

HIPA AN INTRODUCTION

I. LOCATION AND INFRASTRUCTURE

The Institute shifted to its own campus at Gurgaon in 1993, located at Plot No. 76, Sector -18, Gurgaon over a plot of 7 acres of Land. HIPA is just 10 kms. away from the International Airport on the Delhi-Jaipur Highway.

The Institute 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 25000 books in the area of Social Sciences, Management and Literature. The Centre subscribes to almost all leading Journals & Magazines of National and International repute.

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

The Institute's hostel provides well-furnished, comfortable accommodation for about 90 trainees at one time. It has spacious dining hall, mess facilities, indoor games like Table Tennis, Billiards, Squash Court etc.

II. OBJECTIVES

The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act. 1860. 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. In this regard, the institute undertakes the following activities:-

- a) Courses for new entrants to the All India Services, Haryana Civil Service, Tehsildars and various allied services of the State Government.
- b) In-service refresher courses for officers of the State Government.
- c) In-service training related to the theory and practice of public administration to IAS officers of the Haryana cadre and HCS officers.
- d) Subject specific short-term in-service training programmes for officers of different departments of the State Government.
- e) Need-based Training Programmes for various Corporations/Boards and other autonomous bodies of the State Government and Central Government.
- f) 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 Secretariat Management School (SMS) Gurgaon and Divisional Centre (DTC), Panchkula, Hisar and Rohtak.
- g) 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.
- h) Seminars and Workshops to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest.
- i) Undertake, promote and co-ordinate 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.
- j) Undertake publication of newsletter and research papers.
- k) Participate in the organization of conferences, seminars and workshops on specialized areas of Public Administration.

III. ORGANISATIONAL SET-UP

The Haryana Institute of Public Administration is the apex administrative training Institute of the State funded mainly by the Government of Haryana. The Chief Minister of the State heads the Governing Body. A managing committee called the Executive Council, headed by the Chief Secretary of the Government, oversees the critical activities of the Institute.

The Principal Training and Administrative Officer of the Institute is the Director General who is directly responsible for the efficient management of the Institute and the pursuit of its avowed objectives in relation to training of officers, action research in Public Administration, appraisal of Government policies and programmes as well as advocacy of best practices in governance.

The Institute's professional structure consists of the following core faculties:-

- a. General Public Administration
- b. Behavioural Sciences
- c. Economics and Development Planning
- d. Financial Management
- e. Sociology and Social Development
- f. Disaster Management
- g. Information Technology
- h. Urban Development (HUDCO Chair)
- i. Rural Development
- j. Division Training Centre, Panchkula
- k. Division Training Centre, Hisar
- l. Secretarial Management School, Gurgaon
- m. Excise & Taxation Training Centre, Gurgaon
- n. Haryana History, Culture and Social Development

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.

IV. MANAGEMENT OF TRAINING AND ADMINISTRATION

During the period under review, Mrs. Rajni Sekhri Sibal, IAS was the Principal Training & Administrative Officer of the Institute. The key officers assisting the Director with regard to administration during the financial year 2009-2010 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1.	Mrs. Rajni Sekhri Sibal, IAS Director	01.04.2009	31.03.2010
2.	Sh. P.R. Bishnoi, IAS Additional Director	01.04.2009	02.06.2009
3.	Dr. G. Anupama, IAS Additional Director	20.07.2009	20.11.2009
4.	Sh. R.S. Kharab, HCS Additional Director	03.08.2009 12.02.2010	24.08.2009 31.3.2010
5.	Sh. Vivek Joshi, IAS Additional Director	26.11.2009	31.03.2010
6.	Sh. Rajesh Ahuja, Chief Accounts Officer	01.04.2009	21.08.2009
7.	Sh. R.S. Sharma Chief Accounts Officer	02.09.2009	31.03.2010
8.	Sh. Ram Saran, Principal DTC, Panchkula	01.04.2009	31.03.2010
9	Sh. Megh Raj Sharma, Principal DTC, Hisar	01.04.2009	31.03.2010
10	Sh. D.N.S. Chahal, Principal DTC, Rohtak	01.04.2009	31.03.2010
11.	Mrs. Anjula Kapoor, Asstt. Librarian, DTC, Panchkula	01.04.2009	31.03.2010
12.	Sh. Joginder Singh, Asstt. Librarian	01.04.2009	31.03.2010
13.	Mrs. Arvinder Kaur, Administrative Officer	01.04.2009	31.03.2010
14.	Sh. P.C. Walecha, Establishment Officer	01.04.2009	31.03.2010
15	Sh. A.N. Dhiman Accounts Officer	01.04.2009	31.03.2010

V. ACADEMIC FACULTY

During the year (2009-2010) under review, the Institute had 2 Professors, 1 Associate Professor, 10 Assistant Professors, 1 Taxation expert, and 1 Expert on Account – keeping on its Academic Faculty.

VI APPOINTMENT OF FACULTY MEMBERS

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

S.No	Name of the Faculty	From	To
1.	Smt. Rajni Sekhri Sibal, IAS Director	01.04.2009	31.03.2010
2.	Dr. J.George, Professor Economics & Development Planning	01.04.2009	31.08.2009
3.	Sh. Baij Nath, System Expert	01.04.2009	31.03.2010
4.	Prof. K.C. Yadav, Haryana History Culture and Social Development	01.04.2009	31.03.2010
5.	Prof. M.R. Kulkarni, Urban Dev.	01.04.2009	31.03.2010
6.	Dr. Abhay Shrivastava Associate Professor, Disaster Management	01.04.2009	31.03.2010
7.	Sh. R.K. Gulati Assistant Professor (Computer)	01.04.2009	31.03.2010
8.	Mrs. Aarti Dudeja, Assistant Professor, Public Admn.	01.04.2009	31.03.2010
9.	Dr. Manveen Kaur, Assistant Professor, (Rural Dev.)	01.04.2009	31.03.2010
10.	Mrs. Divya Jyoti Assistant Professor (MIS)	01.04.2009	31.03.2010
11.	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	01.04.2009	31.03.2010
12.	Dr. Rekha Shrivastava, Assistant Professor (Sociology)	01.04.2009	31.03.2010
13.	Dr. Rajvir Dhaka, Assistant Professor (PE)	01.04.2009	31.03.2010
14.	Dr. Bhuwan Kumar Assistant Professor (D.M.)	01.04.2009	31.03.2010
15.	Mr. Lalit Kumar, Assistant Professor (FM)	01.04.2009	31.03.2010
16.	Dr. Anshu Tiwari, AP(DM-II)	01.04.2009	31.03.2010

17.	Sh. Devender Singh, Programmer	01.04.2009	31.03.2010
18.	Mrs. Mukesh Lata Gupta, AETC	01.04.2009	31.03.2010
19.	Sh. B.S. Saroya, JETC	18.08.2009	31.03.2010
20.	Sh. Rajesh Ahuja, Principal SMS (Gurgaon)	01.04.2009	21.08.2009
21.	Sh. R.S. Sharma, Principal SMS (Gurgaon)	02.09.2009	31.03.2010
22.	Sh. Ram Saran, Principal (DTC, Panchkula)	01.04.2009	31.03.2010
23.	Sh. Megh Raj Sharma, Principal (DTC, Hisar)	01.04.2009	31.03.2010
24.	Sh. D.N.S. Chahal, Principal (DTC, Rohtak)	01.04.2009	31.03.2010

FACULTY ON CONTRACT:-

S.No	Name of the Faculty	From	To
1.	Sh. D. Banerjea, Consultant Law	01.04.2009	31.03.2010
2.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	14.09.2009	31.03.2010
3.	Sh. Ashok Vashist, HCS (Retd) Officer on Special Duty	27.10.2009	31.03.2010

VII. FINANCIAL RESOURCES:-

The financial resources available to HIPA during the year 2009-2010 are listed below in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Source	Amount (Lac)
1	Grant in Aid Non Plan Funds	48385000
2	Grant-in-Aid Plan Funds	7500000
4	Training Course fee (GOI) Course Fee (DOPT)	1500000
	Grant in Aid GOI (DOPT)	4828000
5	Gant-in-Aid NDM, GOI	2190000
6	Gant-in-Aid Excise & Taxation	2750000
7	Gant-in-Aid from GOI for Computer	1305000
8	Training course Fee HIPA	27746118
9	HUDCO (Training Course fee)	360000
10	Training Course fee DTC Delhi Tpt. Corpn.	1511940

	Trg. Course fee from GOI Tourism Deptt.	7326000
	Interest Receipt FDRs	533856
	Misc. Income	237988
	Total	106173902



TRAINING ACTIVITIES AT HIPA

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

HIPA organises specialised as well as generic training programmes for Class I and Class II officers of the State as well as the Central Government. These training programmes include service-entry training in the form of foundation courses as well as in-service training programmes of short and long-term duration. In addition to this, HIPA also organises courses for secretarial and ministerial staff through the Divisional Training Centre, Panchkula, Hisar & Rohtak and Secretariat Management School, Gurgaon. HIPA also has a specialised training centre catering to the training needs of Excise and Taxation Officers of the Government of Haryana. A Brief outline of training programme is given as under:

(i) INSTITUTIONAL TRAINING PROGRAMMES

For IAS probationers allotted 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 inservice 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.

(v) NEED-BASED TRAINING PROGRAMMES

These are organised for various Corporations/Boards and other autonomous bodies of the State Government and Central Government.

(vi) TRAINING COURSES FOR MINISTERIAL STAFF

To improve the efficiency of officials right at the cutting edge level, the Institute also conducts training for supervisory level and class III employees of the State Government through its Secretariat Management School (SMS) Gurgaon and Divisional Centre (DTC), Panchkula, Hisar and Rohtak.

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

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

I. DURING THE PERIOD 01.04.2009 TO 31.03.2010 THE INSTITUTE CONDUCTED 349 PROGRAMMES.

Training Courses (as given in Table IV below).

Table IV

Training Courses, Trainees and Training Days						
Sr. NO	Type of Courses	Number	Sponsored By	No. of Trainees	Training Days	Trainee's Days
1.	Long Duration Courses including Induction Courses	10	HIPA	192	167	3288
2.	Short Duration Courses - HIPA	86	HIPA/DOPT	1791	384	8070
3.	Seminars/Workshops	18	HIPA	398	31	574
4.	State Level Seminars	5	HIPA	393	5	393

5.	Excise and Taxation School	2	ETC	33	19	295
6.	Secretarial Management School, Gurgaon	2	SMS	52	63	1509
7.	Divisional Training Centre, Panchkula	66	DTC, PKL	1818	253	8603
8.	Divisional Training Centre, Hisar	25	DTC, Hisar	920	183	10539
9.	Divisional Training Centre, Rohtak	26	DTC, Rohtak	1317	192	11246
10.	CBSP	80	HIPA	2735	276	9095
11.	CBPR	29	HIPA	963	87	2918
	Total	349		10612	1660	56530

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

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized **349** Training courses during 2009-2010 through which training was imparted to **10612** officers/officials of various Government Departments/ Organisations, as compared to **316** courses during 2008-2009 in which **10618** trainees participated.


During the financial year 2009-2010, the Institute conducted 10 long duration courses, 86 short duration courses, 5 State Level Seminars and 18 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 66, Divisional Training Centre, Hisar conducted 25 and Divisional Training Centre Rohtak conducted 26 short duration courses and seminars/ workshops. The Excise & Taxation School conducted 2 courses. The Secretarial Management School, Gurgaon conducted 2 long duration courses. Under the Capacity Building for Service Provider project sponsored by Government of India 80 Short duration and seminars/ workshops were organised. Under the project on 'Capacity Building for Poverty Reduction' sponsored by DOPT-DFID 29 training courses were organized in Sonapat and Mewat District.


II. SEMINARS AND WORKSHOPS

In view of growing multidisciplinary approaches, the Institute conducts seminars and workshops so as to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest. During the year 2009-2010 HIPA conducted the following state level workshops:

STATE LEVEL SEMINARS CONDUCTED BY HIPA

Sr.	Name of the Seminar	
1	State Level Seminar: "Global Financial Crisis It's Impact on India" on 20 th December, 2008.	<p>The first ever State level seminar was organized by HIPA on December 20, 2008 on Global Financial Crisis: It's Impact on India. It was a collaborative effort with IIPA Chapter Gurgaon. The welcome address for the seminar was delivered by Sh. Dharm Vir, IAS, Chief Secretary to Govt. of Haryana. Keynote address was delivered by Dr. C .Rangarajan, MP.</p> <p>The participating officers include Members of IIPA Chapter, RWA, Haryana Development Forum, Retired Civil Servants from Delhi and NCR.</p>
2	State Level Seminar: Freedom Struggle in Haryana 1857-1947" on 13 th January, 2009.	<p>Seminar on "Freedom Struggle in Haryana 1857-1947" was organized on January 13, 2009. It was sponsored by Department of Archives and was a collaborative effort of HIPA and Archives Department, Government of Haryana. The seminar was inaugurated by H.E. Dr. A.R. Kidwai, Governor of Haryana. Ms. Meena Mandal, the Hon'ble Minister for Archives was the guest of Honour. Valedictory address was delivered by Shri R.R.Fulia, IAS Financial Commissioner and Principal Secretary Archives Department. Exhibition was also organized and inaugurated by H.E. Dr. A. R. Kidwai.</p>
3	State Level Seminar: "Domestic Violence: An Issue of Concern" on	<p>The seminar on Domestic Violence: An Issue of concern was conducted in March 19, 2009 under CBPR Project which is funded by DOPT and DFID. The welcome address for the seminar was delivered by Mrs. Rajni Sekhri Sibal, IAS , Director HIPA and the keynote address was given by Mrs. Kanwaljit Deol, IPS</p>

	19 th March, 2009	<p>Addl.secy, LoK Sabha Sectt. The Seminar was chaired by Sh. Dharam Vir, IAS and the presentations were made by Sh. G.V Gupta, IAS; Prof. D. Banerjee; Sh. Vrind Grover, ED, MARG.</p> <p>Participants from department of Local Bodies, Department of Social Welfare, Department of Women and Child Development, DRDA, Deptt. Of Rural Development, Development & Panchayats, HUDA, Municipal Corporation, etc. participated in the Seminar.</p>
4	State Level Seminar: "Human Rights Issues And Concerns" on 21 st April, 2009.	<p>The Seminar on Human Rights Issues And Concerns was conducted in April 21, 2009. The keynote address was delivered by Justice S. Rajendra Babu. The seminar was Chaired by Sh. R.S Dalal, IPS and presentations were made by Ms. Maja Daruwala, Director, Common wealth Human Rights Initiatives and Prof D. Banerjee, Consultant, HIPA.</p> <p>Participating officers from different department like Architecture, Traffic Police, Education, Police, Housing Board, HUDA, etc.</p> 
5	State Level Seminar : "Sensitization to the Issue of Child Labour" on 12 th June, 2009	<p>Seminar on Sensitization to the issue of Child Labour was conducted in June 12, 2009 whose inaugural address was delivered by Sh. Bhupinder Singh Hooda, Hon'ble Chief Minister, Haryana. This seminar was cosponsored by Department of Labour, Government of Haryana. The presentations in the seminar were made by Ms. Firoza Mehrotra, IAS, Advisor, Planning Commission; Sh. Harsh Mander, Social Worker & Writer, Dr. H. S Anand, IAS, Ex Secy. Ministry of Housing & Urban Development; Sh. Raj Kumar, IAS, FCPZ, Labour Deptt. The panelists were Sh. A. C Chaudhary, Hon'ble Labour & employment Minister, Government of Haryana</p>

		Prof. Santha Sinha, Chairperson, National Commission-Protection of Child Rights.
6	State Level Seminar: “Good Governance, Transparency and Accessibility” on 21 st July, 2009.	<p>Seminar on Good Governance, Transparency and Accessibility was conducted in July 21, 2009 under RTI Project which was funded by DOPT and UNDP. The welcome address was delivered by Chief Guest Sh. Dharam Vir, IAS, the then Chief Secretary to Government of Haryana and Sh. Pratiyush Sinha, CVC gave the keynote address. The Presentations were made by Sh. B. S BASWAN, IAS, IIPA, Mrs. Kiran Aggarwal , Retd. Secy. Govt. of India and Prof. Shekar Singh, Social Activist.</p> <p>Participants from PWD, Health, Labour, Education and APIOs of other Departments were participated. Member of RWA/ Haryana Development Forum, retired Army personnel had also taken the keen interest and participated.</p> 
7	“Water: Managing the Problems” on 22 nd January, 2010	<p>Seminar on Water: Managing the Problems was conducted on January 22, 2010. The welcome address for the seminar was delivered by Mrs. Rajni Sekhri Sibal, IAS , Director HIPA and the inaugural address was given by Sh. B. S Baswan. Dr. S. Y Quraishi , IAS gave the keynote address and the presentations were made by Dr. B . M Jha, Chairman, Central Ground Water Board(GOI) Faridabad; Prof. A. K Gosain, Head, Deptt. of Civil Engg., IIT, New Delhi; Dr. Gauhar Mahmood, Prof., Civil Engg., Jamia Islamia, New Delhi; Sh. Lalit Sharma, the Sehgal Foundation, Gurgaon.</p>
8	“Public Private Partnership” on	<p>Seminar on Public Private Partnership was conducted on February 24, 2010 in collaboration with ASCI, Hyderabad. The Seminar started with the welcome</p>

	24 th February, 2010	address of Mrs.Rajni Sekhri Sibal, IAS, Director HIPA. The keynote address was given by Dr. M. Ramachandran, Secretary, Urban Development, Government of India. The panelists were Shri RCM Reddy from IL & FFs Cluster Development Initiative Ltd., Dr. A. Narender From ASCI, Hyderabad and Mr. Vikas Goswami from Micro Soft India.
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III. RESEARCH ACTIVITIES AT HIPA

Research and Consultancy

The Institute undertakes, promotes and coordinates research and analytical studies on its own and in collaboration with other Government and Non-government organizations. The research and consultancy services offered by the Institute basically aim at problem diagnosis, preparation of action plans and redesigning and restructuring systems. The institute offers research and consultancy in the following areas :

- Monitoring and Evaluation.
- Survey Research.
- Organizational Change.
- Strategic Economic Planning (Power Sector, Local Institutions etc.)
- Social Sector Re-engineering: (Health, Gender Issues and Education.)
- System Study, Design and Development.
- Library Organization & Automation.

PROJECTS UNDERTAKEN BY HIPA

At Present HIPA has undertaken following projects:

- (i) Domestic Violence Act in Haryana – Funded by DOPT
- (ii) Declining Sex Ratio in Haryana– Funded by DOPT
- (III) Capacity Building for Poverty Reduction (CBPR) Funded by DOPT – DFID
- (IV) Access to information - Project on RTI. Funded By DOPT –UNDP.
- (V) Project on Capacity Building for Service providers (CBSP) through training intervention sponsored by Ministry & Tourism, Govt. India

(i) Project on “**Domestic Violence Act – and “Declining Sex Ratio in Haryana** funded by DOPT. This study on Declining sex Ratio is to ascertain the socio cultural factor contributing to the declining sex ratio with the following objectives:

(ii) “To study the perception of stakeholders about the status of the girls Childs, gender discrimination girl, women empowerment adverse child sex ratio etc”.

The study on domestic Violence act highlights the details of D.V Act, which provides for an effective and efficacious relief against domestic violence to women and children in a household.

(iii) Capacity Building for poverty Reduction (CBPR)

DOPT has prepared an elaborate plan for Capacity Building for Poverty Reduction (CBPR) to be launched in the entire country. The capacity Building for poverty reeducation Program me seeks to address issues pertaining to the institutional, organizational and individual aspects of service delivery. It envisages that it is necessary, therefore to build up the capacity of Public administration organization and system for improving the poverty reduction efforts. The elements of the training components are so chosen that the sector specific knowledge skill levels, and motivation of human resources are explicitly addressed based on their ‘critical importanance in the service delivery chain.

HIPA has been assigned the project CBPR sponsored by DOPT-DFID. In the second phase of CBPR, two districts namely Sonapat and Mewat are selected. HIPA developed a training module for the front line service delivery personnel in the specific areas like Education,

Power and Health for Sonapat district. HIPA, under the CBPR has conducted training programmes for Education, Power and Health(Details can be seen at Appendix ‘I’)



Modules were developed in the following areas:

Time Management, Role of an Employee, Total Quality Management, Ethics in Administration, Right to Information Act, Communication Skills and Positive Attitude. Later on two more areas were included Disaster Management and Water and Sanitation under the Health.

(iv) Project on Capacity Building for Access to Information

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

The project is being implemented in two districts of the State. The objective is to demonstrate improved performance and responsiveness to citizens demands for information. This would serve as a model of best practices and motivate other districts to replicate the efforts.

(v) CAPACITY BUILDING FOR SERVICES PROVIDER THROUGH TRAINING Intervention Sponsored by Ministry & Tourism Govt. & India

The 19th commonwealth game 2010 Delhi are a National Prestige Event which aim to be a citizen friendly. All Service Providers play an important role in making a national prestige event a success. The extensive human interface involved in the Service Sector will be geared up to provide quality service delivery. This calls for interventions targeted at enabling the Service Provider to give the best –whether she/he is a Taxi Driver at Airport who is the first point of contact for foreign tourists or a Hotel Attendant, Security Staff, Police, Constabulary, Auto rickshaw Driver, Volunteers and other Service Provider, that a visitors to Delhi during the Games is likely to interact with .

Before the commencement of the Commonwealth Games 2010, Bus Drivers, Taxi Drivers/conductors/Volunteers/Guides/Supervisors in the NCR

region are to be trained with a view to enhance relevant knowledge, acquire skills and bring about attitudinal change.

The Ministry of Tourism has formulated a Scheme wherein service providers are to be given inputs to upgrade their behavior and skill called “**Capacity Building for Service providers**” Under this Scheme, the Haryana Institute of Public

Administration has started a Capacity Building Programme for Tourist Transport vehicle operators since May 2009. A programme to train 8,000 Auto Rickshaw Driver and 2500 DTC driver in the city of Delhi has also started.



The course was designed to build up the capacity of the Service Providers in their life space, to provide work space empowerment and attitude change specially targeted at a citizen friendly approach, which incorporates gender sensitization and ability to cope with disabled. Clients.

First time in HIPA:

As part of the Institutional Training Programme of IAS Probationers 2008 batch, 120 officers visited HIPA. HIPA organized 5 days training programme for them. It was first time in the history of HIPA that 120 officers visited HIPA during February 7 -12, 2010.

Workshop on State Training Policy

Training increases productivity, organizational effectiveness and efficiency and enables officers to cope up with the pace and magnitude of changes, taking place in the Administrative and Socio-economic environment and helps them to adapt themselves to the changing needs of Society. Keeping in view, the Haryana State Training Policy is being formulated on the basis of the ‘National Training Policy’ for the specific training needs of Haryana. The views of all the FCR’s, Secretaries & HoD’s working in the

State and other leading other Organizations including Boards, Corporations were invited.

A one day Workshop was organized for preparing the State Training Policy. Senior Academicians, serving and retired officers were invited in ensuring a broad level training policy for the state. This has been done to ensure that Haryana Training Policy is need based and takes into account the views of different stakeholders.



Workshop to Finalizing the Syllabus for Training for IAS Probationers

The objectives of training for civil services have been laid down by the National Training Policy 1996. Training also stimulates and motivates trainees to widen their mental horizon, promote innovation and creativity, develop scientific temper imbued with professional ethics.

In most other states of the country, after completing the training at LBSNAA, IAS Probationers have a greater interaction with State ATI's. HIPA as a nodal agency is involved in designing intensive/detailed training schedule for IAS Probationers.

Besides offering stimuli for expansion of mental horizon and attainment of professional excellence, HIPA conducted a half day workshop to finalize the syllabi for the training of IAS Probationers to give an insight on administrative and financial procedures of the state.

VISITS AT HIPA

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

(a) His Excellency Visits HIPA

A National Level Seminar on "Freedom Struggle in Haryana, 1857-1947" was organized at HIPA, Gurgaon. It was organized by Centre for

Study of Haryana History, Culture and Social Development, HIPA in conjunction with Haryana State Archives department. His Excellency **Dr. A.R. Kidwai**, Governor of Haryana **inaugurated** the Seminar.

(b). Hon'ble Chief Minister Visits HIPA:

Hon'ble Chief Minister of Haryana Ch. Bhupinder Singh Hooda visited at HIPA and inaugurated the Seminar on Sensitization to the issue of child labour, Government sensitization is issue the Childs Labour. Shri A.C. Chaudhary, the Hon'ble Minister of Labour, Government of Haryana visited HIPA for the Workshop on "Child Labour".



(c). Kumari Selija , Hon'ble Minister of Tourism, Government of India Visits HIPA. :-

Kumari Selija, Hon.Minister of Tourism,Govt of India Visited HIPA to inaugurate the training programme of workshop of stake holders



(d) Secretary Tourism Visits HIPA

Encouraged by the positive response secured from various stakeholder, Ministry of Tourism, has assigned HIPA to continue the process of Social Marketing for the Commonwealth Games and to train Auto Rikshaw Driver. ToT workshop for Auto Driver was conducted and

was inaugurated the Seminar/ Workshop by Shri Sujit Banerjee, IAS, Secretary, Government of India. Shri Sanjay Kothari, IAS, Additional Secretary, Government of India also visited HIPA for the said workshop.

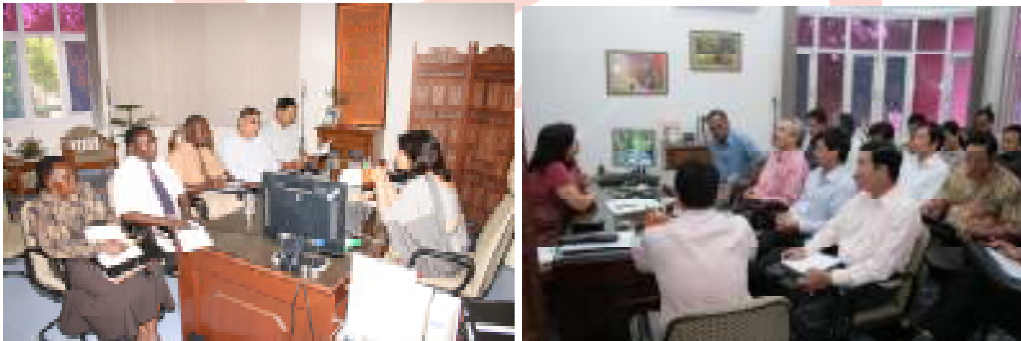


(e) HIPA conducts SAS/LAD Exams

First time in the History of HIPA, HIPA has been assigned the job of conduction SAS, LAD and other Departmental Examinations. SAS and LAD Exams were held for the first time by HIPA from April 6,2009 to April 10, 2009 at Chandigarh. Other examinations will also be held from time to time by HIPA.

(f) Delegation from Keniya Headed by Mr. Nicholas J. Ngmbo, Director Govt. training Institute, Malanga and a Deligation from Vietnam visited HIPA.

As a part of their professional development –pogramme, a delegation form Keniya and Vietnam visited HIPA.



(iii) New Partnership by Signing MoU with other Organizations/ Institutions.

For enhancing the quality of the training programmes, Faculty Development and improving the functioning of the Govt. functionaries, HIPA is in discussion with various leading Training Institutes and Organizations. HIPA has signed MoU with RIPA, NIFM, LBSNAA and ATI Bhopal.

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.

Director, NIFM, interacting with the faculty HIPA



(iv) Outsourcing Experiment in HIPA

Since early November HIPA has consciously introduced an experiment in outsourcing the kitchen activities and the canteen facility. The Landscaping and Watch & Ward 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.

Why TNA Important:-

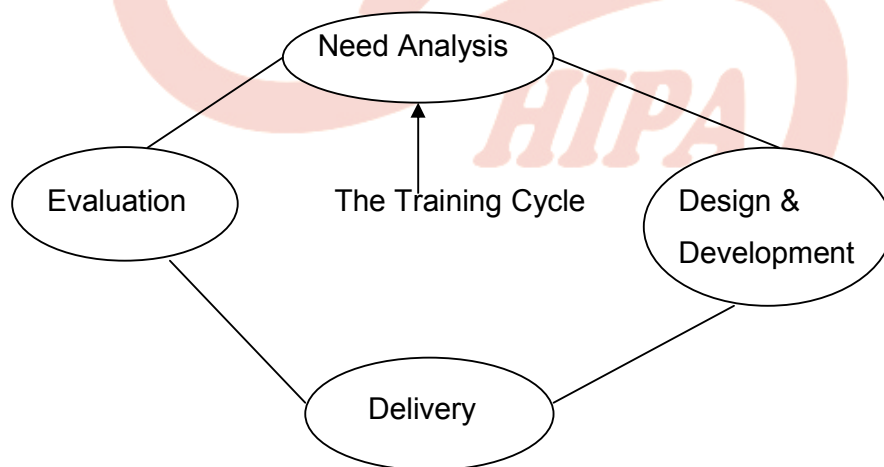
TNA is a process to conduct to answer three training related question of which are:

- Where training is required / where the Capacity Building is required.
- Who should attend the training
- What is to be required to taught

Training programme to satisfy both organizational and human resource the training must be based on organizational, operational and individual analysis.

Identification of the training needs of various cadre of the client groups i.e. different departments of Haryana Government. So that there is congruence between employee performance and organizational objectives:

The training cycle which is based on



Basis on the TNA HIPA had organized of Workshop at Chandigarh to examine the training needs of the client department in 2009. Under the Chairmanship of Hon'ble C.S. After having done the TNA, most of the departments came up with their respective training needs. The following departments may be highlighted:-

HSIDC

Education (Higher /Secondary)

Engineering Department i.e. Public Health, Irrigation , PWD

Health - Induction training Programme for M.S. /SMOs.

Labour

Local Bodies, etc.

HIPA conducted the training programme successfully and feedback was quite motivating and based on the TNA the HIPA conducted. The TNA Meeting on 1st and 2nd February 2010 to finalize the training calendar for 2010 and 2011

Networking with Institute:-

In order to enhance the Capacity for Training and Research within HIPA, the institute needs to network with the Institutions of repute belonging to Government and Private Domains for building Capacity with sphere of Training, Research, Project Management. Survey Evaluations in the spirit of Capacity Building for Good Governance through efficient service delivery in the state of Haryana were invited to collaborate on the HIPA's website.

In this regard letters were also written to various institutes like IIPA New Delhi, LBSNAA Mussoorie, RIPA Jaipur, NIFM Faridabad, SBI Gurgaon. MDI Gurgaon, YASHDA Pune, ASCI Hyderabad, etc. Who have similar expertise and interests as HIPA. The matter was also taken to EC and the EC in its 55th meeting held on 9.6.2009 approved the proposed agenda item No. 17 (iv) regarding signing MOU with various organizations:

For enhancing the quality of the training programmes, Faculty Development and improving the functioning of the Government functionaries, HIPA is in HIPA has sign MoUs with reputed Institutes and Organizations. LBSNAA, RIPA, ASCI, NIFM, IIPA, etc.

With this kind of collaboration, HIPA would be able to reap the benefits of mutual interaction, exchange of faculty, course designs and pedagogical skills and tools.

CENTRES AT HIPA

HIPA has the following centres for its effective functioning:

(I) CENTRE FOR URBAN DEVELOPMENT STUDIES :

HIPA has instituted a Chair on Urban Development in collaboration with the Human Settlement Management Institute (HSMI) under the aegis of the Housing and Urban Development Corporation (HUDCO). The Centre which is functioning under HUDCO Chair Faculty is headed by Prof. M.R. Kulkarni.

HIPA entered into MoU with HUDCO on 23.2.2001 to set up HUDCO Chair, Centre for Urban Development Studies, (CUDS) was established under HUDCO Chair which started functioning from 5.11.2001.

Research and other Activities

- Preparation of State Development Report and TNA in the field of Housing and Urban Development in Haryana has been finalized and submitted to HSMI.

Main objectives of the project is to give a direction to the concerned departments and upon up avenues for effective implementation of the “Urban Development Policy” in the state with adequate focus on urban issues such as urban poverty, urban employment, urban informal sector, urban sanitation, urban slums etc.

- A proposal of establishment of “Centre for Urban Excellence” HIPA is under active consideration of the Govt.
- A report has been prepared on Urban Local Bodies and their functioning in Haryana and submitted to Administrative Reform Commission, Haryana, for their consideration. It is learnt that the Finance Commission has accepted the report and has recommended creation of “Centre for Civic Governance” at HIPA for which requisite funds have been recommended by the third Finance Commission.

Research Studies

- Research Project on “Municipal Solid Waste Management in Haryana – Case Study Gurgaon”.

Main aim of the research project will be to identify, explore means for effective solid waste management in municipal areas during various stages from generation to disposal, treatment and also exploring possibilities of recycle and reuse of municipal solid waste as an effective approach to urban environment management.

- Documentation of best practices in Urban Development.

Activities related with Ministry of Urban Employment and Poverty Alleviation Programme

(II) CENTRE FOR HARYANA HISTORY, CULTURE AND SOCIAL DEVELOPMENT:

The Centre for Study of Haryana History, Culture and Social Development was set up, under the directions of the Hon'ble Chief Minister of Haryana in June, 2006 with a grant of Rs. 50 lakhs as 'start-up provision during 2007-08 and Rs.30 Lakhs per annum as recurring grant in subsequent years.

The Centre was placed under the over all charge and control of the HIPA, Gurgaon, and it started functioning after Dr. K.C. Yadav joined as Professor in August 2006.

During 2009-10 the Centre had under taken the following activities:

(a) Books exhibitions on Haryana

The following exhibitions relating to books on Haryana were arranged by the Centre for Public viewing:

- (i) At HIPA Gurgaon on 13 January, 2009
- (ii) At NUH (Mewat) on 11 July, 2009

(b) Projects completed:

- (i) Gandhiji and Haryana : Interaction and Influence

- (ii) स्वराज—गीतांजलि : कवियों, शायरों, लोकगायकों का हरियाणा के स्वतंत्रता आंदोलन में योगदान
 - (iii) स्वराज का सफरनामा : मास्टर नान्दूराम की डायरी, 1941
- (c) Speeches of Harayna Legislators made in the Central and State Assemblies.

The speeches of the following leaders have been collected:

- (i) Ch. Chhotu Ram
- (ii) Rao Bahadur Balbir Singh
- (iii) L. Sham Lal
- (iv) Pt. Thakar Das Bhargava
- (v) Ch. Ranbir Singh
- (vi) Pt. Shri Ram Sharma
- (vii) Ch. Bansi Lal
- (viii) Ch. Sultan Singh

(III) CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT

In the process of economic development of our country there is a zeal for everyone to grow. For this purpose a little orientation and zeal of growth can be inducted among the aspiring entrepreneurs. Appropriate entrepreneurship (EDP) Development programmes and proper training orientations can be extended to first generation entrepreneurs. This key element of EDP for required growth in view and small enterprises can produce fruitful results.

Keeping the goal in view the “Centre for Entrepreneurship Development at HIPA” a joint venture of MSMF Govt. of India and Govt. of Haryana in working for last few years in the Institute and organizing EDP’s on regular Basis to achieve the desired Development goals of the state.

(IV) DIVISIONAL TRAINING CENTRES OF HIPA

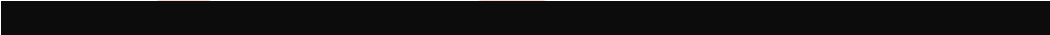
In order to further streamline the training programmes, a State Training Plan was approved by the Executive Council during 1987-88 for implementation during 1990-91 and onwards. According to this State Training Plan, the objectives of the Institute are career development (Higher

Group/Lower Group). Supporting level (Higher Group/Lower Group) and Assistance level of the administrative hierarchy.

Accordingly, as per provisions contained in the State Training Plan, the Haryana Secretariat 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 were started functioning in March, 2007 and March, 2009 respectively.

(V) CENTRE FOR EXCISE & TAXATION

The Excise & Taxation Training School was merged with HIPA w.e.f. 1997. Since then it has been functioning and imparting training to the officers of the Department of Excise & Taxation. Presently it is headed by AETC under the overall direction of Director, HIPA. Courses conducted under this centre are annexed at Appendix 'D'



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

(i) Infrastructure

The HIPA Complex provides round the clock service. The Institute has well furnished and work friendly rooms, halls, working place as well as residential facilities for participants. The complex provides boarding and lodging to the participants.

The staff from various discipline 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.

(ii) Auditorium

The spacious Auditorium, called 'Gandhi Hall' in the HIPA's main building provides facilities for holding conferences, training programmes, seminars. These facilities are also availed of by outside voluntary and corporate sector who regularly use the conference hall and avail the facilities. 'Gandhi Hall' is well furnished and provides all the equipments.

(iii) Library

The Institute library is equipped with excellent infrastructural facilities. Library is fully computerized. 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 up-to date collection of large number of

documents including books, periodicals, technical and research reports, modules and other non - book materials

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

(iv) Hostel

There are around 85 beds for accommodation. The kitchen/mess is fully equipped to prepare meals for the participants who come to the Institute for trainings, workshops, conference and seminars. Mess is equipped to provide facilities. The Institute's hostel provides well furnished, comfortable accommodation for more than eighty trainees at a time. It has spacious dining hall, with sitting arrangements for smaller groups. The hostel has around 11 A/C rooms, more than 30 non a/c rooms alongwith 2 VIP suite. 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 has 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 supervisory and control

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 was provides outdoor and indoor games facilities to the participants of various courses. The outdoor facilities include Tennis, Basket Ball, volley ball, football, cricket etc. The indoor games facilities including billiards, carom, table tennis, chess, squash and badminton.

Yoga classes are held regularly so as to provide the participants with the opportunities of all round development. Trained instructors conduct weekly classes.

(v) Sports Facility

Excellent sports and fitness facilities are available on the campus to ensure that participants and faculty on campus, remain fit and healthy. It has

a spacious place for indoor games like Table Tennis, Billiards, Squash Court. The outdoor facilities include:-Yoga, P.T., Aerobics, Tennis, Badminton, Football, Basket ball, etc.

(vi) Environment Awareness

HIPA believes in conserving energy and leaving behind soft carbon foot.

- HIPA is no smoking zone.
- HIPA has been using Recycle paper.
- HIPA is moving towards paperless office.
- HIPA promotes solar heating & light system.

SUMMING UP

HIPA has consistently endeavoured to make 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 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.