

I. **INTRODUCTION**

The Haryana Institute of Public Administration (HIPA), established by the Haryana Government on the 1st of August, 1983 is a Society registered under the Registration of Societies Act, 1860 with the following objective:

The core objective of the Institute is to improve the administrative ability and competence of the officers of the State in order to enhance overall administrative efficacy of the State and its responsiveness to the needs of the public.

As per the 56th meeting of Executive Council of HIPA held on 14/10/2009 an amendment was made in Memorandum of Association (MoA) that ***“the name of the Society shall be The Haryana Institute of Public Administration : A Centre of Good Governance.”***

II. **LOCATION & INFRASTRUCTURE OF HIPA**

The Haryana Institute of Public Administration (HIPA), earlier located in a rented building at Chandigarh, shifted to its own campus in 1993 at Plot No. 76, Sector -18, Gurgaon. The present campus of HIPA is spread over in 7.5 acre with a lush green cover. Location wise, HIPA is 10 kms. away from Indira Gandhi International Airport Delhi.

The HIPA building has four stories and is equipped with excellent infrastructure facilities consisting of a number of class-rooms equipped with modern training aids, computer labs, spacious auditorium and conference rooms.

Library & Information Centre of the Institute is equipped with a core collection of over 26562 books in the area of Social Sciences, Management and Literature. The Centre subscribes to almost all Important Journals & Magazines of National and International repute.

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 85 trainees at one time. It has spacious dining hall, mess facilities. It also has excellent indoor and outdoor sports facilities.

III. **ACTIVITIES OF THE INSTITUTE**

a.

TRAINING

- Courses for new entrants to the All India Services (AIS), Haryana Civil Service (HCS), Tehsildars and various allied services of the State Government.
- In-service refresher courses for officers of the State Government.
- In-service training related to the theory and practice of public administration to Indian Administrative Service (IAS) officers of the Haryana cadre and HCS officers.
- Subject specific short-term in-service training programmes for officers of different departments of the State Government.
- Need-based Training Programmes for various Corporations/ Boards and other autonomous bodies of the State Government and Central Government.
- Training Courses for Ministerial Staff to improve the efficiency of officials, right at the cutting edge level. The Institute also conducts training for supervisory level and class III employees of the State Government through its Secretarial Management School (SMS) Gurgaon and Divisional Centre (DTC), Panchkula, Hisar and Rohtak.
- Conduction of training programmes sponsored by DOPT, Government of India such as 1-week/3-weeks in-service training programmes for IAS officers. In addition, some training programmes on subjects

sponsored by various other National and International Agencies are also conducted.

- 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 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
- i. Rural Development
- j. Revenue Training Institute
- k. Divisional Training Centre, Panchkula
- l. Divisional Training Centre, Hisar
- m. Divisional Training Centre, Rohtak
- n. Secretarial Management School, Gurgaon
- o. Excise & Taxation Training Centre, Gurgaon (*Now shifted to ETC office, Panchkula*)

Each faculty functions with considerable autonomy and flexibility and is responsible for designing, developing and carrying out training programmes, research and consultancy.

The Institute maintains a permanent core faculty of well-qualified and experienced members, while subject specialists and management experts are invited as guest faculty from time to time.

V. MANAGEMENT OF TRAINING AND ADMINISTRATION

Director and Director General, in the rank of Commissioner and Financial Commissioner to Government of Haryana heads the Academy respectively. The Academy has had illustrious members of the service heading it. The following officers have had this position since the inception of HIPA:

Sr. No.	Name of the Officer	Period From	To
1.	Sh. L.M. Jain, IAS	16.08.1983	05.01.1984

2.	Sh. K.K. Sharma, IAS	01.02.1984	31.05.1984
3.	Sh. K.K. Sharma, IAS	01.06.1984	22.04.1985
4.	Sh. L.M. Jain, IAS	22.04.1985	01.05.1985
5.	Sh. K.K. Sharma, IAS	04.05.1985	16.12.1985
6.	Sh. L.M. Jain, IAS	17.12.1985	04.03.1986
7.	Sh. K.K. Sharma, IAS	04.03.1986	28.01.1987
8.	Sh. R.S. Mann, IAS	28.01.1987	29.06.1987
9.	Mrs. Asha Sharma, IAS	20.07.1987	13.12.1987
10.	Sh. S.K. Sharma, IAS	14.12.1987	09.01.1988
11.	Mrs. Asha Sharma, IAS	09.01.1988	27.01.1989
12.	Mrs. Meenaxi Anand Choudhary, IAS	02.02.1989	24.02.1989
13.	Mrs. Asha Sharma, IAS	25.02.1989	19.06.1989
14.	Sh. K.K. Sharma, IAS	19.06.1989	13.12.1989
15.	Mrs. Meenaxi Anand Choudhary, IAS	13.12.1989	27.02.1990
16.	Mrs. Padmini Desikachar, IAS	28.02.1990	12.06.1990
17.	Mrs. Rajni Razdan, IAS	13.06.1990	07.01.1991
18.	Sh. J.K. Duggal, IAS	07.01.1991	01.08.1991
19.	Dr. Tarsam Lal, IAS	01.08.1991	11.01.1992
20.	Sh. Prem Prashant, IAS	16.02.1992	27.04.1992
21.	Mrs. Promilla Issar, IAS	27.04.1992	22.06.1992
22.	Sh. Prem Prashant, IAS	22.06.1992	02.04.1997
23.	Smt. Umesh Nanda, IAS	02.04.1997	02.11.1998
24.	Sh. Tirlochan Singh, IAS (Retired)	02.11.1998	16.08.1999
25.	Sh. Bhagwati Parsad, IAS	18.08.1999	12.10.1999
26.	Dr.G.Prasanna Kumar, IAS	12.10.1999	23.03.2001
27.	Sh. Shiv Raman Gaur, IAS	30.04.2001	07.10.2001
28.	Sh. L.S.M. Salins, IAS	08.10.2001	08.01.2002
29.	Dr. H.S. Anand, IAS	08.01.2002	14.02.2006
30.	Dr. G. Prasanna Kumar, IAS	06.03.2006	02.07.2007
31.	Dr. Avtar Singh, IAS	02.07.2007	29.04.2008

32.	Sh. Rajiv Sharma, IAS	30.04.2008	26.05.2008
33.	Dr. Avtar Singh, IAS	27.05.2008	02.11.2008
34.	Mrs. Rajni Sekhri Sibal, IAS	04.11.2008	08.09.2010
35.	Sh.P.K. Gupta, IAS, DG	09.09.2010	26.06.2011
36.	Mrs. Rajni Sekhri Sibal, IAS, DG	27.06.2011	17.02.2012
37.	Sh. P.K. Mahapatra, IAS, DG	12.04.2012	till date

During the period under review, The Institute had the following key officers with regard to administration during the financial year 2011-2012 and their respective tenures are listed below:

Sr. No.	Post	Name who hold the post	From	To	Position of Post
1	Director General	Sh. P.K. Gupta, IAS	01.04.2011	26.06.2011	Filled
		Mrs. Rajni Sekhri Sibal, IAS	27.06.2011	17.02.2012	
		-	18.02.2012	31.03.2012	Vacant
2	Executive Director	Mrs. Rajni Sekhri Sibal, IAS	01.04.2011	26.06.2011	Filled
		-	27.06.2011	31.03.2012	Vacant
3	Joint Director	-	01.04.2011	23.11.2011	Vacant
		Sh. Ashok Kumar, HCS	24.11.2011	12.01.2012	Filled
		-	12.01.2012	31.03.2012	Vacant
4	Chief Accounts Officer	-	01.04.2011	30.10.2011	Vacant
		Sh. O.P. Sharma	31.10.2011	31.12.2011	Filled
		Sh. Jagbir Singh	31.12.2011	31.03.2012	Filled

5	Principal DTC, Panchkula	Sh. Ram Saran	01.04.2011	31.03.2012	Filled
6	Principal DTC, Hisar	Sh. Megh Raj Sharma	01.04.2011	31.03.2012	Filled
7	Principal DTC, Rohtak	Sh. D.N.S. Chahal	01.04.2011	31.03.2012	Filled
8	Asstt. Librarian, DTC, Panchkula	Mrs. Anjula Kapoor	01.04.2011	31.03.2012	Filled
9	Asstt. Librarian	Sh. Joginder Singh	01.04.2011	31.03.2012	Filled
10	Administrative Officer	Sh. P.C. Walecha	01.04.2011	31.03.2012	Filled
11	Accounts Officer	Sh. A.N. Dhiman	01.04.2011	31.07.2011	Filled
		-	01.08.2011	31.03.2012	Vacant
12	Superintendent (Training)	Sh. Maya Ram	01.04.2011	31.03.2012	Filled
13	Superintendent, DTC,PKL	Smt. Arvinder Uppal	01.04.2011	31.03.2012	Filled
14	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2011	31.03.2012	Filled

VI. **ACADEMIC FACULTY**

During the year (2011-2012) under review, the Institute had 1 Professor (Principal System Analyst), 1 Associate Professor, 11 Assistant Professors, 2 Taxation expert on its Academic Faculty.

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	Position of Post
1	Principal System Analyst	Sh. Baij Nath	01.04.2011	31.01.2012	Filled
		-	01.02.2012	till date	Vacant
2	Associate Professor, Disaster Management	Dr. Abhay Shrivastava	01.04.2011	31.03.2012	Filled
3	Assistant Professor (Computer)	Sh. R.K. Gulati	01.04.2011	31.03.2012	Filled
4	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2011	31.03.2012	Filled
5	Assistant Professor, (Rural Dev.) & FTC	Dr. Manveen Kaur	01.04.2011	31.03.2012	Filled
6	Assistant Professor (MIS)	Mrs. Divya Jyoti	01.04.2011	31.03.2012	Filled
7	Assistant Professor (Behavioural Sciences)	Mrs. Rachna Gupta	01.04.2011	31.03.2012	Filled
8	Assistant Professor (Sociology)	Dr. Rekha Shrivastava	01.04.2011	31.03.2012	Filled
9	Assistant Professor (PE)	Dr. Rajvir Dhaka	01.04.2011	31.03.2012	Filled
10	Assistant Professor (DM - I)	Dr. Bhuwan Kumar	01.04.2011	31.03.2012	Filled
11	Assistant Professor (FM)	Mr. Lalit Kumar	01.04.2011	31.03.2012	Filled
12	Assistant Professor (DM - II)	Dr. Anshu Tiwari	01.04.2011	30.06.2011	Filled
		-	01.07.2011	till date	Vacant

13	Assistant Professor (Prog.)	Sh. Devendera Singh	01.04.2011	31.03.2012	Filled
14	Assistant Professor (LAW)	Sh. M.M. Alam	01.04.2011	31.03.2012	Filled
15	Principal (DTC, Panchkula)	Sh. Ram Saran	01.04.2011	31.03.2012	Filled
16	Principal (DTC, Hisar)	Sh. Megh Raj Sharma	01.04.2011	31.03.2012	Filled
17	Principal (DTC, Rohtak)	Sh. D.N.S. Chahal	01.04.2011	31.03.2012	Filled
18	JETC	Sh. B.S. Saroya	01.04.2011	24.08.2011	Shifted to Chd.
19	AETC	Sh. R.S. Malik	01.04.2011	24.08.2011	Shifted to Chd.

b. FACULTY ON CONTRACT

S.No	Name of the Faculty	From	To
1.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	01.04.2011	31.03.2012
2.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2011	31.03.2012
3.	Sh. J.D. Naharwal , HCS (Retd) Consultant (Admn.)	10.10.2011	23.11.2011

VII. FINANCIAL RESOURCES

The financial resources available to HIPA during the year 2011-2012 are listed below in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Sources of Funds	Amount (Lac)
1	Grant in Aid Govt. of Haryana (Non Plan Scheme)	48150000
2	Grant-in-Aid Govt. of Haryana (Plan Scheme)	7500000

3	Grant-in-Aid Govt. of India (DOPT) for Purchase of Computer Hardware Software	1995000
4	Gant-in-Aid Govt. of India (NDM)	2700000
5	Conducting of Examination Fee Receipt	1855500
6	Training course Fee HIPA = 6550606 PKL = 147189 Hisar = 39987 RTK = 9000 Paid Courses = 704000	7450782
7	Training Course for (GOI)	3150000
8	Grant-in received from Revenue & Disaster Management, Chandigarh for Capacity Building	9432000
9	Interest Receipt on FDR & others	1632575
10	Misc. Income	164758
11	Hostel Staying Charges	579025
12	Documentation of Samjhauta Express Relief, Panipat	155000
	Total	84764640

CENTRES AT HIPA

HIPA has the following centres for its effective functioning:

(I) *REVENUE TRAINING INSTITUTE*

As per the 55th meeting of Executive Council of HIPA held on 9.6.2009 Revenue Training Institute (RTI) was transferred to HIPA Gurgaon from Ambala and made functional from September 2009. Since then, Revenue Training programmes are being organizing for IAS, HCS and Revenue officers. During 2011-2012 Workshops on Zamabandi and Mutations and other related aspects of RTI were also organized.

(II) *DIVISIONAL TRAINING CENTRES OF HIPA*

In order to further streamline the training programmes, a State Training Plan was approved by the Executive Council during 1987-88 for implementation during 1990-91 and onwards. According to this State Training Plan, the objectives of the Institute are Career Development for (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 Secretarial Management School was set up for providing in-service training facilities to ministerial establishment, as an integral part of this Institute. During the year 1993-94, a Divisional Training Centre was set up at Panchkula. Accordingly two more Divisional Training Centres at Hisar and Rohtak started functioning in March, 2007 and March, 2009 respectively. It is worth mentioning here that the training programmes organized by DTCs are highly appreciated by the client departments. At present HIPA has four campus. The main campus at Gurgaon specialises 'in service' capacity building as well as foundation training programmes for the newly recruited

employees. There are three regional centres at Panchkula, Rohtak and Hisar to ensure that HIPA reaches out to a large number of participants. These officials work in direct contact with the common man and play a significant role in developing the image of the administration in the minds of the people.



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, halls, working place as well as residential facilities for participants. 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. This 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 85 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 sitting arrangements for smaller groups. The hostel has 41 A/C rooms, along with 2 VIP suites. High standards of hygiene, overall cleanliness and good food quality are being emphasized upon in keeping with the improved ambience. Apart from this, there has been regular testing of portability of water filters which have been installed in the mess area. In addition to this, house keeping of rooms of officer trainees, catering and mess services has been going on for better supervision and control.

(II) **SPORTS FACILITY**

The trainees are encouraged to lead a rich and varied life at campus to give expression to their creative potential. To achieve this they are provided with the facilities of a well equipped gymnasium in hostel. It provides outdoor and indoor games facilities to the participants. The outdoor games include Tennis, Basket Ball, Volley ball, Football, Cricket etc. The indoor games facilities include Billiards, Carom, Table Tennis, Chess, Squash and Badminton.

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.



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. The library is providing a variety of current awareness services.

(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 of 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. The faculty members are also provided computer & printer facilities with internet in their respective rooms.

(VI) **UTILITY OF ARCGIS-ARCEDITOR FOR HIPA**

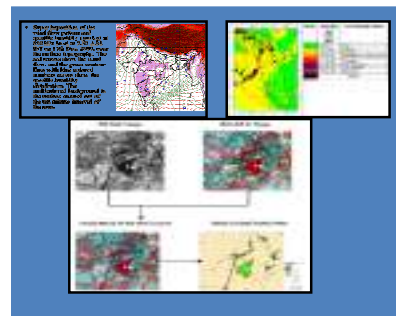
GIS-mapping is used for identification of hazards/vulnerability/capacity for effective management of disaster. This mapping is done by collecting latitude and longitude of resources such as cranes, trucks, fire stations, hospitals etc which are represented on pictorial formats on digital maps.

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

It provides spatial representation of hazards and vulnerable population on the map along with (spatial representation) of resources that can be used for response and other disaster management related activities.

Following outputs can be generated using Arc GIS

- Mapping vulnerable areas on digitalized maps.
- Spatial representation of resources.
- It can guide damage assessments.
- Mapping High Risk Zones.
- Buffer areas around River as identify flood prone areas.



(VII)

DISPENSARY

In view of the lack of medical facilities in the campus, it was proposed that a dispensary be established in the campus. As per the decision taken in 55th meeting of Executive Council of HIPA held on 9.6.2009, a dispensary was established at HIPA's hostel.

The services of one Doctor and one Pharmacist are available everyday for two hours for providing the basic medical facilities to HIPA staff, their families as well as the participants.



TRAINING ACTIVITIES AT HIPA

Training is one of the effective and tested tools for performance enhancement. Haryana adopts a three pronged approach aimed at upgradation of knowledge and skills of the personnel as well as inculcating the right attitude. Organizational motivation and morale, as reflected in the attitudes and administrative culture, are rendered relevant and sharply focused through effective training programmes. Sensitivity to emerging political and social concerns, modernity in thinking and re-orientation of administrative system would require specific training programmes to enable their diffusion throughout the administrative structure.

HIPA thus, organises specialised as well as generic training programmes for Class I and Class II officers of the State as well as the Central Government. These training programmes include service-entry training in the form of foundation courses as well as in-service training programmes of short and long-term duration. In addition to this, HIPA also organises courses for secretarial and ministerial staff through the Divisional Training Centres at Panchkula, Hisar & Rohtak and Secretarial Management School, Gurgaon. A brief outline of training programmes is given as under:

(i) INSTITUTIONAL TRAINING PROGRAMMES

For IAS probationers 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 in-service training programmes for the HCS (Executive Branch) Officers.

(iv) SUBJECT SPECIFIC SHORT-TERM IN-SERVICE TRAINING PROGRAMMES

The Institute organises subject-specific in-service training programmes for officers of different departments of the State Government on various areas and issues.

(v) NEED-BASED TRAINING PROGRAMMES

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

(vi) TRAINING COURSES FOR MINISTERIAL STAFF

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

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

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

I. DURING THE PERIOD 01.04.2011 TO 31.03.2012 THE INSTITUTE CONDUCTED 302 PROGRAMMES.

Training Courses (as given in Table IV below).

Table IV

Training Courses, Trainees and Training Days						
Sr. NO	Type of Courses	Number	Conducted By	No. of Trainees	Training Days	Trainee's Days
1.	Long Duration Courses including Induction Courses	28	HIPA	599	349	7974
2.	Short Duration Courses - HIPA	76	HIPA	1735	362	8142
3.	Seminars/Workshops	8	HIPA	361	10	409
4.	Excise and Taxation School	2	ETC	69	85	3147
5.	Secretarial Management School, Gurgaon	-	SMS	-	-	-
6.	Divisional Training Centre, Panchkula	59	DTC, PKL	1148	202	4569
7.	Divisional Training Centre, Hisar	37	DTC, Hisar	876	157	3689
8.	Divisional Training Centre, Rohtak	43	DTC, Rohtak	1146	163	3664
9.	DELHI POLICE	30	HIPA	1112	117	4250
10.	TRAINING FOR ALL	10	HIPA	586	27	1196
12.	REVENUE	09	RTI	180	16	312
	Total	302		7812	1488	37352

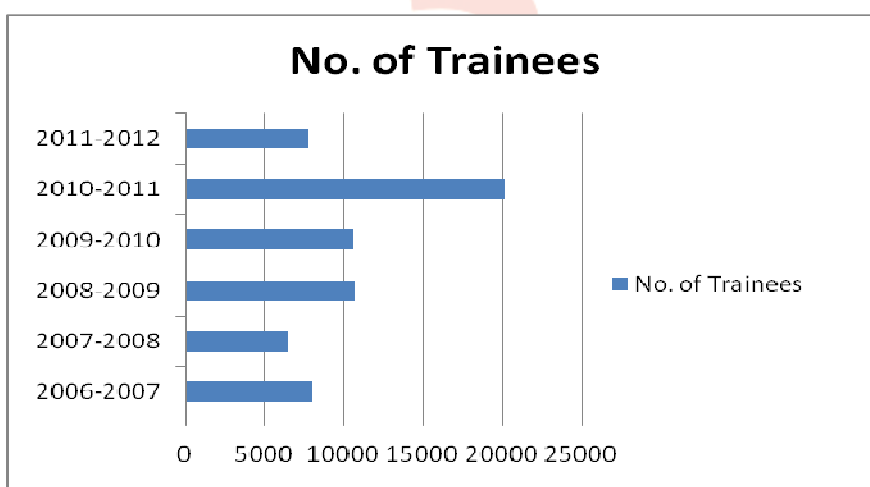
(For details of different types of courses, please refer to Tables at the Appendix A to J.)

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized **302** Training courses during 2011-2012 through which training was imparted to **7812** officers/officials of various Government Departments/ Organisations, as compared to **490** courses during 2010-2011 in which **20175** trainees participated.

Table showing the comparative statement of the courses conducted by HIPA during 2006-07 to 2011-2012

S.No.	year's	No. of Courses
1	2006-2007	265
2	2007-2008	269
3	2008-2009	316
4	2009-2010	349
5	2010-2011	490
6	2011-2012	302

Graph showing the statement of the Trainees attended training programmes during 2006-2007 to 2011-2012



S.No.	year's	No. of Trainees
1	2006-2007	8078
2	2007-2008	6491
3	2008-2009	10618
4	2009-2010	10612
5	2010-2011	20175
6	2011-2012	7812

A sharp increase in years 2009-2010 & 2010-2011 as compared to previous years was due to no. of training programmes organised for Service providers for the common wealth games and specialised programmes for elected representatives of Department of development and Panchayat, Government of Haryana.

During the financial year 2011-2012, the Institute conducted 28 long duration courses, 76 short duration courses, 8 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 59, Divisional Training Centre, Hisar conducted 37 and Divisional Training Centre Rohtak conducted 43 short duration courses and seminars/ workshops. The Excise & Taxation School conducted 2 course. Under the Capacity Building programme for Delhi Police sponsored by Delhi Police 30 Short duration and seminars/ workshops were organised. Under the project on 'Training for All' sponsored by DOPT-DFID 10 training courses were organized in Jhajjar district. Under the Revenue Training Institute which has been merged with HIPA 09 training programmes were organized.

II. **SEMINARS AND WORKSHOPS**

In view of growing multidisciplinary approaches, the Institute conducts seminars and workshops so as to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest. During the year 2011-2012 HIPA conducted the following Seminars/workshops including National Level:

- State Workshop on "Approach and Methodology for Implementation of DRR Project in Haryana" – April 29, 2011



- Workshop on " Inclusive Education" – September 01, 2011

- Workshop on “Human Rights in Prison Management” – September 07-08, 2011
- Seminar on “Media and Governance” in collaboration with IIPA Chapter– September 16, 2011



- Workshop on Capacity Building for Town Planners on Design of Building w.r.t. Seismic Load in Collaboration with GOI-UNDP– December 2-3, 2011



- Orientation Course for HAS of H.P. Govt. – November 29, 2011

III. **RESEARCH ACTIVITIES AT HIPA**

Research and Consultancy

The Institute undertakes, promotes and coordinates research and analytical studies on its own and in collaboration with other Government and Non-government organizations. The research and consultancy services

offered by the Institute basically aim at problem diagnosis, preparation of action plans and redesigning and restructuring systems. The institute offers research and consultancy in the following areas :

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

STATUS OF PROJECTS UNDERTAKEN BY HIPA

At Present HIPA has undertaken following projects:

- (I) Declining Sex Ratio in Haryana– Funded by DOPT **(Draft report is submitted)**
- (II) Access to information - Project on RTI. Funded By DOPT –UNDP.
- (III) Project on “Training for All” sponsored by DOPT **(on going)**
- (IV) Project on “Capacity Building for Service providers (CBSP) for Improving the Police Public Interface” through training intervention sponsored by Ministry & Tourism, Govt. of India and Delhi Police.
- (V) Domestic Violence Act in Haryana – Funded by DOPT **(Report is under process)**
- (VI) Impact Evaluation of ICDS Scheme in four districts of Haryana funded by Department of Women and Child, Government of Haryana **(completed and Report submitted)**
- (VII) Project on “State and District Resource Mapping” sponsored by Revenue and Disaster Management Department, Government of Haryana **(on going)**
- (VIII) Project on “Documentation of Samjhauta Express Bomb Blast” sponsored by Revenue and Disaster Management Department, Government of Haryana **(Report is under process)**

(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 factors contributing to the declining sex ratio with the following objectives:

(ii) “To study the perception of stakeholders about the status of the girl child, gender discrimination, women empowerment and 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) HIPA has also been assigned the Project on “**Training for All**” sponsored by DOPT. The project aims to enhance the skill and inculcate a positive attitude from upper level to cutting edge level to enable the personnel from selected departments to redefine their duties in an effective manner. In the first phase of ITP one district namely Jhajjar is selected.

On the basis of TNA, 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. Domestic Violence Act, Disaster Management, Declining Sex Ratio and Administrative Procedures, etc.

(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 Service Providers through Training Intervention Sponsored by Ministry of Tourism Govt. of India and Delhi Police

The HIPA has been assigned a project to train the Police personnel of Delhi police to improve the Police Public relationship through training intervention which is sponsored by Ministry of Tourism and Delhi Police.



Sh. R.H. Khawaja, IAS, Secretary, Ministry of Tourism, Govt. of India and Sh. Deepak Mishra, IPS, Special Commissioner, Delhi Police in a Workshop on Capacity Building of Delhi Police Officers on Police Public Interface on 25th July, 2011

The courses were 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. Till date HIPA has trained 1010 Police Personnel of Delhi Police.

IV **ACTIVITIES OF HIPA**

a. **ATI ATTACHMENT OF ENTIRE BATCH OF IAS PROBATIONERS**

As part of the Institutional Training Programme of IAS Probationers, LBSNAA has incorporated one State ATI Attachment at HIPA (for the first time) of entire batch of IAS Probationers (Phase-I) for the year 2011-2012.

These officers visited HIPA. HIPA organized five days training programme for them.

b. **TRAINING PROGRAMME FOR JUDICIAL OFFICERS**

The 59 newly recruited Judicial Officers were trained in Revenue Law and Administrative functioning and Skills which will be an on going process.

c. **WORKSHOP TO FINALIZING THE SYLLABUS FOR TRAINING FOR HCS PROBATIONERS AND A CLASS TEHSILDARS**

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.

HIPA as a nodal agency is involved in designing intensive/detailed training schedule for HCS Probationers, Tehsildars and DFSc and DFSOs, etc.

Besides offering stimuli for expansion of mental horizon and attainment of professional excellence, HIPA conducted one day workshop to finalize the syllabi for the training of HCS Probationers to give an insight on administrative and financial procedures of the State, State Specific Laws, etc. Syllabus was revamped. Course Design and Course Content were prepared for ongoing long term programme for new entrants to the HCS, AC(UT) cadre, A Class Tehsildars, Food and Supply officers, etc.

d.

TRAINING PROGRAMME FOR NEWLY RECRUITED HCS OFFICERS, A CLASS TEHSILDARs AND DSPs

HIPA as a nodal agency is involved in designing/conducting intensive training programmes for HCS probationers and A Class Tehsildars. The 26 HCS Probationers (Executive Class) and 8 Tehsildars were trained through different modules prepared by HIPA on the following areas:

General Administration, Administrative and Financial Skills, Revenue, Law and Social Issues, etc.



HCS Trainees experiencing the Mock Drill on Fire Management

HIPA also conducted one week training programme for DSPs of Haryana as part of their foundational training programme. They were given an insight on “Revenue law” during this period.

e.

TAINING PROGRAMME FOR DFSCs & DFSOs

The 7 newly recruited DFSCs & DFSOs were also trained as part of their foundational training programme at HIPA from July 31 to April 22, 2011.

f.

TRAINING PROGRAMME FOR THE OFFICERS OF BIHAR ADMINISTRATIVE SERVICES (BAS)

As per the request received from Bihar Institute of Public Institute of Public Administration and Rural Development, Patna. 15 newly recruited BAS

officers were trained as part of their foundational training programme. They were exposed to the best practices and Innovations in different areas of governance e.g. Urban Development, I.T., Development & Panchayat, Agriculture, Rural Development & Micro –credit, etc. This is a new beginning at HIPA from 2011.

g. **PROFESSIONAL DEVELOPMENT PROGRAMME FOR OFFICERS FROM SAARC**

As a part of the professional development 5 officers from SAARC Countries (South African) participated in half day workshop organized at HIPA.



Trainees from South Africa

V**VISITS AT HIPA**

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



Hon'ble Chief Minister of Haryana Sh. Bhupinder Singh Hooda and Sh. Kuldeep Sharma, Hon'ble Speaker Vidhan Sabha, Haryana in Seminar on "Media and Governance"



Visit of Brother Neville Hodgkinson from UK addressing the HIPA Faculty on "Spirituality Management : Enhancing Life Style"



Justice P.V. Reddy releasing the book on Media and Governance on the occasion of Seminar on Media and Governance on September 16, 2011

VI HIPA CONDUCTS SAS/LAD EXAMS

HIPA has been assigned the job of conducting SAS, LAD, T.O./ATO and other Departmental Examinations. Other examinations like examinations for PWD Irrigation were also conducted by HIPA. HIPA conducted 869 examinees of Treasury and Accounts, 251 examinees for Irrigation Department for JEs, DDOs and Draftsman, 33 examinees of Urban Local Bodies.

VII 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 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. Indian School of Business, Hyderabad and Deloitte has also approached HIPA for the collaboration.

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

VIII **HIPA'S ACHIEVEMENT AS LEADING CAPACITY BUILDING NODAL AGENCY:**

HIPA has been recognized in the last three years and has come up to a level that it is looked upon in Training Circles as one amongst the Leading Institutes in Capacity Building identified as Nodal Agency Capacity Building by the following Ministries/Organizations:

- (a) One of the four Regional Centre in the country (others include ASCI, IIPA) for Capacity Building in the area of Urban Development by Ministry of Housing and Urban Poverty Alleviation, GOI.
- (b) HIPA has been identified as Nodal Agency in the area of Public Private Partnership – an Initiative of World Bank by the Department of Economic Affairs.
- (c) Number of DoPT sponsored programmes - has increased three fold in the past three years from 20-25 training programmes to 55-60 training programmes in a financial year.

IX **ACTIVITIES UNDER FACULTY DISASTER MANAGEMENT**

Following activities were undertaken by the faculty of Disaster Management:

(a) **Gurgaon Disaster Management Plan**

Considering the high disaster vulnerability of Gurgaon district, a need was felt by district & state administration to prepare the Disaster Management Plan. To support the administration, Faculty of Disaster Management (FDM), HIPA has prepared the Gurgaon Disaster Management Plan. In the plan both natural and man-made disasters are covered and accountability of different departments is also fixed. Complete Incident Response System of Gurgaon has also been prepared to minimize the response time in case of any disaster.

(b) *Haryana Crisis Management Plan*

The Home Department, Government of Haryana has constituted a committee consisting of Sh. P.R. Deo, IPS, IG, Haryana Police, Dr. Abhay Shrivastava, Head, FDM, HIPA and Dr. Sanjay Narula from Haryana Health Services to prepare Crisis Management Plan. The FDM has prepared the first draft of Crisis Management Plan and submitted to Deptt. of Home, Haryana and Sh. P.R. Deo, IPS, IG, Haryana Police. The Plan covered all crisis including CBRN and its operation to handle the situation.

(c) *Gurgaon Fire Management Plan for Fire Services*

Gurgaon is a part of NCR region and is now developing as a metropolitan city. With lots of high-rise buildings, proliferation of both national and international companies and industries, the district faces fire accidents very often. To prepare Gurgaon for dealing with any fire accident and to be self dependent, a separate Gurgaon Fire Management Plan was prepared by FDM, HIPA with the support of District Fire Office and submitted to Urban Development Department Haryana.

(d) *Disaster Management Plan for MC Faridabad*

Faridabad is industrial district of Haryana State. The Disaster Management Plan of Faridabad district was also initiated in the financial year 2010-11. The plan talks about different resources available in the M.C. area of the district along with man-power and its coping system in case of any disaster natural or manmade including Fire, Chemical & Industrial disaster.

(e) *Internship Programme for Disaster Management Students*

The Punjab University, Chandigarh has recently selected HIPA as one of the leading organizations in the area of disaster management. Their board of control in geography has identified HIPA for the purpose of internship of their students. Three batches have completed their internship under Dr. Abhay Shrivastava, FDM.

(f) **State & District Resource Mapping**

Haryana Institute of Public Administration (HIPA), Gurgaon is executing a massive project of 'State and District Resource Mapping' for the state of Haryana. The project was sanctioned by the Financial Commissioner and Principal Secretary to Govt. of Haryana, Revenue and Disaster Management Department and is being funded under the Capacity Building fund for the state of Haryana. The project is being implemented at the state level focusing on 18 districts of the state with the help of 10 Research Officers from HIPA, with two districts being allotted to each Research Officer.

The project focuses on identifying and locating crucial resources available with various Government departments and Private sector. The resources being identified include equipments, human resources, vehicles, warehouses, etc. These are being mapped along with their quantity, capacity, location (both physical and geographical) and contact details. For each Government department of district and state, Nodal Officers have been nominated by designation to assist in gathering information from their respective departments and related private agencies.

(g) **Documentation of Samjhauta Express Bomb Blast**

The Samjhauta Express Bomb Blast followed by fire took place in the Panipat district of Haryana state on 18 February 2007. In this terrorist activity, 68 passengers lost their lives and 12 got injured. A meeting of State Executive Committee constituted to administer the Annual Work Plan and Perspective Plan for 13th Finance Commission was held on 23 November 2011 under the chairmanship of Hon'ble Chief Secretary, Haryana. In the meeting, it was decided to document the Samjhauta Express Relief Work carried out by district and state administration of Haryana and lessons learnt by administration for prevention and improved management of such disasters in future. This documentation work was assigned to Centre for Disaster Management,

Haryana Institute of Public Administration, Gurgaon and HIPA started working on project from March 2012 and it will be completed by 31st July 2012.

(X) **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.

For enhancing the quality of the training programmes, Faculty Development and improving the functioning of the Government functionaries, HIPA has signed MoUs with reputed Institutes and Organizations like LBSNAA, RIPA, ASCI, NIFM, IIPA, Deptt. of Economic Affairs, Ministry of Finance, Government of India and NISG.

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.

(XI) **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.

(XI) **GUEST FACULTY/EXPERTS OF HIPA**

In order to give an input on specialized issues HIPA invites guest speakers/experts of repute to deliver the talk. Few of the eminent and distinguished speakers/visitors of HIPA are:

GUEST FACULTY (REPRESENTATIVE)

Sr. No.	List of Faculty	Designation	Area of Interest
1	Sh. S.Y. Quraishi, IAS	Chief Election Commissioner of India	Water Management, Conduct of Election and Electoral Reforms
2	Dr. M. Ramachandran, IAS	Secretary, Urban Development, Government of India,	PPP, Urban Development
3	Dr. A. Narender	Centre for Energy, Environment, Administrative Staff College,	PPP, Energy
4	Sh. Yogesh Aggarwal,	Chairman, IDBI	Economics, Infrastructure
5	Mrs. Kawaljit Deol, IPS	DGP, Arunachal Pradesh	Gender and Policing, Transparency in Govt. Functioning
6	Dr. H.S. Anand, IAS	Ex. Secy. Ministry of Housing & Urban Dev.	Urban Development, Urban Poverty
7	Sh. Vrinda Grover,	Executive Director, MARG	D.V. and issues related to women
8	Ms. Maja Daruwala,	Director, Common Wealth (CWHR), Human Rights Commission	Human Rights
9	Sh. Sanjay Kothari, IAS	Secretary, Tourism	Tourism; Ethics in Administration
10	Prof. D. Banerjea,	Ex- Head of Law Deptt., LBSNAA, NPA and HIPA	Law - Substantive and Procedural
11	Ms. Firoza Mehrotra, IAS	Advisor, Planning Commission	Gender Issues, Implementative of Issues - Social Audit

12	Sh. Harsh Mander,	Member NAC, Social Worker & Writer	Transparency
13	Dr. Sunila Garg,	Professor & HoD, Maulana Azad Medical College, New Delhi	HIV and AIDs
14	Sh. B.S. Baswan, IAS	IIPA, New Delhi	Effective Administration, Human Right and Transparency
15	Prof. Shekhar Singh,	Social Activist	Human Rights
16	Sh. Naseem Ahmad, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Law - Ststantive, Administrative; Ethics in Administration, Minorities Welfare
17	Sh. B.M. Jha,	Chairman, Central Ground Water Board, GOI	Ground Water Management
18	Smt. Kamla Chaudhary, IAS	Retd. Commissioner & Secretary to Government of Haryana	Gender, Haryana Culture and Ethics
19	Sh. Prityush Sinha	Ex-Chief Vigilance Commissioner	Transparency
20	Sh.N.C. Saxena, IAS	Member NAC	Food Security
21	Mr. Habibullah	Chairman, Minorities	RTI, Minorities Welfare
22	Sh. M.D. Asthana, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Agriculture/Rural Dev. PNDT Act & Adverse Sex Ratio, Administrative Laws
23	Dr. Ajay Kumar	Member, Parliament & CEO , MAX	Leadership
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
30	Sh. Anuraj Rastogi, IAS	Commissioner, Excise & Taxation	Excise & Taxation
31	Dr. Sameer Pareekh	HoD, Max Hospital, Delhi	Anger Management, Cathersis & Stress Management
32	Sh. S.S. Deswal, IPS	Commissioner of Police, Gurgaon	Police Public Interface
33	Sh. Vishnu Bhagwan, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Agriculture, Administrative & Financial Procedure of Haryana Govt.
34	Sh. A.P. Bhatnagar, IPS	Retd. DGP, Punjab	Personality Development
35	Shri G.P. Gupta,	Director, NIFM	Finance
36	Sh. P. Raghuvendra Rao, IAS	Financial Commissioner & Principal Secy. To GOH Deptt. of Panchayat & Development	Rural Development, Functioning of PRIs
37	Mrs. Rasika Choubey,	Financial Advisor, PM Office	Finance
38	Shr. Dharamvir , IAS	Former Chief Secretary to GoH	Administrative Law
39	Sh. K.K. Chopra	Additional District and Session Judge (Retd.)	LAW
40	Dr. Manjula Chakravarty,	Ex-Advisor, Planning, Commission, New Delhi	Issues related with Women & Child

41	Sh. K.K. Jalan, IAS	Financial Commissioner & Principal Secy. To GOH Deptt. of Irrigation	Irrigation
42	Professor S.P. Chauhan	FORE School of Management, Delhi	Organizational Behaviour
43	Dr. B.L. Kantroo,	Ex-Member, Juvenile Welfare Board, New Delhi	Juvenile Justice J Act
44	Sh. Alok Mittal, IPS	Joint Commissioner, Police, Gurgaon	Effective Police Public Relation, Effective Administration
45	Sh. Rudra Gangadharan, IAS	Secretary, Animal Husbandry, Government of India	Animal Husbandry, Dairy Development
46	Ms. Santosh Yadav	Everest Climber	Motivation and Team Building
47	Sh. R.H. Khawaja, IAS	Secretary, Ministry of Tourism, Government of India	Effective Administration & Tourism
48	Sh. Deepak Misra, IPS	Special Commissioner, Delhi	Police Public Relation
49	Sh. V.K. Kapoor, IPS	Retd. DGP, Haryana	Stress Management
50	Dr. Onkar Mal	Faculty MDI, Gurgaon	Stress Management, Human Resource Management
51	Dr. Daisy Chauhan	Faculty MDI, Gurgaon	Organizational Behaviour
52	Ms. Illa Rawat	Additional Distt. & Session Judge	Juvenile Justice Act
53	Dr. K.P. Singh, IPS	Additional Director General, Prisons	Human Rights and Juvenile Justice Act
54	Shri T K A Nair,	Hon'ble Advisor to Prime Minister of India, Government of India	Chemical, Biological, Nuclear and Radiation Disaster
55	Maj Gen (Dr) J K Bansal	Hon'ble Member, NDMA	Chemical, Biological, Nuclear and Radiation Disaster
56	Brig. B.K. Khanna	Sr. Specialist NDMA Ministry of Home Affairs	Mock Exercise (Disaster Management)

57	Dr. Rakesh Kumar Sharma	Scientist-F & Joint Director, Head, CBRM, INMAS, DRDO,	Chemical, Biological, Nuclear and Radiation Disaster
58	Prof. V.K. Sharma,	Professor, Centre for Disaster Management, IIPA	Community Based Disaster Management/ Environment Management
59	Major Gen. R.K. Kaushal,	Sr. Specialist, NDMA,	Chemical, Biological, Nuclear and Radiation Disaster
60	Er. Amit Bose,	Director, Design and Development Forum,	Earthquake Engineering

SUMMING UP

HIPA has consistently endeavoured 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.