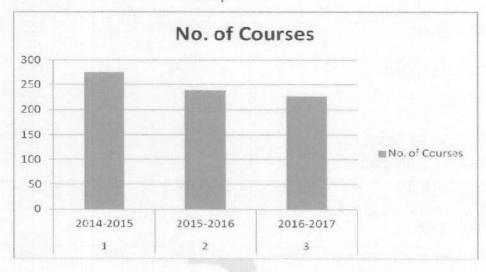
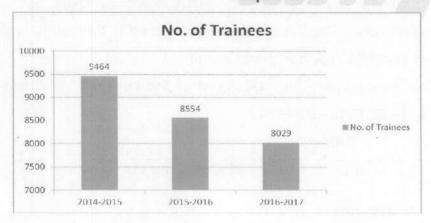


Table showing the comparative statement of the Trainees attended Training Programmes during 2014-2015 to 2016-2017

Table - 2

S.No.	year's	No. of Trainees
1	2014-2015	9464
2	2015-2016	8554
3	2016-2017	8029

Graph - 2



During the financial year 2016-2017, the Institute conducted 12 long duration courses, 60 short duration courses, 8 workshops/seminars. In addition, Divisional Training Centre Panchkula conducted 56, Divisional

Training Centre Hisar conducted 28 and Divisional Training Centre Rohtak conducted 29 short duration courses and seminars/ workshops. Besides, training programmes were also conducted by Excise & Taxation School, Revenue Training School, Secretarial Management School, which are housed at HIPA, Gurgaon Under the project on 'Sevottam Cell sponsored by Administrative Reforms, Pensions, Government of India conducted 15 training programmes. Under the RTI Project 12 training programmes were organized. Under the HUDCO Chair 3 training programmes were conducted.

II. FLAGSHIP PROGRAMMES AT HIPA

(i) Foundation Training Programme for HCS Officers 2004 batch from June 01 to August 26, 2016

The Foundation Training Programme for HCS officers commenced from June 01 to August 26, 2016. It was a 13 weeks long residential programme consisting of 08 officers belonging to various districts of the state. It was an intensive training programme.

The objective of this course was designed to groom these officers in such a way that they acquire requisite knowledge, skills, attitudes, values and the administrative acumen, required for the efficient discharge of their duties in an effective manner, so that they can prove to be an asset to both their state and community at large.

During the training at HIPA, the course was devoted to the academic inputs for familiarizing the officer trainees with the application aspects of important subjects such as Revenue Laws, Haryana specific laws, Public Administration, Management, Behavioural Issues, Gender Equality, Administrative, Financial Procedures of the Government and Information Technology.

An emphasis was given for the skill upgradation by conducting sessions on "Noting & Drafting", Project Management, e-governance and many more.

HIPA provided a platform to hand pick the Best Administrative practices and focuses to expose these officer trainees to the initiatives of "Good Governance."

The training programme came to an end and wrap up session was organized from March 01-17, 2017





(ii) Institutional Training Programme for IAS (AC/UT)-2015-2017 batch

The Institutional Training Programme for IAS (AC/UT)-2015-2017 batch commenced from August 01-12, 2016. It was a 2 weeks residential programme consisting of 05 officers.

An effort was made to draw out experts from the non-government in addition to those from leading global institution to supplement the efforts of inhouse faculty. As a result it emerged as a hub for learning and exchange of ideas from within and outside the government. The idea was not just completion of the things or syllabus but an effort was made to add true value addition to the lives of young OTs. HIPA strives to inculcate good habits human values required to lead the society from the front.



(iii)Training Programme for Administrative Officials of HIPA from March 15-17, 2017

A two days training programme for Administrative officials of HIPA was organized at HIPA on March 15-17, 2017 with the initiative of Director General, HIPA. This programme was meant to build the capacity of HIPA's employees to improve the Service Delivery Mechanism.

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 2016-2017 HIPA conducted the following Seminars/workshops including National Level:

Regional Symposium on Excellence in training for North Region (RSET) – May 06, 2016

The first Regional Symposium on Excellence in Training (RSET) of Northern Region was held at Haryana Institute of Public Administration (HIPA), Gurgaon on 6th May, 2016 which was assigned by DoPT to HIPA.

This Symposium was focussed on the theme on "Development of Training Content with the overarching theme of developing citizen centricity in governance through training".

The delegates were invited from ATIs & CTI of North Zone which included seven states i.e. Punjab, Delhi, J&K, Uttar Pradesh, Himachal Pradesh, Uttrakhand and Haryana.

The Symposia was Inaugurated with the address of Hon'ble Chief Minister, Haryana Shri Manohar Lal. Four technical sessions and an open house constituted the main deliberations of the symposium.

The panelists shared different perspectives, best practices, experiences, innovations and gaps related to the thematic area. The symposium presented for the participating officers.

The Glimpses of the RSET



(Lightening of Lamp by Hon'ble Chief Minister of Haryana)



Inauguration Ceremony



(Inaugural Address by Hon'ble Chief Minister of



(Welcome Address by Director General, HIPA



(Key note Address by Hon'ble Chief Secretary to Government of Haryana)



(Address by Sh. P.K. Das, IAS then Joint Secretary, DoPT, Government of India)

Symposium on "Does Gurgaon Need a Development Authority"? July 07, 2016.

Symposium on "Does Gurgaon Need a Development Authority? was organized on 7^{th} July, 2016. The Symposium team consisted of Dr. Rajvir S. Dhaka and Dr. Manveen Kaur. The various aspects with Gurgaon

Development Authority were highlighted by distinguished experts. Few of the glimpses are captured and may be seen from the following:







- Seminar on Dispute Resolution and Arbitration August 06, 2016
 Seminar on Dispute Resolution and Arbitration was organized on 6th

 August, 2016. The team of this seminar consisted of Shri Ashok Vasistha,
 Mrs. Aarti Dudeja and Mr. M.M. Alam.
 - Seminar on Challenges and Progress in Urban Local Bodies in Haryana – August 26, 2016

Seminar on Challenges and Progress in Urban Local Bodies in Haryana was organized on August 26, 2016. Dr. Bhuwan was the Seminar Director.





Workshop on TNA of HIPA Faculty – 20th January, 2017

This activity was taken up by the institute for the first time with the initiative of Director General, HIPA. TNA workshop was organized at HIPA to build up the Capacity of Faculty members. The purpose of TNA is to stimulate the discussion with focus on optimization of capacity and performance. Training Needs Analysis (TNA) workshop was held on 9th & 10th February, 2016 to determine whether the employees in the HIPA have requisite knowledge to perform at expected level, further, opinions and suggestions of the employees at different levels were gathered at different intervals to zero down on the performance gap. Training needs and non training needs were also assessed in the TNA workshop, as an intensive exercise was done to deliberate on issues related to capacity building of various cadres of HIPA. The discussion provided a platform to deliberate on problems, gaps in performance of employees at all levels.







(Shri I.J. Mittal is addressing the participants)

 Workshop on "Strengthening Ethical and Moral Values in Governance" with joint venture of IIPA-HRB and HIPA – October 18, 2016





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) Research Study on Guidelines on Performance Measurement in Urban Local Bodies of Haryana under HUDCO Chair.

(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.

SEVOTTAM CELL

(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

HUDCO CHAIR

(iii) 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.

Currently a Research study on "A Study of Finances of Gurgaon & Faridabad Municipal Corporation in the context of Urban Reforms Initiatives of Govt. of India" is under progress work.

This Study is conducted under HUDCO Chair supported by the HSMI and HUDCO. It aims to analyse the sources of both municipal corporations, (MCF& MCG), expenditure patterns on various functions an activities, tax administration system etc. with a view to suggest ways and

means for improving the financial health of these corporations. Research Study Report will be submitted in October 2017





V DIGNITARIES'S VISIT 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 Manohar Lal Khatter, Hon'ble Chief Minister of Haryana)



(Shri Umesh Agarwal, MLA, Gurugram)



(Shri Rao Narbir Singh, Hon'ble Minister)



(Shri Rao Inderjeet Singh, Hon'ble Union Minister)



(Shri Anand Kumar, Super 30 Fame)



(Sh. B.S. Baswan, IAS (retd.); Dr. Satbir Bedi, IAS; Dr. Sumeeta Banerji; Dr. C. Raj Kumar)



(Sh. N.C. Saxena, IAS (retd.); Mrs. Amita Prasad, IAS; Dr. Pradeep Sharma, IAS; Dr. D.Suresh, IAS, Commissioner, Gurgaon)



(Sh. Harsh Kumar, IRS; Dr. Piyush Gupta; Sh. Guru Prasad and Sh. Dipak Singh)



(Dr. C.P. Shrimali; Dr. Nikhil Gupta, IPS; Sh. R.Sudarshan)

VI HIPA CONDUCTS SAS/LAD EXAMS

HIPA has been assigned the job of conducting departmental examinations of Irrigation Department. HIPA conducted 523 examinees for Irrigation Department for JEs, DDOs and Draftsman.

(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. CIPS,Hyderababd, IIM Rohtak, GAPSHAM, Delhi.

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.

(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	Dr. Sachidda Nand Joshi,	Director, Indira Gandhi Cultural	Gender
6	Dr. H.S.Anand, IAS	Ex. Secy. Ministry of Housing & Urban Dev.	Urban Development, Urban Poverty
7	Sh. Vrinda Grover,	Executive Director, MARG	D.V. and issues related to women

8	Ms. Maja Daruwala,	Director, Common Wealth (CWHR), Human Rights Commission	Human Rights
9	Sh. Sanjay Kothari, IAS	Secretary, Tourism	Tourism; Ethics in Administration
10	Shri M.J. Akbar,	Hon'ble Cabinet Minister of State for External Affairs	Governance
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
00	lustice D.V. Daddy		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

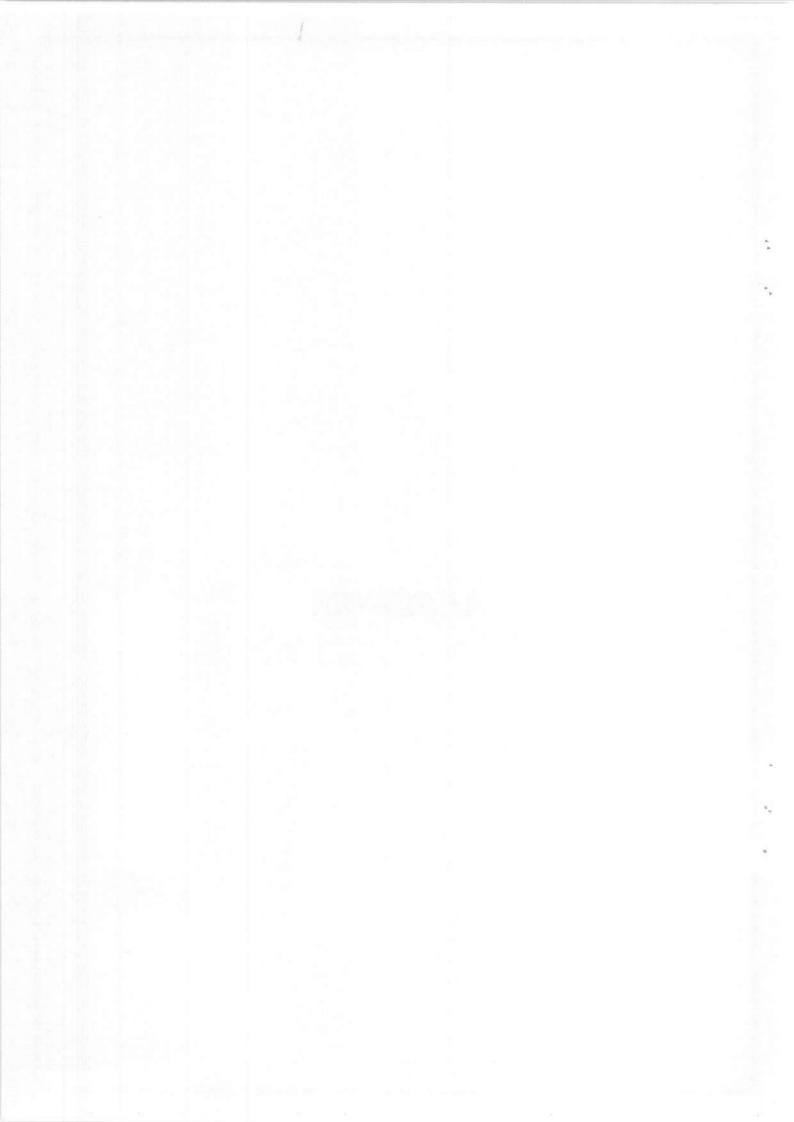
55	Maj Gen (Dr) J K Bansal	Hon'ble Member, NDMA	Chemical, Biological, Nuclear and Radiation Disaster
56	Brig. B.K. Khanna	Sr. Specialist NDMA Ministry of Home Affairs	Mock Exercise (Disaster Management)
57	Dr. Rakesh Kumar Sharma	Scientist-F & Joint Director, Head, CBRM, INMAS, DRDO,	Chemical, Biological, Nuclear and Radiation Disaster
58	Prof. V.K. Sharma,	Professor, Centre for Disaster Management, IIPA	Community Based Disaster Management/ Environment Management
59	Dr. Sumeeta Banerji	Assistant Country Director & Head UNDP	Governance
60	Dr. (Prof.) C. Raj Kumar	Vice Chancellor O.P. Jindal Global University Sonepat	Law
61	Dr. Satbir Bedi, IAS	Joint Secretary, Deptt. of Education Ministry of Human Resource Development, GOI,	Organizational Behaviour, Psychology
62	Mr. N.C. Saxena, IAS (Retd.)	UNDP Adviser	Governance
63	Mrs. Amita Prasad,	Additional Secretary, Ministry of Environment & Forest, Gol	Environment Disaster Management Governance
64	Dr. Pradeep Sharma, IAS		Governance
65	Shri Vishvapati Trivedi, IAS	Chairman Shipping Board of India	Leadership & Governance
66	Shri Nikhil Gupta, IPS	Deputy Director, NPA, Hyderabad	Governance & Training
67	Shri R. Sudarshan	UNDP & Ford Foundation	Training Governance Soft Skills
68	Dr. C.P.Shrimali	Director, MDI, Gurgaon	Organizational Behaviour

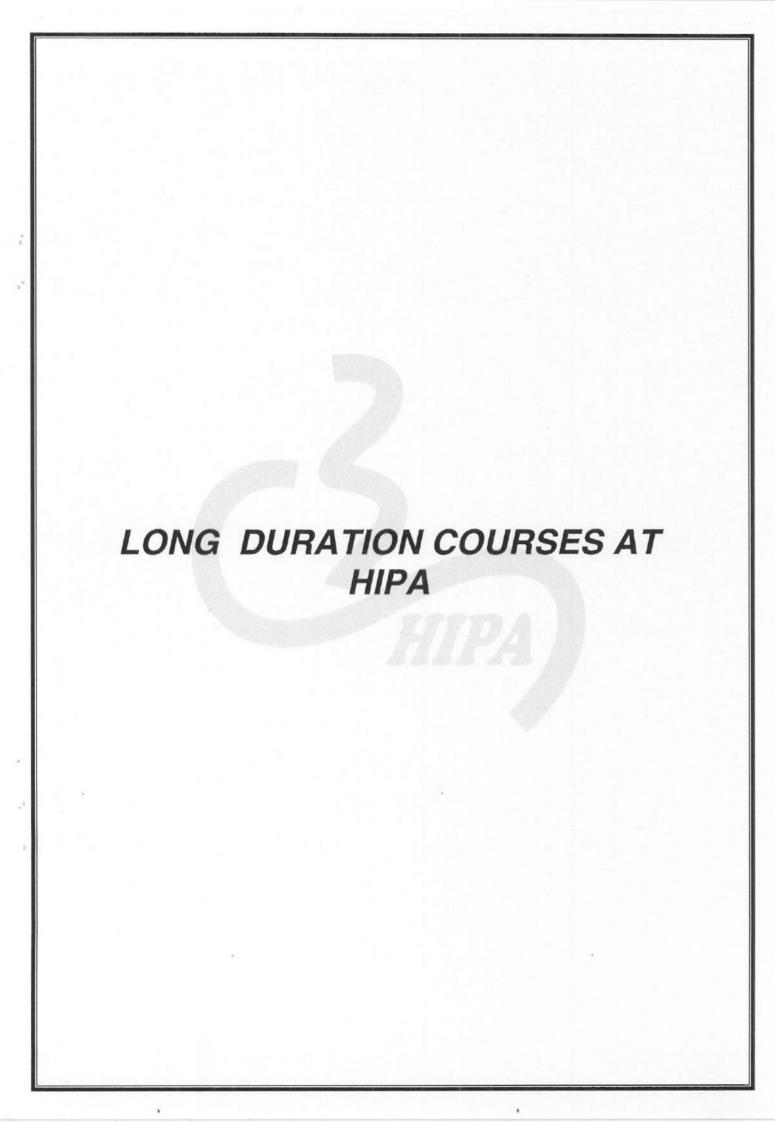
69	Shri Harsh Kumar, IRS	Director, NIFM Faridabad	Finance
70	Mr. Piyush Gupta	Vice President, NISG	e-Governance
71	Shri Guru Prasad,	Vice President Georgia Technology Banglore	e-Governance

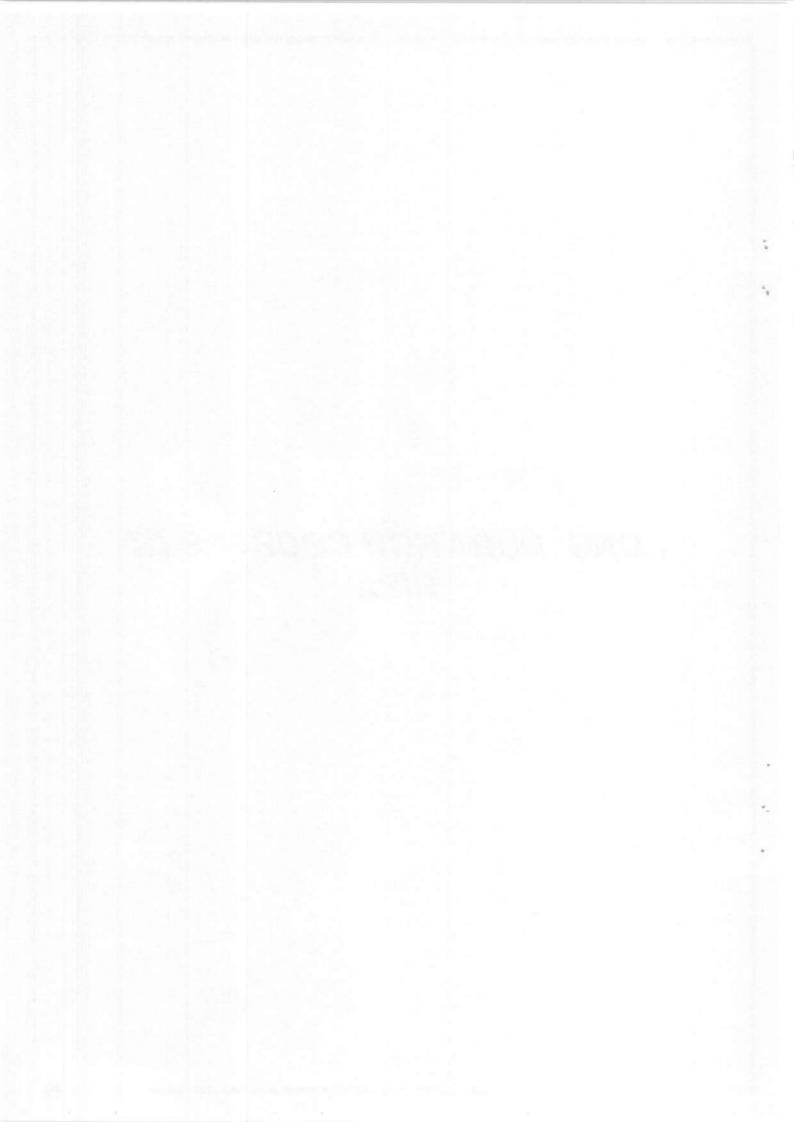
SUMMING UP

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

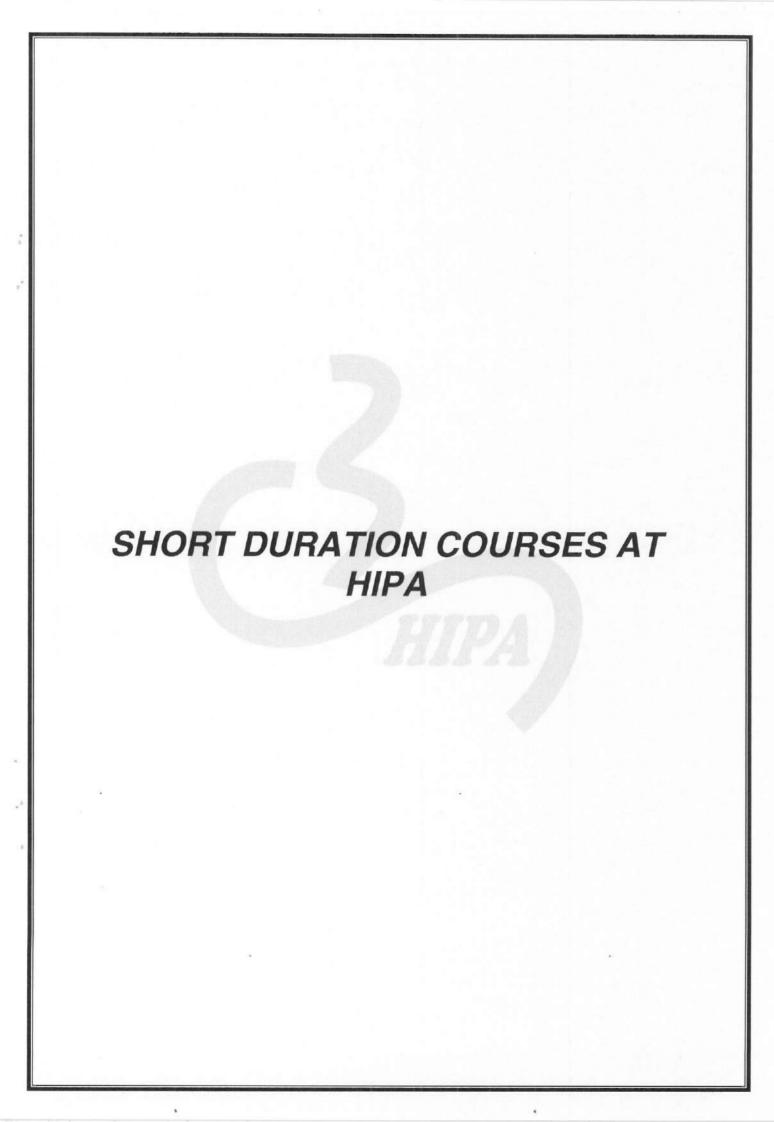


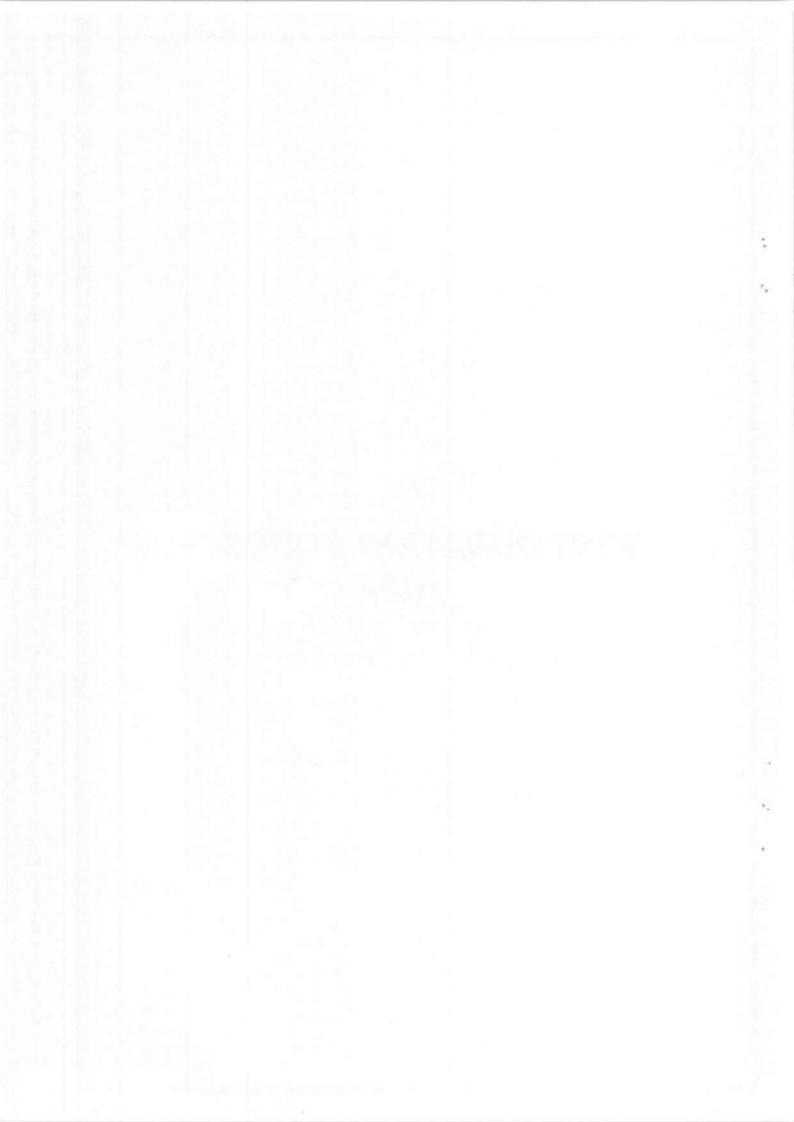




Δ)1	LONG DURATION COURSES ORG	ANIZED	RV HIPA (N	AAIN WING	2)			PENDIX - A		
/ .	Topic	From	To	Duration	Venue	Stakehold ers/ colloborat ers	Course Director	0.61	Training Days	Trainee Days
1	Wrap Up Sesssion for IAS Probationers Batch 2014	16-May-16	10-Jun-16	4 Weeks	HIPA		Ashok Vasistha	6	20	120
2	Computer Basic Course and E-salary for School Principals	16-May-16	27-May-16	2 Weeks	HIPA		Devendra Singh	18	10	180
3	Foundation Training Programme for HCS Officers	01-Jun-16	26-Aug-16	13 Weeks	HIPA		Manveen Kaur	8	58	464
4	Computer MS-Office Operational Guidelines	11-Jul-16	22-Jul-16	2 Weeks	HIPA		Divya Jyoti	15	10	150
5	Computer Basic Course and e-Governance, Digital India and e-office for School Principals/ Lecturers	18-Jul-16	29-Jul-16	10 Days	HIPA		Devendra Singh	21	10	210
6	Institutional Course for IAS Probationers (AC/UT) Batch 2015-2017	01-Aug-16	12-Aug-16	2 Weeks	HIPA		Manveen Kaur	5	10	50
7	Induction Training Programme for Assistant Section Officers Direct Recruited	19-Sep-16	02-Dec-16	11 Weeks	HIPA	ISTM	Ashok Vasistha/ Aarti Dudeja/ Anshu Tiwari/ Devender Singh	78	52	4056
8	Institutional Training Programme for HCS Officers	03-Oct-16	30-Dec-16	13 Weeks	HIPA		Ashok Vasishta/ Rajvir Dhaka/ Bhuwan Kumar	27	64	1728
9	Induction Training Programme for Category- III Staff of FCI	13-Feb-17	22-Feb-17	9 Days	HIPA	FCI	M.M. Alam	41	9	369
10	Induction Training Programme for Category- III Staff of FCI	27-Feb-17	08-Mar-17	9 Days	HIPA	FCI	Divya Jyoti	40	9	360
11	Wrap up Session for HCS officers	01-Mar-17	17-Mar-17	12 Days	HIPA		Manveen Kuar/ Ashok Vasistha/ R.K.Gulati	8	12	96
12	Induction Training Programme for Category- III Staff of FCI	15-Mar-17	24-Mar-17	9 Days	HIPA	FCI	Rachna Gupta	39	9	351
							Total	306	273	81



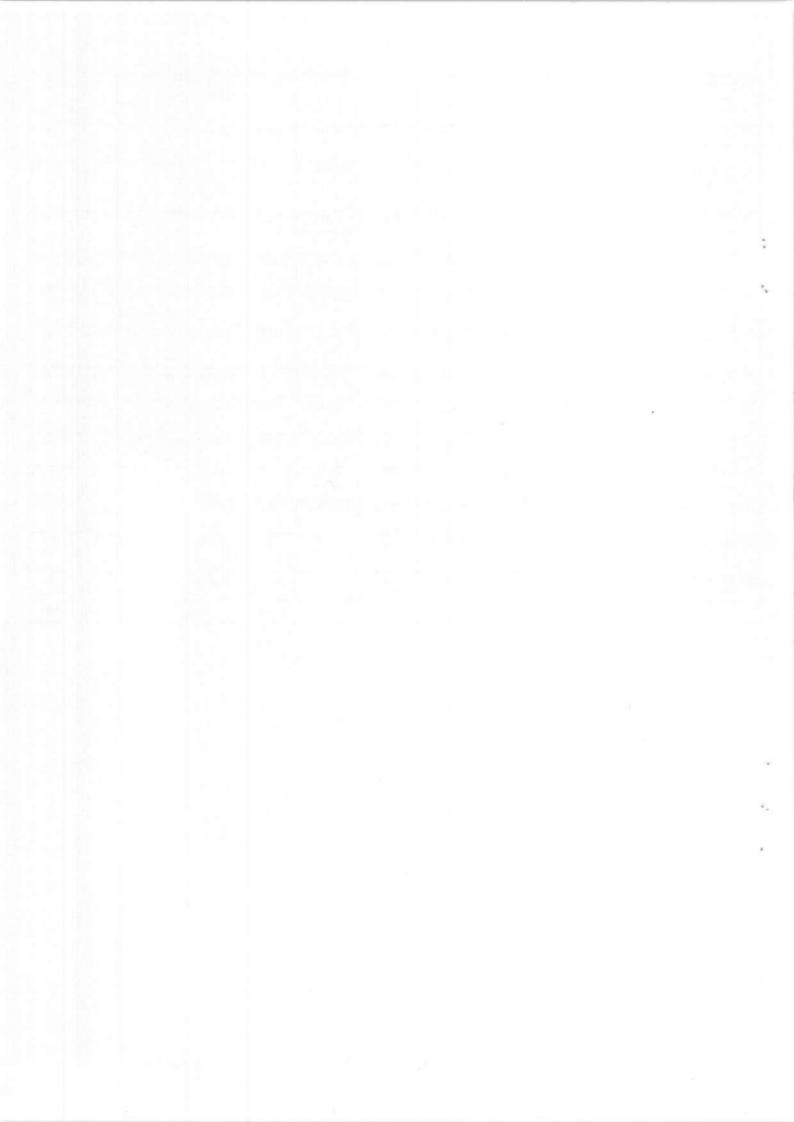


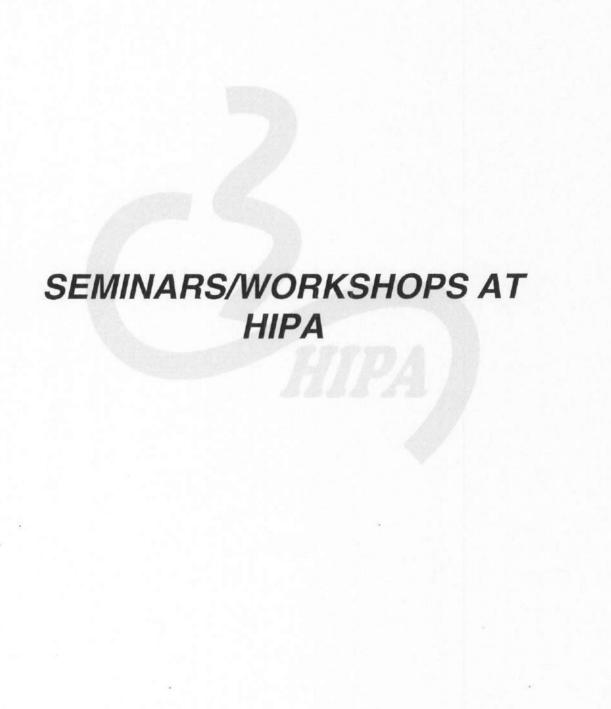


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B)	SHORT DURATION COURSES OR	18-2-30-18-MAVS-21			400000					
	Topic	From	То	Duration	Venue	Stakehold ers/ colloborate rs	Course Director	No. of Trainee s	Training Days	Traine Days
1	Transparency in Administration: Right to Information Act for SPIOs/ASPIOs.	04-Apr-16	08-Apr-16	1 Week	HIPA		Aarti Dudeja	12	5	60
2	Basic Leadership Skills	07-Apr-16	08-Apr-16	2 Days	HIPA	DOPT, GOI	Rachna Gupta	21	2	42
3	Medical Response & Psychosocial Care in Disaster Situation	04-Apr-16	08-Apr-16	1 Week	HIPA		Anshu Tiwari	24	5	120
4	Training on e-office	25-Apr-16	27-Apr-16	3 Days	HIPA		Devendra Singh	15	3	45
5	Financial Models using Spreadsheets and Integrated Financial Management Information System (IFMIS)	25-Apr-16	29-Apr-16	1-Week	Hisar		Lalit Kumar	15	5	75
6	Capacity Building Programme for Trauma Care System Development for the State of Haryana	02-May-16	06-May-16	1 Week	AliMS, Delhi	FCR	A.K. Shrivastava	19	5	95
7	Capacity Building of HCS Officers for Promoting Excellence and Good Governance	02-May-16	06-May-16	1 Week	HIPA		Rajvir Dhaka	13	5	65
8	School Safety Management	16-May-16	20-May-16	1 Week	HIPA	-70.5	Anshu Tiwari	21	5	105
9	Capacity Building Programme for Trauma Care System Development for the State of Haryana	16-May-16	20-May-16	1 Week	AIIMS, Delhi	FCR	A.K. Shrivastava	22	5	110
10	Strategic Financial Management for Drawing and Disbursing Officer	16-May-16	20-May-16	1 Week	Rohtak		Lalit Kumar	24	5	120
11	Women's Empowerment through Panchayati Raj Institutions (PRIs)	23-May-16	27-May-16	1 Week	Sonepat		Aarti Dudeja	45	5	225
12	Self Management.	30-May-16	03-Jun-16	1 Week	HIPA		Aarti Dudeja	16	4	64
13	Flood and Drought Management training for Irrigation SDOs/JEs	01-Jun-16	03-Jun-16	3 Days	Kurukshetra	HIRMI	A.K. Shrivastava	13	3	39
14	Inventory Management in Government	01-Jun-16	03-Jun-16	3 Days	HIPA		Lalit Kumar	33	3	99
15	Negotiation Skills	13-Jun-16	17-Jun-16	1 Week	HIPA	1237	Rachna Gupta	15	5	75
16	Data Analysis using Excel	13-Jun-16	17-Jun-16	1 Week	HIPA	191	Divya Jyoti	16	5	80
17	Accounts and Finance using Computers	13-Jun-16	17-Jun-16	1 Week	Hisar		Lalit Kumar	38	5	190
18	Enahnacing Professional Competencies of LAW officers through Capacity Building	15-Jun-16	22-Jun-16	7 Days	HIPA		Rajvir Dhaka	23	7	161
19	Continuous Quality Improvement	22-Jun-16	24-Jun-16	3 day	Panchkula		Aarti Dudeja	19	3	. 57
20	Income Tax Matters	27-Jun-16	29-Jun-16	3 Days	Rohtak		Lalit Kumar	15	3	45
21	Flood and Drought Management training for Irrigation SDOs/JEs	12-Jul-16	14-Jul-16	3 Days	Kurukshetra	HIRMI	A.K. Shrivastava	6	3	18

22	Transparency in Administration: Right to Information Act for SPIOs/ASPIOs	11-Jul-16	15-Jul-16	1 Week	HIPA		Aarti Dudeja	18	5	90
23	Training on e-office	11-Jul-16	13-Jul-16	3 Days	HIPA	DOPT, GOI	Devendra Singh	19	3	57
24	Government Accounting and Service Rules	18-Jul-16	22-Jul-16	1 week	HIPA		Lalit Kumar	21	5	105
25	Developing Positive Attitude and Work Culture	25-Jul-16	29-Jul-16	1 Week	HIPA		Rachna Gupta	16	5	80
26	Audit Sensitization and Financial Control Mechnisms	01-Aug-16	05-Aug-16	1 Week	Hisar		Lalit Kumar	22	5	110
27	Database Management Tools	22-Aug-16	26-Aug-16	1 Week	HIPA		Divya Jyoti	17	5	85
28	Induction Training Programme for Category- III Staff of FCI	05-Sep-16	10-Sep-16	6 Days	HIPA	FCI	Avinash Sharma/Lalit Kumar	40	6	240
29	Induction Training Programme for Category- III Staff of FCI	12-Sep-16	17-Sep-16	6 Days	HIPA	FCI	Rachna Gupta/ Manveen Kaur	40	6	240
30	Induction Training Programme for Category- III Staff of FCI	19-Sep-16	24-Sep-16	6 Days	HIPA	FCI	Lalit Kumar/ Avinash Sharma	40	6	240
31	Administrative Excellence Training for Principals of Industrial Training Institutes	26-Sep-16	30-Sep-16	1 Week	HIPA	ITI	Rachna Gupta/ Manveen Kaur	24	5	120
32	Earth Quake Management	26-Sep-16	30-Sep-16	1 Week	HIPA	DOPT, GOI	A.K. Shrivastava/ Bhuwan Kumar	32	5	160
33	Capacity Building for newly recruited Assistant Engineer	05-Dec-16	10-Dec-16	6 Day	HIPA	UHBVN	R.K. Gulati/ Manveen Kaur	18	6	108
34	33rd Mid Career Training Programme in Field Administration for Bangladesh Civil Servants	09-Dec-16	09-Dec-16	1 Day	HIPA		Manveen Kaur Rachana Gupta	24	1	24
35	Effective Financial Management using Information Technology	27-Dec-16	29-Dec-16	3 Days	at Rohtak		Lalit Kumar	21	3	63
36	Government Accounting and Finance for Senior Officers	09-Jan-17	13-Jan-17	1 Week	Rohtak	DOPT, GOI	Lalit Kumar	15	5	75
37	34th Mid Career Training Programme in Field Administration for Bangladesh Civil Servants	13-Jan-17	13-Jan-17	1 day	HIPA		Manveen Kaur/ Rachna Gupta	27	1	27
38	Induction Training Programme for Category- III Staff of FCI	23-Jan-17	28-Jan-17	6 Days	НГРА	FCI	Divya Jyoti/ M.M. Alam	40	6	240
39	Capacity Building of Disaster Management	23-Jan-17	25-Jan-17	3 Days	Jind	FCR	A.K. Shrivastava	41	3	123
40	Induction Training Programme for Category- III Staff of FCI	30-Jan-17	04-Feb-17	6 Days	HIPA	FCI	R.K. Gulati/ Rachna Gupta	38	6	228
41	Training Programme on Communicational and Interpersonal Skills for HIPA employees	02-Feb-17	02-Feb-17	1 Day	HIPA		Rachna Gupta/ Manveen Kaur	27	1	27
42	Training Programme on Communicational and Interpersonal Skills for HIPA employees	03-Feb-17	03-Feb-17	1 Day	НІРА		Rachna Gupta/ Manveen Kaur	25	1	25
43	Induction Training Programme for Category- III Staff of FCI	06-Feb-17	11-Feb-17	6 Days	HIPA	FCI	Anshu Tiwari	40	6	240
44	Financial Procedures in Government	06-Feb-16	08-Feb-17	3 Days	Rohtak		Lalit Kumar	28	3	84
45	Capacity Building of Disaster Management	07-Feb-17	09-Feb-17	3 Days	Bhiwani	FCR	A.K. Shrivastava	54	3	162
46	Capacity Building of Disaster Management	07-Feb-17	09-Feb-17	3 Days	Yamuna Nagar	FCR	Bhuwan Kumar	68	3	204

	Technolgy						Total	1637	244	6529
60	Financial Application using Information	27-Mar-17	31-Mar-17	5 Days	Rohtak		Lalit Kumar	16	5	80
59	Induction Training Programme for Category- III Staff of FCI	27-Mar-17	01-Apr-17	6 Days	HIPA	FCI	M.M. Alam	21	6	126
58	Capacity Building of Disaster Management	14-Mar-17	16-Mar-17	3 Days	Panchkula	FCR	Bhuwan Kumar	60	3	180
57	TrainingProgramme for Administrative Officials of HIPA	15-Mar-17	16-Mar-17	2 Days	HIPA		Manveen Kaur	22	2	44
56	Capacity Building of Disaster Management	08-Mar-17	10-Mar-17	3 Days	Sirsa	FCR	Bhuwan Kumar	36	3	108
55	Capacity Building of Disaster Management	07-Mar-17	09-Mar-17	3 Days	Kaithal	FCR	Bhuwan Kumar	53	3	159
54	Capacity Building of Disaster Management	06-Mar-17	08-Mar-17	3 Days	Fatehabad	FCR	Bhuwan Kumar	42	3	126
53	Capacity Building of Disaster Management	20-Feb-17	23-Feb-17	4 Days	Jhajjar	FCR	A.K. Shrivastava	36	4	144
52	Capacity Building of Disaster Management	14-Feb-17	16-Feb-17	3 Days	Kurukshetra	FCR	Bhuwan Kumar	46	3	138
51	Capacity Building of Disaster Management	15-Feb-17	17-Feb-17	3 Days	Karnal	FCR	Bhuwan Kumar	42	3	126
50	Capacity Building of Disaster Management	14-Feb-17	16-Feb-17	3 Days	HIRMI Kurukshetra	FCR	Bhuwan Kumar	20	3	60
49	Developing Positive Attitutde and Work Culture for Prison Department	13-Feb-17	17-Feb-17	1 Week	НІРА	HIPA	Rachna Gupta/R.K. Gulati	15	5	75
48	Computer Aided Accounting Application and Financial Skills	13-Feb-17	17-Feb-17	1 Week	Hisar	HIPA	Lalit Kumar	17	5	85
47	Training Programme on Communicational and Interpersonal Skills for HIPA employees	08-Feb-17	08-Feb-17	1 Day	HIPA		Rachna Gupta/ Manveen Kaur	31	1	31

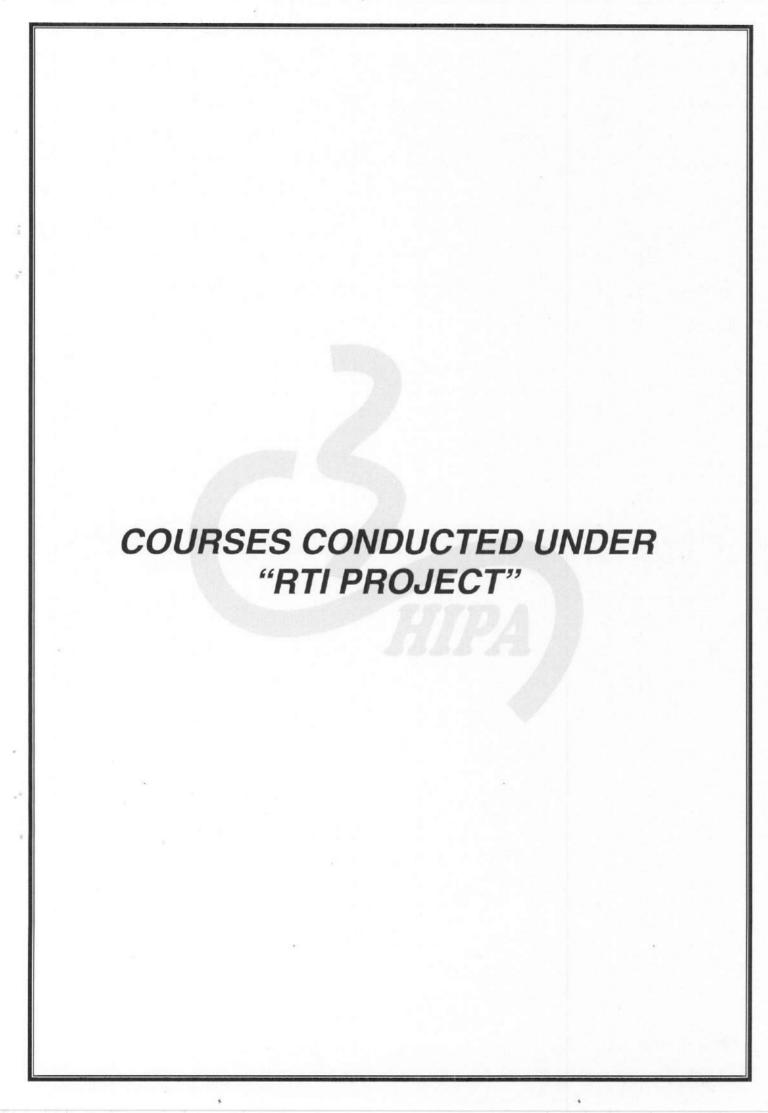






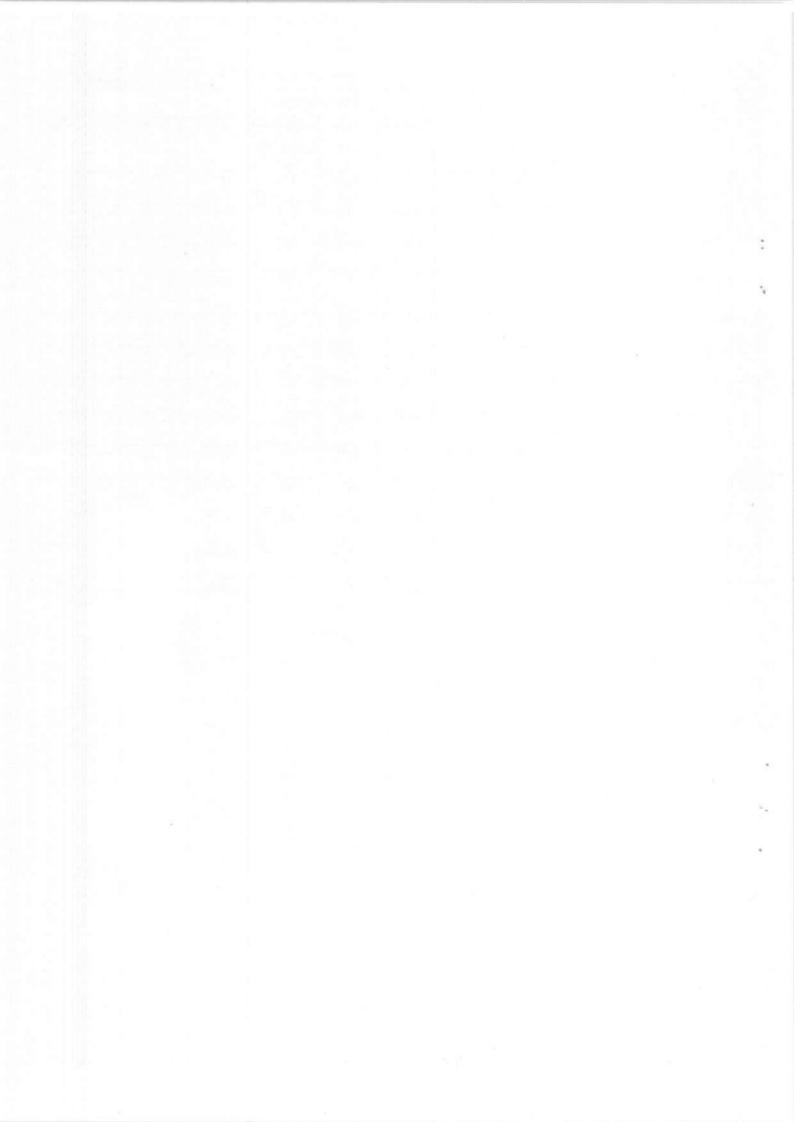
								APPENDIX	(- C	
C)	SEMINARS/WORKSHOPS ORGA	NIZED BY	HIPA (MA	IN WINC	G)	i Tana				
	Торіс	From	То	Duration	Venue	Stakeholder s/ colloboraters	Course Director	No. of Trainees	Training Days	Trainer Days
1	Regional Sysmposium on Excellence in Traiing for North Region	06-May-16	06-May-16	1 Day	НІРА	DOPT, GOI	Manveen Kaur/ Rachna Gupta/ R.K. Gulati/ Bhuwan Kumar	100	1	100
2	Symposium on Does Gurgaon Need a Development Authority?	07-Jul-16	07-Jul-16	1 Day	HIPA		Rajvir Dhaka/ Manveen Kaur	53	1	53
3	Seminar on Dispute Resolution and Arbitration	06-Aug-16	06-Aug-16	1 Day	HIPA		Ashok Vasistha/Aarti Dudeja/ M.M.Alam	22	1	22
4	Seminar on Challenges and Progress in Urban Local Bodies in Haryana	26-Aug-16	26-Aug-16	1 Day	HIPA		A.K. Shrivastava/ Bhuwan Kumar	17	1	17
5	Half day workshop on "Strengthening Ethical and Moral Values in Governance" with joint venture of IIPA -HRB and HIPA	18-Oct-16	18-Oct-16	1 Day	HIPA		Rajvir Dhaka	93	1	93
6	Workshop on TNA of HIPA Faculty	20-Jan-17	20-Jan-17	1 Day	HIPA		Manveen Kaur/Rachna Gupta	17	1	17
7	Workshop on TNA with HoDs	23-Jan-17	23-Jan-17	1 Day	Chandigar	h	G. Prasanna Kumar	60	1	60
8	Workshop on TNA for HIPA Faculty	09-Feb-16	10-Feb-17	2 Days	HIPA		Manveen Kaur	15	2	30
							Total	377	9	392

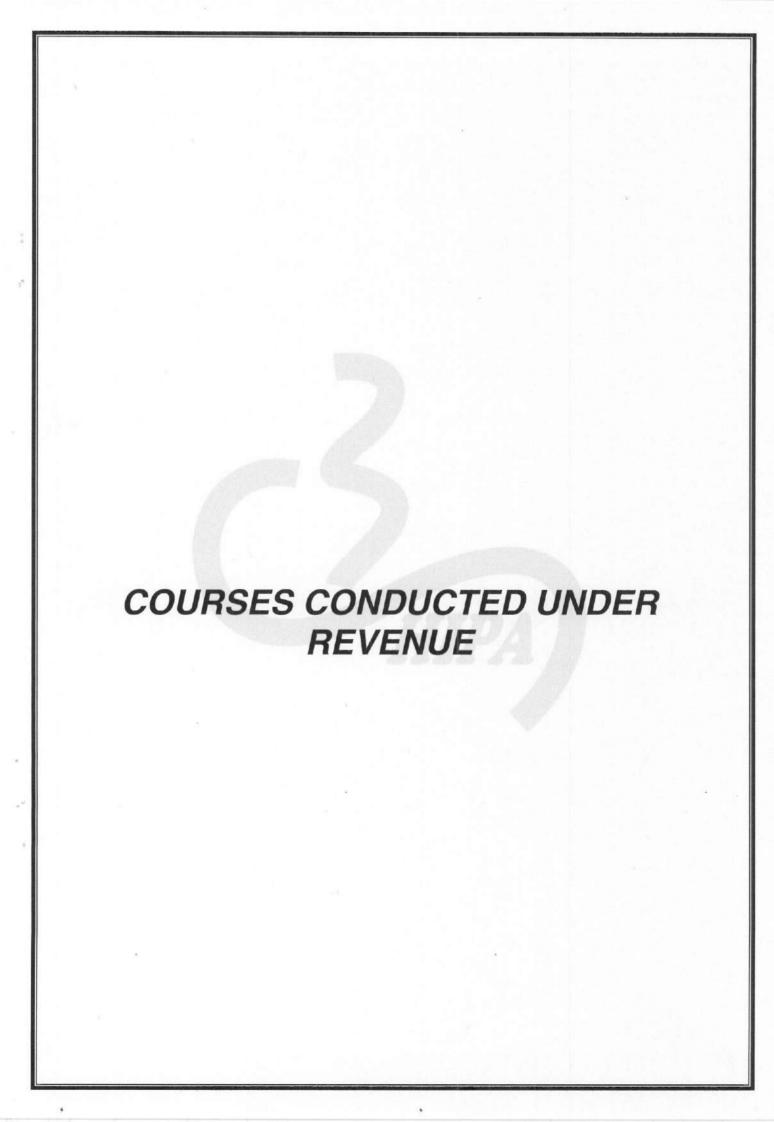


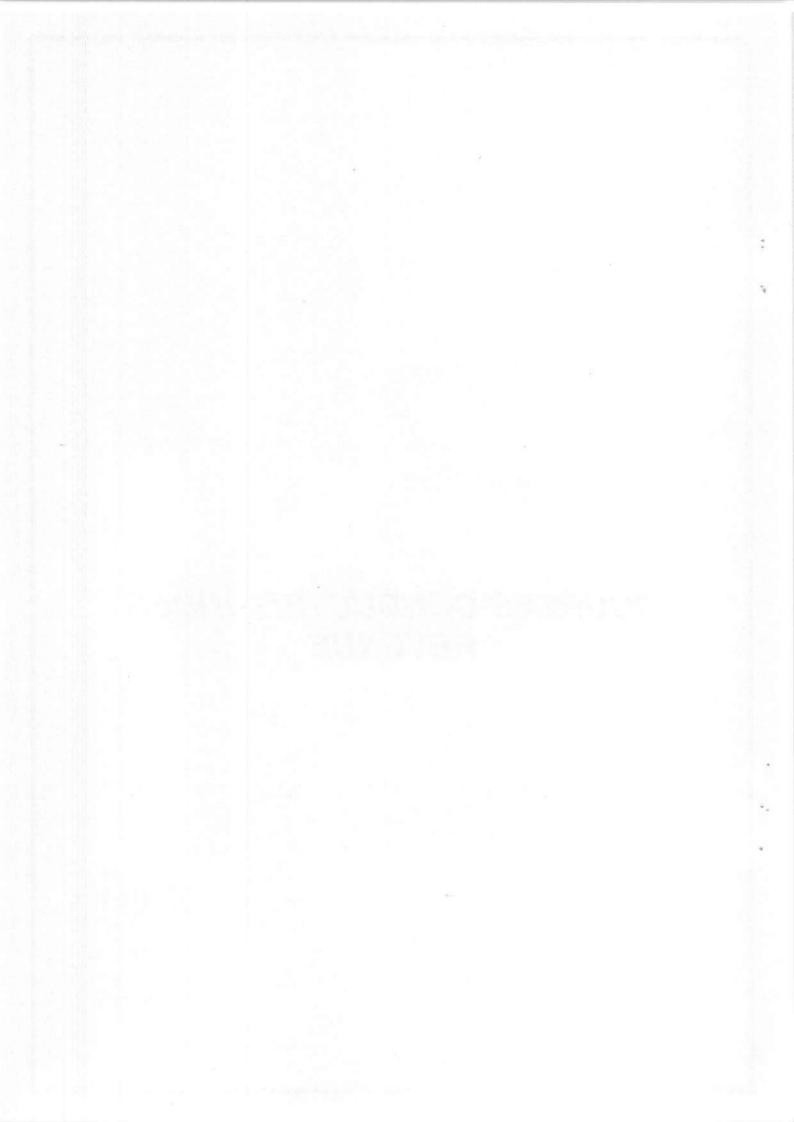




									APPENDI	X - D
D)	DETAILS OF TRAINING PROG	RAMMES	CONDUC	TED UNI	DER "RTI P	ROJECT"				
	Topic	From	То	Duration	Venue	Stakeholder s/ colloborater s	Course Director	Trainees	T. Days	T.T.Day
1	One Day RTI Workshop at Gurgaon	06-Apr-16	06-Apr-16	1 Day	Gurgaon	RTI	Rajvir Dhaka	85	1	85
2	Two days Workshop on RTI	24-Jun-16	25-Jun-16	2 Days	Faridabad	RTI	Rajvir Dhaka	112	2	224
3	Two days Workshop on RTI	01-Jul-16	02-Jul-16	2 Days	HIPA	RTI	Rajvir Dhaka	59	2	118
4	Workshop on RTI for SPIOs and ASPIOs of Education Department	07-Jul-16	07-Jul-16	1 Day	HIPA	RTI	Rajvir Dhaka	23	1	23
5	Training of Trainers on RTI	13-Jul-16	15-Jul-16	3 Days	HIPA	RTI	Rajvir Dhaka	42	3	126
6	Workshop on RTI	06-Oct-16	07-Oct-16	2 Days	Jhajjar	RTI	Rajvir Dhaka	91	2	182
7	Workshop on RTI Act	17-Oct-16	18-Oct-16	2 Days	Sirsa	RTI	Rajvir Dhaka	81	2	162
8	RTI Workshop at Rewari	17-Nov-16	18-Nov-16	2 Days	Rewari	RTI	Rajvir Dhaka	80	2	160
9	Two Days Workshop on RTI	23-Dec-16	24-Dec-16	2 Days	HIPA	RTI	Rajvir Dhaka	35	2	70
10	Two Days RTI Workshop	09-Mar-17	10-Mar-17	2 Days	HIPA	RTI	Rajvir Dhaka	25	2	50
11	Training Programme on RTI	15-Mar-17	17-Mar-17	3 Days	HIPA	RTI	Rajvir Dhaka	25	3	75
12	One day workshop on RTI for the officers of Prison department	31-Mar-17	31-Mar-17	1 Day	Chandigarh	Prison Deptt.	Rajvir Dhaka	20	1	20
_							Total	678	23	1295

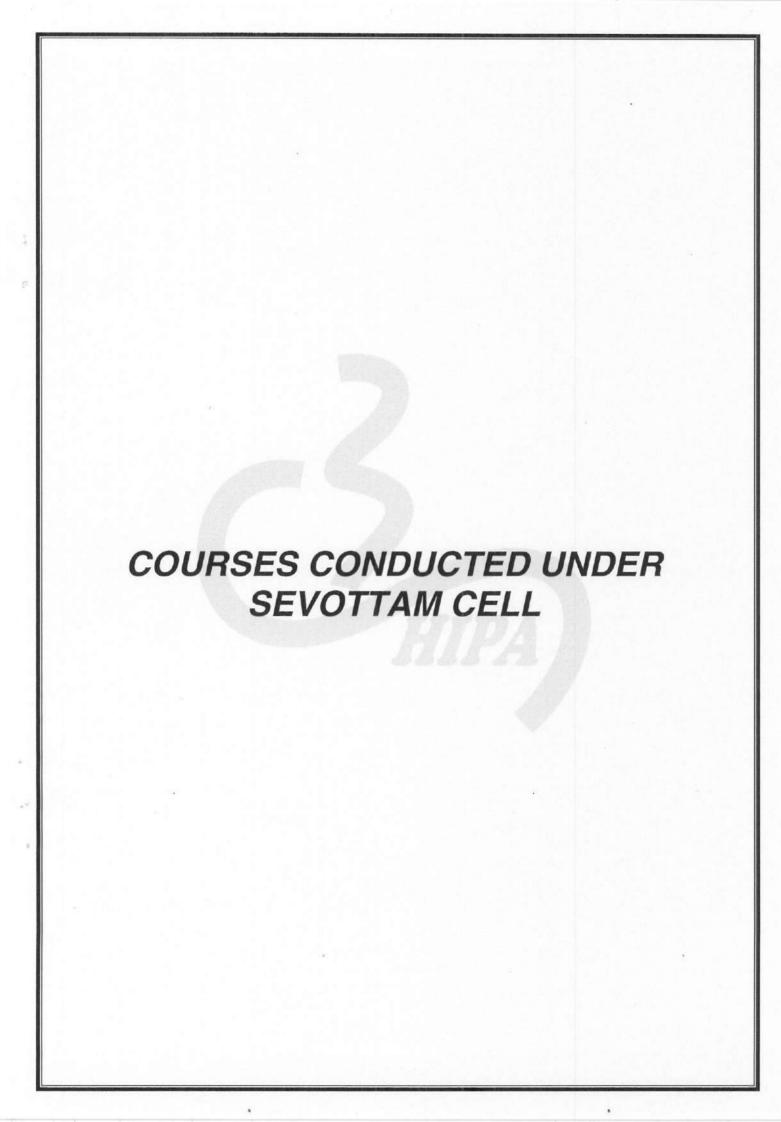


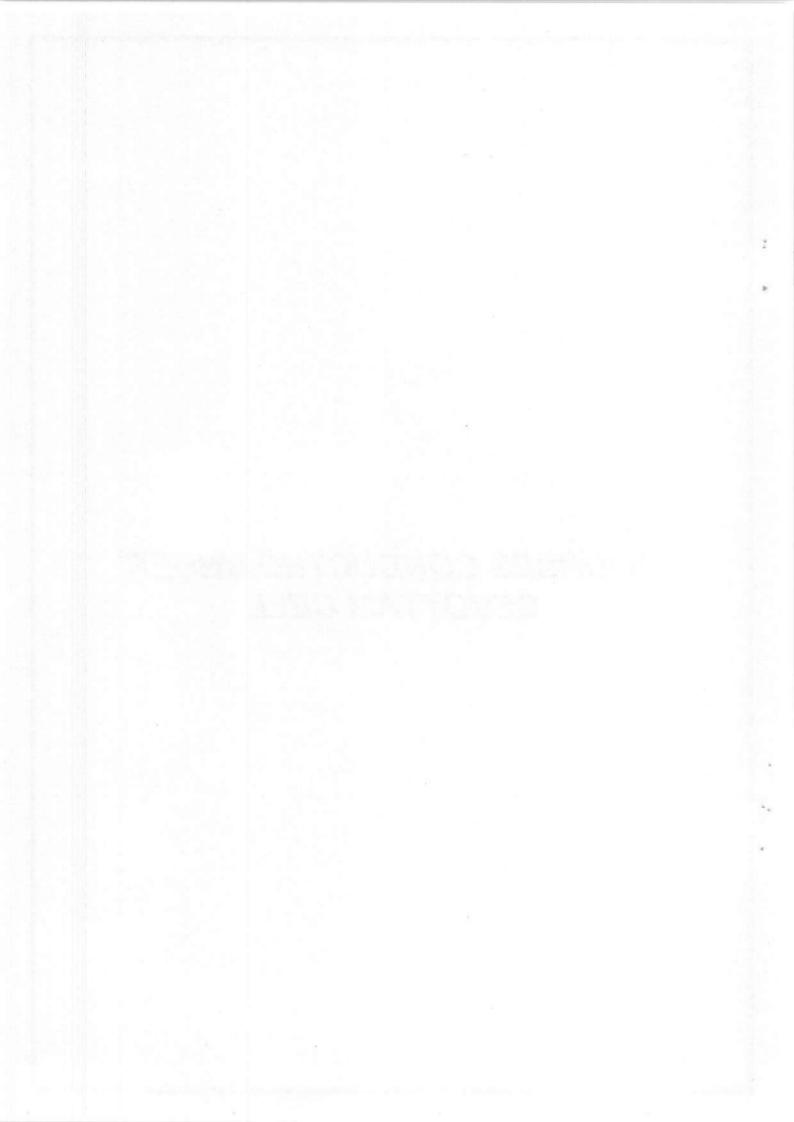




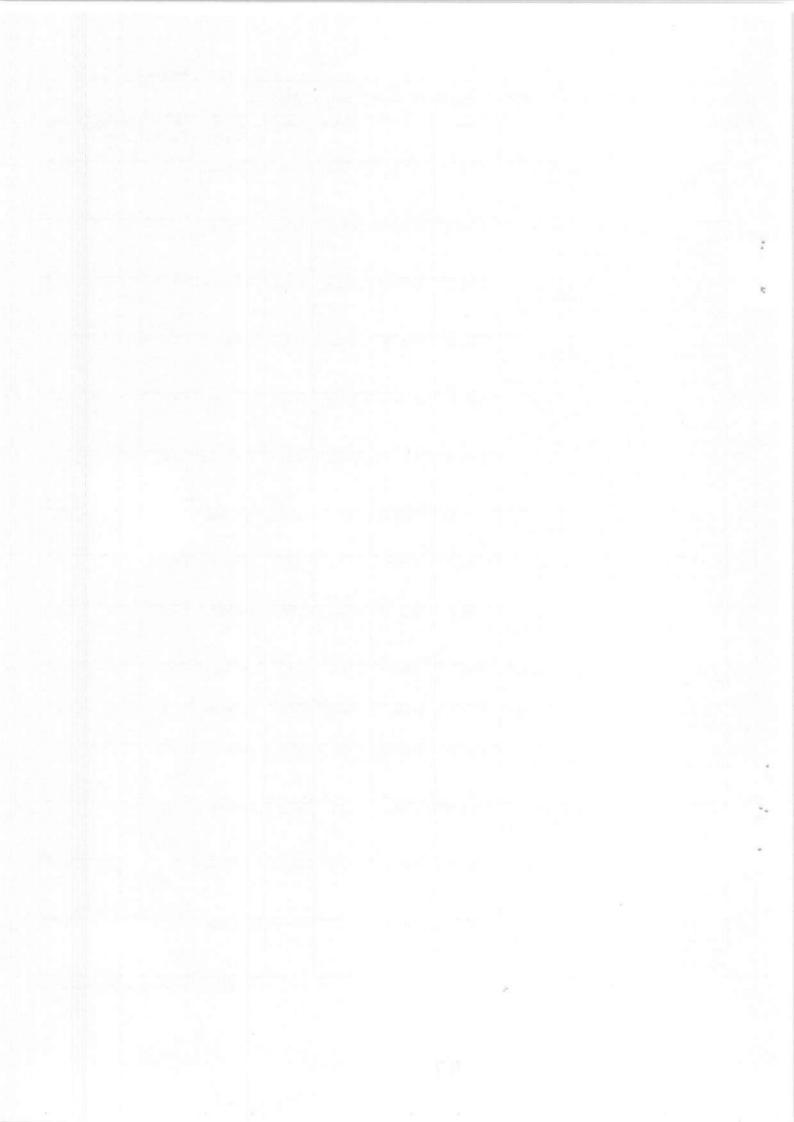
	Topic	From	То	Duratio n	Venue	ers/ colloborate rs	Course Director	No. of Trainees	Training Days	Trainee Days
1	Training Programme for DROs and LAOs	05-May-16	06-May-16	2 Days	HIPA	Revenue	Ashok Vasistha	15	2	30

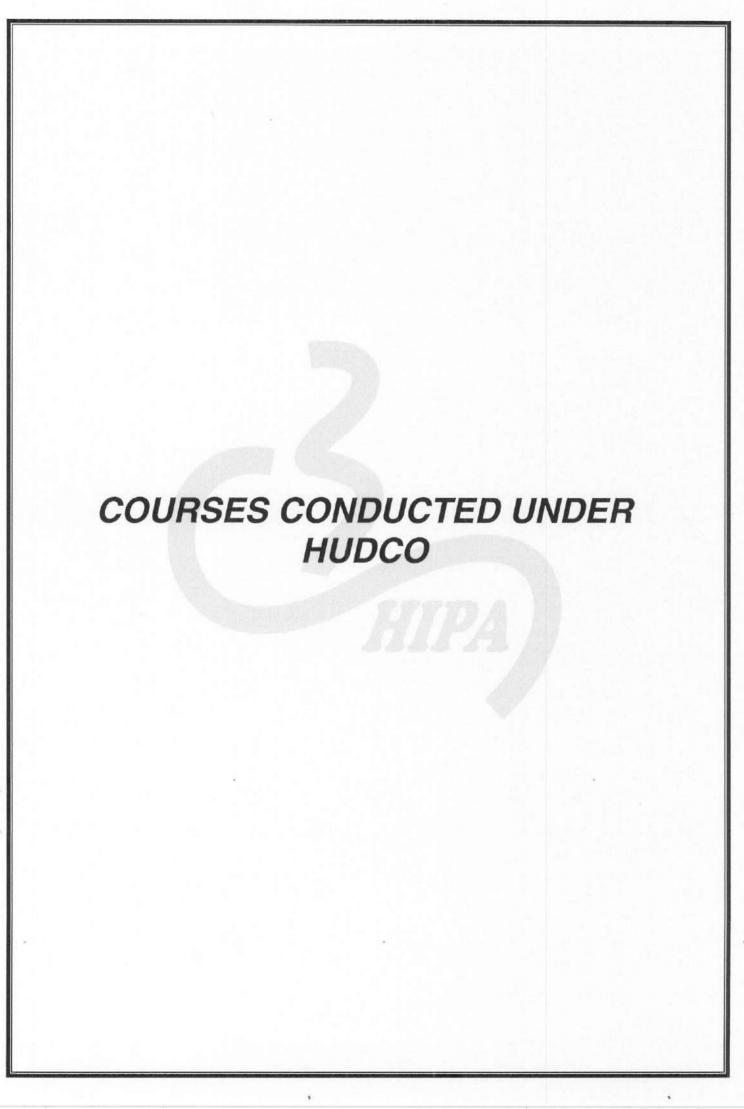


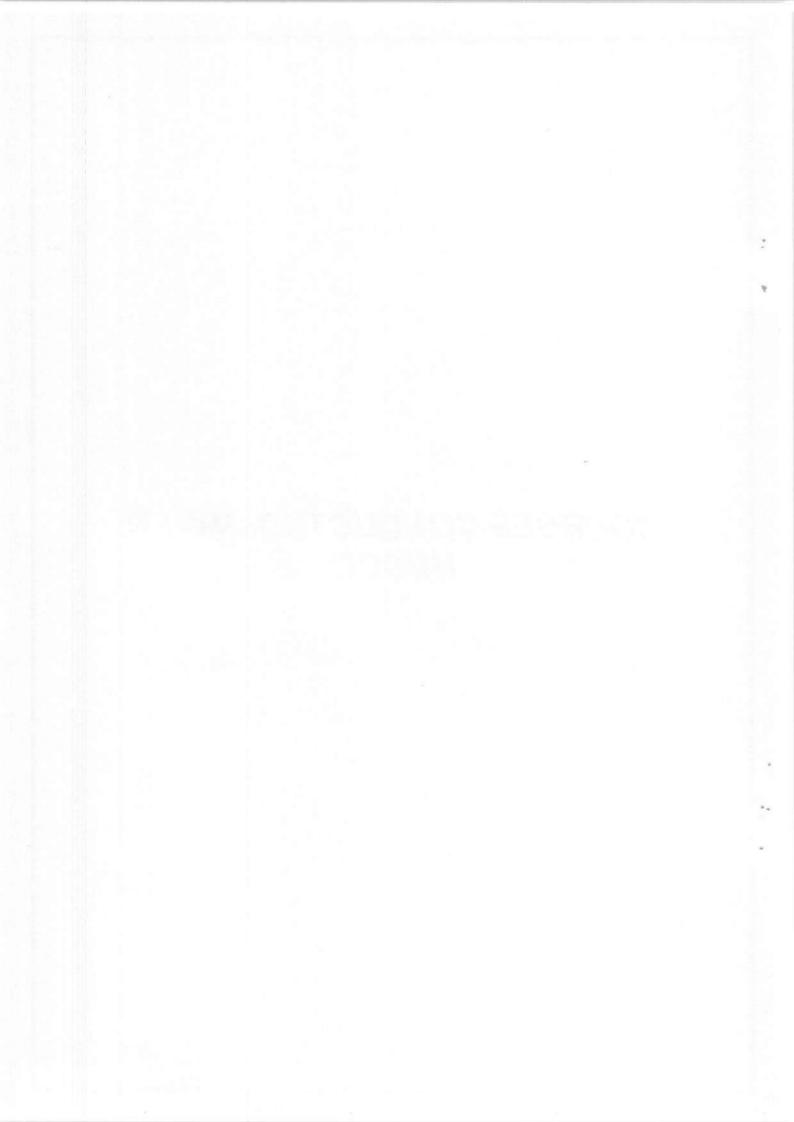




Sr.No	Topic	From	То	Duration	Venue	Course Director	No. of Trainees	Training Days	Trainee Days
	Redressal Mechanism w.s.r.t. Citizen Charter, Sevottam Framework, Sevotam Certification BIS- 15700 and Capacity Building	11-Aug-16	12-Aug-16	2 Days	Karnal	M.K. Midha/ Naresh Yadav	32	2	64
	Two days Training Programme on Grievance Redressal Mechanism w.s.r.t. Citizen Charter, Sevottam Framework, Sevotam Certification BIS- 15700 and Capacity Building	06-Sep-16	07-Sep-16	2 Days	Rohtak	M.K.Midha	33	2	66
	Two days Training Programme on Grievance Redressal Mechanism w.s.r.t. Citizen Charter, Sevottam Framework, Sevotam Certification BIS- 15700 and Capacity Building	27-Sep-16	28-Sep-16	2 Days	Rohtak	M.K.Midha	30	2	60
	Two days Training Programme on Grievance Redressal Mechanism w.s.r.t. Citizen Charter, Sevottam Framework, Right to Service Act Accountability and Service Matters (with DTC RTK)	13-Oct-16	14-Oct-16	2 Days	Panipat	M.K.Midha	30	2	60
	Two days Training Programme on Grievance Redressal Mechanism w.s.r.t. Citizen Charter, Sevottam Framework, Right to Service Act Accountability and Service Matters (with DTC RTK)	10-Nov-16	11-Nov-16	2 Days	Sonepat	M.K.Midha	23	2	46
	One Day Training Programme on Grievance Redressal Mechanism with Special reference to Citizen Charter, Seottam Framework	15-Dec-16	15-Dec-16	1 Day	Faridabad	M.K. Midha	50	1	50
	One Day Training Programme on Grievance Redressal Mechanism with Special reference to Citizen Charter, Seottam Framework	19-Dec-16	19-Dec-16	1 Day	Rewari	M.K. Midha	72	1	72
8	One Day Training Programme on Grievance Redressal Mechanism with Special reference to Citizen Charter, Seottam Framework	11-Jan-17	11-Jan-17	1 Day	HIPA	M.K. Midha	23	1	23
	one day workshop on Quality Management System/Good Governance Leading to Sevottam for Rural development officers of Gurgaon District	16-Jan-17	16-Jan-17	1 day	HIPA	M.K.Midha	57	1	57
10	Awareness of Service Quality Mgt. System as per IS 15700 -2005 for HIPA Faculty & Staff	18-Jan-17	18-Jan-17	1 Day	НІРА	M.K.Midha	110	1	110
11	Awareness of Service Quality Mgt. System as per IS 15700 -2005	19-Jan-17	19-Jan-17	1 Day	HIPA	M.K.Midha	22	1	22
	one day workshop on Quality Management System/Good Governance Leading to Sevottam and BIS IS:15700 for SCERT Officers	31-Jan-17	31-Jan-17	1 day	НІРА	M.K.Midha	19	1	19
	one day workshop on Quality Management System/Good Governance Leading to Sevottam and BIS IS:15700 for Education Officers of Gurugram District	07-Feb-17	07-Feb-17	1 day	HIPA	M.K.Midha	12	1	12
14	Quality Management System/Good Governance Leading to Sevottam and BIS IS:15700 for New Law College, Gurugram	22-Mar-17	22-Mar-17	1 day	Gurugram	M.K.Midha	97	1	97
	Grievance Redressal Mechanism and Capacity Building of the Government Functionaries to handle the grievances leading to BIS IS:15700 for officers of Prisions, Haryana	27-Mar-17	27-Mar-17	1 Day	HIPA	M K.Midha	17	1	17

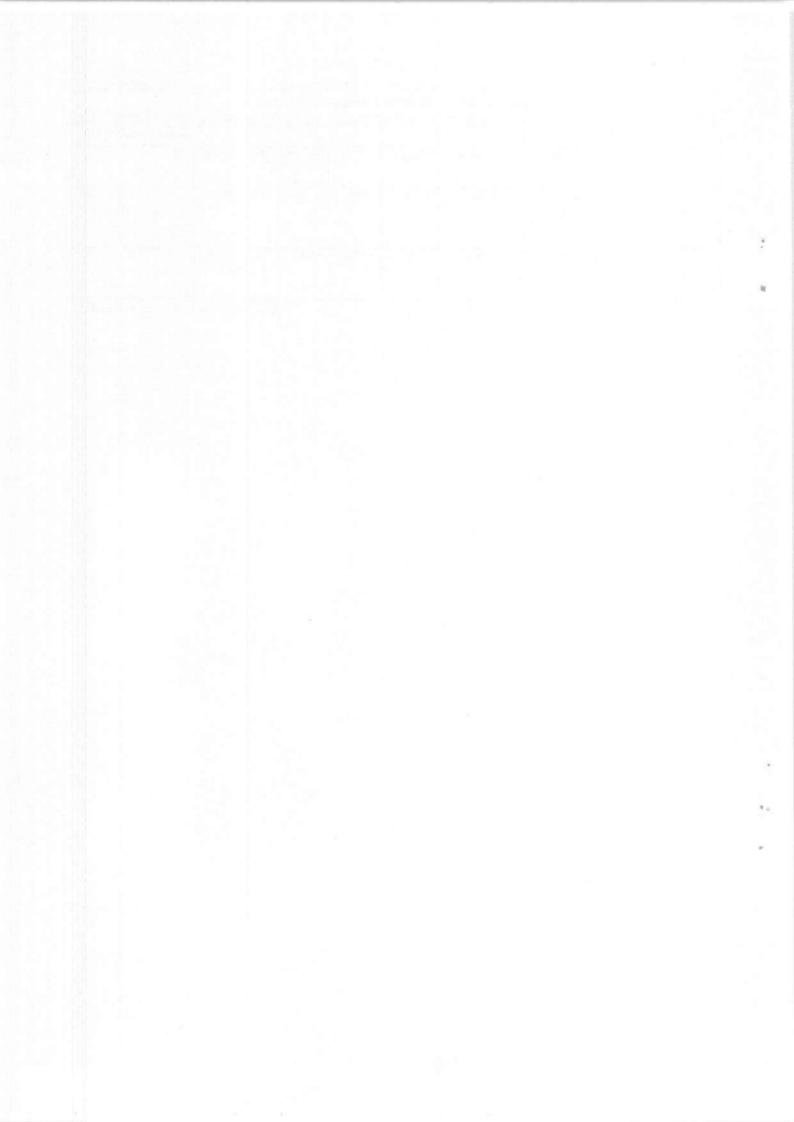


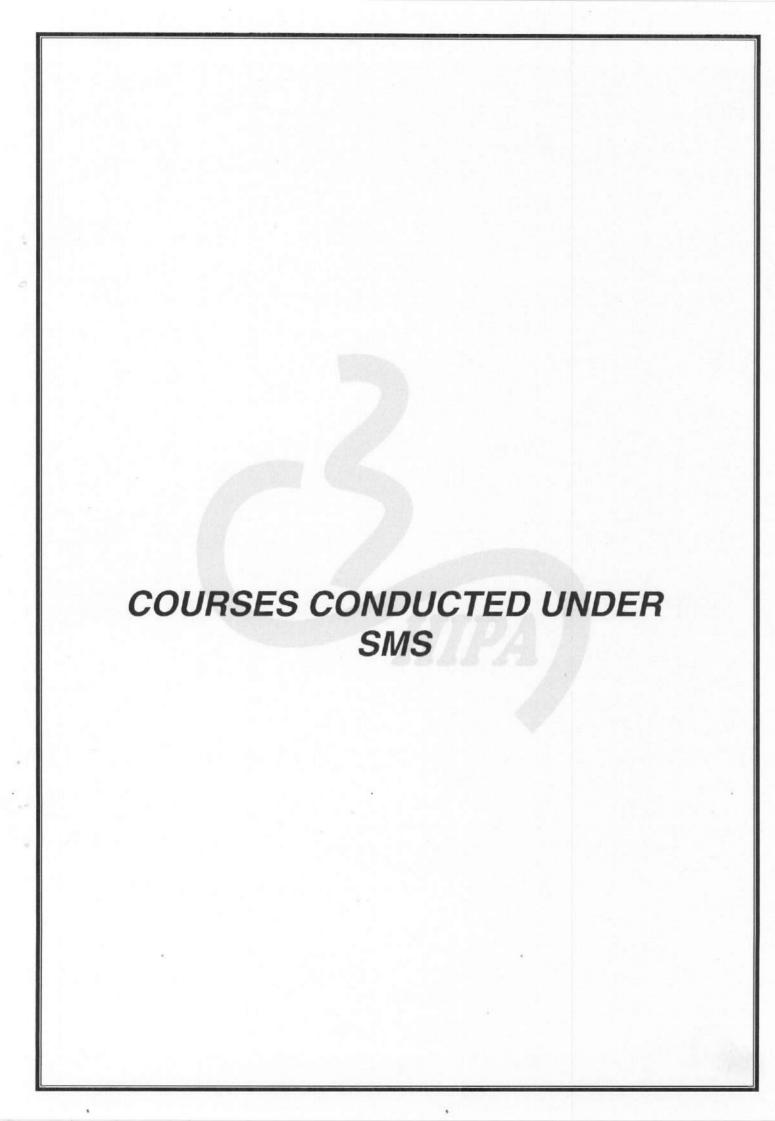


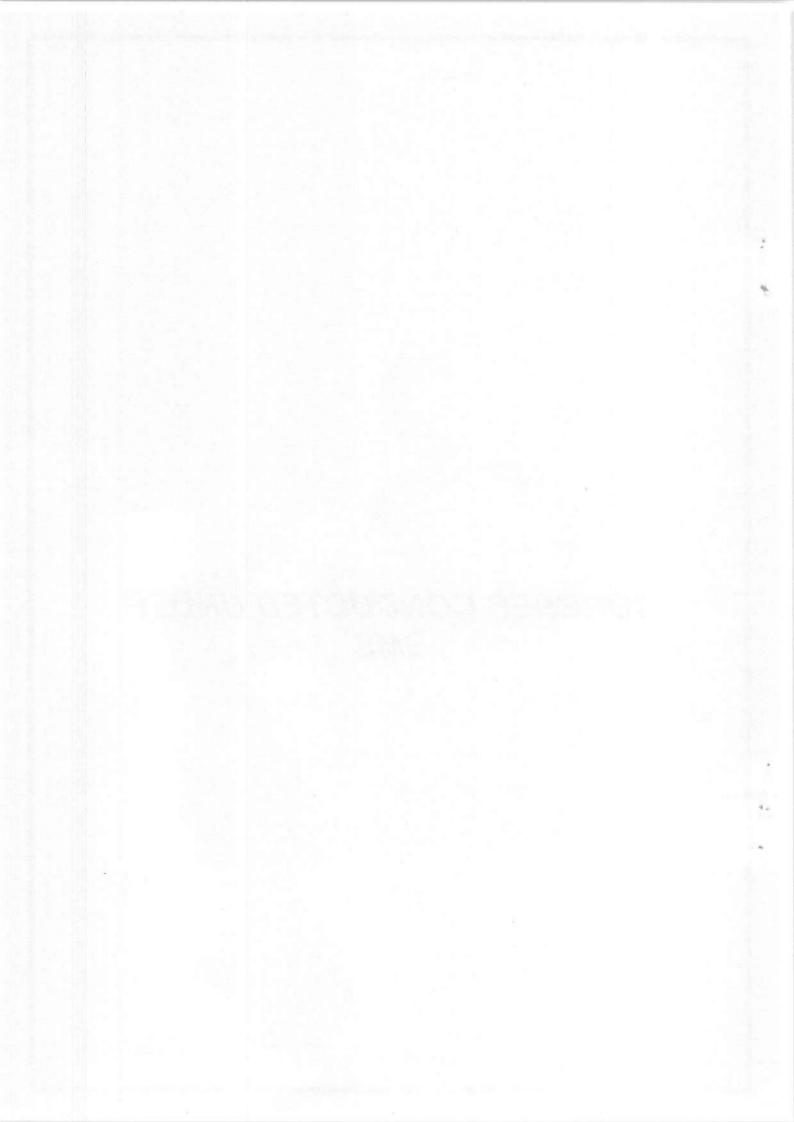


ETAILS OF TRAINING PROGRAMMES CONDUCT!	ED UNDER "HUDCO"
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Sr.No	Topic	From	То	Duration	Venue	Course Director	No. of Trainee	Training Days	Trainee Days
1	Enhancing Municipal Financial Resources	14-Jun-16	15-Jun-16	2 Days	Faridabad	Mukesh Mathur	24	2	48
2	Capacity Building Training Programme for Newly Elected Representatives (women) of Harana State	13-Sep-16	16-Sep-16	4 days	HIPA	Mukesh Mathur	22	4	88
3	Capacity Building training programme for newly elected (women) represtatives of Harvana State	08-Dec-16	09-Dec-16	2 Day	HIPA	Mukesh Mathur/ Manveen Kaur	9	2	18
						Total	55	8	154





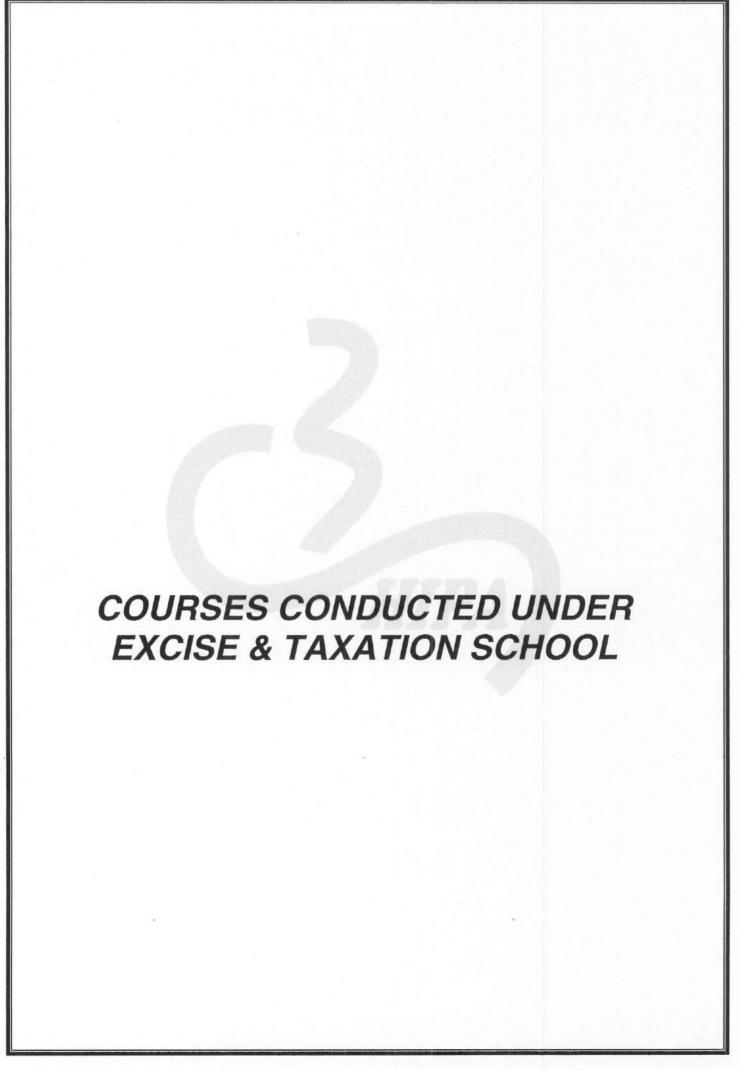


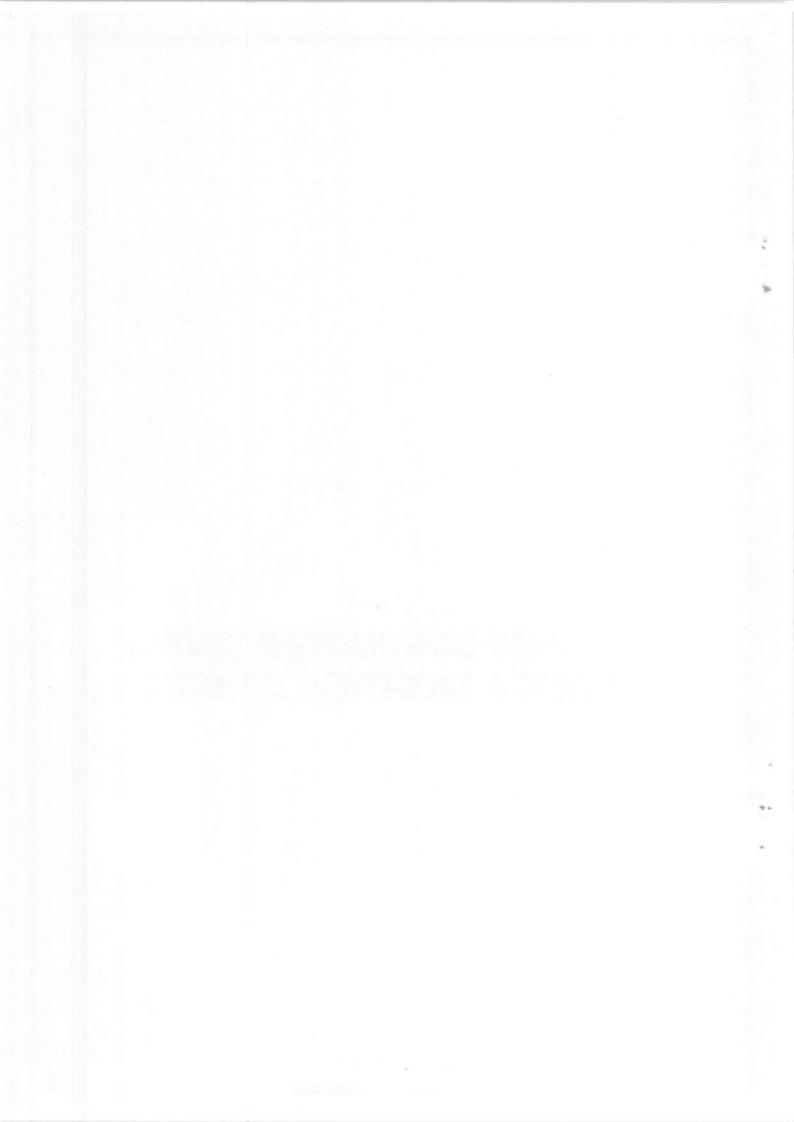
APPENDIX -H

(H) DETAILS OF TRAINING PROGRAMMES	S CONDUCTED BY THE SECRETARIAL MANAGEMENT SCHOOL,	
GURUGRAM		

	Topic	From	То	Duratio n	Venue	Stakeholders/ colloboraters	Paragraph of the same of the s	No. of Trainees	Training Days	Trainee Days
1	Course on Financial Rules, TA Rules, New Pension Scheme, Reimbursement of Mdical Claim, Maintenance of Accounts/Cash book, RTI and Legal Aspects, Govt. Functioneries, on-line budgeting etc.	16-Jan-17	19-Jan-17	4 days	НІРА	SMS	Avinash Chander	14	4	56
		-			-		Total	14	4	56



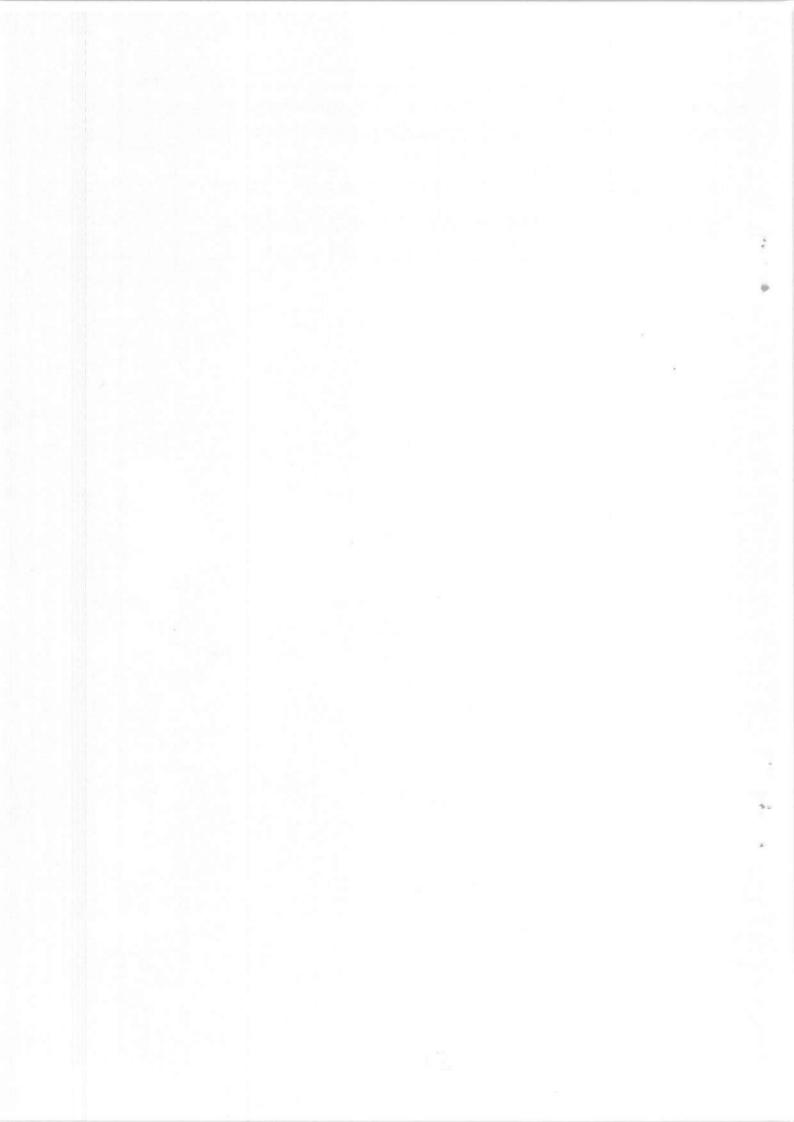


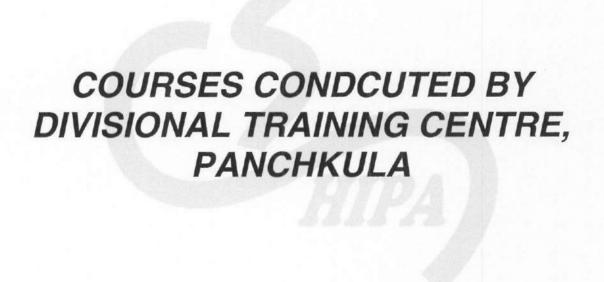


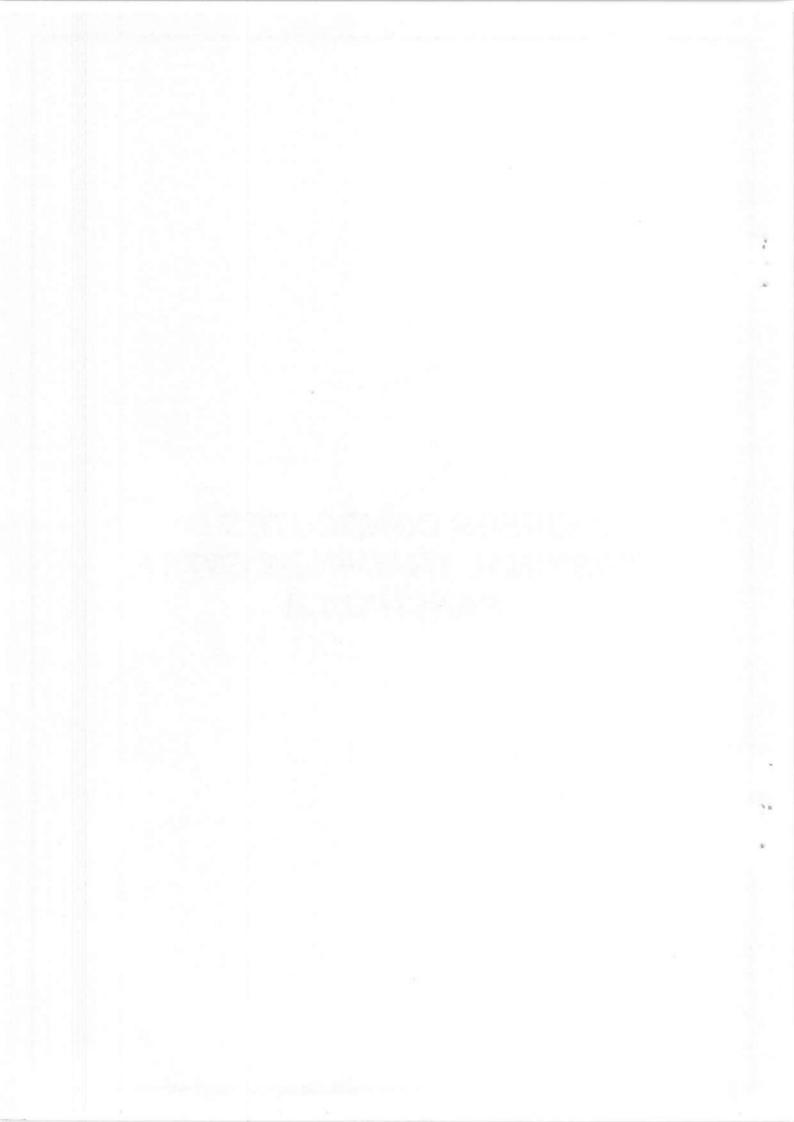
APPENDIX - I

Topic	From	To	Duration	Venue	Stakeholder	Course Director	No. of Trainees	Training Days	Trai Da
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	Торіс	From	10	Duration	Venue	stakeholder s/ colloborater	Course Director	Trainees	Days	Days Days
1	Training Programme for ETOs	18.07.2016	22.07.2016	1 Week	HIPA	DETC	Ashok Yadav	19	5	95
2	Refresher Course for AETOs	01.08.2016	04.08.2016	4 Days	HIPA	DETC	Ashok Yadav	21	4	84
							Total	40	9	179





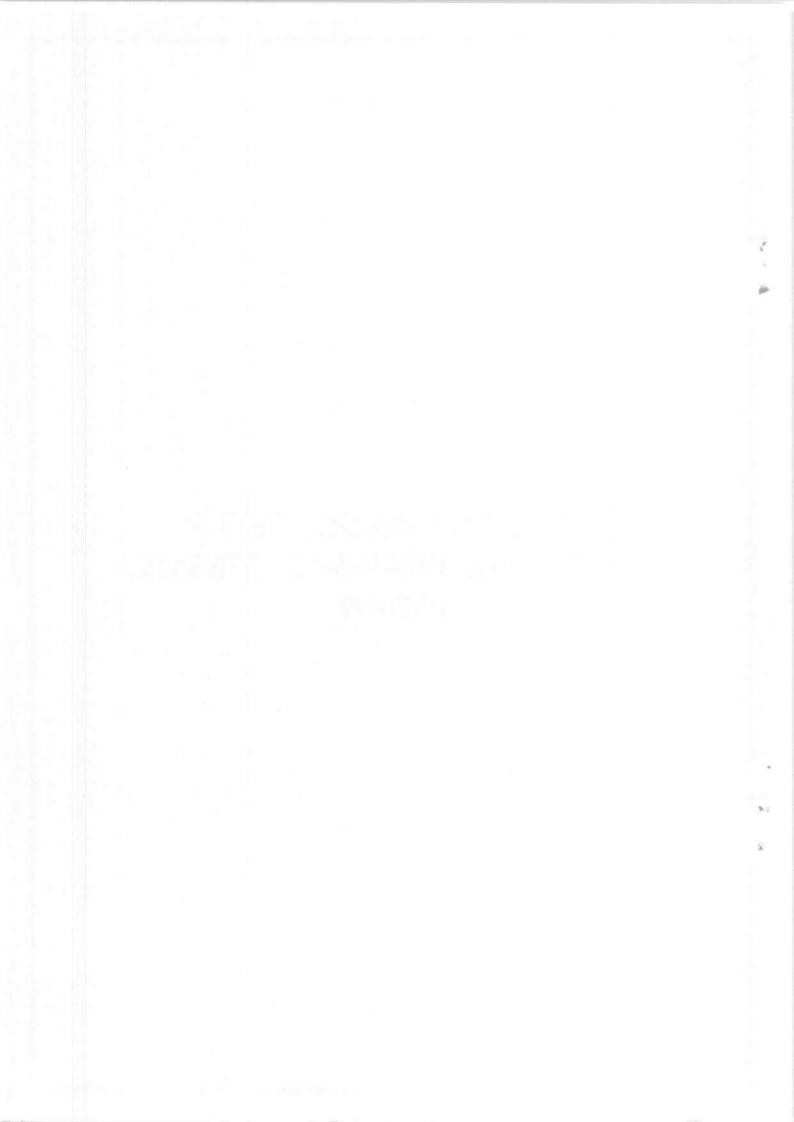


(J) COURSES AND SEMINARS/WORKSHOPS ORGANIZED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, PANCHKULA

S.No.	Name of Course	Duration	No. of Trainees	Training Days	Trainee Days
1	Duties & Functions of Clerks	4-8 April, 2016	18	5	90
2	Interaction Sessions with the SICs on RTI Act 2005 and Haryana RTI Rules 2009	11-12 April, 2016	2	2	4
3	Training Prog. On Inquiry Officers and Presenting Officers - Procedures and Rules	21-22 April, 2016	13	2	26
4	Office Automation & Tools	25-29 April, 2016	22	5	110
5	Enhancing Efficiency through Women Empowerment	2-6 May, 2016	17	5	85
6	Duties and Responsbilities of DDOs and Supporting Staff	11-13 May, 2016	30	3	90
7	Capicity building of Assistnat and dealing hands in Serivce Matters relating to Pb. CSR Vol.I- IIII, PFR and Policy Instruction	16-20 May, 2016	68	5	340
8	One day workshop on RTI Act 2005	24-May-16	53	1	53
9	Two days Computer Training on MS Excel and Internet	9-10 June, 2016	36	2	72
10	Orientation Training Programme for Dy. Supdts./Supdts.	13-17 June, 2016	14	5	70
11	CM Window-Procedures and Modalities for quick and Efficient Disposal	22-Jun-16	58	1	58
12	CM Window-Procedures and Modalities for quick and Efficient Disposal	29-Jun-16	59	1	59
13	One day workshop on RTI Act 2005	05-Jun-16	17	1	17
14	Duties & Functions of Clerks	11-15 July, 2016	28	5	140
15	Administrative Efficiency in Govt. Deptts. At Kurrkshetra	18-22 July, 2016	59	5	295
16	Two days Computer Training on MS Excel and Internet	27-28 July, 2016	34	2	68
17	CM Window-Procedures and Modalities for quick and Efficient Disposal at Yamunanagar	2 August, 2016	99	1	99
18	Duties & Responsibilities of DDOs and Supporting Staff at Yamunanagar	3-4 August, 2016	113	2	226
19	Developing Effective Communication Skills through Noting/Drafting for Assistants	8-12 August,2016	21	5	105
20	CM Window-Procedures and Modalities for quick and Efficient Disposal at Ambala	9 August,2016	209	1	209
21	One day workshop on "Record & Information under Section 4 of RTI Act 2005(Suo Motu Disclousre)	17 August,2016	14	1 .	14
22	CM Window-Procedures and Modalities for quick and Efficient Disposal at Kaithal	2 September,2016	103	1	103
23	Office Automation & Tools	5-9 Sep., 2016	17	5	85
24	Duties & Functions of promoted/regularized Clerks	3-7 October, 2016	5	15	75
25	Capicity building of Assistnat and dealing hands in Serivce Mattewrs relating to Pb. CSR Vol.I- IIII, PFR and Policy	17-21 October,2016	51	5	255
26	MS Excel and Internet	25-26 October,2016	23	2	46
27	Transprency om Administration: RTI Act,2005 for SPIOs/ASPIOs	3 November,2016	13	1	13
28	Developing Effective Communication Skills through Noting/Drafting	7-11 Nov. 2016	20	5	100

		TOTAL	2732	140	5112
56	One day workshop on "Record Management"	14 March,2017	14	1	14
55	Capacity Building of Disaster Management at Conference Hall, D.C. Office, Panchkula	14-18 March,2017	42	3	126
54	Capacity Building of Disaster Management at Kaithal	7-8 March,2017	51	3	153
53	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Fatehabad Distt. At	3 March,2017	26	1	26
52	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Sirsa Distt. At DTC	27 February,2017	26	1	26
51	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Jhajjar Distt. At DTC	20 February,2017	26	1	26
50	Capacity Building of Disaster Management at Kurukshetra	14-16 February,2017	47	3	141
49	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Hissar Distt. At DTC	13 February,2017	84	1	84
48	Capacity Building of Disaster Management at Yamunanagar	7-9 February,2017	68	3	204
47	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Bhiwani Distt. At DEC Panelshalls. Consider Britains of Dispute Moure and the Victorian Model of the Consideration of Dispute Model of the Consideration of the	6 February,2017	31	1	31
	Kurukshetra	***		188	Val. 22
46	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Jind Distt. at DTC Danablada Duties & Responsibilities of DDOs and Supporting Staff at	2-3 February,2017	71	2	142
45	2005 for the SPIOs/ASPIOs, Management of Information System,	30 January,2017	50	1	50
44	Disposal for Operators and Dealing Staff of Rohtak Distr. At DTC Basehkalla One day workshop on "Transparency in Administration - RTI Act	24 January,2017	17	1	17
43	Disposal for Operators and Dealing Staff of Karnal Distt. At DTC Banchlola (Sacond Croun) CM Window-Procedures and Modalities for quick and Efficient	23 January, 2017	74	1	74
42	Panchkula (First Group) CM Window-Procedures and Modalities for quick and Efficient	20 January, 2017	54	1	54
41	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Karnal Distt. At DTC	20 January, 2017	73	1	73
40	Two days Computer Training on MS Excel and Internet	17-18 Jan. 2017	8	2	16
39	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Sonepat Distt. At	13 January, 2017	56	1	56
38	Capacity Building of Disaster Management at Ambala	10-12 Jan. 2017	53	3	159
37	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Panipat Distr. At DTC	9 January, 2017	37	1	37
36	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Kurukshetra Distt. At Kurukshetra	6 January, 2017	120	1	120
35	CM Window-Procedures and Modalities for quick and Efficient Disposal for Operators and Dealing Staff of Panchkula Distt.	3 january, 2017	169	1	169
34	One day workshop on "Pay Fiaxation under Haryana Civil Services (Reveised Pay) Rules and Haryana Civil Services (ACP) Rules 2016 (Second Group)	22 Nov,2016	64	1	64
33	One day workshop on "Pay Fiaxation under Haryana Civil Services(Reveised Pay) Rules and Haryana Civil Services (ACP)	22 Nov,2016	90	1	90
2	Office Automation & Tools	21-25 Nov., 2016	11	5	55
1	One day workshop on "Pay Fiaxation under Haryana Civil Services(Reveised Pay) Rules and Haryana Civil Services (ACP) Rules 2016 (Second Group)	18 Nov.,2016	52	1	52
0	One day workshop on "Pay Fiaxation under Haryana Civil Services(Reveised Pay) Rules and Haryana Civil Services (ACP) Rules 2016 (First Group)	18 Nov.,2016	80	1	80
9	Input Enhanced Efficiency -Motivation and Attitudinal Changes(Hard & Softr Skills)	15-17 Nov.,2016	22	3	66

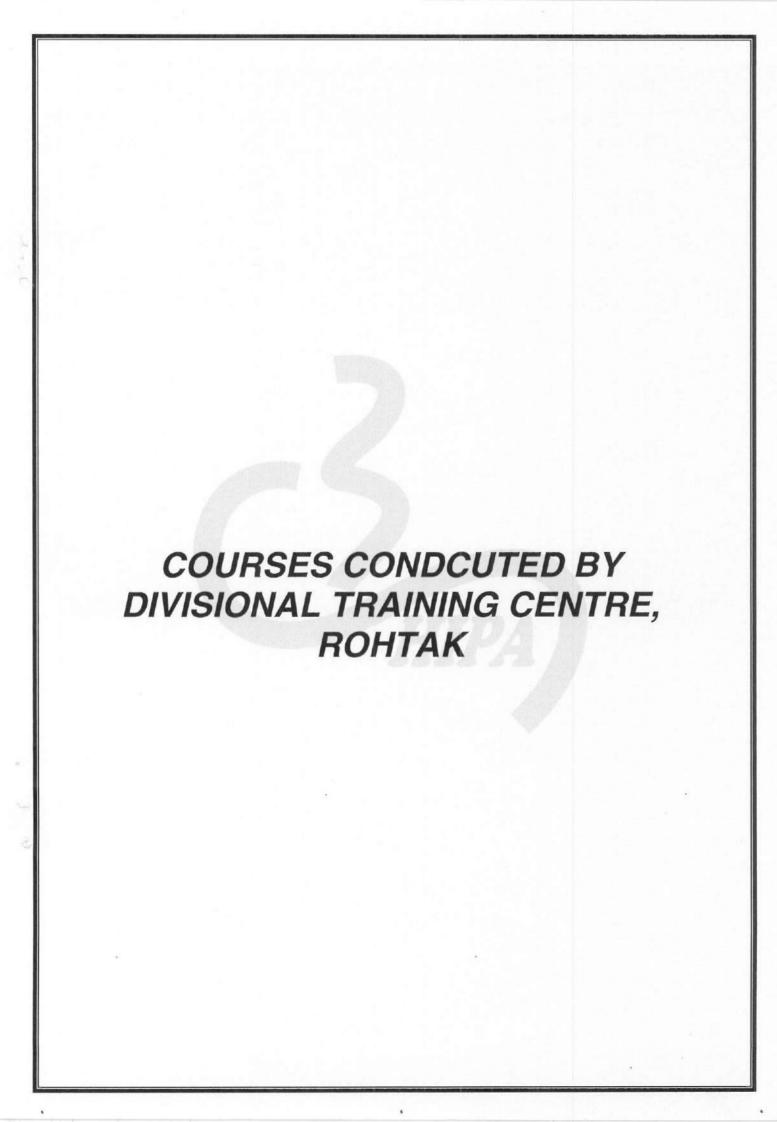
COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, HISAR

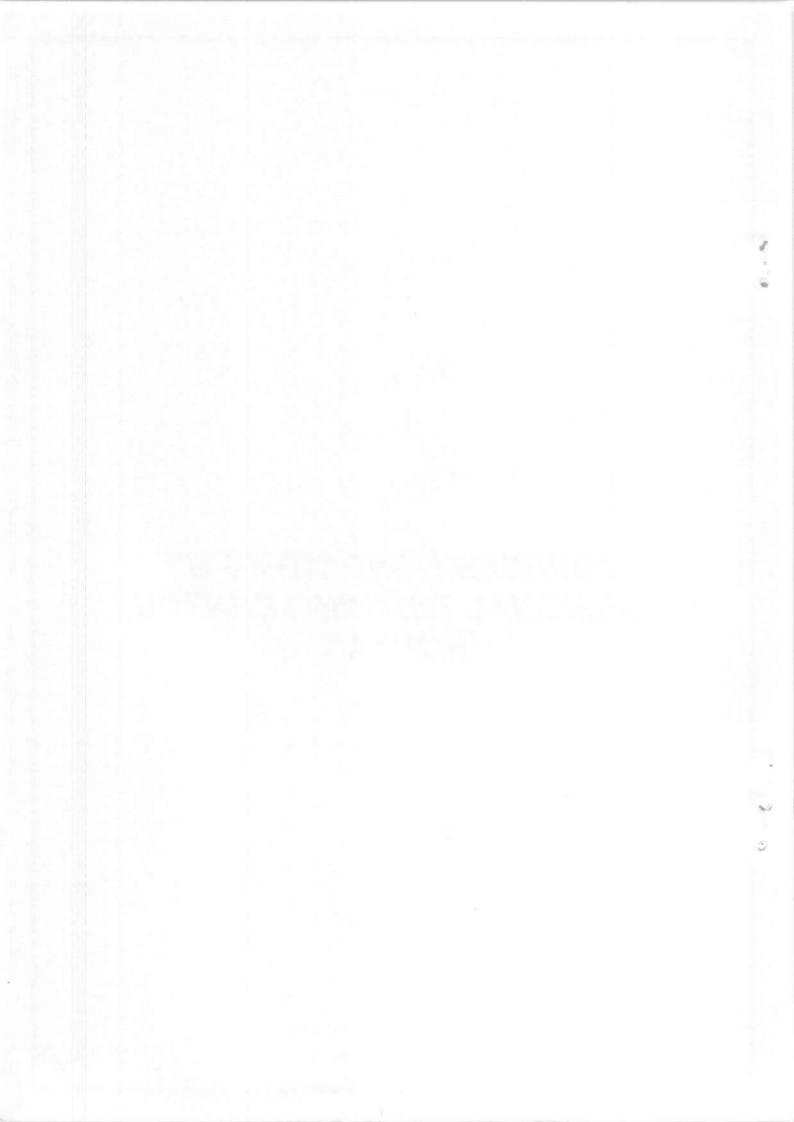


(K) COURSES AND SEMINARS/WORKSHOPS ORGANIZED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, HISAR

	Name of training course	Duration	No. of Trainees	Training Days	Trainee Days
-	One Week Course on Pension and Service Matters of	04.04.2016			
1	Fatehabad District at Hisar	to 08.04.2016	17	5	85
2	Two Week Traning on "Employability Skills for the Unemployed Youths" of Hisar District at Hisar	10.05.2016 to 20.05.2016	31	9	279
3	Office Automation Tools Computer Training on MS World, MS Excel, MS PowerPoint & Internet for the employees of Jind District	02.05.2016 to 06.05.2016	20	5	100
4	One Week "Pension & Service Matters" for the Accountants /Clerks/Steno-typist of Fishries Department Haryana at Hisar	02.05.2016 to 06.05.2016	12	5	60
5	Duties & Responsibilities of DDO's of Jind District	11.05.2016 to 13.05.2016	16	3	48
6	Duties & Responsibilities of Kanungos of Revenue Department	16.05.2016 to 20.05.2016	16	5	80
7	Responsive Administration - Role of Assistant/Deputy Superitendent in Disposal of office work for Hisar & Jind districts	23.05.2016 to 27.05.2016	12	5	60
8	Computer Training on "MS-Word, MS-Excel, MS-PowerPoint & Internet" of various offices of Sirsa District	13.06.2016 to 17.06.2016	13	5	65
9	Two Week Training on Employability Skills for the Unemployed Youths at Hisar	06.06.2016 to 17.06.2016	20	9	180
0	Three Days Course on Duties & Functions of Clerks/Assistants of Sirsa district	22.06.2016 to 24.06.2016	21	3	63
1	Two Week Training on Employability Skills for the Unemployed Youths of Hisar District at Hisar	21.06.2016 to 01.07.2016	21	. 9	189
2	One Week Training on Office Procedure and effective Noting & Drafting for the dealing officials of Bhiwani district	27.06.2016 to 01.07.2016	20	5	100
3	One Week Office Automation Tools "Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the employees of various office of Fatehabad & Sirsa districts at	18.07.2016 to 22.07.2016	20	5	100
4	One Week Office Automation Tools "Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the employees of Hisar district at Hisar District	01.08.2016 to 05.08.2016	18	5	90
5	One Week Training on Duties & Responsibilities of Patwaris of Revenue Department of Hisar Division at Hisar District	08.08.2016 to 12.08.2016	19	5	95
6	Two week training on Employability Skills for the Unemployed Youth.	19.09.2016 to 30.09.2016	25	9	125
7	One Week Office Automation Tools "Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the employees of Jind district at Hisar District	16.11.2016 to 18.11.2016	10	3	30
8	Three Days Training on Duties & Responsibilities of Kanungos of Revenue Department	19.12.2016 to 21.12.2016	21	3	63

19	One Week Course on "Pay Fixation, Financial Management, Leave Rules, Pension Rules and Punishment & Appeal Rules as per the provisions in New Civil Service Rules, 2016" at Hisar	19.12.2016 to 23.12.2016	29	5	150
20	One Week Training on "Capacity Building of Official of District Hisar in Disaster Management at Divisional Training Centre, HIPA Hisar.	11.01.2017 to 13.01.2017	41	3	123
21	One Week Training on "Capacity Building of Official of District Jind in Disaster Management at Jind.	23.01.2017 to 25.01.2017	43	3	129
22	Training on "E-Budgeting, E-Salary, MS Office and Financial Matters for the officials of Jind & Hisar District" at DTC, Hisar	06.02.2017 to 09.02.2017	12	4	48
23	One Week Training on "Capacity Building of Official of District Jind in Disaster Management at Jind.	07.02.2017 to 09.02.2017	54	3	162
24	One Week Course on "Pay Fixation, Financial Management, Leave Rules, Pension Rules and Punishment & Appeal Rules as per the provisions in New Civil Service Rules, 2016" at Hisar	27.02.2017 to 03.03.2017	15	5	75
25	One Week Training on "Capacity Building of Official of District Fatehabad in Disaster Management at Fatehabad.	06.03.2017 to 08.03.2017	42	3	126
26	One Week Training on "Capacity Building of Official of District Sirsa in Disaster Management at Sirsa.	08.03.2017 to 10.03.2017	36	3	108
27	Training Programme on Efficiency through Women Empowerment of Hisar district from 20.03.2017 to 22.03.2017 at Hisar.	20.03.2017 to 22.03.2017	18	3	54
28	Computer Training on "MS Word, MS Excel, MS PowerPoint & Internet" of Fatehabad district Hisar.	20.03.2017 to 24.03.2017	19	4	76
		Total	641	134	2863





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

Sr. No.	Programme	From	То	No. of Trainees	Training Days	Trainee Days	Remarks
1	Training course on Information Technology for effective office Management for employees	04.04.2016	08.04.2016	22	5	110	
2	Training Course on Duties & Responisblilities of DDOs	18.04.2016	22.04.16	31	4	124	
3	Training Course on Mission Swachh Bharat Abhiyan and e-Governance for the employees	25.04.2016	27.04.2016	46	3	138	
4	Training course on Employability Skills for Unemployed Youths	02.05.2016	13.05.2016	31	9	279	Sponsored by Govt. of India
5	Training Course on Duties & Responisblilities of DDOs	16.05.2016	20.05.2016	34	5	170	
6	Training course on E-Governance and Information & Communication Technology for the cutting edge employees	23.05.2016	25.05.2016	25	3	75	
7	One Day Workshop Right to Information Act, 2005	27.05.2016		54	1	54	Sponsored by Sarva Haryana Gramin Bank
8	Training course on Personality Development and Service Matters	13.06.2016	15.06.2016	22	3	66	
9	Training Course on Steps for Increasing efficiency & Motivation amongst Govt. employees and Service Matters	21.06.2016	24.06.2016	27	4	108	
10	Training course on Duties and Responsibilities of DDOs on Financial Management and Administrative Matters	04.07.2016	08.07.2016	29	4	116	
11	Training course on Commercial Accounting System, Cash flow technique, Performance Budgeting & Zero base Budgeting and Financial Matters	11.07.2016	15.07.2016	17	5	85	
12	Training course on Participative Administration and Decision Making on Financial and Service Matters	18.07.2016	20.07.2016	29	3	87	
13	Training course on Data Analysis Tools and Internet Operations	25.07.2016	29.07.2016	28	5	140	
14	Training course on Citizen Charter, Public Grienance Redressal Mechanism, Excellence in Public Delivery System, Office Procedure, Record-Management, Pay Fixation & Leave Rules	08.08.2016	12.08.2016	32	5	160	
15	Training course on Employability Skills for Unemployed Youths	16.08.2016	26.08.2016	27	8	216	Sponsored by Govt. of India
16	Training Programme on Grievances Redressal Mechanism with special reference to Citizen Charter, Sevottam Frame Work, Right to Service Act accountability and Service Rules	06.09.2016	07.09.2016	32	2	64	Sponsored by DARPG (Govt. of India)
17	Training Programme on Grievances Redressal Mechansim with special reference to Citizen Charter, Sevottam Frame Work, Right to Service Act accountability and Service Matters	27.09.2016	28.09.2016	32	2	64	Sponsored by DARPG (Govt. of India)
18	Training course on Financial Management, Pay Fixation, Leave rules, Pension Rules, Punishment & appeal Rules as per provisions in Civil Services Rules, 2016	03.10.2016	07.10.2016	24	5	120	

19	Two Days training programme on Grievances Redressal Mechansim with special reference to Citizen Charter, Sevottam Frame Work, Right to Service Act accountability and Service Matters	13.10.2016	14.10.2016	30	2	60	Sponsored by DARPG (Govt. of India)
20	Training course on Employability Skills for Unemployed Youths	07.11.2016	18.11.2016	28	9	252	
21	Two Days training programme on Grievances Redressal Mechansim with special reference to Citizen Charter, Sevottam Frame Work, Right to Service Act accountability and Service Matters	10.11.16	11.11.16	26	2	52	Sponsored by DARPG (Govt. of India)
22	Twelve days induction training programme on Cutting-Edge-Level Govt. Functionaries	05.12.16	16.12.16	38	12	456	Sponsored by DoPT
23	Training programme on Capacity Building of Officials of District Rohtak in Disaster Management	21.12.16	23.12.16	27	3	81	Sponsored by: Department of Revenue and Disaster Management,
24	Training programme on Capacity Building of Officials of District Panipat in Disaster Management	09.01.17	11.01.17	31	3	93	Sponsored by: Department of Revenue and Disaster Management,
25	Training programme on Capacity Building of Officials of District Sonipat in Disaster Management	18.01.17	20.01.17	43	3	129	Sponsored by: Department of Revenue and Disaster Management,
26	Training course on Fixation of Pay in revised Pay Scales, Pension Rules & Income Tax Matters	13.02.17	17.02.17	33	5	165	
27	Training programme on Capacity Building of Officials of District Karnal in Disaster Management	15.02.17	17.02.17	46	3	138	Sponsored by: Department of Revenue and Disaster Management,
28	Training programme on Capacity Building of Officials of District Jhajjar in Disaster Management	20.02.17	23.02.17	31	3	93	Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.
29	Fixation of Pay in revised Pay Scales, Pension Rules & Financial Rules	14.03.2017	17.03.2017	32	4	128	
			Total	907	125	3823	