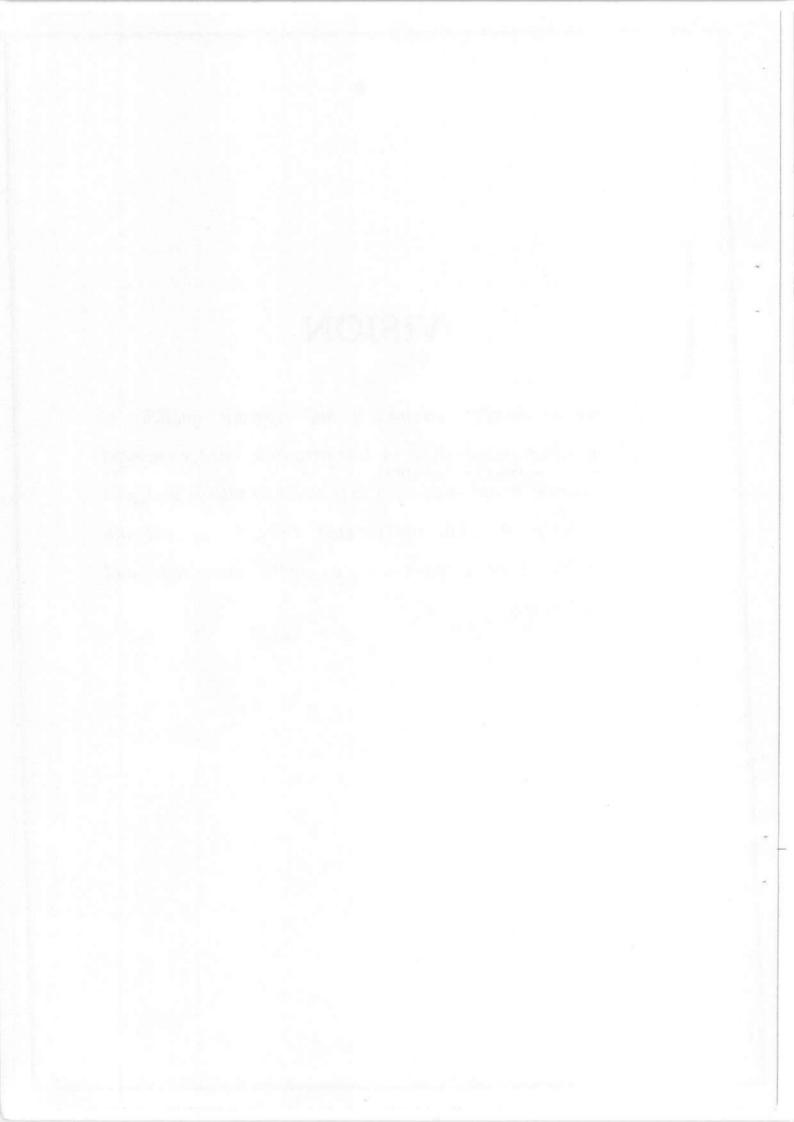
ANNUAL ADMINISTRATIVE REPORT 2017-2018



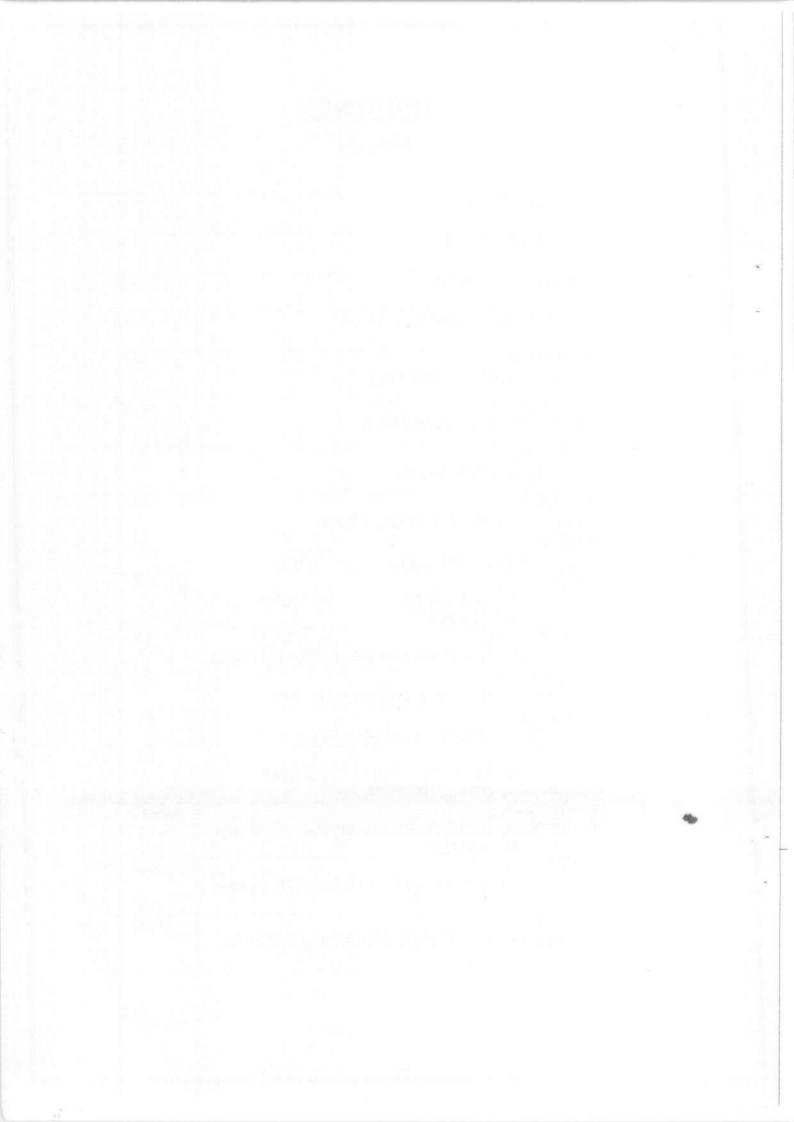
VISION

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.

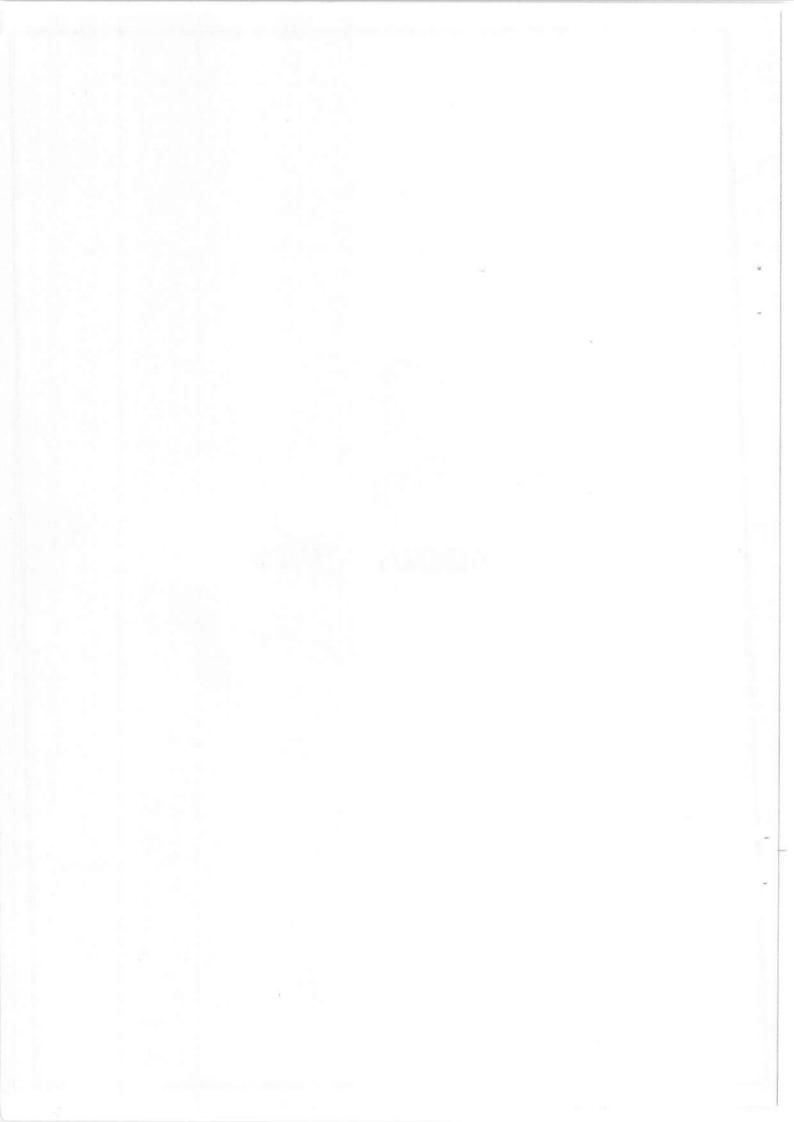


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ABOUT HIPA



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, Gurugram. 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)
 Gurugram 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. Divisional Training Centre, Gurugram
- o. Excise & Taxation Training Centre, Gurugram
- 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.	IAS	02.02.1989	24.02.1989
13.	entition of the product of the produ	25.02.1989	19.06.1989
14.	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	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
9.	Dr. H.S. Anand, IAS	08.01.2002	14.02.2006
0.	Dr. G. Prasanna Kumar, IAS	06.03.2006	02.07.2007
1.	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	31.03.2018 till date

During the period under review, The Institute had the following key officers with regard to administration during the financial year 2017-2018 and their respective tenures are listed below:

Sr. No.	Post	Name who hold the post	From	То
1.	Director General	Dr. G. Prasanna Kumar, IAS (retd.)	01.04.2017	31.03.2018
2.	Additional Director	Sh. M.D. Sinha, IFS	05.09.2017	31.03.2018
3	Joint Director	Dr. Ekta Chopra, HCS	01.04.2017	31.03.2018
4	Chief Accounts Officer	Sh. Avinash Chander Sharma	01.04.2017	31.05.2017
		Sh. Baljeet Singh Sangwan	28.06.2017	25.10.2017
	Sr. Accounts Officer	Sh.Ravi Bhushan	12.02.2018	31.03.2018
5	Principal DTC, Panchkula	Sh. Ram Saran	01.04.2017	31.03.2018
6	Principal DTC, Hisar	Sh.DNS Chahal	01.04.2017	31.03.2018
7	Principal DTC, Rohtak	Sh. V.P. Asija	01.04.2017	31.03.2018
8	Principal DTC, Gurugram	Sh.R.A. Kaushik	12.07.2017	29.12.2017
		Sh. Avinash Sharma	29.12.2017	31.03.2018

9	Asstt. Librarian, DTC, Panchkula	Mrs. Anjula Kapoor	01.04.2017	31.03.2018
10	Asstt. Librarian	Sh. Joginder Singh	01.04.2017	31.03.2018
11	Assistant Director (Admn.)	Mrs. Rekha	01.04.2017	31.03.2018
12	Administrative Officer, DTC,PKL	Smt. Arvinder Uppal	25.01.2018	31.03.2018
13	Superintendent, DTC,PKL	Smt. Arvinder Uppal	01.04.2017	24.01.2018
14	Superintendent	Sh. Maya Ram	01.04.2017	31.03.2018
15	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2017	31.03.2018

VI. ACADEMIC FACULTY

During the year 2017-2018 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	To	Positi on of Post
1	Associate Professor, Disaster Management	Dr. Abhay Shrivastava	01.04.2017	31.03.2018	Filled
2	Assistant Professor (Computer)	Sh. R.K. Gulati	01.04.2017	31.03.2018	Filled
3	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2017	31.03.2018	Filled
4	Assistant Professor, (Rural Dev.) & FTC	Dr. Manveen Kaur	01.04.2017	31.03.2018	Filled

5	Assistant Professor (MIS)	Mrs. Divya Jyoti	01.04.2017	31.03.2018	Filled
6	Assistant Professor (Behavioural Sciences)	Dr. Rachna Gupta	01.04.2017	31.03.2018	Filled
7	Assistant Professor (Public Enterprises)	Dr. Rajvir Dhaka	01.04.2017	31.03.2018	Filled
8	Assistant Professor (Disasterment Management - I)	Dr. Bhuwan Kumar	01.04.2017	31.03.2018	Filled
9	Assistant Professor (FM)	Dr. Lalit Kumar	01.04.2017	31.03.2018	Filled
10	Assistant Professor (Disasterment Management - II)	Dr. Anshu Tiwari	01.04.2017	31.03.2018	Filled
11	Assistant Professor (Programming)	Dr. Devendera Singh	01.04.2017	31.03.2018	Filled
12	Assistant Professor (LAW)	Sh. M.M. Alam	01.04.2017	31.03.2018	Filled
13	Principal, DTC, Panchkula	Sh. Ram Saran	01.04.2017	31.03.2018	Filled
14	Principal, DTC, Hisar	Sh. DNS Chahal	01.04.2017	31.03.2018	Filled
15	Principal, DTC, Rohtak		01.04.2017	31.03.2018	Filled
16	Principal, DTC, Gurugram	Sh.R.A. Kaushik	12.07.2017	29.12.2017	Filled
		Sh. Avinash Sharma	29.12.2017	31.03.2018	

b. FACULTY ON CONTRACT

S.No	Name of the Faculty	From	То
1.	Sh.M.K. Midha, IAS (Retd.) Consultant (Sevottam Cell)	01.04.2017	31.03.2018
2.	Dr. Mukesh Mathur, Consultant (Hudco Chair)	01.04.2017	31.03.2018

3.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2017	31.03.2018
4.	Sh. A.N. Dhiman, Accounts Officer	01.04.2017	31.03.2018

VII. FINANCIAL RESOURCES

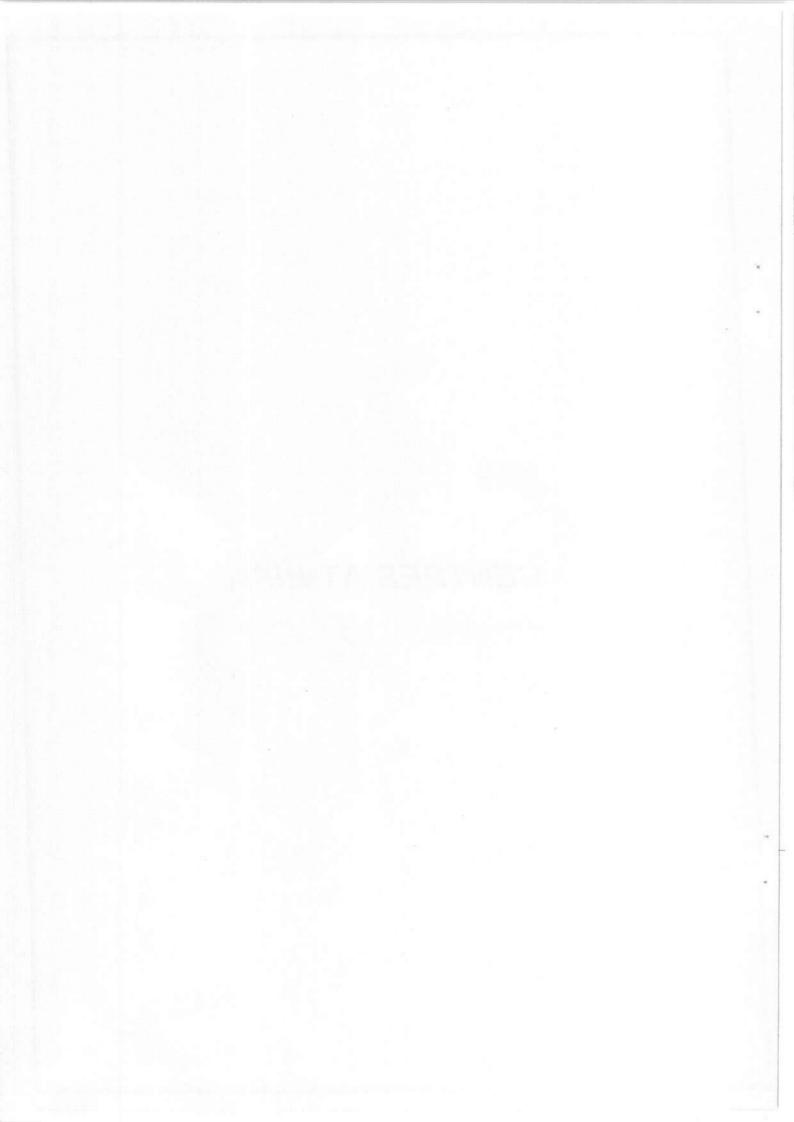
The financial resources available to HIPA during the year 2017-2018 are listed below in Table III:

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Sources of Funds	Amount (Lac)
1	Grant in Aid Govt. of Haryana (Recurring/Non recurring)	15,30,00,000.00
2	Grant-in-Aid Govt, of Haryana (Plan Scheme)	
3	Grant-in-Aid Govt. of Haryana, Excise & Taxation Deptt.	
4	Conducting of Examination Fee Receipt	8,80,887.00
5	Training course Fee HIPA = 37,80,294.00 PKL = 1,32,000.00 Hisar = 1,00,000.00 RTK = 10,00,000.00	50,12,294.00
6	Training Courses fee from Govt. of India (DOPT)	-
7	Interest Receipt on FDR & others	33,30,017.00
8	Misc. Income	8,0995.00
9	Hostel Staying Charges	6,77,405.00
10	HIPA Mess Account	10,74,223.00
	RTI Receipts	1461.00
	Training programme fee for RTI Act	43,28,000.00
13	Library Membership Fee	-
14	Sale of old articles	-
15 3	Sale of old Vehicle	-
-	Total	16,83,85,282.00



CENTRES AT HIPA



CENTRES AT HIPA

HIPA has the following centres for its effective functioning:

(I) REVENUE TRAINING INSTITUTE

As per the 55th meeting of Executive Council of HIPA held on 9.6.2009 Revenue Training Institute (RTI) was transferred to HIPA Gurugram from Ambala and made functional from September 2009. During 2017-2018 Revenue Training programmes were organized for IAS, HCS and Revenue officers.



(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 Gurugram specializes 'in service' capacity building as well as foundation training programmes for the newly recruited employees. There are four regional centres at Panchkula, Rohtak, Hisar and Gurugram 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. The details of the training programmes conducted by these Divisional Training Centres is given at Annexure J.

(III) SMS RENAMED AS DIVISIONAL TRAINING CENTRE,

Secretarial Management School, Gurugram has been renamed as Divisional Training Centre, Gurugram as per the decision taken in the 68th E.C. meeting of HIPA on 1st July, 2017.

Now the Secretarial Management School, Gurugram will be functioning as Divisional Training Centre, Gurugram just as other three Divisional Training Centres of HIPA situated at Panchkula, Hisar and Rohtak. During 2017-2018, 13 Training Programmes were conducted by DTC, Gurugram.

(IV) CENTRE FOR DISASTER MANAGEMENT

Centre for Disaster Management (CDM) has been working hard to promote the culture of preparedness and mitigation in the State. To achieve its objective, CDM has prepared the detailed Disaster Management Plans of all the districts. Each plan has state-of-the-art features that would facilitate the district administration from preparedness to recovery stages of DM

continuum. Besides, CDM has also prepared the resource inventory of 18 districts of the state to minimize the response time. The District Disaster Management Resource Inventory provides user-friendly database of all the equipments, godowns, vehicles, and human resources (including blood donors & blood banks).

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

The system has capability of calculating the intensity of an earthquake and it gets activated automatically at the intensity of 5 and raises alarm at 6 without losing a second to take all safety measures itself, before destructive secondary waves reach 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.

MEGA MOCK DRILL FOR EARTHQUAKE

Haryana is in high risk zone of earthquake and it falls in the seismic zone II,III and IV. As part of the 19 point agenda for renewing efforts towards disaster risk reduction laid down by Hon'ble Prime Minister Narendra Modi, Another important activity on Mega Drill on Earthquake preparedness was conducted across all 22 districts of Haryana on 21 December, 2017 by Centre of Disaster Management, HIPA. This exercise was conducted in coordination with National Disaster Management Authority (NDMA) and HIPA has been nominated as a Nodal Agency for coordinating and conducting this Mock Exercise in the whole of Haryana State. The exercise was also conducted in the campus of HIPA Gurugram under the supervision of Additional Director,

HIPA. All the employees of HIPA along with the residents took part in the drill.

The aim of this exercise was to sensitize the employees about safety measures that they can take in case of an earthquake and also to evaluate responsiveness of Disaster Management Agencies.

(V) SEVOTTAM CELL AT HIPA

Sevottam (Excellence in Public Services Delivery) is a Government of India commitment to raise the standard of public services, and is an endeavour to empower the citizens. Sevottam framework was designed by Department of Administrative Reforms and Public Grievances.

The Sevottam Cell was 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. During 2017-2018, 12 Training Programmes were conducted by Sevottam Cell.

(VI) 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). HUDCO chair is a unique opportunity that plays significant role in capacity building for Urban Development. Various programmes on Solid Waste Management, Municipal Finance and Urban Infrastructure Management have been organized. During 2017-2018, 9 Training Programmes were conducted by HUDCO Chair on various issues of Urban Management.

(VII) CENTRE FOR EXCISE AND TAXATION

Centre for Excise & Taxation School has started functioning in HIPA once again. Various training programmes on the issues of Excise & Taxation have been organized. 12 weeks Foundational Training Programme for newly

recruited ETOs was organized by this Centre. Besides the long term training programme Centre for Excise and Taxation were also conducted 10 short term Training Programmes.

(VIII) CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT

Under the Centre for Entrepreneurship Development, HIPA has been taken the ALC (Authorized Learning Center) certificate from HKCL(Haryana Knowledge Corporation Limited) for HS-CIT 2017 certificate course. This course is 3 month duration and conducted in week-days i.e. Saturday and Sunday. Upon successfully completing the course, learners will be awarded the Haryana State - Certificate for Information Technology, jointly certified by Haryana Board of School Education, Bhiwani & Haryana Knowledge Corporation Limited, Panchkula. During 2017-2018, 3 long term training programmes were organized under the centre.



FACILITIES AT HIPA

FACILITIES AT HIPA

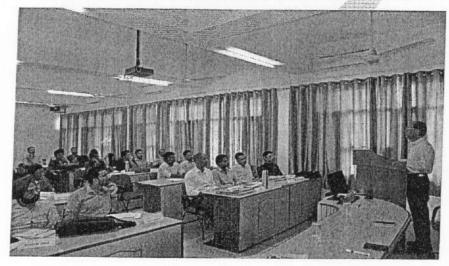
HIPA Building attracts visitors, participants alike. The present campus is spread over 7.5 acres with a lush green cover. The campus has the following:

- Administrative Block
- Hostel
- Director's residence
- Residential Flats for Faculty and other staff
- Academic area, comprising of Seminar room, Auditorium, Class rooms and Computer labs, etc.

(I) INFRASTRUCTURE

The HIPA Complex provides round the clock service. It has well furnished and work friendly rooms, Conference Hall, Auditorium, working place as well as residential facilities the participating officerss. The complex provides boarding and lodging to the participants.

The staff from various disciplines are engaged in different tasks and functions to translate the goals into reality. Commitment, competency and a spirit of teamwork are fostered to realize the mission of the Institute.

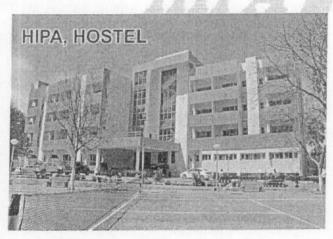


a. MAIN ADMINISTRATIVE & TEACHING BLOCK AT HIPA

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

b. HIPA'S HOSTEL BLOCK

There are around 90 beds for accommodation. The kitchen/mess is fully equipped to provide quality meals for the participants who come regularly to the Institute for trainings, workshops, conferences and seminars. The Institute's hostel provides well furnished, comfortable accommodation and caters to more than eighty trainees at a time. It has spacious dining hall, with setting arrangements for smaller groups. High standards of hygiene, overall cleanliness and good food quality are being emphasized upon in keeping with the improved ambience. Apart from this, there has been regular testing of portability of water filters which have been installed in the mess area. In addition to this, house keeping of rooms of officer trainees, catering and mess services has been going on for better supervision and control.



(II) SPORTS FACILITY

The trainees are encouraged to lead a rich and varied life at campus to give expression to their creative potential. To achieve this they are provided with the facilities of a well equipped gymnasium in hostel. It provides outdoor and indoor games facilities to the participants. The outdoor games include 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

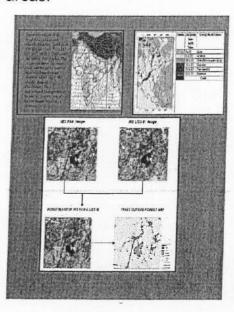
GIS-mapping is used for identification of hazards/vulnerability/capacity for effective management of disaster. This mapping is done by collecting latitude and longitude of resources such as cranes, trucks, fire stations, hospitals etc which are represented on pictorial formats on digital maps.

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 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, Gurugram. 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) Gurugram and Divisional Centre (DTC), Panchkula, Hisar and Rohtak.

(vii) DEPARTMENT OF PERSONNEL AND TRAINING (GOI) HIPA

HIPA conducts various training programmes sponsored by DOPT, Government of India such as 1-week/3-weeks in-service training programmes for IAS officers. In addition, some training programmes on subjects sponsored by various other National and International Agencies are also conducted.

DURING THE PERIOD 01.04.2017 TO 31.03.2018 THE INSTITUTE CONDUCTED 372 PROGRAMMES.

Training Courses (as given in Table IV below).

Table IV

Status of courses 2017-2018								
Courses	Number	Trainees	Days	T. Days				
Long	13	253	286	4568				
Short	118	3048	461	11081				
Seminar	10	708	12	766				

RTI	7	683	15	1450	
COMMIT	20	507	20	507	
Collaborative courses with DTCs	20	927	62	2875	
Sevottam Cell	12	345	17	470	
HUDCO	9	174	15	311	
Excise & Taxation School	11	225	101	1168	
DTC,GGN	13	347	54	1483	
DTC, PKL	56	1953	165	5286	
DTC, HSR	48	1777	170	5130	
RTK	35	1281	136	4652	
G. Total	372	12247	1516	39886	

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

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized 372 Training courses during 2017-2018 through which training was imparted to 12247 officers/officials of various Government Departments/ Organizations, as compared to 227 courses during 2016-2017 in which 8029 trainees participated.

Table showing the comparative statement of the courses conducted by HIPA during 2015-2016 to 2017-2018

Table -1

S.No.	year's	No. of Courses
1	2015-2016	239
2	2016-2017	227
3	2017-2018	372

Graph - 1

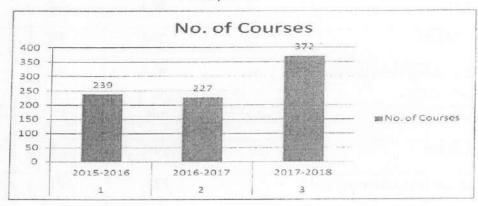
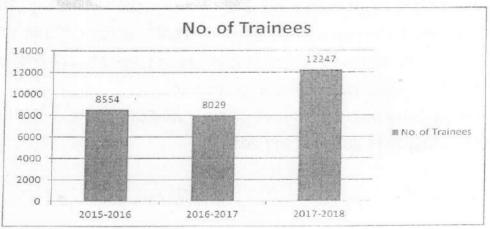


Table showing the comparative statement of the Trainees attended Training Programmes during 2015-2016 to 2017-2018

Table - 2

S.No.	year's	No. of Trainees
1	2015-2016	8554
2	2016-2017	8029
3	2017-2018	12247

Graph - 2



During the financial year 2017-2018, the Institute conducted 13 long duration courses, 118 short duration courses, 10 workshops/seminars. In addition, Divisional Training Centre Panchkula conducted 56, Divisional Training Centre Hisar conducted 48, Divisional Training Centre Rohtak

conducted 35 short duration courses and seminars/ workshops and Divisional Training Centre, Gurugram conducted 13 training programmes. Besides, 11 training programmes were conducted by Excise & Taxation School, which is housed at HIPA, Gurugram. Under the project on 'Sevottam Cell sponsored by Administrative Reforms, Pensions, Government of India conducted 12 training programmes. 7 training programmes were organized under the umbrella of RTI Project. The HUDCO Chair organized 9 training programmes during the said period. 20 training programmes were also conducted under the COMMIT Project, which is sponsored by DoPT, Government of India.

II. FLAGSHIP PROGRAMMES AT HIPA

(i) INDUCTION TRAINING PROGRAMME OF HCS Officers -BATCH 2016

The Foundation Course for HCS officers commenced from 3rd July to August 31, 2017. It was an intensive 9 months long residential programme consisting of 30 officers belonging to various districts of the state.

The course was organized into three phases, 1st phase from 3rd October to 30th December, 2016, 2nd phase from January 2017 to June 2017 at district level and 3rd phase from 3rd July to 31st August, 2017.

HIPA provided them a platform to share the hand pick of Best Administrative Practices and exposed these officer trainees to several initiatives of "Good Governance".

The objective of this course has been to groom these officers in such a way that they acquire requisite knowledge, skills, attitudes, values and 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.

For the first time the HCS officer trainees were sent to "Mini Bharat Darshan Study Tour", an exclusive chance to savour the magnificence and rich diversity of the selected four states i.e. Gujrat, Maharshtra, Telengana

and Andhra Pradesh. The trainees also got a golden opportunity to share their experiences with Hon'ble Chief Minister of Haryana.



(ii) Institutional Course for IAS Probationers (2016 batch)

Institutional Course for IAS Probationers (2016 batch) was organized at HIPA from June 19 to July 16, 2017. An effort was made to draw out experts from the non-governmental sector and leading global institutions to supplement the efforts of in-house 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 syllabus but an effort was made to add true value addition to the lives of the young OTs.



(iii) Training Programme for ETOs and AETOs March 29 - June 28, 2017

Centre for Excise & Taxation School functioning in HIPA organized a 12 weeks Foundation Training Programme for 3 ETOs and 1 AETO from 29th March, 2017, which came to an end on 30th June, 2017. HIPA strives to

inculcate good habits and human values required to lead the society from the front.

The objective of this course has been to groom these officers in such a way that they acquire requisite knowledge, skills, attitudes, values and administrative acumen, required for the efficient discharge of their duties in an effective manner.



(iv) Administrative Procedures, Service - Financial Rules & Procedures for DFSOs of Food & Supplies Department

Administrative Procedures, Service - Financial Rules & Procedures for AFSOs of Food & Supplies Department was organized from April 03 to June 30, 2017. (12 Weeks). Besides giving technical and other inputs to the trainees, officer trainees were taken to Karnatka and Andhra Pradesh to give them an exposure on the Best Practices of PDS and Service Delivery Mechanism through SAKALA at Karnatka.

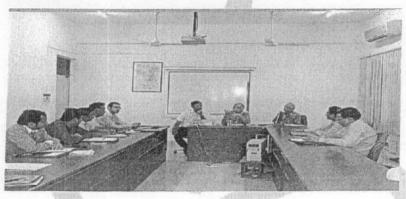




(v) Foundation Training Programme For HCS Officers – Batch 2004

The Foundation Course for HCS officers commenced from 11th September to 15th December, 2017. It was an intensive 3 months programmes on Revenue Laws. The batch consisted of 10 officers.

Besides giving them various inputs on Revenue Laws/ Law specific to the state, Bharat Darshan was also incorporated as part of Foundation Training. The trainee officers were sent to Karnataka and Tamilnadu to give them an exposure to the field realities and Best practices of Governance undertaken by these states. The feedback of the trainees has been highly encouraging.



II. SEMINARS AND WORKSHOPS

The Institute conducts seminars and workshops so as to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest. HIPA conducted the following Seminars/workshops during 2017-2018:

- Workshop on "Innovative Best Practices for Preventing Cases of Heat Waves and Computerisation of Land Record" – April 20, 2017
- Workshop on "Goods & Services Tax" April 24, 2017
- Workshop on "Health & Stress Management"- June 16, 2017
- Workshop on "Implementation of Goods & Services Tax" June 17, 2017.

Haryana Institute of Public Administration in collaboration with Haryana Regional Branch, IIPA and Excise and Taxation Department, Government of Haryana organized a Workshop on "Implementation of Goods & Services Tax" on 17th June, 2017. Dr. Rajvir S. Dhaka was the Workshop Director. Dr. G. Prasanna Kumar, IAS Director General, HIPA initiated the discussion of the seminar after giving a brief about the importance of organizing this workshop on Implementation of Goods & Services Tax. Shri Navin Kumar. Chairman, GST Network was invited as Key Speaker. He explained the information, mandate and working of GST Network in a very simple and explicit manner. Shri Y.G. Parande, Former Member, CBEC also addressed Shri M.C. Gupta, IAS (retd.) Former Chief Secretary, the participants. Government of Haryana and President IIPA, HRB Branch highlighted in his presidential remarks that GST would certainly simplify the complex taxation system and would give a fillip to the present problem ridden taxation system in the country.



 Workshop on "Prospects and Challenges in implementing Solar Energy Technologies in Haryana" - June 20, 2017



A Workshop on "Prospects and Challenges in implementing Solar Energy Technologies in Haryana" was organized on 20th June, 2017. Dr. Lalit Kumar was the workshop Director. Sh. Arun K. Tripathi, Director General, National Institute of Solar Energy, Gurugram was the Chief Guest. He spoke about the "Role of Ministry of New and Renewable Energy (MNRE) in implementing Solar Energy Technologies". Sh. Rameshwar Birthal, Project Officer from New & Renewable Energy Department, Haryana explained on "Role of HAREDA in providing Solar Rooftop Grid Connection and promoting Solar Photovoltaic Devices. Various other issues related with Solar Energy were also explained by distinguished speakers.





Workshop on "Gender Sensitization" - June 29, 2017

Workshop on "Gender Sensitization" was organized on 29th June,2017 by Dr. Manveen Kaur. Dr. Sachidanand Joshi, Member Secretary of India Gandhi National Centre of Arts (IGNCA) Ministry of Culture, Government of India was invited to address the participants on the issue of "Gender Sensitization". He highlighted on the different behavior, aspirations and needs of women and men are considered by mentioning examples and best practices.



TOT Workshop on COMMIT (Blended Training Programme)- July 03, 2017

HIPA is implementing the COMMIT (Comprehensive online Modified Modules for Induction Training) programme of the Department of Personnel

and training (DoPT), Government of India. Dr. Manveen Kaur was the Workshop Director. The ToT was organized on 3rd July,2017. The COMMIT programme comprises of a 28 hours of blended training with 20 hours of e-learning and 8 hours of face-to-face training

 Seminar on "Environmental Pollution and its Health Impact" – July 28, 2017.

A Seminar on Environmental Pollution and its Health Impact sponsored by Department of Environment, Government of Haryana on 28th July, 2017 by Dr. Bhuwan Kumar. Environmental Pollution which is one of the greatest problems that world is facing today. It is increasing with every passing year and causing grave and irreparable damage to the earth.

Distinguished speakers of academic excellence on the various area of Environmental Pollution were invited to share their experiences, which include Dr. Himanshu Garg, Dr. Brahamdeep Sandhu, Dr. Indu Bansal, Dr. Rahul Garg and Dr. Neetu Talwar.

Panel discussion on "Environment Pollution and Health impact" was also one of the attraction. Panelists were Dr. Asruddin, Dr. Neeraj Yadav, Dr. Ravi Kalra and Dr. Preet K. Dhillon". Impact of Pollution and various aspects of health were discussed in detail.



Special talk on "Governance" - August 12, 2017

A Workshop on "Governance" was organized on 12th August, 2017 by Dr. Manveen Kaur. Shri M.J. Akbar, Hon'ble Union Minister of State for External Affairs, Government of India was invited to address the participating officers. He highlighted that an important step for Good

Governance is a simplification of procedures and processes in the Government so as to make the entire system transparent and faster. Governance signifies a participative manner of governing that functions in a responsible, accountable and transparent manner based on the principles of efficiency, legitimacy and consensus for the purpose of promoting the rights of individual citizens and the citizen centric governance.



- Workshop on "Demonetization & its Impact" October 05, 2017
- Workshop on Swachh Gurugram Swachh Haryana February 02, 2018

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) COMMIT COMPREHENSIVE ONLINE MODIFIED MODULES FOR INDUCTION TRAINING is a Blended Training Programme. The programme is 28 hours of blended training with 20 hours of e-learning and 8 hours of face-to-face training funded by DoPT, Government of India (ongoing Project).

(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.

(ii) SEVOTTAM CELL AT HIPA

Sevottam (Excellence in Public Services Delivery) is a Government of India commitment to raise the standard of public services, and is an endeavour to empower the citizens. Sevottam framework was designed by Department of Administrative Reforms and Public Grievances.

The Sevottam Cell was 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.

During 2017-2018, 12 Training Programmes were conducted by Sevottam Cell. 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 are:

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

(iii) COMMIT

COMMIT - COMPREHENSIVE ONLINE MODIFIED MODULES FOR INDUCTION TRAINING is a DoPT sponsored Capacity Building Project. It is a Blended Training Programme with the objective to improve the public service delivery system and promote Good Governance and Citizen Centricity of Administration. Under COMMIT, all newly recruited frontline state government functionaries, who received no induction training for professional and personal development in last five years shall be covered.

The advantages of such a programme will be providing opportunities to more officers, who have had limited or no training to build up the requisite skills, knowledge and attitude.

The programme is 28 hours of blended training with 20 hours of elearning and 8 hours of face-to-face training.

IV DIGNITARIES'S VISIT AT HIPA

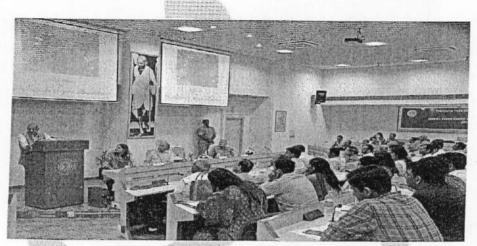
A number of people and delegations visit Institute every year. This is a mutual learning exercise, and the visitors as well as the Institute benefit from such interactions.



Hon'ble Chief Minister Shri Manohar Lal Visited HIPA on 15th August, 2017



Sh. S.Y. Quraishi, IAS (retd.) Hon'ble Former Chief Election Commissioner, Government of India visited HIPA



Shri M.J.Akbar, Hon'ble Former Minister of State of Ministry of External Affairs, Government of India, addressing the participants on Governance Issues



Prof. Arun of Jawahar Lal Nehru University sharing his experience on "Demonetization & its Impact"



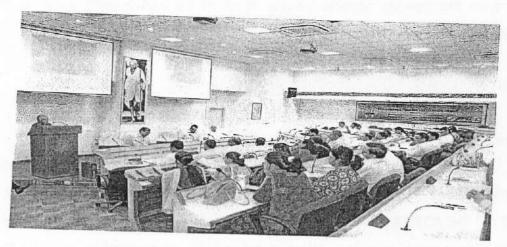
Highlights from the Seminar on "Prospects and Challenges in implementing Solar Energy Technologies in Haryana" - June 20, 2017



Dr. Sachidanand Joshi, Member Secretary of India Gandhi National Centre of Arts (IGNCA) Ministry of Culture, Government of India addressing the participants of "Gender Sensitization" - June 29, 2017



A renowned Social Entrepreneur Sh. Bindeshwar Pathak Founder of Sulabh International addressing the participants of Workshop on Swachh Gurugram Swachh Haryana – February 02, 2018



Highlights from the Seminar of "Environmental Pollution and its Health Impact" – July 28, 2017.

V 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.

(VI) 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, Hyderabad, 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.

(VII) 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.

(VIII) BEST PRACTICES AT HIPA

(a) BIS Certification

Haryana Institute of Public Administration, Gurugram proudly added another feather in its cap by making itself Sevottam Certified on 17 January, 2018. SEVOTTAM means "Excellence in Service". SEVOTTAM symbolizes the Government's intent to move from 'administration' mindest to 'service orientation'in delivery of public services. It is a standardized Service Delivery Excellence Model based on the Indian Standards 0 IS 15700:2005 developed by the Bureau of Indian Standards, which is popularly known as "SEVOTTAM".

(b) E-initiatives at HIPA

HIPA already has to its credit of being the first institute to implement E-office in a government organization in Haryana. It has also successfully implemented various e-governance initiatives like e-tendering, bio-metric attendance, Government E-market (GEM) etc. to improve the quality of Management Systems.

In his manner, HIPA will consistently endeavored will make a significant positive contributions for upgrading and refining the knowledge, skills and attitudes of Civil servants functioning at different levels of the State Government. The institute is always striving towards building a more transparent, responsive, efficient and accountable governance system through training and Research.

(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			
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		
3	Dr. Sunila Garg,	Sunila Garg, Professor & HoD, Maulana Azad Medical College, New Delhi			

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, Gurugram	Police Public Interface

3	Sh. Vishnu Bhagwan, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana		
36	6 Sh. P. Raghuvendra Rao, IAS	Financial Commissioner & Principal Secy. To GOH Deptt. of Panchayat & Development	Rural Development, Functioning of PRIs	
37	7 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, Gurugram	Effective Police Public Relation, Effective Administration	
49	Sh. V.K. Kapoor, IPS	Retd. DGP, Haryana	Stress Management	
50	Dr.Onkar Mal	Faculty MDI, Gurugram	Stress Management, Human Resource Management	(Leendership)
51	Dr. Daisy Chauhan	Faculty MDI, Gurugram	Organizational Behaviour	MOI 10-2407
52	Ms. Illa Rawat	Additional Distt. & Session Judge	Juvenile Justice Act	
53	Dr. K.P. Singh, IPS		Human Rights and Juvenile Justice Act	
54	Shri T K A Nair,	Prime Minister 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		Sr. Specialist	Mock Exercise (Disaster Management)	
57	Sharma I	Director,	Chemical, Biological, Nuclear and Radiation Disaster	

58	Drof VIV Charma	Drefessor Contra for	Community Based
		Professor, Centre for Disaster Management, IIPA	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, IAS	Additional Secretary, Ministry of Environment & Forest, Gol	Environment Disaster Management Governance
64	Dr. Pradeep Sharma, IAS		Governance
35	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
8	Dr. C.P.Shrimali	Director, MDI, Gurugram	Organizational Behaviour
9	Shri Harsh Kumar, IRS	Director, NIFM Faridabad	Finance
0	Mr. Piyush Gupta	Vice President, NISG	e-Governance
1	Shri Guru Prasad,	Vice President Georgia Technology Banglore	e-Governance

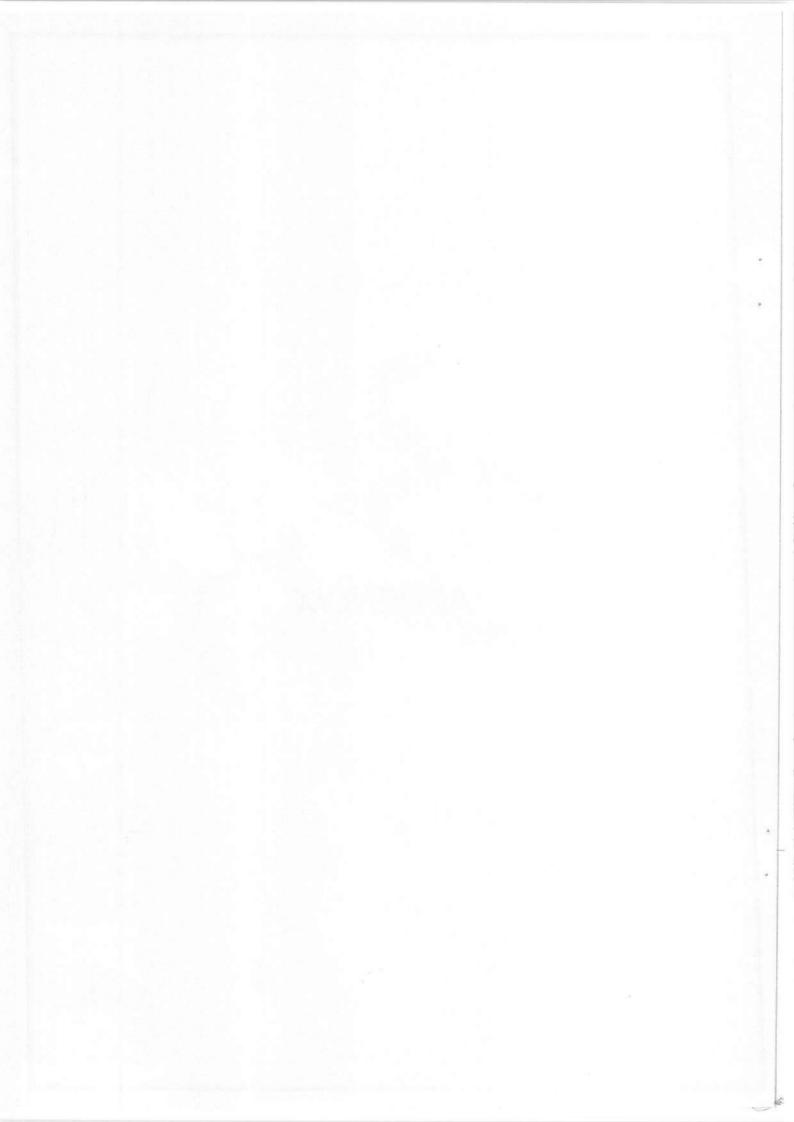
SUMMING UP

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



LONG DURATION COURSES AT HIPA



4) L		RATION COURSES ORGANIZED BY HIP	Date	Duration	Venue	CHARCITOTA	Train	Trg. Days	Total Traine
Sr. Vo.	Faculty Code	Title of the Training Programme				colloboraters	ees		e Days
			April 03-June 30, 2017	12 Weeks	HIPA	Food & Supplies	6	59	354
1	FPA-2	Training Programme for DFSOs			HIPA	Deptt	33	9	297
2	FCS-3	Training Programme for Category III Staff of FCI	April 17-26, 2017	9	ma				
3	FCS-3	Computer Basic Course, e-Governance, Digital India and e-Office (Electronic File System i.e. Paperless Office and e-Tendering Process for School - Principals/Lectures	April 17-28, 2017	10	НІРА	Education Department	20	10	200
4	Head, FDM	Disaster Management for Home Guards	May 01-12, 2017	10	HIPA	142	32	10	320
5	FCS-3	Computer Basic Course, e-Governance, Digital India	May 08-19, 2017	10	НІРА	School Education Department	19	10	190
ž	FCS-3 Computer basic Contact of the System i.e. Paperless and e-Office (Electronic File System i.e. Paperless Office and e-Tendering Process for School Principals/ Lectures					2	19	38	
6	DG	Institutional Course for IAS Probationers (2016 batch)	June 19 - July 16, 2017	4 Weeks	ніра				225
7	FCS-3	Computer Basic Course for Newly Promoted School	June 27- July 07, 2017	9	HIPA		25.	9	225
•		Principals of Gurugram Division					30	51	1530
8	OSD	Foundational programme for HCS Officers- Batch 2016	July 3 - August 31, 2017	9 Weeks	HIPA		50		
		Computer Basic Course, e-Governance, Digital India	July 17-28, 2017	10	Rohtak	School Education Department	24	10	240
9	FCS-3	and e-Office (Electronic File System i.e. Paperless Office and e-Tendering Process for School Principals/ Lectures							225
	1000.0	Database Management Tools	August 07-25, 2017	3 Weeks	HIPA		15	15	225
10	FCS-2		August 21-September 01,	10	HIPA	School Education	1 22	. 10) 220
11	FCS-3	Computer Basic Course, e-Governance, Digital India and e-Office (Electronic File System i.e. Paperless Office and e-Tendering Process for School Principals/ Lectures	2017			Department			5 58
12	OSD	Institutional-cum-Revenue TrainingProgramme for HCS officers -batch 2004	September 13 - December 15, 2017	14 weeks	HIPA		9	65) 30
			September 11-22, 2017	10	Hisar	School Educatio	n 1	6 9	9 14
13	FCS-3	Computer Basic Course, e-Governance, Digital India and e-Office (Electronic File System i.e. Paperless Office and e-Tendering Process for School	Septement 11 22, 10			Department			
		Principals/ Lectures			-	Total	25	53 2	36 45



SHORT DURATION COURSES AT HIPA



-		culty	URATION COURSES ORGANIZE Title of the Training Programme				• •	T	71		
1	No. C	code		Date		ırati on	Venue	Stakeholder colloborater		Trg. Days	Tra
	1 FFM		e-Finance Applications using Integrated Financial Management Information System (IFMIS)		3	3	Hisar		27	3	
	2 FBS		Leadership and Motivation Training for the officers/officials of Election Department	April 19-21, 2017	3	3	HIPA	Election Department	22	3	
100	3 Head,	FDM	Flood Management	April 24-26, 2017	3		HIRMI		15	3	
4	FBS		Administrative Excellence training for Principals of Higher Education	April 24-28, 2017	5		HIPA	Higher Education Department	27	5	1
5	OSD		Institutional Training Programme (Revenue) for IAS 2015-2017 Batch	April 24-27, 2017	4		НІРА		5	4	2
6	FFM	I A	Integrating Strategy with Finance and Accounts	April 25-27, 2017	3		HIPA I	DoPT, GoI	30	3	9
7	FBS	L	eadership and Motivation Training for the fficers/officials of Election Department	April 24-26, 2017	3	1	HIPA	Election Department	25	3	7.
8	FCS-1	E	thics and Values in Public Governance	May 03-05, 2017	3	ŀ	IIPA	DOPT, GOI	27	3	87
9	FPA-1	Se	elf Management	May 02-05, 2017	4	H	IPA	DOPT, GOI	15	4	60
0	FPA-2	Ac	Iministrative Excellence training for incipals of Higher Education	May 01-05, 2017	5	Н	IPA F	Higher Education Department	23	5	115
	FFM	Ac	counts and Finance using Computers	May 01-05, 2017	5	Ro	htak		28	5	140
	FDM-3	Fire	e Safety Management	May 01-05, 2017	5	Н	PA		13	5	65
1	FBS	Adr Hig.	ninistrative Excellence for Principals of her Education Department	May 08-12, 2017	5	HI	PA H	igher Education Department	12	5	60
F	RD		ninistrative and Financial Skills for the erinary Doctors	May 15-19, 2017	5	НП	10.00	eptt. of Animal usbandry,GOI	20	5	100
F	BS	Rules for P	unistrative Skills, Service-Financial s, Procedures & Disciplinary Proceedings rincipals/Head Masters of School	May 15-19, 2017	5	HIE	2002	nool Education Department	20	5	100
FI	RD	Gend	ation ler Budgeting	May 17-19, 2017	3	HIP	A	DoPT, GoI	20	3	60
FF	FM		t Sensitization and Financial Control anisms	May 15-19, 2017	5	Hisa	r		21 5		105
He	ad, FDM	Flood	Management	May 22-26, 2017	5	HIPA	A		43 5		215
FP	A-2	Admir the He	nistrative and Financial Excellence for ads of the School	May 22-26, 2017	5	HIPA		pol Education department	13 5		65
PA	A-2	Right to Animal	o Information Act for Officers of I Husbandry Department	May 22-24, 2017	3	HIPA	Н	Animal Susbandry	20 3		60

	21 FBS	Administrative Skills, Service-Financia Rules, Procedures & Disciplinary Proce for Principals/Head Masters of School Education	pedinos	17	5 HIP	A School Education Department	n 18	5	
	22 FDM	-2 Disaster Management	May 29-31, 2017		3 HIR	MI	14	3	
1	23 FDM	School Safety Management	May 29- June 02, 201	7	5 HIP	A	28	5	
-	24 FPA-1	Transparency in Administration: Right (Information Act	May 29- June 02, 201	7	5 HIP/	Λ	33	5	1
-	25 FBS	Induction Training Programme for New Appointed Assistant Professors	ly June 05-09, 2017		5 HIPA	Higher Education Department	24	5	1
-	26 OSD	Induction Training Programme for HCS Officers - Pinancial Modules (Batch 2016)	June 05-08, 2017	3	HIPA		30	4	1
2	7 Head, I	DM Incident Response System	June 12-16, 2017	5	HIPA		40	5	2
28	8 FCS-1	Induction Training Programme for Newly Appointed Assistant Professors	/ June 12-16, 2017	5	HIPA	Higher Education Department	26	5	1
29	FPA-1	Accountable & Innovative Administration	n. June 12-16, 2017	5	HIPA		12	5	6
30	FFM	Government Accounting and Service Rules	June 12-16, 2017	5	HIPA		23	5	I
31	FPA-1	Continuous Quality Improvement	June 20-22, 2017	3	Panchkula	DOPT, GOI	19	3	5
32	FRD	Capacity Building Training programme for Principals of Technical Education	June 19-23, 2017	5	HIPA	Technical - Education Department	14	5	70
33	FDM-3	School Safety Management	June 19-23, 2017	5	HIPA		23	5	11.
34	FCS-1	Capacity Building Training programme for Principals of Technical Education	June 27-July 01, 2017	5	НІРА	Technical Education Department	17	5	85
5	Head, FDM	Emergency Medical Services in Disasters	July 03-07, 2017	5	HIPA		25	5	125
5	FCS-2	Capacity Building in Information and Communication Technology (ICT) fo Professional Efficiency	CONTRACTOR OF THE PARTY OF THE	5	HIPA		15	5	75
I	FFM	Computer Aided Accounting Applications & Financial Skills	July 03-07, 2017	5	Rohtak		34	5	170
F	PA-1	Good Governance & Ethics	July 03-07, 2017	5	Sonepat		23	5	115
F	DM-2	Risk Management in chemical Industries of Haryana- Hands on Training	July 10-12, 2017	3	HIPA		14	3	42
FF	PA-2	Administrative Procedures, Service - Financial Rules & Procedures for AFSOs of Food & Supplies Department	July 17-21, 2017	5	НГРА	Food & Supplies Department	18	5	90
FE	DM-2	Implementation of DDMP	July 20, 2017	1	Panchkula		40	1	40
FD	M-3	Urban Risk Management	July 17-21, 2017	5	HIPA		16	5	80

			Financial Rules and Taxation		July 17-21, 201		5	Hisar			29	5
1	44 FD	M-2	One day workshop on Environmental Polution and its Health impact		July 28, 2017		1	HIPA			41	1
1	45 FDN	M-2	Measurement and Methodolgy for calculof Carbon emission rating	altion A	ugust 02-04, 20:	17	3	HIPA		1	19	3
+	46 Head	d, FDM	Implementation of DDMP	A	august 09, 2017	+	1	Kurukshe	tr	5	5	1
-	47 FPA-	1	Self Management.	An	gust 08-11, 201	9		a				
	194				gust 00-11, 201		4	HIPA		12	2	4
1	48 FCS-3	3	Capacity Building Training Programme Office (Electronic File System)	e on Aug	gust 09-11, 2017	7	3	HIPA		17		3 5
4	9 FDM-	2	mplementation of DDMP	Au	igust 09, 2017		1	Fatehabad		51		1 5
50	0 FDM-2	2 Ir	nplementation of DDMP	Au	gust 11, 2017		1	Rohtak		35	1	38
51	FFM	In Fi	formation Technology for Effective nancial Management and Accounting	Augi	ıst 07-11, 2017		5	НІРА		29	5	14
52	FDM-2	Red	vironmental Legislations, Interpretation, forcement, Legal and Statutory quirements- Case Studies (Middle & Seni		ıst 21-25, 2017		5	НІРА		14	5	70
53	FFM	11 01	zel) ome Tax Matters		st 22-24, 2017	3		НІРА		36	3	108
54	FDM-3	Imp	ining proramme on Upgradation and elementation of Gurugram Disaster nagement Plan	Aug	ust 25, 2017	1	-	Gurugram		14	1	14
55	FCS-1	Fina Staff	ncial Skills Development programme for of Technical Education Department	r Augus	it 23-25, 2017	3		HIPA	Technical Education	18	3	54
56	FCS-1	Com	ncity Building in Information and munication Technology (ICT) for essional Efficiency	d August 28	3-Sept.01, 2017	5	1	HIPA		23	5	115
7	FDM-2	Imple	ementation of DDMP	Augus	st 30 2017	1		Karnal		83	1	83
3 E	FDM-3	Imple	mentation of DDMP	Augus	it 30 2017	1		HIPA		34	1	34
I-	Iead, FDM	Emerg	ency Medical Services in Disasters	September	04-08, 2017	5		HIPA		27	5	135
F	CS-2	Commi	ty Building in Information and unication Technology (ICT) for ional Efficiency	September	04-08, 2017	5	1	HIPA	÷	24	5	120
FF	M		al Management and Audit	September	04-08, 2017	5	F	lisar		20	5	100
FD	M-2	Landfill	oal Waste Managemnt- Bio Comosting Gas Managemnt & Control Waste to and Implementation of construction	September 0	14-08, 2017	5	Н	IIPA		14	5	70
Hea	ad, FDM	and Den Impleme	polition Waste rules 2016 Intation of DDMP	September	13, 2017	1	Н	IPA	00	75	1 -	75
FCS		Commun	Building in Information and Sication Technology (ICT) for the control of the cont	September 18	3-22, 2017	5	HI	PA		21	5	105

	65 FFM	Government Accounting and Finance for Senior Officers	September 25-29, 201	17	5 Rohtak		23	5	11
	66 Head,	FDM Implementation of DDMP	October 04, 2017		l Namaul		49	1	49
	67 FDM-2	2 Implementation of DDMP	October 04, 2017	1	Kaithal		33	1	33
-	68 FDM-3	Implementation of DDMP	October 04, 2017	1	Jhajjar		19	1	19
1	69 FCS-1	Capacity Building in Information Communication Technology (ICT) Professional Efficiency	and October 09-13, 2017	5	HIPA		27	5	135
T	70 FPA-1	Right to Information Act: A tool for transparent govt.	October 09-13, 2017	5	HIPA		39	5	195
1	71 FDM-2	Updation and Implementation of Disaster Management Plan	October 13, 2017	1	Yamuna Nagar		41	1	41
	72 Head, FI	DM Implentation of DDMP	October 16, 2017	1	Hisar		42	1	42
7	73 FFM	Haryana Civil Service Rules	October 16-18, 2017	3	HIPA		20	3	60
7	4 FDM-3	Implentation of DDMP	October 25, 2017	1	Sonepat	9	31	1	31
75	FCS-3	Capacity Building training programme on office (Electronic File system)	e- October 25-27, 2017	3	HIPA	DoPT, GoI	19	3	57
76	FFM	Finance Insights for Non-Finance Government Officers	October 23-27, 2017	5	Hisar		25	5	125
77	FCS-2	Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency	d October 30-Nov.3, 2017	5	HIPA		24	5	120
78	FFM	Finnance Procedure in Government	October 30-Nov.3, 2017	5	HIPA		24	5	120
79	FCS-3	Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency	November 06-10, 2017	5	НІРА		24	5	120
80	FDM-3	Updataton and Implementation of DDMP	November 10, 2017	1	Faridabad		45	1	45
81	Head, FDM	Incident Response System	November 13-17, 2017	5	HIPA		41	5	205
32	FCS-1	Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency	November 13-17, 2017	5	HIPA		25	5	125
3	FFM	Financial Applications using Information Technology	November 13-17, 2017	5	Hisar		23	5	115
1 1	1	Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency	November 20-24,2017	5	HIPA		24	5	120
F	FDM-2	Global Warming Climate change and Disaster Management- Future Perspective	November 20-24,2017	5	HIPA		26	5	130
F		Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency	Nov. 27- Dec.01, 2017	5	HIPA		23	5	115

	87 Head, F	Disaster Management	December 04-06, 2017	3	HIRM		25	3	
-	88 FFM	Financial Skills	December 04-08, 2017	5	Rohtak		20	5	1
-	89 FLAW	DFOs/Range Officers/Block Officers for Forest Department	December 04-05, 2017	2	НІРА		20	2	4
-	90 FCS-2		nd December 11-15, 2017 for	5	HIPA		29	5	14
9	PI FFM	Financial Skills	December 11-15, 2017	5	Hisar		15	5	7
9	2 FCS-3	Training Programme on e-office for GMDA Staff	December 13-15, 2017	3	HIPA		22	3	6
93	3 FDM-3	Implementation and updation of District Disaster Management Plan	December 14, 2017	1	Nuh		41	1	4
94	FCS-3	Capacity Building in Information an Communication Technology (ICT) for Professional Efficiency		5	HIPA		24	. 5	12
95	FFM	Financial Skills	December 18-22, 2017	5	HIPA		20	5	10
96	FCS-2	Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency		5	HIPA		18	5	90
97	FFM	Economic Offences and Financial Control Mechanisms	January 01-05, 2018	5	Rohtak		18	5	90
98	Head, FDM	Earthquake Management	January 08-12, 2018	5	HIPA		53	5	265
99	FCS-2	Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency		5	НІРА		33	5	165
00	FCS-3	Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency		5	HIPA		18	5	90
)1	FFM	Computer Aided Accounting Applications & Financial Skills	January 15-19, 2018	5	Hisar		25	5	125
2	FDM-2	Chemical and Industrial Hazard Management	January 15-19, 2018	5	НІРА		26	5	130
3	FPA-2	Induction Training Programme for State Information Commissioner, Haryana	January 18-19, 2018	2	HIPA		2	2	4
1	FFM	e-Procurement Process, Purchase, and Inventory Management	January 23-25, 2018	3	НГРА		31	3	93
		Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency	January 29- Feb. 02, 2018	5	HIPA		25	5	125
F		The second secon	January 29- Feb. 02, 2018	5	HIPA		9	5	45
F		Two days training programme for DFCs/DFOs of Forest Departments	January 29-30, 2018	5	HIPA F	orest Department	25	2	50
F		Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency	February 05-09, 2018	5	НІРА		22	5	110

109	9 FCS-3	Training programme on e-office for GMDA officers	February 09, 2018	1	HIPA	1	16	1	16
110	FDM-2	Disaster Management	February 05-07, 2018	3	HIRM	п	- 13	3	39
111	FDM	Fire Safety & Management	February 12-16, 2018	5	HIPA		52	5	260
112	FBS	Induction Training Programme for Aes of UHBVN & DHBVN	February 19-23, 2018	5	HIPA		34	5	170
113	FFM	Financial Management and Office Procedures	February 19-23, 2018	3	Hisar		23	5	115
114	FDM-2	Drought Management	February 19-23, 2018	5	HIPA		24	5	120
15	FDM-2	Capacity Building on Disaster Management	February 26-28, 2018	3	Panchkula	a	35	3	105
16 I	FFM	Financial Procedures in Government	March 05-09, 2018	5	Rohtak		25	5	125
7 F	CS-3	Computer Basic Course for GMDA Staff	March 12-16, 2018	5	HIPA		14	5	70
3 H	lead FDM	One week Orientation Workshop on High Resolution Foundation Data Preparation for	March 19-23, 2018	5	HIPA		- 21	5	105
-		Haryana State Gram Panchcyat Mapping							200
1				- 1		Total	3048	461	11081

SEMINARS/WORKSHOPS AT HIPA

							APPENDIX - C	
(C) S	EMINARS/	WORKSHOPS ORGANIZED BY HIPA	(MAIN WING)					
Sr.N	o. Faculty Code	Title of the Training Programme	Date	Duration	Venue	Trainees	Trg. Days	Total Traine Days
1	Head, FDM	Workshop on Innovative Best Practices for Preventing Cases of Heat Waves and Computerisation of Land Record	April 20, 2017	1	HIPA	54	1	54
2	FPA-2	Workshop on GST in Collaboration with IIPA and Excise & Taxation Deptt.	April 24, 2017	1	HIPA	105	1	105
3	FPA-2	Half a day workshop on GST in Collaboration with IIPA	June 17, 2017	1	НІРА	75	1	75
4	FFM	Workshop on "Perspects and Challenges in Implemtioning Solar Energy Technologies in Haryana	June 20, 2017	1	HIPA	83	1	83
5	FRD	Workshop on Gender Sensitization in collaboartion with IIPA	June 29, 2017	1	HIPA	74	1	74
6	FDM-2	One day workshop on Environmental Polution and its Health impact	July 28, 2017	1	НІРА	41	1	41
7	FRD	Workshop on Governance	August 12, 2017	1	HIPA	52	1	52
8	FFM	Workshop on Audit and Accounts	September 18-20, 201	3	HIPA	29	3	87
9 1		Workshop on Divisional level IRS for the Gurugram Division	December 15, 2017	1	HIPA	97	1	97
0 F	FPA-2	Seminar on Swachh Gurgaon Swachh Haryana under the Swachh Bharat Mission	February 2, 2018	1	НІРА	98	1	98
1			-		Total	708	12	766



COURSES CONDUCTED UNDER "RTI PROJECT"



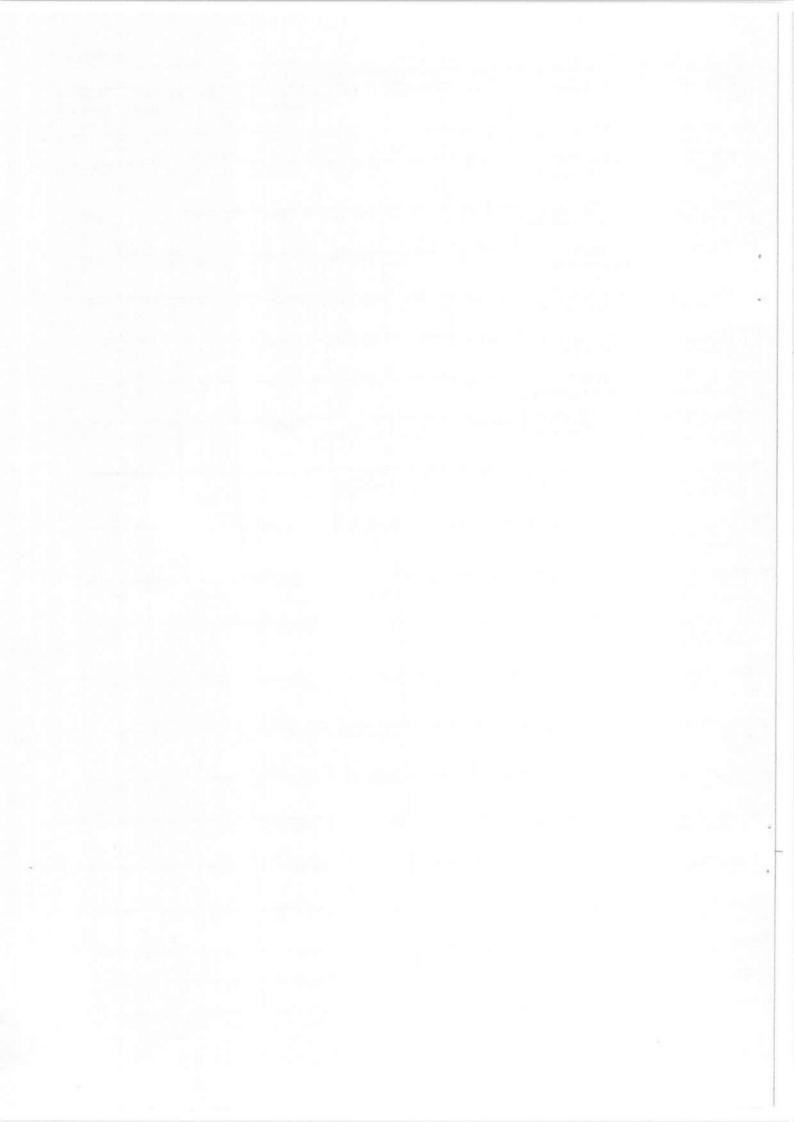
Sr. No		Title of the Training Programme	Date	Durati on	Venue	Stakeholders/ colloboraters	Trainees	Trg. Days	Total Train Days
1	FPA-2	Workshop on RTI	October 30-31, 2017	2	Jind	RTI	179	2	358
2	FPA-2	Workshop on RTI	January 17-18, 2018	2	Karnal	RTI	107	2	214
3	FPA-2	Three Days Training Programme on RTI for FPAOs and PIOs	February 05-07, 2018	3	HIPA	RTI	84	3	252
4	FPA-2	Two days workshop on RTI	February 26-27, 2018	2	HIPA	RTI	50	2	100
5	FPA-2	Two Days Traiing Programme on RTI	March 16-17, 2018	2	Faridabad	RTI	84	2	168
6	FPA-2	Fwo Days Traiing Programme on RTI	March 19-20, 2018	2	Rewari	RTI -	80	2	160
7 F	PA-2 T	wo Days Traiing Programme on RTI	March 20-21, 2018	2	Nuh	RTI	99	2	198
-						Total	683	15	1450



COURSES CONDUCTED UNDER COMMIT PROJECT



No. 1 ToT Workshop on COMMIT (Blended Training July 03, 2017 1 HIPA DoPT 13 2 One day training on Comprehensive online modified module for Induction Training (COMMIT) 3 One day training on Comprehensive online modified module for Induction Training (COMMIT) 4 One day training on Comprehensive online modified module for Induction Training (COMMIT) 5 One day training on Comprehensive online modified module for Induction Training (COMMIT) 5 One day training on Comprehensive online modified module for Induction Training (COMMIT) 5 One day training on Comprehensive online modified module for Induction Training (COMMIT)	NDUCTING UNDER COMMIT PROJECT ate Duration Venue Stakeholders/ Trainger Train
Programme) 2 One day training on Comprehensive ordine modified module for Induction Training (COMMIT) 3 Che day training on Comprehensive ordine modified module for Induction Training (COMMIT) 4 One day training on Comprehensive ordine modified module for Induction Training (COMMIT) 5 One day training on Comprehensive ordine modified module for Induction Training (COMMIT) 5 One day training on Comprehensive ordine modified module for Induction Training (COMMIT) 5 One day training on Comprehensive ordine modified module for Induction Training (COMMIT) 5 One day training on Comprehensive ordine modified module for Induction Training (COMMIT) 6 One day training on Comprehensive ordine modified module for Induction Training (COMMIT) 7 One day training on Comprehensive ordine modified module for Induction Training (COMMIT) 8 Induction Training Programme for comprehensive ordine on Induction Training (COMMIT) pomored by DoPT (Cort of Indus) 9 Induction Training Programme for comprehensive ordine on Industrial Training Programme for comprehensive ordine ordine Industrial Modules (COMMIT) promored by DoPT (Covt. of Indus) 1 Industrial Training Programme for comprehensive ordine ordine Industrial Modules (COMMIT) for modified Modules (COMMIT) for Industrial Training Programme for comprehensive ordine Industrial Modules (COMMIT) for Industrial Training Programme for comprehensive ordine Industrial Training Programme for comprehensive	colloboraters Trainees Trg. Days
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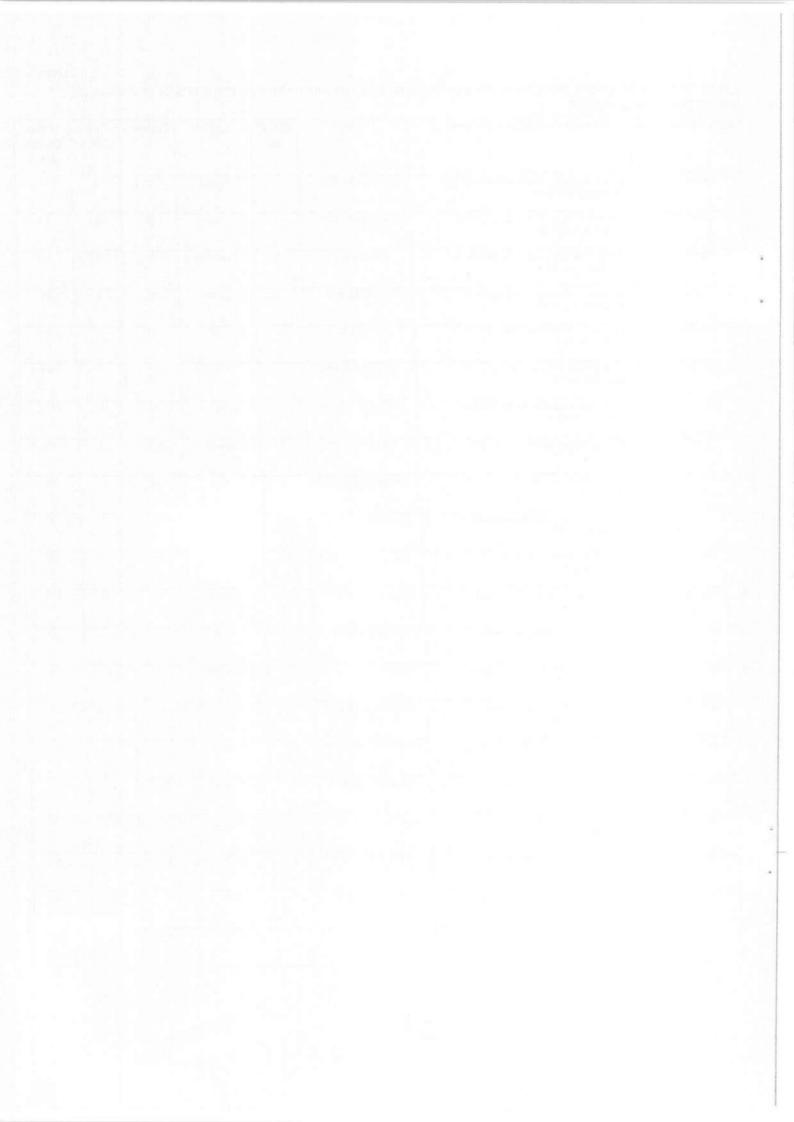


COURSES CONDUCTED IN COLLABORATION WITH DTCSIN THE AREA OF DISASTER MANAGEMENT



(F) DETAILS OF TRAINING PROGRAMMES CONDUCTED IN COLLABORATION WITH DTCS IN THE AREA OF DISASTER MANAGEMENT

	o.	Code Title of the Training Programme	Date	Durati on	Venûe	Trainees	Trg. Days	Total Traine Days
1	L FDM-2	Capacity Building on Disaster Management in Collaboration with DTCs	June 14-16, 2017	3	Rohtak	27	3	81
2	Head, FDM	Capacity Building on Disaster Management in Collobaration with DTCs	June 21-23, 2017	3	Sirsa	43	3	129
3	FDM-2	Capacity Building on Disaster Management in Collobaration with DTCs	June 28-30, 2017	3	Fatehabad	47	5	235
4	FDM-3	Capacity Building on Disaster Management in Collobaration with DTCs	July 10-12, 2017	3	HIPA	57	3	171
5	Head, FDM	Capacity Building on Disaster Management in Collobaration with DTCs	July 18-20, 2017	3	Jind	33	3	99
6	Head, FDM	Capacity Building on Disaster Management in Collobaration with DTCs	August 02-04, 2017	3	Kaithal	48	3	144
7	FDM-3	Capacity Building on Disaster Management in Collobaration with DTCs	August 15-18, 2017	3	Gurugram	42	3	126
8	Head, FDM	Capacity Building on Disaster Management in Collobaration with DTCs	August 23-25, 2017	3	Bhiwani	125	3	375
9	Head, FDM	Capacity Building on Disaster Management in Collobaration with DTCs	September 18-20, 2017	3	Hisar	28	3	84
LO	FDM-3	Capacity Building on Disaster Management in Collobaration with DTCs	September 18-20, 2017	3	Sonepat	30	3	90
1	FDM-2	Capacity Building on Disaster Management in Collobaration with DTCs	September 18-20, 2017	3	Yamunnagar	78	3	234
2 1	Head, FDM	Capacity Building on Disaster Management in Collobaration with DTCs	October 09-11, 2017	3	Panipat	38	3	114
3 F	FDM-2	Capacity Building on Disaster Management in Collobaration with DTCs	October 25-27, 2017	3	Karnal	59	3	177
F	DM-2	Capacity Building on Disaster Management in Collobaration with DTCs	November 08-10, 2017	3	Kurukshetra	39	3	117
FI	DM-3	Capacity Building on Disaster Management in Collobaration with DTCs	November 07-09, 2017	3	Jhajjar	42	3	125
He	ead, FDM	Capacity Building on Disaster Management in Collobaration with DTCs	November 21-23,2017	3	Narnaul	27	3	81
FC	DM-2	Capacity Building on Disaster Management in Collobaration with DTCs	Nov. 29- Dec.01, 2017	3	Ambala	30	3	90
FD	0M-3	Capacity Building on Disaster Management in Collobaration with DTCs	December 06-08, 2017	3	Rewari	70	3	210
FDI	M-3	Capacity Building on Disaster Management in collaboration with DTCs	January 08-10, 2018	3	Mewat	41	3	123
FDN		Capacity Building on Disaster Management in collaboration with DTCs	February 05-07, 2018	3	HIPA	23	3	69
					Total	927 6	52	2875



COURSES CONDUCTED UNDER SEVOTTAM CELL



(G) DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER "SEVOTTAM CELL"

Sr. No.	Title of the Training Programme	Date	Duration	Venue	Stakeholders/ colloboraters	Trainees	Trg. Days	Total Trainee Days
1	Course on Sevottam Certification BIS IS: 15700 for Jail Officers/Officials of Bhondsi Jail, Gurugram"	May 4, 2017	1	Gurugram		34	1	34
2	Quality Mgt. System/Good Governance Leading to Sevottam & BIS IS: 15700 for Education Officers		2	Sonepat	Officers/Officials including elected representatives of Municipal Corporation	34	2	78
3	Quality Mgt. System/Good Governance Leading to Sevottam & BIS IS: 15700 for Education Department for Palwal District	May 22, 2017	1	HIPA	Officers/Principals of Education Deptt.	46	1	46
4	BIS IS: 15700 Certification for HIPA Core Group	June 21-22, 2017	2	НІРА		12	2	24
5	Quality Mgt. System/Good Governance Leading to Sevottam & BIS IS: 15700 for SCERT	October 12-13, 2017	2	SCERT, Gurugram		14	2	28
t	Quality Mgt. System/Good Governance Leading to Sevottam & BIS IS: 15700 for Education Department	November 27-28, 2017	2	НІРА		27	2	54
7 E	BIS IS:15700 Certification for District Officers	December 18, 2017	Sevottam Cell	Bhiwani		33	1	33
В	IS IS:15700 Certification for District Officers	December 21, 2017	Sevottam Cell	Bhiwani		45	1	45
В	IS IS:15700 Certification for District Officers	December 27, 2017	Sevottam Cell	Bhiwani	E BY	23	1	23
BI	S IS:15700 Certification for District Officers	February , 2018	Sevottam Cell	Bhiwani		7	1	7
	aining programme on Citizen Centricity and ood Governance	March, 01, 2018	1	НІРА		42	1	42
to	nality Mgt. System/Good Governance Leading Sevottam & BIS IS: 15700 for the officers of htak District	March 06-07, 2018	2	Rohtak		28	2	56
					Total	345	17	470



COURSES CONDUCTED UNDER HUDCO



Programme 1 Enhancing Municipal Financial April 6-7, 2017 2 Faridabad 25 2 2 Capacity Building for newly elected Councellors of Haryana 3 Capacity Building for Women Elected Representatives of Haryana 5 Capacity Building for Women Elected Representatives of Haryana 5 Capacity Building for Women Elected Representatives of Haryana 6 Capacity Building for Women Elected Representatives of Haryana 6 Capacity Building for Women Elected Representatives of Haryana 7 Capacity Building for Women Elected Representatives of Haryana 8 Salada 25 2 1 HIPA 20 1 1 Faridabad 18 1 1 Faridabad 16 1 1 Faridabad 16 1 2 Capacity Building for Women Elected Representatives of Haryana 8 Salada 25 2 1 HIPA 16 1 1 HIPA 16 1 2 Capacity Building for Women Elected Representatives of Haryana 8 Salada 25 2 2 Faridabad 18 1 8 Salada 25 2 1 Faridabad 18 1 9 Faridabad 16 1 1 Faridabad 16 1		ETAILS OF TRAINING PR Title of the Training		Duration			~ -	
Resources Resources April 18-7, 2017 Capacity Building for newly elected Councellors of Haryana Capacity Building for Women Elected Representatives of Haryana state May 24-25, 2017 Capacity Building for Women Elected Representatives of Haryana state August 22, 2017 Capacity Building for Women Elected Representatives of Haryana state August 22, 2017 Faridabad Faridabad Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana February 10-11, 2018 Faridabad ThilpA Faridabad ThilpA Faridabad ThilpA ThilpA		Programme	Date	Duration	Venue	Trainee s	Trg. Days	Total Traine Days
Councellors of Haryana Capacity Building for Women Elected Representatives of Haryana state May 02, 2017 Faridabad Faridabad PPP in Municianal Services May 24-25, 2017 Faridabad Faridabad Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state December 07, 2017 HIPA HIPA Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana February 21-22, 2018 Sonepat 1 Sonepat 2 Sonepat 10 2	1		ial April 6-7, 2017	2	Faridabad	25	2	50
Elected Representatives of Haryana state May 24-25, 2017 PPP in Municiapl Services May 24-25, 2017 Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana Elected Representatives of Haryana Thirdabad Th	2	Capacity Building for newly elected Councellors of Haryana	April 18, 2017	1	HIPA	20	1	20
5 Capacity Building for Women Elected Representatives of Haryana state 6 Capacity Building for Women Elected Representatives of Haryana state 7 Capacity Building for Women Elected Representatives of Haryana state 8 Capacity Building for Women Elected Representatives of Haryana state 9 Capacity Building for Women Elected Representatives of Haryana state 1 Capacity Building for Women Elected Representatives of Haryana State 1 Capacity Building for Women Elected Representatives of Haryana State 1 Capacity Building for Women Elected Representatives of Haryana State 2 Sonepat 10 2	E	Elected Representatives of Haryana	May 02, 2017	1	Faridabad	18	1	18
Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana Elected Representatives of Haryana Capacity Building for Women Elected Representatives of Haryana Elected Representatives of Haryana Capacity Building for Women Elected Representatives of Haryana Elected Representatives of Haryana Capacity Building for Women Elected Representatives of Haryana Elected Representatives of Haryana	4 P	PPP in Municiapl Services	May 24-25, 2017	2	Faridabad	32	2 -	64
Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana state Capacity Building for Women February 21-22, Elected Representatives of Haryana 2018	E	lected Representatives of Haryana	August 22, 2017	1	Faridabad	16	1	16
Elected Representatives of Haryana state Capacity Building for Women Elected Representatives of Haryana 2018 February 21-22, 2 Sonepat 10 2	Ele	lected Representatives of Haryana	December 07, 2017	1	HIPA	16	1	16
Elected Representatives of Haryana 2018 Sonepat 10 2	Ele	ected Representatives of Haryana	January 10-11, 2018	1	HIPA	4	2	8
	Elec	cted Representatives of Haryana		2	Sonepat	10	2	20
Enhancing municipal resource February 26-28, 3 HIPA 33 3 mobilisation 2018	Enh	hancing municipal resource bilisation		3	HIPA	33	3	99

COURSES CONDUCTED UNDER EXCISE & TAXATION SCHOOL

(I) DETAILS OF TRAINING PROGRAMMES C	ONDUCTED BY THE EXCISE & TAXATION SCHOOL	Olintian is a
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Sr.No.	Title of the Training Programme	Date	Duration	Venue	Trainees	Trg. Days	Total Traine Days
1	Induction Training Programme for ETOs and AETOs	March 29 - June 28, 2017	13 Weeks	HIPA	5	59	295
2	Refresher Course for E.T.Os	May 02-05, 2017	4 Days	НІРА	20	4	80
3	Refresher Course for E.T.Os	May 22-26, 2017				*	80
		1914y 22-26, 2017	5 Days	HIPA	19	5	95
4	Refresher Course for GST Trainers	May 29-30, 2017	2 Days	HIPA	33	2	66
5	Refresher Course for GST Trainers	June 01-02, 2017	2 Days	HIPA	31	2	62
6	Refresher Course for E.T.Os	June 12-16, 2017	5 Days	НІРА	20	5	100
7 1	Refresher Course for T.Is	July 04-07, 2017	4 Days	HIPA	(Calif		
8 5	Refresher Course for E.Is		4 Days	HIPA	15	4	60
		August 07-11, 2017	5 Days	HIPA	19	5	95
9 R	efresher Course on GST for E.T.Os	October 23-27, 2017	5 Days	НІРА	22	5	110
10 R	efresher Course for A.E.T.Os	November 06-10, 2017	5 Days	HIPA	23	5	115
1 Re	efresher Course for A.E.T.Os	January 15-19, 2018					113
		,	5 Days	HIPA	18	5	90
				Total	225	101	1168

COURSES CONDUCTED UNDER DIVISIONAL TRAINING CENTRE, GURUGRAM

	.No Title of the Training Programme	Date	Duratio	n Venue	Trainees	Trg. Days	Total Trainee Days
1	Capacity Building and Financial Rules	August 21-25, 2017	5	НІРА	26	5	130
2	Orientation course for Group-C employees on Civil Service Rules and Financial Rules	September 11-15, 2017	5	Palwal	22	5	110
3	Duties and Responsibilities of DDOs regardomg Financial Rules and Civil Service Rules	September 25-29, 2017	5	Nuh	23 .	5	115
4	Planning and Preparation of Retirement Pensionary Benefit Admissibile and Future investment thereof Health Planning, Stress Management and Contributio towards Society after retirment	October 25-27, 2017	3	HIPA	10	3	30
5	Planning and Preparation of Retirement Pensionary Benefit Admissibile and Future investment thereof Health Planning, Stress Management and Contribution towards Society after retirment	November 06-08, 2017	3	Narnual	28	3	84
6	Duties and Responsibilities of DDOs regardomg Financial Rules and Civil Service Rules	November 13-17, 2017	5	HIPA	39	5	195
- 1	Duties and Responsibilities Regarding New Pension Schem, Reimbursement of Medical Claims, Revised Ex- gratia Scheme and Maintenance of GIS	January 15-19, 2018	5	НІРА	40	5	200
I	Planning and Preparation of Retirement Pensionary Benefit Admissibile and Future investment thereof Health Planning, Stress Management and Contribution towards Society after retirment	January 29-31, 2018	5	Faridabad	28	3	84
S	Outies and Responsibilities Regarding New Pension Scheme, Reimbursement of Medical Claims and online oudgeting	February 12-16, 2018	5	HIPA	27	5	135
so	apacity Building for Group C Employees and steps or increasing efficience in service matters, pension theme, income tax/eTDS and online working with easury etc.functioning	February 19-22, 2018	4 1	Faridabad	32	4	128
Ri	apacity Building on basiS of Haryana Civil Service ules, Financial Rules, e-office etc. for the ficers/officials of HVSU.	February 26-28, 2018	3	HIPA	22	3	66
Ca	spacity Building for Group C Employees on Office occdures	March 12-16, 2018	5	Nuh	28	5	140
Ber	nning and Preparation of Retirement Pensionary nefit Admissibile and Future investment thereof alth Planning	March 26-28, 2018	3	HIPA	22	3	66

Total



COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, PANCHKULA



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

	S.No.	rvaine of Course	Duration	No. of Trainees	Training Days	Trainee D
	1	One day workshop on "Right to Information Act,2005 ASPIOs/SPIOs of Haryana Civil Sectts at NIC Centre	" for 7 April,2017	17	1	17
	2	Office Automation & Tools	17-21 April,201	7 11	5	55
	3	Enhancing Efficiency through Women Empowerment & Hard Skills)	(Soft 1-5 May, 2017		5 .	60
F	4	Duties & Functions of Clerk	15-19 May,2017	20		
r	5	Office Automation & Tools	22-26 May,2017		5	40
r	6 [Developing Effective Communication Skills through Noting/Drafting for HAFED	22-26 May,2017		5	70 75
	7 0	One day workshop on "Right to Information Act,2005" f SPIOs/SPIOs of Haryana Civil Sectts at NIC Centre	or 30 May,2017	19	1	19
-		wo day training Programme on"Ms Excel and Internet	101 000			**
-		ne day workshop on " Income Tax Matters"		11	2	22
1		apacity Building of Assistants and dealing hands in	7 June, 2017	12	1	12
	20:	rvice Matters relating ot Haryana Civil Service Rules 16 and Haryana State Litigation Policy at Ambala	12-16 June, 2017	70	5	350
1:		ientation Training Programme for Dy. Supdts./Supdts		11	5	55
12	OLT	ining Programme for DDOs : Duties & Responsibilities DDOs - Online Budget, E-Billing, E-Salary and E- ments at DC Office, Panchkula	28-29 June, 2017	78	. 2	156
13	Dud	nncial Management in Govt. Deptts Preparation of gt & Allied Matters	4-6 July, 2017	12	3	36
14		ninistrative Efficiency in Govt. Deptts.	10-14 July, 2017	18	5	90
15		day workshop on Income Tax Matter	21 July, 2017	13	1	13
16	Two	days computer workshop on MS Word & Excel	24-25 July 2017	21	2	42
17	Capa	city Building of Disaster Management at Kaithal	02-04 August, 2017	48	3	144
18	Inform	nation Technology in Libraries	02-04 August, 2017	14	3	42
19	Three Intern	days computer workshop on MS Word, Excel & et	8-10 August, 2017	26	3	78
.0	Admir	nistrative Efficiency in Govt. Deptts, at Kurukshetra	21-24 August, 2017	43	4	172
1	Admin	ustrative Efficiency in Govt. Deptts. at Kaithal	4-8 September, 2017	87	5	435
2	Duties	& Functions of Clerk	11-15 Sep., 2017	12	5	60
	One day workshop on "CM Window-Procedures & Modalities for Quick and Efficient Disposal"		12 September, 2017	19	1	19
1	Capacit Nagar	Building of Disaster Management at Yamuna	18-20 September, 2017	78	3	234
0	Office A	utomation & Tools	25-29 September, 2017	18	5	90
10	DE DUUS	Programme for DDOs : Duties & Responsibilities - Online Budget, E-Billing, E-Salary and E- s at Yamuna Nagar	10-13 october, 2017	81	3	243
E	nhancin	ng Efficiency through Women Empowerment (Soft	23 - 27 Oct 2017	40	5	200
100	odai Pro	Litigation Policy,2010, Handling of Court cases- ovisions @ Govt. Instructions	7-8 Nov.,2017	10	2	20
		Building of Disaster Management at Kurukshetra	8-10 Nov.,2017	40	3	120
-		n Training Programme for Assistants	13-17 Nov., 2017	12	5	60
Tra	inspranc	cy in Administration-RTI Act,2005	15 Nov.,2017	8	1	8

						1
	33	One day Computer Training on Sensitization n Email & Internet	23 Nov., 2017	15	1	15
	34	Duties & Functions of Clerk in Secretariat (1st Batch)	27 Nov 1 Dec. 2017	26	5	130
	35	Capacity Building of Disaster Management at Ambala	29 Nov 1 Dec. 2017	35	3	105
	36	Duties & Functions of Clerk in Secretariat (2nd Batch)	Dec 4-8, 2017	23	5	115
	37	Two days workshop on RTI Act, 2005 at Yamunanagar	Dec 6-7, 2017	96	2	192 -
	38	Developing Effective Communication Skills	Dec 11-15, 2017	21	5	105
	39	One day workshop on "Haryana Revised(Pay) and (ACP) Rules 2016	Dec.21,2017	10	1	10
	40	Two days workshop on RTI at Ambala District	3 - 4 Jan, 2018	128	2	256
	41	Administrative Efficiency in Govt. Department	8-12 Jan.,2018	12	5 -	60
	42	One day workshop on "RTI Act, 2005" for Secondary Education Department	15Jan,2018	26	1	26
	43	Input Enhancing Efficiency -Motivation, Attitudinal Change9 Soft & hard skills	16 -18Jan.,2018	28	3	84
4	14	One day workshop on RTI Act, 2005 for Women & Child Development Department	19 Jan, 2018	23	1	23
4	5 7	Iwo days workshop on RTI Act, 2005 at Kurukshetra	29 to 30 Jan, 2018	140	2	280
4	6	One day workshop on Income Tax Matter	2 Feb, 2018	24	1	24
42	7 T	wo days workshop on RTI Act, 2005 at Kaithal	6 to 7 Feb 2018	111	2	111
48	Se Se	apicty Building of Assistants dealing with Haryana Civil ervices Rules ,2016	12-16 Feb., 2018	25	5 _	125
49	0	ffice Automation & Tools	19 to 23 feb. 2018	17	5	85
50	Co at 1	RAINING PROGRAMME ON Capacity Building on Disaster Management in Capacity Building on Disaster Management in Capacity Building on Disaster Capacity Building	26 to 28 feb.	35	3	105
51	Mo	duction Training Programme for comprehensive on Line- dified Modules (COMMIT) sponsored by DoPT (Govt. India)"	27 feb. 2018	17	1	17
52	Mod	uction Training Programme for comprehensive on Line- dified Modules (COMMIT) sponsored by DoPT (Govt. ndia)"	28 feb. 2018	20	1	20
53	One U/s	day workshop on Record & Information Management 4 of RTI Act 2005 (Suo-Motu Disclosure)	1 Mar. 2018	38	1	38
54	Inpu	its for Enhancing Efficiency - Motivation, Attitudinal nge (Hard & Soft Skills)	15-16 March, 2018	15	2	30
55	Indus Modi of Inc	ction Training Programme for comprehensive on Line- ified Modules (COMMIT) sponsored by DoPT (Govt. dia)"	20-Mar-18	32	1	32
56	Induc Modi of Ind	ction Training Programme for comprehensive on Line- fied Modules (COMMIT) sponsored by DoPT (Govt. lia)"	26-Mar	31	1	31
			TOTAL	1953	165	5286

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, HISAR



(L) COURSES AND SEMINARS/WORKS HOPS ORGANIZED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, HISAR

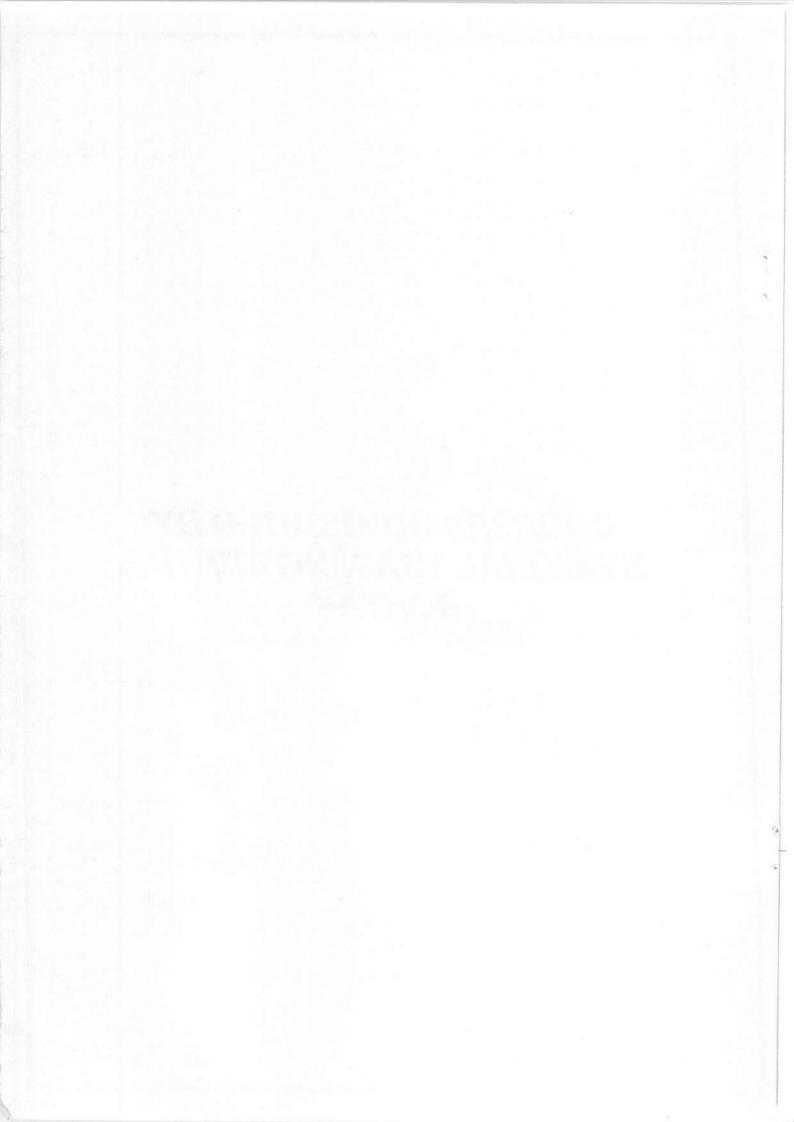
1 3	Sr. No.	Name of training course	Duration	Number of Participants	Number of Training Days	Number of Trainee Days
	1	One Week Training on Pension & Service Matters for the Clerks/Assistants & Dy. Supdts. of Fatehabad District at Hisar.	17.4.2017 to 21.04.2017	16	5	80
	2	One Week Training on Duties & Responsibilities of Patwaris of Revenu Department of Hisar Division at Hisar District	e 24.04.2017 to 27.04.2017	23	4	92
3	3	One Week Computer Training Programme on MS-Word, MS-Excel, MS PowerPoint & Internet of Jind district at Hisar	01.05.2017 to 05.05.2017	13	5	65
4	- 1	Training Programme on Duties & Responsibilities of DDOs of Jind district	15.05.2017 to 19.05.2017	17	5	85
5		Training Programme on Pay Fixationn, Leave Rule, Pensionary Benefits for Hisar & Bhiwani districts at Hisar.	22.05.2017 to 26.05.2017	27	5	135
6	F	Training Programme on Responsive Administration Role of Assistants/Deputy Superintendents in disposal of office work of Hisar & Fatehabad at Hisar.	05.06.2017 to 08.06.2017	23	4	92
7	T	Training course on Pay Fixation, Leave Rules, and Pensionary Benefits	12.06.2017 to 16.06.2017	25	5	125
8	T: A	raining course on Office Procedure, Reservation Policy, Punishment & appeal Rules of Bhiwani & Charkhi Dadri districts	19.06.2017 to 21.06.2017	23	3	69
9	Tr	raining Programme on Capacity Building on Disaster Management of rsa District	21.06.2017 to 23.06.2017	43	3 .	129
10	Tra	aining Programme on Capacity Building on Disaster Management of tehabad District	28.06.2017 to 30.06.2017	45	3	135
11	Tra of I	aining Programme on MS Word, MS Excel, MS PowerPoint & Internet Fatehabad & Hisar districts	03.07.2017 to 07.07.2017	15	5	75
12	Thr	ree Days Training Programme for DDOs on Financial Management & ministrative Matters of Jind and Hisar Districts at Hisar	12.07.2017 to 14.07.2017	38	3	114
13		ining Programme on Pension & Service Matters of Hisar & Bhiwani tricts at Hisar.	17.07.2017 to 21.07.2017	23	5	115
14		ining Programme on Capacity Building on Disaster Management of District at Jind.	18.07.2017 to 20.07.2017	31	3	93
15	Trair	ning Programme on Duties & Responsibilities of DDOs of Education artment of Hisar District at Hisar.	02.08.2017 to 04.08.2017	41	3	123
16	Train	ning Programme on Efficiency through Women Empowerment for women employees of Hisar District at Hisar.	09.08.2017 to 11.08.2017	26	3	78
17	under	ning Programme on Complaint, Enquiries, Post Enquiry Action r Punishment & Appeal Rules 2016" for the officials of various s of Fatehabad & Sirsa Districts at Hisar.	16.08.2017 to 18.08.2017	25	3	75
		ing Programme on Capacity Building on Disaster Management of ani District at Bhiwani	23.08.2017 to 25.08.2017	124	3	372

	Training Programme on Entrepreneurship Development Programme"	21.08,2017			
	for unemployed youth by Divisional Training Centre , HIPA, Hisar	to 15.09.2017	17	20	340
	Training Programme on Role & Responsibilities of DDOs of Education Department Hisar District at Hisar.	06.09.2017 to 08.09.2017	19	3	57
	Training Programme on Role & Responsibilities of DDOs of Education Department Hisar Distric Hisar.	11.09.2017 to 13.09.2017	22	3	66
2	Capacity Building on Disaster Management for Hisar District at DTC Hisar" (Sponsored by Department of Revenue & Disaster Management, Govt. of Haryana)	18.09.2017 to 20.09.2017	28	3	84
2	One Week Office Automation Tools "Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the employees of various office of Hisar and Jind districts at Hisar	25.09.2017 to 29.09.2017	18	5	90
24	Training Programme on "Duties & Responsibilities of Clekrs/Assistants.Supdt. of Bhiwani & Charkhi Dadri districts at Hisar.	09.10.2017 to 13.10.2017	15	5	75
25		24.10.2017 to 25.10.2017	96	2	192
26		30.10.2017 to 31.10.2017	179	2	358
27	ComputerTraining on MS Word, MS Excel & Internet for the Employees of Education Department of Sirsa District at Hisar	06.11.2017 to 10.11.2017	18	5	90
28	Workshop on Right to Information Act - 2005 of Bhiwani district organised by DTC, Hisar at Bhiwani.	08.11.2017 to 09.11.2017	101	- 2	202
29	One day training on Comprehensive online modified module for Induction Training (COMMIT)	14.11.2017	20	1	20
30	One day training on Comprehensive online modified module for Induction	16.11.2017	29	1	29
31	Training Programme on Efficiency through Women Empowerment for the women employees of Hisar Divison of at Hisar.	20.11.2017 to 22.11.2017	25	3	75
32	Workshop on Right to Information Act - 2005 of Fatehabad district organised by DTC, Hisar at Fatehabad.	28.11.2017 to 29.11.2017	106	2	212
33	Workshop on "Right to Information Act - 2005 of Sirsa district organised by DTC, Hisar at Sirsa.	05.12.2017 to 06.12.2017	114	2	228
34	One Week Course on "Office Procedure through Good Noting & Drafting" for the Dealing officials of Fatehabad District at DTC Hisar	11.12.2017 to 15.12.2017	19	5	95
35	Training on " Duties & Responsibilities of DDOs" of Bhiwani District.	18.12.2017 to 20.12.2017	33	3	99
36	Training on " Duties & Responsibilities of DDOs" of Bhiwani District.	21.12.2017 to 23.12.2017	32	3	96
37	Training on "Duties & Responsibilities of DDOs" of Bhiwani District at Bhiwani	27.12,2017 to 29.12,2017	28	3	84
38	Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" or the employees of various office of Bhiwani & Jind at Hisar	08.01.2018 to 11.01.2018	16	5	80
39	Three Day Training Programme of Duties and Responsibilities for DDOs of Education Department of Block Julana, District Jind	17.01.2018 to 19.01,2018	35	3	105

40	of Education Department of Block Safidon, District Jind	to 25.01.2018	22	3	66
41	of Sirsa district	05.02.2018 to 09.02.2018	17	5	85
42	One day workshop on Office Procedure, Noting & Drafting for the offiers of CDLU, Sirsa conducted at CDLU, Sirsa	24.02.2018	26	1	26
43	One day training on Comprehensive online modified module for Induction Training (COMMIT)	19.02.2018	30	1	30
44	One day training on Comprehensive online modified module for Induction Training (COMMIT)	23.02.2018	29	1	29
45	One day training on Comprehensive online modified module for Induction Training (COMMIT)	27.02.2018	29	1	29
46	One day training on Comprehensive online modified module for Induction Training (COMMIT)	28.02.2018	32	1	32
47	One day training on Comprehensive online modified module for Induction Training (COMMIT)	01.03.2018	29	- 1	29
18	Computer Training On MS Word, MS Excel MS PowerPoint & Internet at Hisar	05.03.2018 to 09.03.2018	15	5	75
		Total	1777	170	5130



COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, ROHTAK



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

- 1	Sr. No.	Programme	From	То	No. of Trainees	Training Days	Traine Days	
	1	DoPT (Govt. of India) Sponsored Twelve Days Induction Training Programme for Cutting- Edge-Level Government Functionaries of Panipat & Karnal District.	17.04.2017		32	12	384	DoPT Sponsore
		Duties & Responsibilities of DDOs and Grievances Redressal Mechanism with special reference to Citizen Charter, Sevotta Framework at Sonipat	15.05.2017	19.05.2017	35	5	175	
	3	Training course on E-Governance and Informaton & Communication Technology & Service Matters at Rohtak	22.05.2017	24.05.2017	21	3	63	
	10	DoPT (Govt. of India) sponsored training Programme on Commercial Accounting System, Cash Flow Technology, Performance Budgeting and Financial Matters at Karnal	06.06.2017	08.06.2017	40	3	120	DoPT Sponsored
5	5 T	Fraining programme on Capacity Building of Officials of ohtak District in Disaster Management at Rohtak	14.06.2017	16.06.2017	27	3	81	Sponsored I Department Revenue & Disaster Managemen
6	Tr	raining Course on "Motivational Skills, Positive Attitude, prsonality Development & Service Matters at Rohtak	21.06.2017	23.06.2017	19	3	57	
7	of	raining programme on Capacity Building Officials in Disaster Management at HIPA, Gurgaon	10.07.17	12.07.17	57	3	171	Sponsored b Department of Revenue & Disaster Managemen
8	Tra	aining Course on Office Procedure, Purchase Procedure, Servation Policy, Punishment & Appeal Rules	19.07.17	- 21.07.17	28	3	84	
9	Dol Res	PT (Govt. of India) sponsored Training Course on Duties & ponsibilities of DDOs of Jhajjar District.	07.08.2017	09.08.2017	35	3	105	DoPT Sponsored
10	Tra of C	ining programme on Capacity Building Officials in Disaster Management at Faridabad	16.08.2017	18.08.2017	49	3	147	Sponsored by Department o
11	Parti	ning Course on Purchase Procedure, Public Private nership in Development and Cannons of Financial prieties	21.08.2017	24.08.2017	30	4	120	Revenue &
2	Acco	ning Course on Performance Audit and Commercial bunting for the employees of Jhajjar Distinct.	05.09.2017	07,09.2017	31	3	93	DoPT Sponsored
	retire	ning Course on Pensionary Benefits and life after ement, Reservation Policy and other Service Matters	11.09.2017	15.09,2017	27	5	135	
4	of Of	ning programme on Capacity Building fficials in Disaster Management at Sonipat	18.09.2017	20.09.2017	30	3		Sponsored by Department of Revenue & Disaster
	Train of Off	ing programme on Capacity Building ficials in Disaster Management at Panipat	09.10.2017	11.10.2017	35	3	105 :	Management Sponsored by Department of Revenue & Disaster Management
L	minir Morm District	ng Course on Computer Security Awareness and ation Technology for the employees of Jhajjar & Rohtak ts.	09.10.2017	13.10.2017	22	5	110	
Ir M	ulucti Iodifie	on Training Programme for comprehensive on Line- ed Modules (COMMIT) for employees Jhajjar District	24.10.2017		29	1	29	DoPT Sponsored
0	'minin fOffic	ng programme on Capacity Building ials in Disaster Management at Karnal	25.10.2017	27.10.2017	59	3 1	D	ponsored by epartment of Revenue & Disaster fanagement

19	Induction Training Programme for comprehensive on Line- Modified Mod sules (COMMIT)	02,11.2017		24	1	24	DoPT Sponsored
20	Training programme on Capacity Building of Officials in Disaster Management at Jhajjar	07.11.2017	09.11.2017	41	3	123	Sponsored by Department of Revenue & Disaster Management
21	Training Programme on Financial Management, Pay Fixation, Leave Rules & Pension Rules as per revised CSR at Gohana	15.11.2017	17.11.2017	31	3	93	DoPT Sponsored
22	Two Days training programme on Grievances Redressal Mechanism with special reference to Citizen Charter, Sevottam Frame Work, Right to Service Act accountability and Service Rules	27.11.17	28.11.17	27	2	54	
23	Induction Training Programme for comprehensive on Line- Modified Modules (COMMIT) for employees	29.11.2017		16	1	16	DoPT Sponsored
24	"Entrepreneurship Development Training Programmme for SC/ST Candidates of District Rohtak for 4 weeks."	27.11.2017	27,12.2017	. 30	30	900	Sponsored by District Industries Centre, Rohtal
25	Two Days workhoop on Right to Information Act 2005 at Panipat	06.12.2017	07.12.2017	89	2	178	Govt. of India
26	Training Course on Financial Skills and Administrative Matters at Jaripat	08.1.2018	12.01.2018	29	5	145	
27	Training Course on e-Salary, e-Pension, Budget Processing & New Pension Scheme and Service Matters at Rohtak	15.01.2018	19.01.2018	31	5	155	
28	Two Dayswikhsop on Right to Information Act 2005 at Karnal	17.01.2018	18.01.2018	107	2	214	Govt. of Indi
19	Induction mining Programme for comprehensive on Line- Modified mulles (COMMIT)	24.	01.2018	28	1	28	DoPT Sponsored
0	Induction in Programme for comprehensive on Line- Modified and (COMMIT)	29.	01.2018	37	1	37	DoPT Sponsored
2	Training force on "Right to Information Act" fro 5.02.18 to 16.02.18 at S.M. Hindu S.R. School, Sonipat	15.02.18	16.02.18	90	2	180	Govt. of Indi
3	Incluction in Programme for comprehensive on Line- Modified dules (COMMIT)	22.	02,2018	23	1	23	DoPT Sponsored
1	Trainingless on Income Tax and Service Matters, wances Redressal Mechanism With spiteference service Accountability Act from 3.18 to 07.03.18 at DTC Rohtak	05.03.18	07.03.18	28	3	84	
5	In Clucturaining Programme for comprehensive on Line-	14.	03.2018	17	- 1	17	DoPT Sponsored
	Grand Total			1281	136	4652	