

Module Library

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
1	Workshop on Human Resource Management System (HRMS) and Service Rules	The main objective of the above course is to build and enhance the capacities of officers/officials in using Human Resource Management System (HRMS) and implementing Service Rules at their workplace.	Enhance understanding of the functions of Human Resource Management System (HRMS) and Sharpening Skills to process the entries in Service Book and Orders. Equip the employees with knowledge and skills for enforcing the provisions of Service Rules at their workspace including disciplinary proceedings, verification of Service Book, and issues relating to Pay Fixation.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 5-Days or 10 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to implement various modules of Human Resource Management System including Leave Admin Modules, Historical Transactions, Future Transactions, DDO Transactions, ACP Orders, Pay Fixation Module, and controlling Financial and Administrative Powers.	The Course components will cover Haryana Civil Service Rules as per latest revised instructions and various modules of Human Resource Management System including Leave Admin Module, Order Processing, Pay Fixation, and Generation of Pay Bills.
2	Workshop on Online Budgeting and Financial Control Mechanisms	The main objective of the above course is to build and enhance the capacities of officers/officials in preparing Budget estimates, uploading BM-2, and ensuring Financial Control in Administrative and Financial Functions as per the rules and instructions of Haryana Government	Enhance understanding of preparing Budget Estimates and uploading of BM-2 Form. Equip the employees with knowledge and skills for ensuring Financial Control in Administrative and Financial Functions at their workplaces.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 5-Days or 10 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to implement the rules of Punjab Budget Manual (PBM), prepare BM-10, BM-2, Excess and Surrender statements, and also process it online on the portal of Treasuries Department & ensure strict Financial Control to prevent mal-practices.	The Course components will cover Punjab Budget Manual, Latest Instructions on Budgeting and Audit, Financial Control Mechanisms, and Modules for compliance of Financial Control.

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3	Workshop on Financial Management Using Spreadsheet Models	The main objective of the above course is to build and enhance the capacities of officers/officials in implementing Financial Rules and ensuring effectiveness in utilizing Financial Resources using principles of Financial Management and models of Spreadsheets.	Enhance the capacities of employees to implement the Financial Rules as revised and notified by the Government of Haryana from time to time. Equip the employees with knowledge and skills for ensuring effective utilization of financial resources with use of Financial Model Spreadsheets and Principles of Financial Management at their workplaces.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 5-Days or 10 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to prepare models for making financial decisions, payroll management, dealing Taxation Issues, Budgetary control etc.	The Course components will cover Designing of Spreadsheets Models on Cash Management, Payroll Management, Enforcement of TDS in Office, and Use of Creativity for Amending the Models as per the latest revised Rules, Instructions, and Procedures notified by the Government.
4	Workshop on Taxation Matters (Income Tax and GST)	The main objective of the above course is to build and enhance the capacities of officers/officials in implementing taxation rules including Income Tax and Goods and Services Tax Rules as per the latest provisions of Acts.	Enhance the capacities of employees to implement, supervise, and perform the functions as per Income Tax Act as per latest instructions of Income Tax Department and Finance Department. Equip the employees with skills of computing Tax Deduction at Source (TDS) on Income Tax and GST. Sharped the skills to prepare and submit the 24Q, 26Q, GSTR-7 as per the latest instructions.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 5-Days or 10 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to compliance the provisions of Income Tax and GST, prepare accounts, and file the Returns of Income Tax, TDS, and GST as per latest instructions of Government.	The Course components will cover Sections of Income Tax w.r.t. Computation of TDS, Deduction of TDS, Processing of TDS, e-Billing, filing of Returns, GST Act, and TDS on GST with latest revised instructions of Government.

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5	Workshop on Taxation Matters (Income Tax and GST)	The main objective of the above course is to build and enhance the capacities of officers/officials in implementing taxation rules including Income Tax and Goods and Services Tax Rules as per the latest provisions of Acts.	Enhance the capacities of employees to implement, supervise, and perform the functions as per Income Tax Act as per latest instructions of Income Tax Department and Finance Department. Equip the employees with skills of computing Tax Deduction at Source (TDS) on Income Tax and GST. Sharpened the skills to prepare and submit the 24Q, 26Q, GSTR-7 as per the latest instructions.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 5-Days or 10 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to compliance the provisions of Income Tax and GST, prepare accounts, and file the Returns of Income Tax, TDS, and GST as per latest instructions of Government.	The Course components will cover Sections of Income Tax w.r.t. Computation of TDS, Deduction of TDS, Processing of TDS, e-Billing, filing of Returns, GST Act, and TDS on GST with latest revised instructions of Government.
6	Training On Flood Management For HCS Officers	Floods have been a recurrent phenomenon in Haryana during rainy season and cause loss of lives, Livelihood and damage to properties, infrastructure and public utilities. Loss of life to flood during the past two decade has declined because of improved warning system. However economic losses have continued to rise due to increased rapid urbanization & development and lack of better preparedness and response. Keeping in view of better preparedness and response for effective management of floods, a Two days training module has been prepared for HCS officers of Haryana.	Enhance understanding concerning the nature, extent of the threats and value of counter measures to combat the adverse impact of Floods. To equip them to supervise mitigation, preparedness for response, relief and rehabilitation planning and Strategies of all concerned departments for Flood Management. Develop administrative capabilities to plan and implement flood preparedness, response, relief and rehabilitation strategies. Provide forum for interchange of ideas and views pertaining to Flood management.	SDMs, City Magistrates, Jt. Commissioners and other HCS officers of Haryana Government.			The HCS officers will be accountable and responsive towards review of departmental responsibilities and their officials/officers' accountability in Flood Management within sub-division.	•Holistic Approach to Flood Management,

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7	Training On Flood Management For HODs at District Level Officers	The training will primarily focus on Flood Mitigation, Preparedness for Response (IRS), Forecasting & Warning System, Flood Manuals/Orders, The DM Act, 2005, Institutional Mechanism, State Relief Mechanism and Rehabilitation.	Enhance understanding concerning the nature, extent of the threats and value of counter measures to combat the adverse impact of Floods. To equip them to prepare, plan and implement integrated Flood Preparedness Strategies. Provide forum for interchange of ideas and views pertaining to mitigation practices for Flood management.	Revenue and Disaster Management, Irrigation, Agriculture, Health, Public health Engineering, PWD(B&R), Food & Supplies, Police, Animal Husbandry, MC, Panchayati Raj, Dev.& Panchayat, Education, Women & Child development, social Justice and Empowerment.	3 Days		The HODs at district level will be able to review their organizational responsibility, commitment and accountability towards Flood Management.	<ul style="list-style-type: none"> •Holistic Approach to Flood Management, •Preparedness for Response (IRS) within sub-division, •Forecasting & Warning System, •Flood Manuals/Orders, •The DM Act, 2005, •Institutional Mechanism, •State Relief Mechanism and Rehabilitation •Community & NGOs participation in Flood Management
8	Training for Class I & II On Flood Management	The training will be focused on Mitigation; Preparedness for Response (IRS); Preparedness/ Updation of Resource Inventory; Timely dissemination of Forecasting & Warning to tale ends; EOC/DCR functions; Damage Assessments; Emergency Support Functions; Flood Manuals/Orders and roles and responsibilities of officers; The DM Act, 2005; Institutional Mechanism; Relief distribution, Rehabilitation and other cross-cutting issues and lesson learnt.	Describe the nature and type of flood mitigation measures being taken up within State and outside state. Explain the importance of Flood Resilient Structures for flood prone areas. Describe the nature and type of Flood Preparedness measures; planning and its components in reference to flood risk mitigation and management. Explain the structure of flood forecasting and warning system in India with special reference to Haryana and responsibilities to disseminate forecasting and warning to tale ends. Develop flood response strategies and its components in reference to IRS. Describe the Gender needs and its required concerns in flood risk management. To illustrate the best	Revenue and Disaster Management, Irrigation, Agriculture, Health, Public health Engineering, PWD(B&R), Food & Supplies, Police, Animal Husbandry, MC, Panchayati Raj, Dev.& Panchayat, Education, Women & Child development, social Justice and Empowerment.	5 Days		The Trainee officers will be responsive, accountable and committed with role clarity in management of Floods in their respective district.	<ul style="list-style-type: none"> •Structural Mitigation •Non-structural Mitigation •Rain water Harvesting for flood mitigation •Resilient Structures for flood mitigation. •Flood Preparedness strategies and planning •Flood Forecasting & warning network. •Medical Preparedness. •Live-stock management. •Other departments' strategies & Planning. •Community Preparedness and adaptation of "Living with Flood". •Incident Response System. •Damage Assessment.

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9	Training on Management Drought	The training will primarily focus on drought forecasting and warning, drought declaration, mitigation and preparedness measures, relief distribution in addition to Drought Manuals, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues.	Enhance understanding and knowledge concerning the nature and extent of the threats and value of counter measures to combat the adverse impact of Drought. Develop administrative capabilities to guide and supervise departments within their respective sub-division to plan and execution of mitigating measures, departmental preparedness especially in Agriculture, Public Health, Irrigation, Electricity, Food & Supplies, Animal Husbandry etc, damage assessment and relief distribution Provide forum for interchange of ideas and views pertaining to Flood management.	SDMs, CTMs & Other HCS Officers	2 Days		The Trainee officers will be responsive, accountable and committed with role clarity in management of Floods in their respective district.	<ul style="list-style-type: none"> •Understanding drought and drought risk , •Monitoring drought and drought declaration, •Institutional Response Mechanism, •Drought Preparedness and Response Check-list •Drought Relief, •Drought Mitigation, •Information management and Media coordination
10	Training on Management Drought	The training will primarily focus on drought forecasting and warning, drought declaration, mitigation and preparedness measures, relief distribution in addition to Drought Manuals, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues.	Enhance understanding and knowledge concerning the nature and extent of the threats and value of counter measures to combat the adverse impact of Drought. Develop administrative capabilities to develop department plan with the association of officials/officers of the department and smooth execution of mitigating measures, departmental preparedness, damage assessment and relief distribution Provide forum for interchange of ideas and views pertaining to Flood management.	HODs at district level of Agriculture, Revenue & Disaster Management, Health, Animal Husbandry, Irrigation, Public Health Engineering, Food & Supplies, Women & Child Development, Social Justice & Empowerment, Rural Development, and Development & Panchayat.	3 Days		The HODs at district level will be able to perform their pro-active role with enhanced administrative capabilities in management of Drought.	<ul style="list-style-type: none"> •Understanding drought and drought risk, •Monitoring drought and drought declaration, •Institutional Response Mechanism, •Drought Preparedness and Response Check-list •Drought Relief, •Drought Mitigation,

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11	Training on Management Drought	The training will primarily focus on drought monitoring and preparedness, damage assessment, drought relief and their role, mitigation measures of their department in addition to Drought Manuals, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues.	Enhance understanding and knowledge concerning the nature and extent of the threats and value of counter measures to combat the adverse impact of drought; To become responsive, committed, professional impartial, result oriented and accountable in smooth management of drought especially in mitigation measures, departmental preparedness, damage assessment and relief distribution; Provide forum for interchange of ideas and views pertaining to Flood management.	Class I & II officers of Agriculture, Revenue & Disaster Management, Health, Animal Husbandry, Irrigation, Public Health Engineering, Food & Supplies, Women & Child Development, Social Justice & Empowerment, Rural Development, and Development & Panchayat.	5 Days		The Officers (Class I & II) will be able to perform their pro-active role with enhanced administrative capabilities for management of Drought.	<ul style="list-style-type: none"> •Understanding drought and drought risk , •Monitoring drought and drought declaration, •Institutional Response Mechanism, •Departmental drought preparedness and response Check-list •Drought Relief Management and their role, •Department and intra-department Drought Mitigation programmes and coordination for smooth implementation.
12	Training on Management Of Earthquake	The training will primarily focus on Earthquake vulnerability assessment, risk and capacity analysis of the State, mitigation preparedness, response, relief rehabilitation and reconstruction in addition to Earthquake guidelines, DDMP/SDMP, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues. The training will also focus on Sendai Declaration and PM 10 point declaration on DRR.	Enhance understanding and knowledge concerning the nature and extent of the threats and value of counter measures to combat the adverse impact of Earthquake. Develop administrative capabilities to guide and supervise departments within their respective sub-division to plan for mitigating measures, prepared for departmental preparedness, IRS, relief, damage assessment, rehabilitation and reconstruction. Provide forum for interchange of ideas and views pertaining to Earthquake management.	SDMs, CTMs & Other HCS Officers	2 Days		The HCS officers will be able to manage earthquake efficiently with enhanced administrative capabilities.	<ul style="list-style-type: none"> •Understanding Earthquake , vulnerability & risk , •DDMP/SDMP •Earthquake Mitigation Measures •Institutional Response Mechanism, •Departmental preparedness and response Check-list and IRS •Emergency Support Functions •Earthquake Relief Management. •Rehabilitation & Reconstruction

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13	Training on Management Of Earthquake	The training will primarily focus on Earthquake vulnerability assessment, risk and capacity analysis of the State, mitigation preparedness, response, relief rehabilitation and reconstruction in addition to Earthquake guidelines, DDMP/SDMP, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues. The training will also focus on Sendai Declaration and PM 10 point declaration on DRR.	Enhance understanding and knowledge concerning the nature and extent of the threats and value of counter measures to combat the adverse impact of Earthquake. Develop administrative capabilities to guide and supervise departments within their respective sub-division to plan for mitigating measures, prepared for departmental preparedness, IRS, relief, damage assessment, rehabilitation and reconstruction. Provide forum for interchange of ideas and views pertaining to Earthquake management.	HODs of all concerned district level departments	3 Days		The HODs at district level will be able to perform their pro-active role with enhanced administrative capabilities in management of Earthquake.	<ul style="list-style-type: none"> •Understanding Earthquake , vulnerability & risk , •DDMP/SDMP •Earthquake Mitigation Measures •Institutional Response Mechanism, •Departmental preparedness and response Check-list and IRS •Emergency Support Functions •Earthquake Relief Management. •Rehabilitation & Reconstruction
14	Training on Management Of Earthquake	The training will primarily focus on Earthquake non-structural measures and preparedness, IRS, relief, damage assessment, rehabilitation and reconstruction, in addition to DDMP/SDMP, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues.	Enhance understanding and knowledge concerning the nature and extent of the threats and value of counter measures to combat the adverse impact of Earthquake; To become responsive, committed, professional impartial, result oriented and accountable in smooth management of earthquake especially in mitigation measures, departmental preparedness, damage assessment, relief distribution rehabilitation and reconstruction; Provide forum for interchange of ideas and views pertaining to Earthquake management.	Class I & II officers of Revenue & Disaster Management, Health, Police, Animal Husbandry, PWD (B&R), Public Health Engineering, Food & Supplies, Fire & Emergency Services, MCs, Women & Child Development, Social Justice & Empowerment, Rural Development, and Development & Panchayat, Civil Defence & Home Guards, NCC & NSS officer-in-Charge of School/Colleges, Industrial Safety & Health and Red-Cross.	5 Days		The Officers (Class I & II) will be able to perform their pro-active role with enhanced administrative capabilities for management of Earthquake.	<ul style="list-style-type: none"> •Understanding Earthquake , vulnerability & risk , •DDMP/SDMP •Earthquake Mitigation Measures •Institutional Response Mechanism, •Departmental preparedness and response Check-list and IRS •Emergency Support Functions •Earthquake Relief Management and their roles, •Rehabilitation & Reconstruction

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15	Training on Fire Management for Fire Station Officer		To enhance administrative and professional competencies to run the Fire Service efficiently in such a manner so as to save the lives and properties from fire. To impart training in the theory and practice of the fire prevention and modern fire protection methods.	Divisional/ Assistant Divisional Fire Officer, Fire Station Officer, Officers from Home Guards & Civil Defence.	5 Days		The fire officers will be responsive, accountable and committed with role clarity in management of Fire in their respective jurisdiction.	<ul style="list-style-type: none"> •Fire service Administration, •Haryana Fire Service Act,2009, •Building Construction and Structural Fire Protection, •Court of Law, •Fire Safety Legislation and inspection, •Latest automatic Fire Detection System, •Fire Protection survey in various risk area and inspection of Public Entertainment and other Assembly places, •Investigation of fire and Arson, •Storage and Transportation of Hazardous materials •Management, Command and Control of Fire Services.
16	Training on Management of Heat waves	The training will primarily focus on Heat waves mitigation, preparedness, response, in addition to Heat waves Action Plan, DDMP/SDMP, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues.	Enhance understanding and knowledge concerning the nature and extent of Heat wave threats and value of counter measures to combat the adverse impact of Heat waves. Develop administrative capabilities to guide and supervise departments within their respective sub-division to plan for mitigating measures, departmental preparedness and response especially Public awareness and prompt health department response. Provide forum for interchange of ideas and views pertaining to Heat waves management.	SDMs, CTMs & Other HCS Officers	1 Day		The HCS officers will be able to manage adverse impact of Heat waves efficiently with enhanced administrative capabilities.	<ul style="list-style-type: none"> •Understanding Heat waves , vulnerability & risk , •Heat waves Action Plan •Heat waves Mitigation Measures •Institutional Response Mechanism, •Departmental preparedness and response Check-list

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17	Training on Management of Heat waves	The training will primarily focus on Heat waves mitigation, preparedness, response, in addition to Heat waves Action Plan, DDMP/SDMP, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues.	Enhance understanding and knowledge concerning the nature and extent of Heat wave threats and value of counter measures to combat the adverse impact of Heat waves. Develop administrative capabilities to plan for mitigating measures, departmental preparedness and response especially Public awareness Provide forum for interchange of ideas and views pertaining to Heat waves management.	HODs of Health, Revenue, Animal Husbandry, MCs, Dev. & Panchayat, Rural Development, Women & Child Development, Social Justice & Empowerment, Transport, Labour, Police, Education, etc.	2 days		The HODs at district level will be able to manage adverse impact of Heat waves efficiently in best coordinated manner with enhanced administrative capabilities.	<ul style="list-style-type: none"> · Understanding Heat waves, vulnerability & risk, · Heat waves Action Plan · Heat waves Mitigation Measures · Institutional Response Mechanism · Departmental preparedness and response Check-list

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18	Training on Management of Heat waves	The training will primarily focus on Heat waves mitigation, preparedness, response, in addition to Heat waves Action Plan, DDMP/SDMP, The DM Act, 2005, Institutional Mechanism and other cross-cutting issues.	Enhance understanding and knowledge concerning the nature and extent of Heat wave threats and value of counter measures to combat the adverse impact of Heat waves. Develop administrative capabilities to work in departmental action plan formulation and responsive, committed, accountable towards mitigating measures, departmental preparedness and response especially in Public awareness. Provide forum for interchange of ideas and views pertaining to Heat waves management.	Class I & II officers of Health, Revenue, Animal Husbandry, MCs, Dev. & Panchayat, Rural Development, Women & Child Development, Social Justice & Empowerment, Transport, Labour, Police, Education, etc.	Three days		The Class I & II officers at district level will be able to manage adverse impact of Heat waves efficiently in best coordinated manner with enhanced administrative capabilities.	<ul style="list-style-type: none"> • Understanding Heat waves , vulnerability & risk, • Heat waves Action Plan • Heat waves Mitigation Measures and role of officers • Institutional Response Mechanism • Departmental preparedness and response Check-list to comply with result oriented.
19	Incident Response System	The training will primarily focus on Incident Response System, The Disaster Management Act, 2005, Institutional Mechanism.	ctives: Enhance understanding and knowledge concerning the concept of Incident Command System Develop administrative capabilities to understand IRS Structure & functions and responsive & accountable towards performance of their respective roles and functions to reduce the adverse impact of disasters	Class I & II officers of Revenue & Disaster Management, Health, Police, Animal Husbandry, PWD (B&R), Public Health Engineering, Food & Supplies, Fire & Emergency Services, MCs, Women & Child Development, Social Justice & Empowerment, Rural Development, and Development & Panchayat, Civil Defence & Home Guards, NCC & NSS officer-in-Charge of School/Colleges, Industrial Safety & Health and Red-Cross.	5 Days		The Class I & II officers at district level will be able to work in during and post-disaster Management with enhanced administrative capabilities	<ul style="list-style-type: none"> •Institutional & Legal Arrangements •Features of IRS, •Concept and Structure of Incident Response System; •Disaster Response Management, •Coordination of Response at National, State and District levels •Responsible Officer: roles and responsibilities •Area Command and Unified Command. •EOC and its norms, •IRT,IRS facilities [ICP,SA, IB, camps, Relief Camps, Helibase/Helipad]

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20	Training on Management of Heat waves		Enhance understanding and knowledge concerning the nature and extent of Heat wave threats and value of counter measures to combat the adverse impact of Heat waves. Develop administrative capabilities to work in departmental action plan formulation and responsive, committed, accountable towards mitigating measures, departmental preparedness and response especially in Public awareness. Provide forum for interchange of ideas and views pertaining to Heat waves management.	Class I & II officers of Health, Revenue, Animal Husbandry, MCs, Dev. & Panchayat, Rural Development, Women & Child Development, Social Justice & Empowerment, Transport, Labour, Police, Education, etc.	3 Days		The Class I & II officers at district level will be able to manage adverse impact of Heat waves efficiently in best coordinated manner with enhanced administrative capabilities.	Incident Response System.
21	DATA ANALYSIS USING MS EXCEL	The main purpose of this course is to understand the concepts of computer operating system and areas of applications, basic of Ms-Excel, advance formulas in Excel	In "Data Analysis Using MS - Excel" the focus will be on various features of MS-Excel. The feature includes creation of Worksheet, Creation of Charts, Data Handling and Pivot table.	Officers/officials of Haryana Government	One Week	Lectures, Group Discussions, Practical Demonstration	At the end of programme the trainees will be able to make excel worksheet, chart formation, advanced formulas in excel and pivot table.	Understanding Data Editing, overwriting Cell Contents, Introduction to Formulas, Pivot Table- quick and easy reporting features of excel

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22	DATABASE MANAGEMENT TOOLS	The main purpose of this courses is to acquaint the trainees with the various features of Database Management System	The objectives of the course is to acquaint the trainees with the features of MS-Access.	Officers/officials of Haryana Government	One Week	Lectures, Group Discussions, Practical Demonstration	At the end of programme the trainees will be able to create table, Query formation, report formation and creation of forms	<ul style="list-style-type: none"> •Overview of Relational Databases, •Introduction to Microsoft Access, •Creating a Database, •Creating Tables and Modifying Table Design, •Working with Tables, •Select Queries Creating and Using Forms Creating and Using Reports, •Database Management, •Relational Database Design, •Modifying Table Design, •Using Lookup Fields, •Modifying Queries, •Outer Joins, •Calculated Fields, •Query Wizards, •Simple Parameter Queries, •Modifying Form Design Controls and the Property Sheet, •Managing Controls, •Modifying Report Design, •Sorting and Grouping Database Management Object Dependencies, •Importing and Exporting Data
23	APPRAISAL OF A/C KEEPING SOFTWARE	Main purpose of this course is designed to impart knowledge concepts of financial accouunting using Tally Package.	This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. In "Account Keeping Software" the focus will be on the features of Tally	Officers/officials of Haryana Government	One Week	Lectures, Group Discussions, Practical Demonstration	At the end of the course trainees will be able to Create Company in Tally, Trading Account, Profit and Loss Account and Balance Sheet	<ul style="list-style-type: none"> •Accounting with each type of transaction such as payment, receipt, sales, purchase. •Manage banking with ease with bank reconciliation. Inventory Management. Tax Management. •Job Work Analysis. •Cost Centre and Cost Category for MIS and internal control purpose
24	CAPACITY BUILDING IN INFORMATION AND TECHNOLOGY (ICT) FOR PROFESSIONAL EFFICIENCY	The main purpose of this course is to understand the concepts of computer operating system and areas of applications, basic of Ms-Excel, advance formulas in Excel, MS- Word, MS-Powerpoint, internet concepts and e-office	The training programme will focus on the following objective(s): - the participants will be able to learn MS-Word, MS Excel & prepare slides using MS POWERPOINT	Officers/officials of Haryana Government	One Week	Lectures, Group Discussions, Practical Demonstration	At the end of the course trainees will be able to make text in MS- word, operations on MS-Excel, MS- Powerpoint and Internet concepts	<ul style="list-style-type: none"> •Getting Started With Word. •Topic A: Navigate in Microsoft Word Formatting Text and Paragraphs. •Topic A: Apply Character Formatting Managing Lists Adding Tables Mail merge Inserting Graphic Objects Worksheet Creation, Editing, formatting, Formula Inbuilt functions Creation of Slides Custom Animation

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25	MS- POWERPOINT	Main purposes of MS-Powerpoint is to make Presentation and using Animations on slides	The main objectives of this course are how to create Slides in Powerpoint and use Animation on slides	Officers/officials of Haryana Government	Three days	Lectures, Group Discussions, Practical Demonstration	At the end of the course trainees will be able to make presentation using MS-Powerpoint	Start by opening a "Blank presentation" in PowerPoint. Select the "Title Slide" option.Type in your title and subtitle. Select a background for the entire presentation. Add new slides. Set the transitions for your slides. Add some more pizzazz to your presentation with animation!
26	e-OFFICE (ELECTRONIC FILE SYSTEM)	The main purpose of e-Office training is to replace hard files to electronic mode in order to bring transparency in Government	At the end of training, trainees will be able to : Make receipts in e-office, File Management System, Knowledge Management System	Officers/officials of Haryana Government	Three days	Lectures, Group Discussions, Practical Demonstration	This course would be extremely useful for the officers/Officials who are dealing files in Govt. offices. After this training they are able to replaces the existing manual handling of files with a more efficient electronic system	<ul style="list-style-type: none"> •Introduction e-File, •e-File Module, •Receipts, •Browse and Diaries, •Create file, •Sent, •Parked, •Movement file/receipt
27	HRMS (Human Resources Management System)	The main objective of the above course is to build and enhance the capacities of officers/officials in using Human Resource Management System (HRMS) and implementing Service Rules at their workplace.	Objectives of HRMS include ensuring availability of resources, easy access to data, on-time payroll, ensuring compliances, etc. HRMS objectives are basically influenced by organisational goals and vertical. Objective of HRMS is to ensure a stable work environment with data at one place and efficient operations	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	Three days	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to implement various modules of Human Resource Management System including Leave Admin Modules, Historical Transactions, Future Transactions, DDO Transactions, ACP Orders, Pay Fixation Module, and controlling Financial and Administrative Powers.	various modules of Human Resource Management System including Leave Admin Module, Order Processing, Pay Fixation, and Generation of Pay Bills.
28	General Conditions of Service, Maintenance of Service Book, Pay & ACP Rules, G.P Fund & TA Rules	To acquaint the Trainees about the Basic provisions regarding Fixation of Pay on Promotion , grant of ACP and enhance the capacity of Officers /dealing officials about GP Fund Rules , TA Rules and maintenance of Service Book	To equip the Trainees on the following Topics: General Conditions of Service, Maintenance of Service Book Joining Time, Revised Pay & ACP Rules GP Fund Rules T.A. Rules and Leave Rules	Group 'C' officials dealing with Establishment and Accounts Matters	5 Days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	After attending this Training Corse, the Participants will become aware abot General Conditions of Service , Maintenance of Service Book . Joining Time , TA Rles and Leave Rules etc	General Conditions of Service, Maintenance of Service Book , Joining Time , Pay & ACP Rules , GP Fund Rules , TA Rules and Leave Rules

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29	Purchase Procedure, e-Tendering System, Outsourcing Policy and Service Matters	To equip the Trainees about Purchase Procedure , GeM , e-Tendering System , Out Sourcing Policy , cannons of Financial Proprieties , National Pension System , Maintenance of GIS Account and Deduction of Tax at Source	Consequent upon attending this Training Programme, the Participants will be able to deal with the following topics Effectively and as per the provision contained in Financial Rules and State Govt Guidelines: Purchase Procedures, e-Tendering System Outsourcing Policy, Fixation of pay on Promotion/Grant of ACP Maintenance of GIS Account Pensionary Benefits admissible on retirement under old pension scheme and new pension scheme.	Official dealing with Purchases and Establishment Matters.	3 Days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	The articipants will become aware about Purchase Procedure , e-Tendering System , Outsourcing Policy , comptation of Pension , Family Pension , Cmmutation of Pension and DCRG .In addition they will be able to calculate	Purchase Procedure , e-Tendering System , Canons of Financial Proprieties , Pay & ACP Rules , Outsourcing Policy , Pensionary benefits admissible on retirement
30	e-Governance and Information & Technology, e-Salary, e-Billing, e-Budgeting System, HRMS and On-Line filing of Income Tax Return	To enhance the Capacity Building of Trainees about e-Governance , e-Salary , e-Billing , e-Budgeting System , HRMS and ON-LINE filing of Income Tax Return .	To equip the Trainees with the following topics e-Governance and Information & Technology e-Salary, e-Billing, e-Budgeting System , HRMS Duties & Responsibilities of DDOs on Financial & Income Tax Matters. Filing of Income Tax Return	Drawing & Disbursing Officers and dealing Officials.	5 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	The Participants will become aware of e-Governance , Information & Technology , Deduction of Tax at Source , Filing of Income Tax Return . In addition the Participants will learn about Duties & Responsibilities of DDOs regarding Financial Matters and deduction of Tax at Source	The Course will cover : e-Governance , Information & Technology , e-Salary , e-Billing ,e-Budgeting , HRMS , Duties & Responsibilities of DDOs with reference to Financial & Income Tax Matters .
31	Punishment & Appeal Rules, Conduct Rules, & Maintenance of GIS Account and Service Matters	To equip the Trainees about Basic Provisions on Punishment & Apeal Rules , Conduct Rules , Drafting of Charge Sheet about Major /Minor Punishment , Maintenance of GIS Account , Leave Account , Maintenance of Service Book and General Conditions of Service .	Consequent upon attending this Training Programmes, the Participants will become aware of the following : Punishment & Appeal Rules Conduct Rules Procedure for preparation of Charge sheet for major Punishment/Minor Punishment Subsistence allowance admissible to employee under suspension Pensionary benefits admissible under old Pension Scheme and New Pension Scheme. Maintenance of GIS Account & Service Matters	Officials dealing with Establishment and Accounts Matters	5 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	The participants will become aware about Punishment & Appeal Rules , Conduct Rules and preparation of Charge Sheet for Major / Minor Punishment . Hence they will be able to process the cases regarding disciplinary proceedings efficiently .	Haryana Civil Services (Punishment & Appeal Rules) , Provisions about payment of Sbsistence Allowance under Suspension . Condct Rules , Pension Rules and Maintainance of GIS Account

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
32	Canons of Financial Proprieties, Fixation of Pay on Promotion/Grant of ACP and Financial Matters	The purpose of this Course is to acquaint the Trainees about Cannons of Financial Proprieties, Purchase Procedure ,General Principles about incurring of expenditure as per the provisions contained in Financial Rules , Fixation of Pay on Promotion / Grant of ACP and Out Sourcing Policy , HRMS , e-Salary e-Billing & e-Budgeting System .	To equip the Trainees with following Topics Canons of Financial Proprieties. Fixation of Pay on Promotion / Grant of ACP Duties & Responsibilities of DDOs on Financial Matters New Pension Scheme, Deduction of Tax at Source HRMS, e-Salary, e-Billing and e-Budgeting system.	Drawing and Disbursing Officers and dealing officials	3 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	After attending this Training Course, the Participants will be able to Compute the Fixation of Pay on Prmotion and grant of ACP and calculate the Income Tax of employees as per Income Tax Provisions . In addition , the ractical problems about HRMS , e-Billing , e-Salary and e-Budgeting will also be solved .	Duties & Responsibilities of DDOs with regard to deduction of Tax at Source and Financial Matters , HRMS , e-Billing , e-Salary , e-Budgeting System , National PPension System , Pay and ACP Rules
33	Awareness on Income Tax and GST Modalities and Mandatory Provisions thereof and filling of Income Tax Return	The Purpose of this Course is to acquaint the Trainees about Revised Rates of Income Tax , Rebates and Deductions admissible under Income Tax Act , and on-Line filing of Income Tax Return . In addition , the Participants will be able to now about the Basic Provisions under GST Acr.	To equip the Trainees with following Topics Duties & Responsibilities of DDOs with regard to Income Tax Matters Canons of Financial Proprieties. Basic Provisions about GST Filing of Income Tax Return, GeM, Financial and Administrative Procedures.	Drawing and Disbursing Officers and dealing officials	3 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	After attending this Training Course, the Participants will be able to compute and deduct income Tax as per the provisions contained in Income Tax Act and file the Quarterly Return of Income Tax in time. Te Participants wil also become aware about GST provisions	Duties & Responsibilities of DDOs with regard to Dedction of Tax at Source and Financial Matters, Qarterly filing of Income Tax Return , National Pension System , Canons of Financial Proprieties and GST Matters .
34	GeM, HRMS, e-Tendering System, and Financial Matters	To enhance the Capacity Building of Trainees about the Purchase Procedure ,e-Tendering System ,Government-e-Marketplace (GeM) ,HRMS , e-Salary , e-Billing and e-Budgeting System and Financial Matters	To equip the Trainees with following Topics: HRMS, e-Salary, e-Billing, e-Payment and e-Budgeting system e-Tendering System GeM and Service Matters	officials dealing with Accounts and establishment matters	3 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	The Participants will be able to implement HRMS , e-Salary , e-Billing , e-Tendering System , GeM and other Service and Financial Procedures .	HRMS , GeM , Deduction of Tax at Source ,Filing of Income Tax Return , e-Tendering Systemm , Administrative & Financial Procedures
35	Office Procedure, Noting Drafting, and Communication skills.	To acquaint the Trainees about Office Procedure , Noting & Drafting , Haryana Civil Services Rules about Pay & ACP Rules , Leave Rules , TA Rules and Service Matters	To equip the Trainees with following Topics: Office Procedure Noting Drafting Communication Skills	Drawing and Disbursing Officers and dealing officials	3 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	The Participants will become aware about Office Procedure , Noting & Drafting , Pay & ACP Rules , Leave Rules & ACP Rules .	Office Procedure , Noting & Drafting , Pay ACP Rules , General Conditions of Service , Leave Rules , GP Fund Rules & TA Rules
36	Pensionary Benefits, admissible under old Pension Scheme and New Pension Scheme, General Conditions of Service and Maintenance of Service Book and conduct Rules		To equip the Trainees with following Topics: General Conditions of Service HRMS and Maintenance of Service Book Conduct Rules Leave Rules and Medical Reimbursement Policy	Drawing and Disbursing Officers and dealing officials	3 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	The Particiants will be able to compute the Pension , Family Pension , Commuted Value of Pension , Leave Encashment under Old Pension Scheme . In addition they will become aware about National Pension System , Leave Rules and Medical Reimbursement Policy.	General Conditions of Service , HRMS , Maintenance of Service Book , HRMS , Haryana Civil Services Conduct Rules , Leave Rules and Medical Reimbursement Policy

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
37	Commercial Accounting System , Cash Flow Technology and Financial Matters	To acquaint the Trainees about Commercial Accounting System , Cash Flow Technology and Financial Matters	To equip the Trainees with following Topics: Commercial Accounting system & Cash Flow Technology Financial Matters Double entry system Deduction of Tax at Source e-Salary, e-Billing, e-Payment and HRMS	Drawing and Disbursing Officers and dealing officials	3 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	The participants will become aware about Commercial Accounting System , Single Entry System and Double Entry System , Deduction of Tax at Source , HRMS , e-Salary , e-Billing and e-Payment etc .	Commercial Accounting System , Duties & Responsibilities of DDOs with regard to Financial Matters and Deduction of Tax at Source , HRMS , e-Salary , e-Billing , e-Payment etc.
38	e-Procurement, Record Retention Schedule, & Condemnation Procedures thereof	To enhance the Capacity Building of Officials on e-Procurement , Record Retention Schedule , Condemnation Procedures and financial Matters	To equip the Trainees with following Topics: e-procurement Record Retention Schedule & Condemnation Procedure thereof Out Sourcing Policy e-Tendering System Administrative and Financial Procedures	Drawing and Disbursing Officers and dealing officials	3 days	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	The Participants will become aware about e-Procurement , Purchase Procedure , e-Tendering System , Outsourcing Policy and Financial Procedures .	e-Procurement , Record Retention Schedule , Condemnation of Un-Serviceable items , Outsourcing Policy , Administrative & Financial Procedures .
39	Ethics and Values in Administration	This programme will not only help to promote awareness to the ethical practice but will also boost morale so that employees work more effectively and harmoniously with their co-workers. Being ethically aware, helps to maintain a positive culture and work place and upholds a strong image. It will also inculcate the values in the employees which is the need of the hour today.	<ul style="list-style-type: none"> ▫Developing an awareness of the ethical standards and values associated with the art and practice of public administration as a profession in the civil service both personally and institutionally. ▫Building skills in using more imagination and ethical reasoning to assess and deal effectively with ethical dilemmas that arise in public services; and ▫Understanding ethical codes of conduct in the civil service using examples of good governance and accountability with possible application in day to day working. 	Officers/officials of Haryana Government	5 days	Lectures, Group Discussions, Practical Demonstration	The trainees will build an ethical workplace which would have well-established codes of professional and personal conduct that not only stay in compliance with all regulations and laws that govern our working but also moral codes of conduct and vales that include honesty, sincerity, compassion and good citizenship.	<ul style="list-style-type: none"> •Importance of Yoga & Meditation; •Citizen & Administration; •Understanding self & others; •Code of Conduct; •Leadership, Team Building & Communication Skills; •Professional Ethics, Values & Work Culture; •Impact of Ethics & Values in Administration.

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
40	Self Management		<ul style="list-style-type: none"> ▫Develop skills and Techniques to cope with daily challenges ▫Gain Practical solutions for day to day issues ▫Set health goals to improve your wellbeing and quality of life. 	Officers/officials of Haryana Government	5 days	Lectures, Group Exercises	The trainees will be able to control self and also regulate their behaviours effectively in different situations. They will be able to manage commitment and time.	<ul style="list-style-type: none"> •Managing self and aiming self awareness; •Yoga & Meditation; •Organisational Excellence; •Stress Management; •Time Management; •Confidence Conduct Rules; •Computer Learning for Self.
41	Continuous Quality Improvement	It aims to ensure that all team members, employees and other stake holders feel consistently empowered to improve efforts and results. They will be able to improve by identifying the problems, implementing and monitoring corrective action and its effectiveness.	<ul style="list-style-type: none"> ▫ To explain the concept of Quality and describe its importance in enhancing productivity ▫ To explain quality indicators relating to their functional areas ▫ To state the role they are expected to perform and how it is linked with organizational goals. ▫ To demonstrate the ability to use principles of office management/house keeping-5'S'. ▫ To identify the problems associated with the existing system and simplify the processes set up standards for better service delivery. 	Officers/officials of Haryana Government	5 days	Lectures, Group Exercises, Group Work, Role Play	The trainees will be able to reduce the wastage, increase efficiency and increase internal and external satisfaction. It is an ongoing process that evaluates how an organisation work and ways to improve its processes.	<ul style="list-style-type: none"> •TQM in Government; •Office Procedures for improving efficiency; •Paper Management; •5-S Principles; •Time Management; •Organisational Goals; •Motivation for Qualitative Improvement n Office; •Leadership & Team Building.
42	RTI Act - 2005 : Atool for Transparency in Government	An RTI application is a powerful tool in the hands of citizens. It brings not only transparency but also accountability in governance. This course would promote openness, transparency and accountability in administration.	<ul style="list-style-type: none"> ▫To discuss the foundation of democracy and the need for transparent Governance; ▫To evaluate the current governance scenario and the need for Right To Information; ▫To acquaint with various provisions of the RTI Act 2005 and the Haryana RTI Act , 2005 Rules; and ▫To help the participants to interpret the various provisions of the Act in light of CIC/SIC decisions. 	Officers/officials of Haryana Government	5 days	Lectures, Group Exercises, Role Play, Group Work	The trainees will be able to understand the practical applicability of RTI Act 2005, RTI Procedure for seeking information.	<ul style="list-style-type: none"> •Historical Perspective of RTI ACT 2005; •RTI Act 2005 : An overview; •Various Section of RTI ACT 2005; •e- Governance and its Application; •Judicial Pronouncements; •Role of NGO in awareness of RTI.

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43	Managerial Skills	This course is designed to help trainees to learn new techniques and refine basic management skills and also strengthen their abilities to work more efficiently.	<ul style="list-style-type: none"> To understand self and others To understand new techniques of management To explain Decision Making Skills To build cordial Citizen-Administration Relationship 	Officers/officials of Haryana Government	5 days	Lectures, Group Exercises, Games	Trainees will gain basic skills in problem solving, internal communication, meeting management and managing yourself.	<ul style="list-style-type: none"> Understanding self and others; Interpersonal and Communication Skills; Decision Making Skills; Bringing people together to solve problems; Developing new ideas ; Cultivating Relationships with Citizens; Building Trust within your team.
44	Awareness Programme on Consumer Protection	The purpose is to give consumer awareness as an ac of making sure the buyer or consumer is aware of the information about products, goods, services and consumer rights. Consumers have the right to information, right to choose, right to safety.	<ul style="list-style-type: none"> To develop an awareness of the Consumer Protection Act To understand various aspects of Consumer Protection To demonstrate how to spread consumer awareness 	Officers/officials of Haryana Government	3 days	Lectures, Group Exercises, Panel Discussion	The trainees will be able to understand the practical applicability of Consumer Protection Act. Officers will be able to know to get a better deal for the products and removes their ignorance that a seller often tries to use it.	<ul style="list-style-type: none"> Consumer awareness: an overview; Aspects of consumer protection; Consumer awareness spread; Consumer Protection Act.
45	Human Rights	The ultimate motive of education for Human Rights is empowerment, giving people the knowledge and skills to take control of their own lives and decisions that effect them.	<ul style="list-style-type: none"> To understand the importance and dimensions of Human rights; To discuss the international and national perspectives on human rights; To discuss the various provisions of Human Rights Act; To sensitise the officers regarding Human Rights; and To formulate strategies for protection of Human Rights. 	Officers/officials of Haryana Government	5 days	Lectures, Group Exercises, Panel Discussion	The trainees will be able to have good understanding of the provisions under the Constitution of India dealing with Human Rights and also practical application of Human Rights Law to specific Human Rights problems in India.	<ul style="list-style-type: none"> Human Right : An Introduction; Relevance of Human Rights; Human Rights Concerns; Human Rights Act; Powers & Functions of National/State Human Rights; Violation of Human Rights of Woman & Girl Child.
46	Total Quality Management	Total Quality Management will help the trainees to use a combination of strategy in detecting and reducing or eliminating errors in their work, streamlining the work, improving the customer experience and ensuring that employees are improving continuously.	<ul style="list-style-type: none"> Understand and apply the principles of TQM; Help organization managers to work more practicably and realistically with TQM; and Understand and apply Quality Control Tools and process management. 	Officers/officials of Haryana Government	5 days	Lectures, Group Exercises, Panel Discussion	The trainees will be able to realise the importance of quality, manage quality improvement teams and also meet challenges in quality improvement.	<ul style="list-style-type: none"> Total Quality Management : An Introduction; Elements of TQM; TQM Principles; TQM : A Goal for Organisation; Indicators for quality in public service; Tools & Techniques for Quality Improvement.

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47	Decision Making in Administration	Decision Making is the process of making choices by identifying a decision gathering information and assessing alternative resolutions. Using a step by step decision making process can help trainees make more deliberate, thoughtful decisions by organising relevant information and defining alternatives.	<ul style="list-style-type: none"> To understand Decision Making Process To build different Skills for taking effective decisions To learn various decision making techniques To understand barriers of Decision Making 	Officers/officials of Haryana Government	5 days	Lectures, Group Exercises, Panel Discussion	The trainees will be able to explain the decision making process, choose the best alternative, techniques of decision making and also reach out the rational decisions in their working.	<ul style="list-style-type: none"> Decision Making Process; Essential Skills for everyday decision making; Decision Making for Management & Leadership Development; Styles of Decision Making; Decision Making Techniques; Ethical Decision Making; Barriers of Decision Making.
48	Office Procedures & Communication Skills through Noting & Drafting	To apprise the trainees with the latest procedures and techniques of writing notes and drafts and also to share with them the latest policies/instructions of the govt.	To equip the trainees with the techniques of recording notes and preparing drafts for seeking orders/approval as per laid down procedures and administrative ethics	The officials/officers of all levels who handle and deal with official matters on files	5 days	Lectures, demonstration and practical exercises and analytical discussion on their attempts	By the end of the course trainees will be able to learn different modes of noting with reference to different requirements and levels	<ul style="list-style-type: none"> Input for Enhancing Efficiency - Motivation Office Procedure :- Govt. Employees Conduct Rules, 2016- Do's & Don'ts Punishment & Appeal Rules Communication Skills - Essentials of Noting/Drafting:- Presentation of facts through noting/drafting Presentation of data/facts through modes other than noting Different kinds of drafts Retention beyond 50/55 Compulsory retirement as consequence of misconduct Punishment after retirement-Premature retirement as an administrative Action Introduction to Govt. Reference Books - Practical Exercise Suspension Loan & Advances admissible to Haryana Govt. Employees General Provident Funds(GPF) Rules - An exercise Importance of MIS and Record Management
49	Training of Inquiry Officers/Presenting Officer under P&A Rules	To equip the officers to know the requirement of rules and procedures to conduct the enquiry and present facts as per their rules	To enhance the understanding and to apprise them about the latest court rulings and other changes in the rules and procedures	Officers working in various deptt. who can be assigned the work as IO and other staff who can be appointed as PO	2 days	Lectures, Group Discussion and Case Studies of short duration	This is a specialized training programme for officers appointed as Inquiry Officers and the officials/officers appointed as Presenting Officers	<ul style="list-style-type: none"> Haryana Civil Services (Conduct) Rules, 2016 Suspension:- Haryana Civil Services (Punishment & Appeal) Rules, 2016:- Conduct of Inquiry-Procedures - HCS (P&A) Rules, 2016:- Handling of court cases pertaining to Punishment & Appeal Rules

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50	Financial Management Responsibilities of DDOs at HQs & district level	To acquaint the trainees about the Financial rules and procedures to handle financial matters	To enhance their knowledge about the financial procedures, latest rules and instructions of the FD canons of financial propriety their role and responsibility to maintain financial control and ethics	Drawing and Dibursing Officers	3 days	Lectures & PPTs, Presentation of calculation and facts through exercises	This programme is meant for the officials/officers dealing with financial matters.	<ul style="list-style-type: none"> •Duties & Responsibilities of DDOs •Salient Provisions of Budget Manual •E - Governance in Accounts Matters viz. E - Salary, E-Payment, E-Budget etc. •Introduction to Online Budget System:- •Pay Fixation & ACP •Pension under C.S.R. & New Pension Scheme, its modalities & implementation •Constitution and functions of PAC, Estimates Committee and Committee on Public Undertakings •Introduction to Reference Books(9 Hr. CSR, 2016)
51	Orientation Training for Supdt./Dy. Supdt./Supervisory Staff	To enhance the capability of the supervisory staff to lead and guide the staff working under their supervision and sensitize them about their role and administration	To improve the efficiency of the supervisory staff and the staff working under them by imparting training on rules and procedures	Dy. Supdts./Supdts. and other supervisory officers working in various deptts.	5 days	Lectures and PPTs - Group Discussion	By the end of the course trainees will have confidence and will be able to control and guide the staff working under their supervision	<ul style="list-style-type: none"> •This programme has been designed for supervisors in various departments and it is appreciated by one and all. •Office Procedures •Role & Responsibilities of Dy. Supdts./Supdts. •Communication Skills - Essentials of Noting/Drafting :- •Delay Management •Medical Reimbursement Policy for Employees & Pensioners and their dependents •Discussion on 9 Hr. Civil Services Rules, 2016 •Assembly Business: •Dealing with starred/ un-starred Assembly Question •Calling Attention, Motion etc. - Procedures •Law making - Procedure and Requirements of Vidhan Sabha •Compassionate Financial Assistance Scheme w.e.f. 1.8.2019

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
52	OTP for (Senior) Assistants	To strengthen the knowledge of trainees about latest rules/policies and procedures	To build the capacity of dealing hands/assistants to handle all matters effectively and as per rules	Senior assistants and dealing hands working in different deptts.	5 days	Lectures, PPTs and Practical Exercises. Analytical discussion on their attempts.	By the end of the course participants will know about new rules/policies and procedures and their implementation with confidence	<ul style="list-style-type: none"> •This training programme includes all important topics to be handled by senior assistants in all departments. An overview of the course •Input for Enhancing Efficiency •Office Procedure:- •Organizing work flow •Communication Skills - Essentials of Noting/Drafting:- •Discussion on 9 Hr. Civil Services Rules, 2016 •Practical Exercise on Drafting/Noting •Policy regarding medical facilities admissible to Employees/Pensioners and their dependents •Annual Confidential Report •Suspension •Haryana Civil Services (Compassionate Financial Assisnace) Rules, 2019 •Punishment & Appeal Rules, 2016 •Discussion on Salient Provisions of the Right to Information Act, 2005 •Analytical discussion on noting/drafting attempted by the participants on Ex-gratia
53	Service Matters for newly promoted Assistants	To strengthen the knowledge of trainees about latest rules/policies and procedures	The newly promoted Assistants/Dealings hands are sensitized about their responsibilities and apprised of various policies and procedures.	Newly promoted assistants	5 days	Lectures, PPTs and Practical Exercises. Analytical discussion on their attempts.	By the end of the course participants will know about new rules/policies and procedures and their implementation with confidence	<ul style="list-style-type: none"> •I.T. Application •Govt. Employees Conduct Rules 2016 •Punishment & Appeal Rules 2016 •Noting/drafting - Practical exercise •Motivation & Organizational Behaviour •Annual Confidential Report •General Conditions of Service - Noting & Drafting thereof •Matter involving advice from CS, FD and LR •Introduction to Government Reference Books •Analytical discussion on noting/drafts attempted by the participants on General conditions of Service •Panel Discussion regarding noting drafting

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54	Legislative Business in Govt. Departments	To apprise the participants about role and procedures in dealing with assembly business	This programme has been designed specifically for the Assistants working in Haryana Civil Secretariat and in the departments where there is single file system.	Assistants working in Sectt. and deptts. who deal with assembly business	2 days	Lectures, PPTs and Practical Exercises. Analytical discussion on their attempts.	By the end of the course participants will know about new rules/policies and procedures and their implementation with confidence	<ul style="list-style-type: none"> •Assembly Business •Constitutional Provisions •Its Administrative Importance •Guidelines and Govt. Instructions regarding handling of Assembly Business •Assembly Question - Starred /Unstarred Questions •Short Notice Questions •Questions •Role & Responsibilities of Administrative Department •Constitutional Guidelines for the preparation of Draft Bill •Constitutional and Statutory requirements before sending Draft Bill and other documents to •Law Department •Legislative Business:- •Law making - Procedure and Requirements of Vidhan Sabha •Constitution and functions of PAC, Estimates Committee and committee on Public •Undertakings to ensure control of State finances and of Public Undertakings and Procedures dealing with observations/recommendations of these committees
55	Effective Service Delivery - Record Management	To maintain the current record appropriately and to do recording/weeding of old records		Dealing hand who hold some record	1 day	Lecture, PPTs and Practical Exercises	After training the officials will be able to segregate current, semi-current and Non current record and according to requirement and procedures	<ul style="list-style-type: none"> •This is an important programme keeping in view the requirement of Section 4 of the RTI Act, nominations are received from all departments. •Importance of the old record •Role of Archives Department in maintenance, preservation and upkeep of old records •Record Management & Procedures:- •Creation of records •Maintenance & custody of records •Classification of records as Govt./Secretariat instructions ['A', 'B', & 'C']

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
56	Training Programmes for Clerks	To train clerks about their duties and procedures	This is a programme common to all departments. The clerks working in different departments are apprised of their role and responsibilities and procedures.	Clerks working in all Govt. Deptts.	5 days	Lectures, PPTs and Practical Exercises	After knowing their role and responsibilities, procedure and acquiring knowledge about rules they will perform efficiently.	<ul style="list-style-type: none"> •Motivation •Use of office terminology & their concept and background •Record Management •Discipline and office Etiquettes •Haryana Govt. Employees Conduct Rules,2016 •Overview on Right to Information Act, 2005 •Leave Rules applicable to Haryana Govt. Employees:- •Maintenance of Leave Account •Introduction to Govt. Reference Books - Practical Exercise •Group Insurance Scheme •Maintenance of Service Book:- •TA Rules •Duties of Record Keeper •Annual Confidential Report •Punishment & Appeal Rules, 2016 - An overview •Office Procedure : Organizing work flow, Nine stages, •Use of basic items for preparation/maintenance of records •Clerk: A key functionary of an office

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
57	Office Automation & Tools	To teach and give practical knowledge of IT applications in office	To give them inputs practically to handle computer on different modes of working	All level dealing hands in Govt. Deptts.	5 days	Lecture and Practially Hands on Computers	IT and computer use will enhance their efficiency at work place	<ul style="list-style-type: none"> •Use of computer and information technology has gained lot of importance due to the adoption of E-office system in many departments. •An overview of the course •Basic concept of Computer •Understanding Windows 10 and its functions •Software/Hardware, Input/Output/Storage Devices •Virus and Anti Virus •Understanding Windows Desk Top and General Function etc. •Microsoft Word with Hands on Practice in Computer Lab •Microsoft Excel with Hands on Practice in Computer Lab •Microsoft PowerPoint with Hands on Practice in Computer Lab •Internet - with Hands on Practice in Computer Lab
58	R.T.I. Act 2005 & Hr. R.T.I. Rules, 2009	To apprise the trainees about the provisions of RTI Act 2005 and Haryana RTI Rules	This is a programme meant for officers designated as SPIOs/ASPIOs and the staff dealing with RTI Act.	All officers/officials dealing with RTI matters	1 day	Lecture/PPTs and discussion on court/SIC Judgements and Practical Exercises.	Citizen demands through RTI will be met conveniently. The officer will be strengthened to reply RTI applications as per Act and it will add to efficiency	<p>An overview of the course</p> <p>Discussion on:-</p> <ul style="list-style-type: none"> •Salient Provisions of the Right to Information Act, 2005 •Powers & function of State Information Commission •Expectation of State Information Commission for the implementation of the RTI Act •Latest important decisions of SIC •Record Management:- In compliance with section-4 of RTI Act, 2005

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
59	Ethics & Values in Administration		This is a programme for which middle rank officers are sponsored by the departments so that they may gain the knowledge of handling administration properly.		3 day			<ul style="list-style-type: none"> •Motivation - Internal and external ethics values and goals •SWOT Analysis •Introduction and application of rules - A tool to good governance Haryana Civil Services (Govt. Employees Conduct) Rules, 2016- Do's and Don'ts •Right to Information Act,2005- An Over View •Stress Management •Time Management •How to be efficient •Attitudinal Change...the power of building a positive attitude
60	Information Technology in Libraries	To apprise the participants about procedures and IT applications in Library Science	This programme is meant for librarians working in academic institutions.	Librarians working in Govt. institutions	2 days	Lectures and PPTs	After attending training the trainees will be able to handle their work efficiently	<ul style="list-style-type: none"> •Introduction to the training programme •Information Technology in Libraries - Experience Sharing •Impact of Information Technology on operations and services of college libraries •Promoting reading habits in I.T. environment •Library Automation •Demonstration on E-Granthalaya •Web Resources for Libraries •Designing a Web Site/Blog

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
61	Enhancing Efficiency through Women Empowerment (Soft & Hard skills)	To generate confidence in female employees through hard and soft skills	This programme is appreciated by participants and department as it generated confidence in female employees working in govt. departments. They are imparted training in soft and hard skills.	All category of female govt. employees	5 days	Lectures and Group Discussion	Trainees will gain confidence and add to their knowledge. It will result in their efficiency at work place	<ul style="list-style-type: none"> •Empowerment through knowledge acquisition - Introduction to Govt. Reference Books Assertive Training: <ul style="list-style-type: none"> •Don't say "Yes" when you want to say "NO" •Women Status : Self assessment •Dealing with Sexual Harassment •Empowering self through health awareness •Gender Sensitization •Energy healing modalities - A newer approach to deal with physical and emotional disorder - An important ingredient of efficiency •Discussion on Child Marriage Act •Protection of Women against domestic Violence •Knowing One's own feminine worth and attitude towards self - A path to Women Empowerment •Right to Information Act 2005 - A powerful legal instrument to empower citizen •Policy regarding Medical Facilities admissible to Haryana Government Employees/Pensioners •Introduction to Govt. Reference Books
62	Reservation Policy and Maintenance of Roster Register	Impart knowledge about the latest rules and instructions on the policy	The dealing hands will handle reservation matters as per rules/policies	Assistants / dealing hands dealing with the recruitment and promotions	2 days	Lectures and Practical Exercises	Assistants/dealing hand will contribute on files as relevant policy. It will avoid any kind of litigation	<ul style="list-style-type: none"> It is for the dealing officials dealing with Reservation Policy. •Constitutional Provisions •Constitutional amendments(82nd and 85th) •Salient Provisions of Reservation in Services for various categories •Quantum of Reservation •Issue of Domicile Certificate •Policy filling up Backlog & concept of "Replacement" •Discussion on Court judgments •Maintenance of Roster Registers by Departments •Monitoring of implementation of Government Policy - Reports and Returns

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
63	Capacity Building of dealing hands - 9 Haryana CSR Books, PFR & Policy Instructions	To apprise the participants method of handling grievance recommended through CM Window	Prompt disposal of grievance and public received through CM Window	All officers/officials handling CM Window work in the Deptts.	5 days	Lectures and PPTs, Group Discussion	After training dealing officials / officers will be able to handle matters efficiently to remove public grievance	<p>This training programme includes all important topics to be handled by senior assistants in all departments.</p> <ul style="list-style-type: none"> •Assistant an Important functionary of office - Role & Responsibilities •Motivation -Inputs for enhancing efficiency •Introduction and discussion to 9 Haryana Civil Services Rules, 2016 •Communication Skills - Essentials of Noting/Drafting:- •Presentation of facts through noting/drafting •Presentation of data/facts through modes other than noting •Practical Exercise •Annual Confidential Report - Policy/Instructions •Policy regarding Medical Facilities admissible to Employees/Pensioners <p>Discussion on:-</p> <ul style="list-style-type: none"> •Salient Provisions of the Right to Information Act, 2005
64	CM Windows - Procedures & Modalities for quick and efficient disposal				1 day			<p>This is a programme designed for officials and staff dealing with grievances through CM Window.</p> <ul style="list-style-type: none"> •Procedures and Modalities to follow up complaints received from public on CM Window <p>Standard Operating Procedure (SOP)</p> <ul style="list-style-type: none"> •Processes and Channels of to-and-fro movement of complaint, redressal, ATR, Clarification etc. •Tracking-mobile App. Website.

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
65	Income Tax Matters	To strengthen the knowledge of dealing officials related to TDS	To assess/deduct and deposit the Income Tax also to submit quarterly/annual return to IT Deptt.	Dealing with salary and budgetary provisions	1 day	Lecture/PPTs with exercises	The officers/officials dealing with Income Tax matters will implement the provisions of Income Tax Act which will add to the govt. revenue and save the officials from any kind of action because of non compliance of the provision	This is for the staff working in accounts divisions. <ul style="list-style-type: none"> •Responsibilities of DDOs •Filing of Income Tax returns by the employees •Application of Information Technology (IT) for handling Income Tax Matters <ul style="list-style-type: none"> •Discussion on main provisions of Income Tax Act applicable to Govt. Employees •Practical Income Tax Exercises and Question/Answer Session
66	Induction training for all categories of cutting edge level employees	To sensitize the officials about their responsibilities and liability to public service	To remove public grievance which they face in govt. offices	Public dealing officials in govt. deptts.	1 day	Lectures/PPTs, Group discussion	Dealing with public will improve	This is a behavioral sciences based training programme for employees of all departments. <ul style="list-style-type: none"> •Behavioural Sciences •Motivation •Time Management •Communication for Citizen Centric Behaviour •Office Etiquettes Organizational set up of the State at State Level, District Level, Divisions, Districts, Sub Divisions, etc. etc. <ul style="list-style-type: none"> •Job Role of Clerk in respective Organization •Office Procedures •Duties of Receipt Clerk, Diarist and Despatcher •Duties of Record Keeper, Recorder Introduction to Govt. Reference Books and other sources of Information - Overview of 9 Haryana Civil Services Rule Books 2016 <ul style="list-style-type: none"> •Medical Re-imburement Policy

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
67	Workshop on Digital Payments, e-Receipts, and Cash Management	The main objective of the above course is to build and enhance the capacities of officers/officials in using and implementing instructions relating to Cash Management, Digital Payments and e-Receipts including modules of e-Billing, e-GRAS, and Online Budgeting	Enhance the capabilities of employees to maintain Cash Book with reconciliation with e-Billing and e-GRAS Systems. Equip the employees with knowledge and skills for using Digital Payments platforms in using Online Budgeting, e-Billing, and e-GRAS in their offices and also ensure security of Digital Transactions to avoid financial losses to Government.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 3-Days or 5 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to implement Digital Payments, monitoring effective cash management, compliance of e-Receipts, and prevention of mal-practices.	The Course components will cover Digital Payment Systems and their enforcement, e-Receipts Modules of Haryana Government, and Punjab Financial Rules (PFR).
68	Workshop on Economic Offences, Financial Audit, and Governance	The main objective of the above course is to build and enhance the capacities of officers/officials in ensuring financial prudence in official functions and controlling economic offences with strict implementation of Governance measures with sensitization on audit of Financial Statements.	Enhance the capabilities of employees in ensuring Financial Prudence in Official Functions. Equip the employees with knowledge of various forms of Economic Offences and how to identify and prevent the same in their offices. Sharpen the skills of employees to ensure strict compliance of Financial Audit and Governance Tools as per the latest instructions of Government.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 3-Days or 5 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to compliance the rules with minimizing economic offences and mal-practices, ensuring proper Utilization of Financial Resources with Budgetary Control and Financial Audit.	The Course components will cover identification of red areas for mal-practices, •Provisions in Punjab Financial Rules for preventing mal-practices and Economic Offences, •Financial Control Mechanisms, •Modules for Financial Management.

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
69	Workshop on Retirement Benefits and National Pension System (NPS)	The main objective of the above course is to build and enhance the capacities of officers/officials in computing Retirement Benefits, implementing financial rules, and ensuring effective compliance of provisions of National Pension System (NPS).	Enhance the capacities of employees in computing accurate amount of Retirement Benefits and Processing of the same as per the provisions of Financial and Administrative Rules. Build and Enhance the Capacities of employees to enforce the provisions of National Pension System, Loans and Advances, GPF Rules with grant of Loans and Recoveries as per the latest instructions of Government.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 3-Days or 5 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to compute Retirement Benefits, calculation of Leave Encashment, GIS Amount, GPF Amount etc. and implement Government Provident Fund, National Pension System (NPS), Income Tax Deduction and other benefits of NPS subscribers.	The Course components will cover overview and computation of Retirement Benefits as per latest instructions of Finance Department, Enforcement of National Pension System as per the Guidelines of PFRDA.
70	Workshop on Accounting Systems and Financial Control	The main objective of the above course is to build and enhance the capacities of officers/officials in maintaining the Accounts and ensuring strict compliance of Financial Control Mechanisms including Budgetary Control and Audit.	Enhance the capacities of employees in maintaining the accounts and ensuring strict compliance of Financial Rules to avoid the Audit Objections. Build and Enhance the Capacities of employees in enforcing Budgetary Control and resolving of Audit Objections.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations.	At least 3-Days or 5 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to keep the accounting books, implement Punjab Financial Rules for Utilization of Financial Resources with Budgetary Control, Financial Audit and resolving Audit objections.	The Course components will cover overview to various forms of Accounting, •Types of Accounting and Modes of implementing Accounting in Organizations, •Punjab Financial Rules, •Accounting Process and •Financial Control Mechanisms.

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
71	Workshop on Computerized Accounting and e-Finance Applications	The main objective of the above course is to build and enhance the capacities of officers/officials in using and implementing Computerized Accounting and e-Finance Applications for performing Financial Functions at their workplace	Enhance the capacities of employees in implementing the Computerized Accounting Software including Tally and Excel Models for Cash Book, Pay Roll, Loans and Advances, Store Management etc. Build and Enhance the Capacities of employees for using e-Finance Applications to perform Financial Functions as per the latest instructions of Government.	This course is intended for Administrative Officers, Finance Officers / Officials, Clerical Cadre Employees, and IT Professionals working in Government Organizations	At least 5-Days or 10 Days Course depending upon the depth to which topics are required to be delivered.	Lectures, Demonstrations, Exercises, Assignments, Group Discussions etc.	By the end of this course, participants will be able to use the types of Book-keeping and bases of accounting in Government organizations, Double Entry System, Accrual Accounting, and Computerized Accounting, use e-Finance Applications with MS-Excel and Online modules.	The Course components will cover overview to various forms of Accounting, •Types of Accounting and Modes of implementing Accounting in Organizations, •Punjab Financial Rules, •Accounting Process, •Use of Software and e-Finance Applications and Modules of Haryana Treasuries Department.
72	e-Office:Application for Good Governance	The degree of governance is reflected by the transparency, accountability, responsiveness, efficiency and effectiveness of the stakeholders in governance process. Government employees are the stakeholders in governance process. File is an important record which reflects the steps taken in decision making. The proper recording in file is key factor in good governance, who has recorded what and when is important for future also. The record management using technology based application can help in achieving good governance.	To improve efficiency, consistency and effectiveness of Govt. employees To reduce turnaround time and to meet the demand of citizen charter To provide the effective resource management to improve the quality of administration To establish transparency and accountability		2 Days			<ul style="list-style-type: none"> •Ease to trace the files, •no tempering of files. •Data security and integrity, •transformation of the Govt. •work culture and ethics. •Enhanced transparency and increased accountability. •Configuration of e-office application •Creation of electronic files •Creation of receipt •Digitalization of receipts •Communication of receipt/files •Migration of Manual files to electronic files •Creation and Management of Electronic Document
73	Human Resource Management System and e-salary	Correct and timely information plays a critical role in decision making process. Human capital is the most important resource for the growth of any organisation and hence human resource management system specially in large organisation. HRMS can help in manpower planning.	Create/update HRMS database Create MIS Reports Bring transparency and accountability Understand effective resources management Reduce the processing delays Get online information related to employees		3 Days	sessions, exercises,		<ul style="list-style-type: none"> •The management of HRMS and generation of different MIS reports, implementation of pay bill flow chart. •How to create/HRMS Data •How to generate different MIS •How to generate of Pay bill •How to generate of income tax reports

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74	Ethics and Values in Public Governance	Outer governance improvement using inner Governance Tools and how we can small steps can contribute to reduce environmental crisis	Define Ethics and Values Understand framework of ethical governance Understand life balance sheet Explain relationship between inner and outer governance Understand role in environmental crisis	Class I, II and III	3 Days	Sessions, Discussion, activity exercise, visit to NGO	Shift in thought process and behaviour in performing our duties by understanding our responsibilities. Creating balance in personal and professional life and how to reduce the stress level.	<ul style="list-style-type: none"> •Frame work of ethical governance •Purpose of life •Experiential learning on ethics : JOG with POT •Relationship at work place •Dealing with ethical dilemmas •Environmental crisis and our role at citizen
75	Life Skills:Tools to meet everyday activities and challenges	Life skills plays an important role from cradle to grave. These are important for professional and personal development. It helps a person to handle emotional process effectively while interacting with others. Soft skills helps in improvement in work culture and reduction in performance gaps in organisation	Know thyself Understand importance of effective communication skills Use presentation skills Understand coping and self management skills Build relationship Understand the role of positive thinking for success Understand approaches to decision making	Class I, II	3 Days	Sessions, Discussion, activity exercise, Role play	Attitudinal and behavioural change towards personal and professional life.	<ul style="list-style-type: none"> •Work life balance strategies •Power of positive thinking •Positive thinking performance management •Ways to improve how you feel about yourself •Approach to decision making •Skills to create and maintain effective relationship •Skills for effective communication •Presentation skills •Writing effective e-mails •Stress coping techniques
76	Training Programme on GeM and e-Tendering	E-governance and its Applications GeM- An Overview Explain Plan and Strategy to implement GeM and E-Tendering system within the department. Role of different users created in Gem and e-tendering	This course is useful for those who are dealing the online purchase	Officers/Officials dealing with online purchase in Govt. Offices	1 Day			Implement GeM and E-tendering within the department.
77	Data Analysis Using MS-Excel, HRMS, E-Salary, E-Billing	Basic Concepts of Computer Operating System and areas of Application Basics of Ms-Excel Advance formula in Excel HRMS: Role of Different Users E-Salary/E-billing.	This course would be extremely useful for the Lectures posted in Govt. Sr. Sec. School. After this training they are able to prepare sessional test result in Excel.	Lecturers in Sr. Sec School				

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78	E-Office	E-governance and its Applications Digital India Explain Plan and Strategy for transition from Physical to electronic file through eOffice i.e Paperless office. Knowledge management, including creation of institutional memories Record management	To improve efficiency, consistency and effectiveness of Govt. employees To reduce turnaround time and to meet the demand of citizen charter To provide the effective resource management to improve the quality of administration To establish transparency and accountability	Officers/officials of Haryana Government				
79	Capacity Building Programme for (Three Days)	The Awareness /Skills related with POCSO, NEW RULES are the integral part of DCPOs smooth working in the govt process. Their administrative skill and skill realted with laws need to be enhanced with the new Rules and Amendemnts .	Understand the legislations concerning POCSO & JJ Act Role & Responsibilities and Powers of DCPOs To sensitize DCPOs in dealing with children	DCPOs	3 Days	Lecture Method, PPT, Group work/Presentation , Quiz	The Participating Officers will be able to deal with POCSO AND jjact and translate their knowledge ,skill at their workplace	<ul style="list-style-type: none"> •JJ Act, Model Rules •POCSO Act, Rules, Guidelines and Amendments •Child Behaviour, •Child Friendly Approaches/Methods etc.
80	Induction Training Programme for the	The Course is designed to build up the capacity of newly appointed Assistant Professors of Higher Education in terms of knowledge in using Administrative and Financial Procedures in day to day working To expose them to the application of RTI and e. Governance initiatives To reorient them with their role and responsibilities through work life balance and professional ethics	In the end of the training programme Participants will be able : deal with RTI , e Governance Initiatives	Newly Appointed Assistant Professors	5 Days	Lecture Method, Case Study PPT, Group work/Presentation , Quiz		<ul style="list-style-type: none"> •Administrative Procedures: •General Condition of Service, joining time •Conduct Rules Dos and Don't •Punishment and Appeal Rules •Leave Rules •Financial Procedures : •Income Tax and Pension •Loans and Advances •T.A and Medical Rules •Purchase Procedures •Communication and Presentation Skills •Right to Information Act •Gender Sensitization •Ethics and Values •Various Committees •Work life Balance •Developing MOOC

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81	Administrative Excellence			Principals	Two Weeks	Lecture Method, Case Study PPT, Group work/Presentation , Quiz	At the end of the training programme, the participants will be able to:- Understand various Conduct Rules, Leave Rules, Pension Rules, GPF Rules, Pay Fixation Rules Explain responsibilities of DDOs Know how to deal with the treasury Use e. office and other e. governance initiatives-GEM, e tendering, e salary, etc..	<ul style="list-style-type: none"> •Administrative Procedures: •General Condition of Service, joining time •Conduct Rules Dos and Don't •Punishment and Appeal Rules •Leave Rules •Dealing with Court Cases •Financial Procedures : •Role and Responsibilities of DDOs •Income Tax and Pension •Loans and Advances •T.A and Medical Rules •Purchase Procedures •E. Governance : •E- office •GEM •E - salary •HRMS •E tendering •Communication and Presentation Skills •Right to Information Act •Gender Sensitization •Ethics and Values •Work life Balance •NAAC
82	School Safety Management	The programme on School Safety Management is designed to sensitize & strengthen the education providers to improve their management capabilities by the way of proactive measures in the context of disaster prevention and mitigation. It aims to identify the possible role of school principals/teachers & students in all the phases of disaster management and develop their skills to prepare the Disaster Management Plan of concerned schools and make the schools safer.	to describe the meaning & concept of disaster management; to sensitize & strengthen the education providers to improve their management capabilities by the way of proactive measures in the context of disaster prevention and mitigation; to identify the possible role of school principals/teachers & students in all the phases of disaster management; to develop skills to prepare the Disaster Management Plan of concerned schools.	Principals and Teachers of Education Department, Government of Haryana.	5 Days	Lectures, Group Discussions, Audio visuals, field visit, learning by doing	The trainees will able to generate awareness about disaster management among each and every individual in school and will also able to develop the school safety plan which will help in making the schools a safer place.	<ul style="list-style-type: none"> •An Overview of Disaster Management •Hazard, Vulnerability, Capacity & Risk Analysis •Emergency Medical Response & First Aid •Preparation of School Safety Plan •Fire Management •Earthquake Management •Use of IEC material for awareness generation and disaster management

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83	School Disaster Management Plan	The programme focuses on preparation of school disaster management plan by the education providers and ensure that proactive measures are taken to handle any disaster situation.	<ul style="list-style-type: none"> •to sensitize & strengthen the education providers to improve their management capabilities by the way of proactive measures in the context of disaster prevention and mitigation; •to develop skills to prepare the Disaster Management Plan of concerned schools. 	Principals and Teachers of Education Department, Government of Haryana.	2 Days	Presentation, Group Discussion, Field Visit	The trainees will able to develop the school safety plan which will help in making the schools a safer place.	<ul style="list-style-type: none"> •An Overview of Disaster Management •Identification of Hazard, Risk, Vulnerability, Capacity in school campus •Preparation of School Safety Plan
84	College Disaster Management Plan	The programme focuses on preparation of college disaster management plan by the college administrators/education providers and ensure that proactive measures are taken to handle any disaster situation with ready to use plan.	<ul style="list-style-type: none"> •to sensitize & strengthen the education providers to improve their management capabilities by the way of proactive measures in the context of disaster prevention and mitigation; •to develop skills to prepare the Disaster Management Plan of concerned colleges. 	Principals and Lecturers of Higher Education Department, Government of Haryana.	2 Days	Presentation, Group Discussion, Field Visit, Group Exercise	The trainees will able to develop the college disaster management plan which will help in making the institution a safer place.	<ul style="list-style-type: none"> •An Overview of Disaster Management. •Identification of Hazard, Risk, Vulnerability, Capacity in college campus •Preparation of College Disaster Management Plan.
85	Basics of Disaster Management	The programme aims to give an overview of disasters and its management to the beginners. It also explains about the status of hazards, risk and vulnerability at state level and what needs to be done if any emergent situation arises. It covers the do's and don'ts in different disasters and demonstrate the first aid and CPR.	<ul style="list-style-type: none"> •To explain the basics of Disaster Management. •To explain about Hazard, Risk and Vulnerability at state level. •To discuss the do's and don'ts in different disasters. •To identify the roles and responsibilities of officers. •To demonstrate the first aid and CPR. •To enable participants to respond in case of fire or other emergency situation. 	Officers/officials of Haryana Government	5 Days	Lectures, Group Exercises, Role Play, Group Work, demonstration	The trainees will be able to understand the basics of disaster management and would help to save themselves and people around in case of any disastrous situation.	<ul style="list-style-type: none"> •Basics of Disaster Management •Disaster Management in India with special reference to Haryana •Drought Management •Earthquake Management •Fire Management •Emergency Medical Response, First Aid & CPR •Stress Management

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
86	District Disaster Management Plan	This course is designed to help trainees prepare the district disaster management plan and ensure to create the culture of preparedness. It also focus on proactive measures to be taken by the district administration to handle any disaster situation with available resource inventory.	<ul style="list-style-type: none"> •To sensitize the participants about the need and importance of the District Disaster Management Plan (DDMP) •To explain the methodology of the preparation of Disaster Management Plan. •To enable all District Disaster Management Authority (DDMA) officials and line departments to use the DDMP efficiently before, during and after disasters within the district. •To sensitize about the Incident Response System (IRS) and Support Functions (ESFs) and provide a thorough understanding of chain of command and relevant hierarchies in disaster situations. 	Officers/officials of Haryana Government	2 Days	Lectures, Group Exercises, audio visual.	Trainees will gain basic skills in identification of various hazards and risk exist in respective districts and will also learn to prepare the district disaster management plan.	<ul style="list-style-type: none"> •Salient Features of Disaster Management Act, 2005 •Institutional Mechanism of Disaster Management in India and Haryana •Identification of Hazard, Risk, Vulnerability and Capacity of district •Integration of Mitigation & Response Plan with Disaster Risk Reduction •Implementation of Incident Response System and Emergency Support Functions •Preparation of Resource Inventory
87	Updating of District Management Plan	This course is designed to help trainees update the district disaster management plan and ensure that all proactive measures could be taken by the district administration to handle any disaster situation.	<ul style="list-style-type: none"> •To sensitize the participants about the importance of the District Disaster Management Plan (DDMP) •To explain the methodology of the updating of Disaster Management Plan and its usage in different stages of disaster. •To sensitize about the Incident Response System (IRS) and Support Functions (ESFs) 	Officers/officials of Haryana Government	1 Day	Lecture, Group Discussion	Trainees will learn to identify the changes in nature of hazards and risk exist in respective districts and will also learn to update the district disaster management plan along with updated phone numbers, resources, etc.	<ul style="list-style-type: none"> •Identifying the new hazards, risk, vulnerability and capacity of district •Integration of Mitigation & Response Plan with Disaster Risk Reduction •Implementation of Incident Response System and Emergency Support Functions •Updating of Resource Inventory

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
88	Community Based Disaster Management	The aim of CBDM programme is to build networking within community based organizations and to identify the possible role of community in prevention, rescue, relief, rehabilitation and reconstruction. It also focus to improve their management capabilities by the way of proactive measures in the context of disaster prevention and its management.	<ul style="list-style-type: none"> •to describe the meaning & concept of disaster management. •to build networking within community based organizations and government sector. •to identify the possible role of community in prevention, rescue, relief, rehabilitation and reconstruction; •to help the community to improve their management capabilities by the way of proactive measures in the context of disaster prevention; •to identify the means and methods to prepare people to cope with disasters & •to develop skills to prepare the plans and to adopt appropriate strategies for disaster management activity. 	Community Based organisations, NGOs, etc.	3 Days	Lectures, Presentations, Group Exercises, Discussion, Field Visit	The trainees will be able to have good understanding of disaster management and their roles and responsibilities for the social well-being and safety of people at large from various natural and man-made disasters.	<ul style="list-style-type: none"> •Basic Concept of Disaster Management and Disaster Risk in Haryana •Overview of Disaster Management at National & State level •Community Based Disaster Risk Reduction: Rationale & Process •Community Based Tools & Techniques used in DM cycle •Disaster Preparedness and Mitigation •Community Based Disaster Management Plan •Implementation of Community Based Disaster Risk Management Plan •Monitoring and Evaluation of Plan

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
89	Weather Forecasting and Early Warning	Lectures, Audio visual, Panel Discussion and field visit	<ul style="list-style-type: none"> •To acquaint participants about the emerging needs of weather forecasting and early warning for Disaster Risk Mitigation; •To enable participants to understand different components of Automated Weather Station, their functioning as well as capturing of weather data; •To sensitize participants about the data flow from weather station to the community to reduce damage inflicted by hazards; •To empower individuals and communities to respond timely and appropriately to the hazards in order to reduce the risk of death, injury, property loss and damage; •To demonstrate about the efficacy of weather data in Haryana. 	Officers of Haryana Government	3 Days	Lectures, Presentations, Group Exercises, Discussion, Field Visit	The trainees will be able to realise the importance of weather forecasting to respond timely and appropriately to the hazards in order to reduce the risk of death, injury, property loss and damage.	<ul style="list-style-type: none"> •Policy, Planning Issues and Institutional Mechanism in India and Haryana •Fundamental Concept of Forecasting and Early Warning System •Agencies Involved in Forecasting and Early Warning •PPP model for strengthening of Forecasting and Early Warning System •Hazard Assessment, Forecasting and Early Warning for Floods •Lightning and Thunderstorm Detection System •Automated Weather Stations - Concepts and Applications •Issues and Challenges regarding Warning Dissemination System •Hazard Assessment, Forecasting and Early Warning for Earthquake

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
90	Urban Risk Management	The programme is designed to explain the approaches and methods for disaster management and integration of urban risk concerns into the urban development process to achieve the goal of sustainable development.	<ul style="list-style-type: none"> •To explain the approaches and methods for disaster management and their implementation in the context of urban risk management and development; •To describe the extent of threat and significance of counter measures required for urban risk mitigation; •To identify the disaster management interventions required to deal with urban risks in order to achieve the goals of prevention, preparedness, response and mitigation; •To explain the need and nature of integration of urban risk concerns into the urban development process to achieve the goal of sustainable development; •To describe the future strategies for disaster risk reduction in an urban context for a sustainable future. 	Officers of Town & Country Planning, HUDA, Housing Board, GDMA, Urban Development, etc.	3 Days	Lectures, Presentations, Group Exercises, Discussion, Field Visit	The trainees will be able to identify the disaster management interventions required to deal with urban risks in order to achieve the goals of prevention, preparedness, response and mitigation. They will also be able to describe the future strategies for disaster risk reduction in an urban context for a sustainable future.	<ul style="list-style-type: none"> •Hazard, Risk, Vulnerability and Capacity Assessment in Urban Context •Vulnerability Assessment and Seismic Strengthening of Existing Building •Structural Rapid Visual Screening test as a tool of building audit •Urban Disaster Risk & Climate Change •Climate Change & Mitigation in India •Urban Flooding: Causes, Consequences, Forecasting and Early Warning •Urban Fire Risk Management •Urban Transport Issues and its Management •Solid Waste Management •Role of GIS in Risk Assessment & Urban Planning
91	Incident Response System	The programme aims to explain the importance of Incident Response System in all the phases of disaster management and to develop skills to implement IRS in all the departments in day-to-day functioning.	<ul style="list-style-type: none"> •To describe the meaning and concept of IRS and also to explain the role of line departments and stakeholders positioned in different sections/ branches/ divisions/ units. 	Officers of all line departments of Haryana Government.	3 Days	Lectures, Presentations, Group Exercises, Discussion	The trainees will be able to implement the Incident Response System for the effective response mechanism of Disaster management.	<ul style="list-style-type: none"> •Introduction to Incident Response System •Principles and Features of IRS •IRS Organization and Incident Facilities •Roles and Responsibilities of Incident Command Staff •Roles and Responsibilities of Planning Section, Operation Section and Logistics Section in response mechanism.

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
92	Livestock Management	The programme aims to sensitize the veterinary doctors on disaster management with special reference to live stock management and to enhance their skills on animal search and rescue operation.	<ul style="list-style-type: none"> •To sensitize the veterinary doctors on disaster management with special reference to live stock management; •To enhance the capacity building of the veterinarians in terms of mitigation, preparedness and response measures; •To develop skills on animal search & rescue. 	Veterinary Surgeons of Animal Husbandry Department, Government of Haryana.	3 Days	Lectures, Presentations, Group Exercises, Discussion, Case Study	The capacity of veterinarians will be developed in terms of mitigation, preparedness and response measures in disaster situation.	<ul style="list-style-type: none"> •Institutional Mechanism for Disaster, Mitigation & Preparedness. •Effective Disaster Response to protect animals •Overview of Live Stock Sector in India and its impact to Disaster and VERU Programmes on •Animals in Emergencies. •Need of various Equipments for Veterinary Response at district to local level •Safety Measures including emergency veterinary triage in Veterinary Response, Emergency •Shelter and Veterinary Care •Bio-Security and Disease Control •Assessment of affected Animals & Distribution of Relief •Incident Response System for the Department of Animal Husbandry & Dairying
93	Handling of Litigation		This programme is specially designed for the officials dealing with litigation matters. Being a subject special programme is important for the said category of employees.					<ul style="list-style-type: none"> •Enhanced Litigation:- Causes, Solutions : •Discussion on salient provisions of :- Haryana State Litigation Policy, 2010 •Civil Suits :- Role of Advocate General & Prosecution deptt. in defending the •Write/Appeal/Civil Suits in the High Court/Tribunal and lower courts •Punishment & Appeal Rule : •Organizational set of Judicial System •Role & functioning of Law Deptt. in administration
94	Best Practices, Success Stories and Suo-motu Disclosures		<p>To help the participants adopting the best practices followed by the good public authorities in Haryana</p> <ul style="list-style-type: none"> ▫ To enable the participants to learn techniques to disclose information promptly and at the lowest reasonable cost. ▫ To share the best practices & success stories amongst the participants 		1 Day	Lectures, PPT and Assignments		<ul style="list-style-type: none"> Introduction to the Programme & Background and Basic features of RTI Act • Duties and responsibilities of APIOs/ PIOs & Exemptions • Powers & Functions of Appellate Authorities & Haryana RTI Rules • Question- Answer Session

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
95	Training Programme on Civil Law, Office Procedures and Disciplinary Proceedings		To help the participants in better understanding of office procedures and sharpening the noting and drafting skill <ul style="list-style-type: none"> ▫ To enable the participants to have good grip over the Civil Law. ▫ To help the participants in giving proper legal opinion in the office on service matters. 		2 Weeks	Lectures, PPT and Assignments		<ul style="list-style-type: none"> •Duties and Responsibilities including giving legal opinion of ADA/DDA/DA in the Department •Role of Government Pleader in Civil Cases •Haryana Civil Service Conduct Rules •Vigilance/Disciplinary Enquiries against the employees in the Department •Charge Sheet, Enquiry Report and Suspension •Managing Self for Better Cooperation and Outcome •Revenue Law and its related concepts and terms •Preparation of Case/Reply in the cases filed against the Department/State •Leave Rules •Highlights of the proposed litigation policy of the state •Litigation Management System •TA & DA Rules •Right to Information Act and its legal interpretation •Land Acquisition Act and its Key Sections •Establishment Matters - Seniority, Promotion, Lien, ACP, Increments, Deemed Date Promotion, Pay Up-Gradation •Medical Reimbursement Policy
96	Civil Law, Office Procedures and Disciplinary Proceedings							
97	Right To Information		<ul style="list-style-type: none"> - to help participants understand the significance of RTI - To enable the participants to understand the different provisions of RTI Act - To enable the participants to learn techniques to disclose information promptly and at the lowest reasonable cost 		1 Day	Lecture, PPT and Assignments		<ul style="list-style-type: none"> •Background of RTI Act and Basic Features •Duties and Responsibilities of APIOs/PIOs and expemtions •Powers and Functions of Appellate Authorities and Haryana RTI Rules •State Information Commission's (SIC's) Expectations from SPIOs/ FAAs of the Police Department

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
98	Right To Information		<ul style="list-style-type: none"> - To help the participants to understand the significance of RTI Act - To enable the participants to understand the different provisions of RTI Act - To enable the participants to learn techniques to disclose information promptly and at the lowest reasonable cost 		2 Days	Lecture, PPT, Quiz, Assignment		<ul style="list-style-type: none"> • RTI Act, Background, Preamble, Important Definitions and Obligations of Public Authorities • Role of APIO/PIO and Responsibilities • Exemptions and Third Party Information • Working of SIC and its expectations from APIOs, PIOs and FAAs • Powers & Functions of State Information Commission • Haryana RTI Rules 2016
99	Right To Information		<ul style="list-style-type: none"> - To develop trainers on RTI - To enable the participants to understand the intricacies and legal interpretation of the provisions of the Act - To help the participants to understand the decisions of various information Commissions, Courts and their legal implications - To make them understand the skills of training on RTI so that they can replicate such training programmes in their respective districts - To provide training material- soft and hard copies to the participants for their use during training programmes in their districts 		3 Days	Lecture, PPT, Quiz, Assignment		<ul style="list-style-type: none"> RTI Act: Background, Principles & Preamble • Important Definitions and Obligations of Public Authorities • Role of APIO and PIO • Exemptions and Third Party Information • Powers & Functions of State Information Commission • Working of SIC and its expectations from APIOs, PIOs and FAAs • Haryana RTI Rules, 2016 and Question - Answer Session

Sr. No	TITLE	PURPOSE	OBJECTIVES	TARGET GROUP	DURATION	TRAINING METHODS	LEARNING OUTCOMES	CONTENTS
100	Administrative Skills and Procedures; Financial Rules & Procedures and Disciplinary Proceedings for Officers of Departments and PSUs		<ul style="list-style-type: none"> - To understand the problems relating to Administration, Finance and Management faced by the participants in the offices and organizations. - To help the participants to understand the administrative procedure system, noting & drafting. - To enable the participant understand the Financial Rules and Procedures - To make the participants understand the Conduct Rules and Disciplinary Proceedings. - To help the participants in developing their managerial skills to carry out their duties and responsibilities in an effective manner. - To suggest the strategies for effectively, handling - administrative, financial and managerial issues 		5 Days	Lecture, PPT, Assignments		<ul style="list-style-type: none"> •Leadership Qualities •Team Building •Communication Skills •Shistachar •Managing Self for Better Cooperation and Outcome •Noting and Drafting •Writing of a Speaking Order •TA & DA Rules •Leave Rules •Medical Reimbursement Policy •Ex-gratia Financial Assistant Scheme •Haryana Civil Services Conduct Rules •Disciplinary Enquiries against the employees in the Department/Organization •Elements of Good Governance •Right to Service Act •Right to Information and its legal interpretation
101	Medical Response & Psychosocial Care in Disaster Situation	The purpose of programme is to provide guidelines to the medical practitioners to spearhead the development of health contingency plan and to understand the key steps in mass casualty management. It also focuses on the care of psychosocial health issues generate during disaster situation.	<ul style="list-style-type: none"> •To discuss the role of the health sector in the overall disaster risk management programme. • To provide guidelines to the medical practitioners to spearhead the development of health contingency plan. • To understand the key steps in managing a mass casualty incident. • To describe how to manage disease outbreaks in emergency settings. • To understand the psychosocial care issues in disaster situation. 	Medical Doctors of Health Department, Government of Haryana.	5 days	Lectures, Presentations, Group Exercises, Discussion and field visit	The medical doctors will learn to prepare the hospital disaster management plan and mass casualty management. They will also able to deal with the physical and mental health issues arise during minor and major disaster situations.	<ul style="list-style-type: none"> •Preparedness and Mitigation for Emergency Medical Response. • Impact of Disasters on Physical and Mental health • Handling Medico Legal Issues • Hospital Disaster Management Plan • Mass Casualty Management • Understanding Psychosocial Needs of Disaster Survivors • Techniques of Psychosocial Care • Incident Response Mechanism of Hospita
102	District Level : There are four Divisional Training Centres where the programmes are	•To enhance the Capacity Building of Trainees regarding Conduct Rules ,Pay and ACP Rules, Leave Rules •T.A.Rules,GPF Rules, Loans and	Capacity-Building in service and financial matters through i) Induction training (ii) Specific training to those who	Drawing and Disbursing Officers /Head of the Offices/Group C Employees	One Month/Two Weeks/Five Days/Three Days. (depending on requiement of Topics)	Lectures, Demonstrations, Practical Exercises, Assignments, Group Discussions etc.	Good goverence	

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103	organised but training can be imparted at any district headquarter, based on the requirement of the departments.	Advanceses, maintenanceof Service Book,Cash Book, Leave account, computation of Pensionary Benefits under Old Pension Scheme and New Pension Scheme •NPS provisions,Income Tax /TDS provisions,HRMS working,e-salary e -	have not yet received any training till date. iii) Exposure of major development issues or new techniques through short duration courses and seminars.	DDOs	Five Days/Three Days			
104								
105		Rights of women employees	To make women employees aware of crime against them, domestic violence and constitutuional safeguargds.	Female employees of Hisar Division	3 days			

HIPA, the flagship training institute of Haryana is offering a buffet of cutting-edge courses, designed in guidance with academia to prepare leaders in government and to implement citizen-centric governance; thereby meeting the vision of honourable CM to achieve 'increased ease of living'. The detailed course information has been uploaded and is ready to be imparted on demand.

The Training Coordinators deputed by the departments of Haryana Government may please contact the undersigned for Training programmes or any further details:

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