

TRAINING PROGRAMMES APRIL 2024 - MARCH 2025 (Tentative)							
Sr.No.	Name of Faculty	Title of the Training Programme	Tentative Dates	Duration (in Days)	Venue	Department/Board/Co- poration/Stakeholders/ Any other Body	DoPT (Sponsored Courses)
APRIL 01-05, 2024							
1	DTC Panchkula	Capacity Building Programme on "Haryana CSR 2016" : • HCS Rules 2016 on : Pension & NPS, GPF, TA, Pay/ACP Rules • CFA or Appointment Rules 2019	April 01-05, 2024	5	Panchkula	Group 'C' employees working in Sectt., FCR Office, HODs, Boards & Corpn. located at Panchkula/Chandigarh	
2	DTC Rohtak	Five Days Orientation Training Programme for Clerks of Education Department	April 01-05, 2024	5	Rohtak	Clerks of Education Department	
3	DTC Hisar	Orientation training of Ministerial Staff of Education Department (Field)	April 01-05, 2024	5	Hisar	Education Department	
4	Ms. Aarti Dudeja	New Criminal Laws and Contemporary Challenges	April 02-04, 2024	3	HIPA	Prosecution Department	DoPT
5	Dr. Manveen Kaur	Three day Training Programme on Administrative, Financial Procedures and e-portals for CDPOs.	April 03-05, 2024	3	HIPA	Women and Child Department Haryana (Batch I)	
APRIL 08-12, 2024 (11th Holiday)							
6	Dr. Rajvir Dhaka	Right to Information Act for PIOs & APIOs	April 08-09,2024	2	HIPA	Higher & School Education Deptt.	
7	Dr. Lalit Kumar	Managerial Skills for Personal Effectiveness (Leadership, Positive Attitue, Finance and Administration, and Emotional Intelligence)	April 8-10, 2024	3	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
8	DTC Rohtak	Five Days Orientation Training Programme for Clerks of Education Department	April 08-12, 2024	5	Rohtak	Clerks of Education Department	

9	DTC Hisar	Orientation training of Ministerial Staff of Education Department (Field)	April 08-12, 2024	5	Hisar	Education Department	
10	Sh. Mohinder Kumar IAS (Retd.)	Institutional cum Revenue Training for HCS Officers 2024	April 8-June 21, 2024		HIPA		
11	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	April 08-10, 2024	3	HIPA	Employees of various departments	
12	Dr. Anshu Tiwari	Safe Construction Practices on Fire & Earthquake Safety	April 08-10 2024	3	HIPA	Civil Engineers of PWD, PHED, Housing Board, Urban Estate, Police Housing Corporation	
APRIL 15- 19, 2024 (17th Holiday)							
13	DTC Panchkula	Capacity Building of Group 'D' Employees (Motivation/Office Etiquettes/Introduction to Basic Service Rules	April 15-16 , 2024	2	Panchkula	Group 'D' Employees working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. located at Panchkula/Chandigarh	
14	DTC Rohtak	Five Days Orientation Training Programme for Clerks of Education Department	April 15-19, 2024	5	Rohtak	Clerks of Education Department (Last 3 Batches)	
APRIL 22-26, 2024							
15	Dr. Rajvir Dhaka	Civil Law, Office Procedures and Disciplinary Proceedings	April 22-26, 2024	5	HIPA	Prosecution Deptt.	DoPT
16	Mrs. Sunaina	Integrated Energy Management	April 22-26, 2024	5	HIPA	Class I & II officers from New & Renewable Energy, Irrigation, HVPN, HUDA,HPGC	
17	DTC Panchkula	Communication Skills -Essentials of Noting / Drafting (for Ministerial Staff of Police Department)	April 22-24, 2024	3	Panchkula	On Demand for Ministerial Staff of Haryana Police Deptt.	
18	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	April 22-24, 2024	3	HIPA	Employees of various departments	
19	Dr. Anshu Tiwari	Emergency Health Management & Psycho-social Care	April 22-26 2024	5	HIPA	Health and Labour Department	DoPT
20	Dr. Lalit Kumar	Financial Management, Audit Sensitization and Procurement Contracts Audit	April 23-25, 2024	3	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers, Auditors and their Subordinates	DoPT

21	Ms. Aarti Dudeja	Continuous Quality Improvement	April 23-25, 2024	3	Panchkula	DC Panchkula and Ambala	
22	Dr. Lalit Kumar	Government e-Marketplace (GeM)	April 24, 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
23	Dr. Manveen Kaur	Three day training and sensitization program for DPOs on 'ECD, creches, ECCE, Community communication with MLF on supportive supervision and report and monitoring formats'.	April 24-26, 2024	3	HIPA	Women and Child Department Haryana (Batch I)	
24	Dr. Manveen Kaur	Financial Management, Audit Sensitization and Procurement Contracts Audit	April 24-26, 2024	3	HIPA	Department Of ULB	
APRIL 29- MAY 03, 2024							
25	Ms. Aarti Dudeja	Core Competence Programme on Knowledge, Skill, Perspective Development	April 29-09 May, 2024	10	HIPA	Prosecution Department	
26	Dr. Rajvir Dhaka	Workshop on Right to Information Act	April 30,2024	1	HIPA	Various Department & PSUs	
27	DTC Panchkula	Disciplinary Proceedings and Allied Matters - Role of Inquiry Officers and Presenting Officers, Court Cases / Judgements	May 01-03,2024	3	Panchkula	Group-A & B Officers working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. located at Panchkula/Chandigarh	
28	Dr. Lalit Kumar	Public Grievances, RTI, and Financial Management	May 02, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
MAY 06-10, 2024 (10TH HOLIDAY)							
29	Dr. Rajvir Dhaka	Right to Information Act for PIOs & APIOs	May 06-07,2024	2	HIPA	BEEOs, BEOs and DEEOs	
30	DTC Rohtak	Training Programme on Administrative and Financial issues for employees of University of Health Sciences, Rohtak	May 06-08, 2024	3	Rohtak	University of Health Sciences, Rohtak	
31	DTC Gurugram	Orientation Course for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	May 06-08, 2024	3	HIPA	Employees of various departments	
32	Mrs. Sunaina	Training on Sexual Harassment of Women at Workplace Act(Prevention,Prohibition and Redressal) ,2013	May 7-8, 2024	2	HIPA	DPOs and CDPOS (batch -1) -WCD	

33	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	May 07-09, 2024	3	Hisar	Various Department	
34	Dr. Lalit Kumar	Government e-Marketplace (GeM)	May 07, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
35	Dr. Anshu Tiwari	Safe Construction Practices on Fire & Earthquake Safety	May 07-09 2024	3	HIPA	Civil Engineers of PWD, PHED, Housing Board, Urban Estate, Police Housing Corporation	DoPT
36	Dr. Manveen Kaur	Three day training program for members of JJ Board	May 07-09 , 2024	3	HIPA	Women and Child Department Haryana (Batch I)	
MAY 13- 17, 2024							
37	Ms. Aarti Dudeja	Core Competence Programme on Knowledge, Skill, Perspective Development	May 13-24, 2024	10	HIPA	Prosecution Department	
38	Dr. Rajvir Dhaka	Managing Competence at Work for High Performance	May 13-17,2024	5	HIPA	Irrigation, UHBVN, ULB, Agriculture, DHBVN, PHE and PWD	DoPT
39	Dr. Anshu Tiwari	Mid-career Refresher Course for technical officers	May 13-172024	5	HIPA	PHED	
40	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	May 14-16, 2024	3	Hisar	Various Department	
41	Dr. Lalit Kumar	Duties and Responsibilities in Management of Public Finance	May 14-16, 2024	3	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
42	Sh. K L Prasad	Good Governance : Policies & Processes	May 15-16 , 2024	2	HIPA	All Departments	
43	Dr. Lalit Kumar	Duties and Responsibilities in Financial Matters	May 15 , 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
44	Dr. Manveen Kaur	Training programme on RTI tool for transparent Governance. Right to Information Act, 2005	May 16-17 , 2024	2	HIPA	Department Of ULB	
45	DTC Gurugram	One days training course for group "D" employees of different departments	May 17, 2024	1	HIPA	Employees of various departments	

	MAY 20- 24, 2024						
46	DTC Panchkula	Women Empowerment - Enhancing Efficiency through Soft & Hard skills • Capacity building through knowledge of rules, regulations	May 20-22, 2024	3	Panchkula	All categories of female employees working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. located at Panchkula/Chandigarh	
47	DTC Rohtak	Training Programme on Administrative and Financial issues including Purchase Procedure for employees of University of Health Sciences, Rohtak	May 20-22, 2024	3	Rohtak	Employees of Various Departments	DoPT
48	DTC Gurugram	Duties and Responsibilities in regards to Ethics, Financial and Administrative Rules & e-Governance matters	May 20-22, 2024	3	HIPA	Employees of various departments	
49	Dr. Manveen Kaur	Three day Training Programme on Administrative, Financial Procedures and e-portals for CDPOs.	May 20-22 , 2024	3	HIPA	Women and Child Department Haryana (Batch II)	
50	Dr. Lalit Kumar	Ethics and Values - Prevention of Sexual Harassment	May 21, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
51	DTC Hisar	Training for Group D employees for Enhancing Communication Skills, Office Procedure, Duties, Conduct Rules, Ethics and Physical & Mental Health etc.	May 21-22, 2024	2	Hisar	Various Department	
52	Dr. Rajvir Dhaka	Workshop on Right to Information Act	May 24,2024	1	HIPA	Various Department & PSUs	
	MAY 27- 31, 2024						
53	Dr. Anshu Tiwari	Mid-career Refresher Course for technical officers	May 27 – 31, 2024	5	HIPA	PHED	
54	Sh. K L Prasad	NEP 2020- Transforming Higher Education	May 27-28, 2024	2	HIPA	Education Department	
55	DTC Hisar	Office Automation Tools - Computer Training- MS Word, MS Excel, PowerPoint, Presentation and Internet for employees of Hisar Division	May 27-31, 2024	5	Hisar	Various Department	

56	DTC Rohtak	Steps for Increasing efficiency amongst employees on administrative and financial skills	May 27-29, 2024	3	Jhajjar	Employees of Jhajjar District	DoPT
57	DTC Panchkula	Communication Skills -Essentials of Noting / Drafting (for Ministerial Staff of Police Department)	May 27-29, 2024	3	Panchkula	On Demand for Ministerial Staff of Haryana Police Deptt.	
58	Dr. Lalit Kumar	Financial Administration: Billing, HRMS, Irregularities, Punishment and Appeal Rules	May 28-30, 2024	3	Hisar	Head of Offices, Superintendents, Deputy Superintendents, Assistants, Clerks etc.	DoPT
59	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	May 28-30, 2024	3	Hisar	Various Department	
60	Dr. Manveen Kaur	Training programme on Administrative Excellence in Administrative and Financial Procedure	May 29-31, 2024	3	HIPA	Department Of ULB	
61	Dr. Manveen Kaur	Two Day training program on 'Family based alternative care programme- sponsorship, foster care & after care; Adoption Regulation, 2017 & caring portal'	May 29-30, 2024	2	HIPA	Women and Child Department Haryana (Batch I)	
62	DTC Gurugram	One days training course for group "D" employees of different departments	May 31, 2024	1	HIPA	Employees of various departments	
63	Dr. Rajvir Dhaka	Workshop on Right to Information Act	May 31,2024	1	HIPA	Various Department & PSUs	
	JUNE 03-07, 2024						
64	DTC Panchkula	Duties & Functions of Clerks • Introduction to Service Rules •Communication skills	June 03-07, 2024	5	Panchkula	Sr. Clerks from Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpsns. located at Panchkula/Chandigarh	
65	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	June 03-05, 2024	3	HIPA	Employees of various departments	
66	Dr. Anshu Tiwari	Mid-career Refresher Course for technical officers	03-07 June 2024	5	HIPA	PHED	

67	Ms. Aarti Dudeja	New Criminal Laws and Contemporary Challenges	June 03-05, 2024	3	HIPA	Prosecution Department	
68	Dr. Lalit Kumar	Financial Procedures, Office Procedures, and Accounting Systems in Government	June 4-6, 2024	3	Rohtak	Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
69	Dr. Rajvir Dhaka	Workshop on Right to Information Act	June 05, 2024	1	HIPA	Various Department & PSUs	
70	Dr. Lalit Kumar	Ethics and Values in Financial Administration	June 05, 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
71	Dr. Manveen Kaur	Two day training program on Early childhood Care and education(ECCE).	June 06-07,2024	2	HIPA	Women and Child Department Haryana (Batch I)	
72	Mrs. Sunaina	Disaster Risk Reduction for Metro/Medium/Small Cities	June03-07,2024	5	HIPA	Class – I & II Officers from ULB, TCP, PWD (B&R) and GMDA	
JUNE 10-14, 2024							
73	Dr. Rajvir Dhaka	Right to Information Act for PIOs & APIOs	June 10-11,2024	2	HIPA	Women & Child Development, Irrigation	
74	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	June 10-14,2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
75	Dr. Manveen Kaur	Three day training program for members and Chairpersons of CWC	June 12-14, 2024	3	HIPA	Women and Child Department Haryana (Batch I)	
76	Dr. Manveen Kaur	Training programme on Project Management and Contract Management	June 12-14, 2024	3	HIPA	Department Of ULB	
77	Dr. Anshu Tiwari	Emergency Health Management	12-14 June 2024	3	HIPA	Health Department	
78	DTC Rohtak	Training Programme on Human Resource Management System (HRMS), GeM, e-Salary & Other Service Matters for employees of Nilokheri (Karnal) .	June 12-14, 2024	3	Nilokhero	Employees of Nilokheri (Karnal)	DoPT
79	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	June 12-14, 2024	3	Hisar	Various Department	

80	DTC Gurugram	Workshop for Haryana Govt. employees on Conduct Rules and Punishments and Appeal Rules	June 13, 2024	1	HIPA	Employees of various departments	
81	DTC Panchkula	Procedures for contractual appointments- Role of HKRNL	June 14 ,2024	1	Panchkula	Dealinghands from Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. located at Panchkula/Chandigarh	
JUNE 17-21, 2024 (17TH HOLIDAY)							
82	Mrs. Sunaina	Environmental Pollution and its Health Impacts	June 17-21, 2024	3	HIPA	Class I & II officers from Health Service	
83	DTC Rohtak	Training Programme on Ehics and Values in Administration and Financial management for Employees of Jhajjar District.	June 18-20, 2024	3	Jhajjar	Employees of Jhajjar District	DoPT
84	DTC Panchkula	Communication Skills -Essentials of Noting / Drafting (for Ministerial Staff of Police Department)	June 18-20, 2024	3	Panchkula	On Demand for Ministerial Staff of Haryana Police Deptt.	
85	DTC Hisar	Training for upgradation of the Managerial Skills for DDOs of Hisar Division	June 18-20, 2024	3	Hisar	Various Department	DoPT
86	Sh. K L Prasad	Training programme on National Health policy and family welfare programmes	July 18-19 ,2024	2	HIPA	Health Department	
87	Sh. K L Prasad	NEP 2020- Transforming Higher Education	June 19-20 ,2024	2	HIPA	Education Department	
88	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	June 19-21, 2024	3	HIPA	Employees of various departments	
JUNE 24-28, 2024							
89	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	June 24-28, 2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
90	Dr. Manveen Kaur	DTS	June 24-28,2024	5	HIPA		DoPT
91	Dr. Manveen Kaur	Training Programme on Management of Urban Services	June 24-26,2024	3	HIPA	Department Of ULB	
92	Dr. Rajvir Dhaka	Effective Personnel Management for Better Outcome	June 24-28,2024	5	HIPA	DHBVN, Agriculture and Cooperation	DoPT

93	Mrs. Sunaina	Natural Resource Governance	June 24-28,2024	5	HIPA	Class I & II officers from Agriculture, Horticulture, Fisheries, Forest , Rural Development, ULB	DoPT
94	Dr. Manveen Kaur	Two day training program on Sexual Harassment of Women on Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act, 2013	June 26-27, 2024	2	HIPA	Women and Child Department Haryana (Batch I)	
95	DTC Panchkula	Leadership and Team Building - • Qualities & Skills of a Team Leader • Updation of knowledge of Rules/Policies,	June 24 - 26, 2024	3	Panchkula	Dy.Suptd/Supdt. from Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpn. located at Panchkula/Chandigarh	DoPT
96	Dr. Anshu Tiwari	Refresher programme for AFSOs	June 24-28, 2024	5	HIPA	Food & Supplies Department	
97	Dr. Lalit Kumar	Public Financial Administration - Budgeting, Funds, Control over Expenditures, Accounts, and Audit	June 25-27, 2024	3	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
98	DTC Rohtak	Transparency and Accountability in Govt. Administration through RTI Act, CM Window and GeM Portal	June 25-26, 2024	2	Rohtak	Employees of Rohtak District	DoPT
99	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	June 25-27, 2024	3	Hisar	Various Department	
100	Ms. Aarti Dudeja	New Criminal Laws and Contemporary Challenges	June 26-28, 2024	3	HIPA	Prosecution Department	DoPT
101	Sh. K L Prasad	NEP 2020- Transforming Higher Education	June 27-28 ,2024	2 Days	HIPA	Education Department	
102	DTC Gurugram	One days training course for group "D" employees of different departments	June 28, 2024	1	HIPA	Employees of various departments	
JULY 01-05, 2024							
103	DTC Panchkula	Financial Management - Training programme for DDOs □ Duties and responsibilities of DDOs and Supporting Staff	July 1-3,2024	3	Panchkula	DDOs & Supporting Staff working in the offices of Distt. Ambala	
104	Dr. Lalit Kumar	Income Tax Matters - Computing TDS, Submitting e-TDS Returns, and e-filing ITRs	July 02-04, 2024	3	Rohtak	Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
105	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	July 2-4, 2024	3	Hisar	Various Department	

106	Dr. Lalit Kumar	Income Tax Matters	July 03, 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
107	Ms. Aarti Dudeja	New Criminal Laws and Contemporary Challenges	July 03-05, 2024	3	HIPA	Prosecution Department	
	July 08-12, 2024						
108	Mrs. Sunaina	Traning program on Counselling Skills of counsellors of OSCs, CCIs and Women Shelter homes homes	July 08-10, 2024	3	HIPA	DCPOs ,Head OSCs and counsellors of CCIs and women shelter homes	
109	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	July 08-12,2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
110	DTC Panchkula	Communication Skills -Essentials of Noting / Drafting (for Ministerial Staff of Police Department)	July 08-10, 2024	3	Panchkula	On Demand for Ministerial Staff of Haryana Police Deptt.	
111	DTC Hisar	Training for Group D employees for Enhancing Communication Skills, Office Procedure, Duties, Conduct Rules, Ethics and Physical & Mental Health etc.	July 08-09,2024	2	Hisar	Various Department	
112	DTC Gurugram	Orientation Course for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	July 08-10, 2024	3	HIPA	Employees of various departments	
113	Dr. Anshu Tiwari	Training Programme on Chemical and Industrial Disaster Management	July 08-12 2024	5	HIPA	Labour department, Police department, Health department	DoPT
114	Dr. Lalit Kumar	Financial Records and RTI Act	July 09,2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
115	DTC Rohtak	Capacity Building of officials on Pay Fixation, Leave Rules and Pension Rules as per Revised Haryana Civil Service Rules for the employees of Sonipat District	July 10-12,2024	3	Sonipat	Employees of Sonipat District	DoPT
116	Dr. Manveen Kaur	Two day training program on Juvenile Justice Act 2015, Amendment act, 2021.	July 11-12, 2024	2	HIPA	Women and Child Department Haryana (Batch I)	
	July15-19 2024						

117	Ms. Aarti Dudeja	Core Competence Programme on Knowledge, Skill, Perspective Development	July 15-26, 2024	10	HIPA	Prosecution Department	
118	DTC Panchkula	Capacity Building of Group 'D' Employees (Motivation/Office Etiquettes/Introduction to Basic Service Rules	July 15-16, 2024	2	Ambala	Group 'D' Employees working in the district offices of District Ambala	
119	Sh. Mohinder Kumar IAS (Retd.)	Ethics in Governance for HCS Officers	July 15-19, 2024	5	HIPA		
120	Dr. Lalit Kumar	Financial Management: Loans, Recoveries, and Excess Payments	July 18, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
121	Sh. K L Prasad	Good Governance : Policies & Processes	July 18-19 ,2024	2	HIPA	All Departments	
122	DTC Rohtak	Two days workshop on Income Tax and GST Matters	July 18-19 ,2024	2	Rohtak	Employees of Various Departments	DoPT
123	DTC Panchkula	Workshop on Record Management • MIS	July 19,2024	1	Panchkula	Assistants, Senior Clerks working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpsns. located at Panchkula/Chandigarh	
124	DTC Gurugram	One days training course for group "D" employees of different departments	July 19, 2024	1	HIPA	Employees of various departments	
	July 22-26 2024						
125	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	July 22-24,2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
126	DTC Gurugram	Refresher Course for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	July 22-24, 2024	3	HIPA	Employees of various departments	
127	Dr. Anshu Tiwari	Refresher programme for Group B Officers	July 22-26, 2024	5	HIPA	Public Works Department	
128	Dr. Manveen Kaur	MT-TNA	July 22-26, 2024	5	HIPA		DoPT
129	Dr. Lalit Kumar	Income Tax and GST Act - TDS and Returns	July 23-25, 2024	3	Hisar	Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT

130	DTC Rohtak	Training Programme on Commercial Accounting System, Cash Flow Technology, Performance Budgeting and financial matters for employees of Karnal District	July 23-25, 2024	3	Karnal	Employees of Karnal District	DoPT
131	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	July 23-25, 2024	3	Hisar	Various Department	
132	Dr. Manveen Kaur	Two day training program on Sexual Harassment of Women on Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act, 2013 and Gender Sensitization.	July 25-26, 2024	2	HIPA	Higher Education Department Haryana and Women and Child Department Haryana (Batch I)	
133	Mrs. Sunaina	Laws ,Legislations and Scheme related to Women and Children	July 23-25, 2024	3	HIPA	PPOs and Head of Women shelter homes	
JULY 29-AUGUST 02, 2024							
134	DTC Panchkula	Workshop on 'Right to Information Act,2005'	July 29,2024	1	Panchkula	SPIOs./ASPIOs and delaing hands working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. Located Panchkula/Chandigarh	
135	Sh. K L Prasad	Training programme on National Health policy and family welfare programmes	July 29-30 ,2024	2	HIPA	Health Department	
136	DTC Gurugram	Workshop for Haryana Govt. employees on Conduct Rules and Punishments and Appeal Rules	July 29, 2024	1	HIPA	Employees of various departments	
AUGUST 05-09, 2024							
137	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	August05-09, 2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
138	Dr. Rajvir Dhaka	Effective Service Delivery through e-Governance for Senior Officers	August 05-09, 2024	5	HIPA	DHBVN, Agriculture and Cooperation	DoPT
139	Mrs. Sunaina	Effective Solar Energy System & its Management (For Class I & II Officers)	August 5-7,2024	5	HIPA	Class I& II from Depratment of New & Renewable,Irrigation, Prison, Public Health Engnering	DoPT

140	DTC Panchkula	Noting, Drafting & Service Rules - Capacity Building of Assistants / dealing hands in Service Matters -	August 5-7,2024	3	Yamunanagar	Assistants/dealing hands working in Field Offices of Distt Y.Nagar	DoPT
141	DTC Rohtak	Training Programme on Public Private Partnership, MoU and Contracts for employees of Panipat District.	August 5-7,2024	3	Rohtak	Employees of Various Departments	
142	DTC Hisar	Office Automation Tools - Computer Training- MS Word, MS Excel, PowerPoint, Presentation and Internet for employees of Hisar Division	August 05-09, 2024	5	Hisar	Various Department	
143	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	August 05-07, 2024	3	HIPA	Employees of various departments	
144	Dr. Anshu Tiwari	Refresher programme for Group B Officers	August 05-09 2024	5	HIPA	Public Works Department	
145	Ms. Aarti Dudeja	Mental Health Care Act, 2017	August 07-09, 2024	3	HIPA	Health Department and Prison Department	
146	Dr. Manveen Kaur	Three day Training Programme on Administrative, Financial Procedures and e-portals for CDPOs.	August 07-09, 2024	3	HIPA	Women and Child Department Haryana (Batch III)	
147	Dr. Lalit Kumar	Transparency and Accountability in Delivering Public Services - RTI Act, RTS Act, and Handling Grievances	August 7-9, 2024	3	Rohtak	Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
148	Dr. Lalit Kumar	C.M. Window - Redressing Public Grievances	Aug 08, 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
149	Sh. K L Prasad	NEP-2020-Orientation and Sensitization Programme for Education Department	August 8-9 ,2024	2	HIPA	Education Department	
	AUGUST 12-16 2024 (15th Holiday)						
150	Dr. Lalit Kumar	Principles for Promoting Probity and Ethics in Public Procurement - GeM and e-Tendering	August 12-14, 2024	3	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
151	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	August 12-14, 2024	3	Hisar	Various Department	
152	Sh. Mohinder Kumar IAS (Retd.)	Ethics in Governance for HCS Officers	AUGUST 12-16 2024	5	HIPA		

153	DTC Panchkula	Communication Skills -Essentials of Noting / Drafting (for Ministerial Staff of Police Department)	August 12-14, 2024	3	Panchkula	On Demand for Ministerial Staff of Haryana Police Deptt.	
154	Dr. Anshu Tiwari	Preparation/ Up-dation of School Safety Plan	August 12, 2024		HIPA	Education Department	
155	DTC Gurugram	One days training course for group "D" employees of different departments	August 16, 2024	1	HIPA	Employees of various departments	
AUGUST 19-23 2024 (19th Holiday)							
156	DTC Rohtak	Workshop on Govt. Employees Conduct Rules and Service Matters for employees of Panipat District	August 20-22,2024	3	Panipat	Employees of Various Departments	DoPT
157	DTC Hisar	Efficiency through Women Empowerment for employees of Hisar Division	August 20-22,2024	3	Hisar	Various Department	DoPT
158	Mrs. Sunaina	Bio -Medical Waste Management	August 21-23 ,2024	3	HIPA	Class I & II officers from Department ULB PWD (Public Health), Panchayati Raj (Public Work) HSPCB & Health Services	
159	Dr. Manveen Kaur	Training programme on ICT Module	August 21-23 ,2024	3	HIPA	Department Of ULB	
160	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	August 21-23, 2024	3	HIPA	Employees of various departments	
161	DTC Panchkula	Capacity Building of Group 'D' Employees (Motivation/Office Etiquettes/Introduction to Basic Service Rules	August 21-22,2024	2	Panchkula	Group 'D' Employees working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpsn. located at Panchkula/Chandigarh	
162	Dr. Anshu Tiwari	Ethics and Values for Good Governance (Group A & B)	August 21-23 2024	3	HIPA	Public Health & Engineering Department, Labour, Prison, PWD, SJED, Food & Supplies, Urban Estates, Civil Aviation	
163	Ms. Aarti Dudeja	Sexual Harassment	August 21-23, 2024	3	HIPA	All Allotted Departments and Skill Development	
164	Dr. Lalit Kumar	Income Tax Matters	Aug 22, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
165	Sh. K L Prasad	Good Governance: Policies and Processes	August 22-23 ,2024	2	HIPA	All Departments	

	AUGUST 26-30 2024 (26th Holiday)						
166	Dr. Lalit Kumar	Digital Governance Through ICT - IFMS, Online Budgeting, e-Billing, e-TDS, e-Pension, and Artificial Intelligence	August 27-29, 2024	3	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
167	DTC Panchkula	Duties & Functions of Clerks (Introduction to Service Rule Books and Communication skills	August 27-30 ,2024	4	Panchkula	Sr. Clerks from Sectt , working in Haryana Civil Sectt. and FCR Office	
168	Dr. Devendra Singh	Training Programme on eOffice	August28-30,2024	3	HIPA	Skill Department, Ayush, Employment and Cooperation	DoPT
169	Mrs. Sunaina	Environment Act and Regulation	August28-30,2024	5	HIPA	Class I & II officers from Police, Law & Legislation , HALSA, Forest , Rural Development, ULB, PWD(B&R), GMDA	DoPT
170	Dr. Anshu Tiwari	Ethics and Values for Good Governance (Group A & B)	August 28-30 2024	3	HIPA	Public Health & Engineering Department, Labour, Prison, PWD, SJED, Food & Supplies, Urban Estates, Civil Aviation	
171	DTC Rohtak	Training Programme on administrative and financial Matters	August 28-30 2024	3	Rohtak	Employees of University of Health Sciences, Rohtak	DoPT
172	DTC Gurugram	Workshop for Haryana Govt. employees on Conduct Rules and Punishments and Appeal Rules	August 28, 2024	1	HIPA	Employees of various departments	
173	Dr. Manveen Kaur	Two day training program on 'Minimum standards of care in child care institutions and Individual care plan; and Nutrition and health care of Children residing in CCIs '.	August 29-30, 2024	2	HIPA	Women and Child Department Haryana (Batch I)	
	SEPTEMBER 02-06, 2024						
174	DTC Panchkula	Capacity Building Programme on "Haryana CSR 2016" : • HCS Rules 2016 on : Pension & NPS, GPF, TA, Pay/ACP Rules • CFA or Appointment Rules 2019	September 02-06,2024	5	Kaithal	Assistants/dealing hands working in Field Offices of Kaithal	DoPT
175	Sh. Mohinder Kumar IAS (Retd.)	Special Foundation Course 99	September 02-December 15, 2024		HIPA		

176	Ms. Aarti Dudeja	Core Competence Programme on Knowledge, Skill, Perspective Development	September 02-13, 2024	10	HIPA	Prosecution Department	
177	Dr. Rajvir Dhaka	Conflict Management and Negotiation Skills	September 02-06,2024	5	HIPA	Power, Food & Civil Supplies, Irrigation, Agriculture and Public Health	DoPT
178	Dr. Lalit Kumar	Duties and Responsibilities in Financial Matters	September 03, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
179	DTC Rohtak	Sensitization on Sexual Harassment of Women at Work Place Act and service Matters for the employees of Rohtak & Jhajjar District. .	September 03-05 ,2024	3	Rohtak	Employees of Various Departments	DoPT
180	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	September 03-05 ,2024	3	Hisar	Various Department	
181	Ms. Aarti Dudeja	Ethics and Values in Administration	September 03-05, 2024	3	HIPA	All Allotted Departments and Skill Development	
SEPTEMBER 09-13, 2024							
182	Dr. Lalit Kumar	Staff Regulations, Rules and Instructions: Pay Fixation, Medical Reimbursement, and Retirement Benefits	September 9-11, 2024	3	Rohtak	Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
183	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	September 09-13, 2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
184	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	September 9-11, 2024	3	Hisar	Various Department	
185	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	September 09-11, 2024	3	HIPA	Employees of various departments	
186	Dr. Anshu Tiwari	Capacity Building Programme for Group A and B officers	September 09-13 2024	5	HIPA	Labour Department	
187	DTC Panchkula	Orientation Training Programme for Assistants • Office procedures, Communication skills through Noting/Drafting	September 9-13 ,2024	5	Panchkula	Assistants working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpsns. located at Panchkula/Chandigarh	
188	Dr. Manveen Kaur	RT Mentoring	September 9-13 ,2024	5	HIPA		DoPT
189	Dr. Lalit Kumar	Medical Reimbursement Rules - Bills, Claims, and Payments	Septemeber 10, 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	

190	Ms. Aarti Dudeja	RTI Act 2005	September 10-12 2024	3	HIPA	All Allotted Departments and Skill Development	DoPT
191	DTC Rohtak	Training Programme on GeM, Human Resource Management System and e-Tendering System.	September 11th-13th, 2025	3	Rohtak	Group C Employees of Haryana Govt.	DoPT
192	Dr. Manveen Kaur	Two day training program on Sexual Harassment of Women on Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act, 2013	September 12-13, 2024	2	HIPA	Women and Child Department Haryana (Batch II)	
SEPTEMBER 16-20, 2024							
193	DTC Panchkula	Duties & Functions of Clerks (Introduction to Service Rule Books and Communication skills	September 17-20,2024	4	Panchkula	Sr. Clerks working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpsns. located at Panchkula/Chandigarh	
194	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	September 18-20,2024	3	Hisar	Various Department	
195	DTC Gurugram	Workshop for Haryana Govt. employees on Conduct Rules and Punishments and Appeal Rules	September 19, 2024	1	HIPA	Employees of various departments	
196	Dr. Lalit Kumar	Financial Management - Loans in e-Billing Portal	September 19, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
197	DTC Gurugram	One days training course for group "D" employees of different departments	September 20, 2024	1	HIPA	Employees of various departments	
SEPTEMBER 23-27, 2024 (23RD HOLIDAY)							
198	DTC Rohtak	Workshop on Noting & Drafting, Administrative Procedures and Financial Matters	September 24-26, 2024	3	Sonipat	Group C Employees of Haryana Govt.	DoPT
199	DTC Panchkula	Communication Skills -Essentials of Noting / Drafting (for Ministerial Staff of Police Department)	September 24-26, 2024	3	Panchkula	On Demand for Ministerial Staff of Haryana Police Deptt.	
200	Dr. Lalit Kumar	Disciplinary and Vigilance Procedures: Conduct Rules, Departmental Inquiries, Punishments, and Appeals	September 25-27, 2024	3	Hisar	Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
201	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	September 25-27, 2024	3	HIPA	Skill Department, Ayush, Employment and Cooperation	
202	DTC Hisar	Training for upgradation of the Managerial Skills for DDOs of Hisar Division	September 25-27, 2024	3	Hisar	Various Department	DoPT

203	DTC Gurugram	Refresher Course for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	September 25-27, 2024	3	HIPA	Employees of various departments	
204	Dr. Anshu Tiwari	Mid-career Refresher Programme for DFSCs/ DFSOs	September 25-27, 2024	3	HIPA	Food & Supplies Department	
205	Ms. Aarti Dudeja	Cyber Crime	September 25-27, 2024	3	HIPA	Police, Vigilance and Prosecution Department	DoPT
206	Sh. K L Prasad	Agriculture policy formulation, components, processes and implementation	September 26-27, 2024	2	HIPA	Agriculture Department	
207	Dr. Manveen Kaur	Training Programme on Ethics in Urban Governance	September 26-27, 2024	2	HIPA	Department Of ULB	
208	Dr. Manveen Kaur	Capacity Building Programme for outreach workers/ social workers and LPOs	September 26-27, 2024	2	HIPA	Women and Child Department Haryana (Batch I)	
September 30- October 04, 2024 (2nd and 3rd holidays)							
209	Dr. Lalit Kumar	Procurement Methods	September 30, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
OCTOBER 07-11, 2024							
210	Mrs. Sunaina	Training on Sexual Harassment of Women at Workplace Act(Prevention,Prohibition and Redressal) ,2013	October 7-8, 2024	2	HIPA	DPOs and CDPOS(-WCD batch-2)	
211	Dr. Manveen Kaur	Capacity Building Programme for Members and Chairperson of CWC.	October 07-11, 2024	5	HIPA	Women and Child Department Haryana (Batch I)	
212	Dr. Rajvir Dhaka	Civil Law, Office Procedures and Disciplinary Proceedings	October 07-11,2024	5	HIPA	Prosecution Deptt.	
213	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	October 07-11,2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
214	DTC Hisar	Orientation training of Ministerial Staff of AH &D Department Haryana	October 07-11,2024	5	Hisar	Animal Husbandry & Dairying	
215	Dr. Anshu Tiwari	Training Programme on Labour laws for Labour Inspectors	October 07-11 2024	5	HIPA	Labour Department	DoPT
216	DTC Panchkula	Law and Justic - Enhanced Litigation (Causes and Remedies) Litigation Policy & Guidelines of Law Deptt. to handle Court Cases - Codal Provisions and Instructions	October 08-09,2024	2	Panchkula	Assistants working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. located at Panchkula/Chandigarh	

217	DTC Rohtak	Training Programme on e-Governance and Information & Technology, e-Salary and Human Resource, Management System and Online Filing of Income Tax Return for employees of District Karnal	October 8th-10th,2024	3	Karnal	Employees of Karnal District	DoPT
218	Ms. Aarti Dudeja	Conducting Enquiry	October 08-10, 2024	3	HIPA	Prosecution and Police Department	DoPT
219	Dr. Lalit Kumar	Tax Deduction at Source (TDS)	October 10, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
220	DTC Panchkula	Orientation Training Programme for Steno-typists	October 10-11, 2024	2	Panchkula	Steno-typists working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpn. located at Panchkula/Chandigarh	
OCTOBER 14-18 2024 (17TH Holiday)							
221	Dr. Lalit Kumar	Financial Functions Using Computers, IT, and AI - Online Budgeting, Excel Payrolls, e-TDS 24Q/26Q, and Reporting	October 14-16, 2024	3	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
222	DTC Hisar	Orientation training of Ministerial Staff of AH &D Department Haryana	October 14-18, 2024	5	Hisar	Animal Husbandry & Dairying	
223	DTC Panchkula	Communication Skills -Essentials of Noting / Drafting (for Ministerial Staff of Police Department)	October 14-16, 2024	3	Panchkula	On Demand for Ministerial Staff of Haryana Police Deptt.	
224	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	October 14-16, 2024	3	HIPA	Employees of various departments	
225	Dr. Anshu Tiwari	Emergency Management in Prisons	October 14-16, 2024	3	HIPA	Prison Department	DoPT
226	Dr. Lalit Kumar	e-TDS 24Q 26Q - Methods and Procedure	October 15, 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
OCTOBER 21-25 2024							
227	DTC Panchkula	Ethics and Values in Administration	October 21-23,2024	3	Panchkula	Group-'B' & 'C' employees working in HODs/Boards/Corpn. and distt. offices of Panchkula Distt.	DoPT
228	DTC Hisar	Orientation training of Ministerial Staff of AH &D Department Haryana	October 21-25,2024	5	Hisar	Animal Husbandry & Dairying	

229	Ms. Aarti Dudeja	Training of Public Prosecutors on Women Safety	October 21-25, 2024	5	HIPA	Prosecution Department	
230	Dr. Anshu Tiwari	Administrative and Financial Rules	October 21-25, 2024	5	HIPA	Social Justice and Empowerment Department	
231	DTC Rohtak	Training Programme on Duties & Responsibilities of DDOs in Financial Matters including Income Tax and Goods & Services Tax (GST) for the employees of District Sonipat	October 22-24, 2024	3	Sonipat	Employees of Sonipat District	DoPT
232	Dr. Lalit Kumar	Financial Management: Excel and Artificial Intelligence	October 22, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
233	Sh. K L Prasad	NEP 2020- Transforming Higher Education	October 24-25, 2024	2	HIPA	Education Department	
234	Dr. Manveen Kaur	Workshop on Principles and Methods of Surveying	October 23-25 ,2024	3	HIPA	Department Of ULB	
235	DTC Panchkula	Capacity Building of Group 'D' Employees (Motivation/Office Etiquettes/Introduction to Basic Service Rules	October 24-25 ,2024	2 days	Kurukshetra	Group 'D' Employees working in the district offices of District Kurukshetra	
236	DTC Gurugram	Duties and Responsibilities in regards to Ethics, Financial and Administrative Rules & e-Governance matters	October 22-24, 2024	3	HIPA	Employees of various departments	
237	Dr. Manveen Kaur	Two day training program on Mission Vatsalya, Poshan Tracker, growth monitoring devices.	October 24-25, 2024	2	HIPA	Women and Child Department Haryana (Batch I)	
	OCTOBER 28-31 NOVEMBER 01, 2024 (1ST HOLIDAY)						
238	Dr. Lalit Kumar	Accounts Administration - Preventing Malpractices in Public Procurement, Performance Accountability, Administrative and Financial Vigilance	October 28-30, 2024	3	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
239	Dr. Devendra Singh	Data Analysis through Advanced Excel	October 28-30, 2024	3	HIPA	Skill Department, Ayush, Employment and Cooperation	DoPT
240	Dr. Manveen Kaur	Counselling Techniques for POIC, PONIC and Social Workers	October 28-29, 2024	2	HIPA	Women and Child Department Haryana (Batch I)	
241	DTC Rohtak	Sensitization on Sexual Harassment of Women at Work Place Act and service Matters for the employees of Rohtak & Jhajjar District. .	October 28-30, 2024	3 days	Rohtak	Emoloyees of Various Departments	DoPT

242	DTC Gurugram	Workshop for Haryana Govt. employees on Conduct Rules and Punishments and Appeal Rules	October 29, 2024	1	HIPA	Employees of various departments	
	NOVEMBER 04-08, 2024						
243	Sh. K L Prasad	NEP-2020-Orientation and Sensitization Programme for Education Department	November 04-05, 2024	2	HIPA	Education Department	
244	DTC Panchkula	Workshop on Record Management • MIS	November 04, 2024	1	Panchkula	Assistants, Senior Clerks working in Haryana Civil Sectt., FCR Office and HODs located at Panchkula/Chandigarh	
245	Dr. Rajvir Dhaka	Effective Services Delivery through e-Governance for Senior Officers	November 04-08,2024	5	HIPA	Power, Food & Supply, Police,Town & Country Planning ULBs, Health, Public Health and Transport	
246	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	November 04-08,2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
247	DTC Hisar	Orientation training of Ministerial Staff of AH &D Department Haryana	November. 04-08,2024	5	Hisar	Animal Husbandry & Dairying	
248	Dr. Anshu Tiwari	School Safety Management	November 04-06 2024	3	HIPA	Education Department	
249	Dr. Lalit Kumar	Financial Control Mechanisms - Economy in Expenditure, Cash Book, Budgetary Control, and Audit	November 04-06, 2024	3	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
250	DTC Gurugram	Workshop for Haryana Govt. employees on Conduct Rules and Punishments and Appeal Rules	November 05, 2024	1	HIPA	Employees of various departments	
251	Ms. Aarti Dudeja	Sexual Harassment	November 05-07, 2024	3	HIPA	All Allotted Departments and Skill Development	
252	Dr. Lalit Kumar	Maintenance of Cash Book and Monitoring Expenditures	November 05, 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
253	DTC Rohtak	Training Programme on Punishment & Appeal Rules and Conduct Rules and Maintenanc of GIS Account and service matters.	November 06-08, 2024	3	Rohtak	Group C Employees of Haryana Govt.	DoPT
	NOVEMBER 11-15, 2024 (15TH Holiday)						
254	DTC Rohtak	Training Course on e-salary, e-Pension, HRMS , GeM, e-Salary, e- Billing & New Pension Scheme and Service Matters	November 11-13, 2024	3	Rohtak	Group C Employees of Various Departments	

255	DTC Hisar	Efficiency through Women Empowerment for employees of Hisar Division	November 12-14, 2024	3	Hisar	Various Department	DoPT
256	Dr. Manveen Kaur	Three-day training program on Protection of Domestic Violence Act,2005; Prevention of Child Marriage Act and Acid victims.	November 12-14, 2024	3	HIPA	Women and Child Department Haryana (Batch I)	
257	Dr. Lalit Kumar	Public Grievances, RTI, and Financial Management	November 12, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
258	Dr. Manveen Kaur	Sensitization of ERs for Communication and Constitutional	November 13-14, 2024	2	HIPA	Department Of ULB	
NOVEMBER 18-22, 2024							
259	DTC Panchkula	Noting, Drafting & Service Rules- Developing Effective Communication Skills with Practical Exercises	November 18-20, 2024	3	Kurukshetra	Assistants, dealing hands and Sr. Clerks working in distt. offices of Kurukshetra	DoPT
260	DTC Gurugram	Refresher Course for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	November 18-20, 2024	3	HIPA	Employees of various departments	
261	Dr. Anshu Tiwari	Administrative and Financial Rules	November 18-22 2024	5	HIPA	Labour Department, Fisheries Department	
262	Ms. Aarti Dudeja	Ethics and Values in Administration	November 18-20, 2024	3	HIPA	All Allotted Departments and Skill Development	DoPT
263	Dr. Lalit Kumar	Office Procedures: Noting, Drafting, Letter Writing, and Records Management (incl. Proactive Disclosure of RTI Act)	November 19-21, 2024	3	Hisar	Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
264	DTC Rohtak	One day workshop on Income Tax and GST Matters	November 20, 2024	1	Rohtak	Group C Employees of Various Departments	
265	Dr. Manveen Kaur	Two day training program on Sexual Harassment of Women on Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act, 2013	November 20-21, 2024	2	HIPA	Women and Child Department Haryana (Batch III)	
266	DTC Panchkula	Capacity Building of Group 'D' Employees (Motivation/Office Etiquettes/Introduction to Basic Service Rules	November 21-22 ,2024	2	Panchkula	Group 'D' Employees working in Sectt. / FCR office / HODs / Boards/Corpn. and distt. Offices of Panchkula Distt.	
NOVEMBER 25-29, 2024							
267	DTC Rohtak	Training Programme on Purchase Procedure, e-Tendering System, General Conditions of Service and Financial Skills	November 25-27,2024	3	Panipat	Employees of Panipat District	DoPT

268	Dr. Devendra Singh	Training Programme on GeM, etendersing system in Haryana	November25-27,2024	3	HIPA	Skill Department, Ayush, Employment and Cooperation	DoPT
269	Dr. Lalit Kumar	Financial Control: Irregularities and Disciplinary Actions	November 26, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
270	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	November 26-28, 2024	3	HIPA	Employees of various departments	
271	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	November27-29,2024	3	Hisar	Various Department	
272	Sh. K L Prasad	Agricultural Economic Policies –an assessment of theory in general and practices in select Schemes	November 27- 28, 2024	2	HIPA	Agriculture Department	
273	DTC Panchkula	Capacity Building of Group 'D' Employees (Motivation/Office Etiquettes/Introduction to Basic Service Rules	27-28 November, 2024	2 days	Yamunanagar	Group 'D' Employees working in the district offices of District Yamunanagar	
274	Dr. Manveen Kaur	Hands-on training on AutoCAD	November 28- 29, 2024	2	HIPA	Department Of ULB	
275	Dr. Manveen Kaur	Two day Training Programme on Counseling Techniques	November 28-29, 2024	2	HIPA	Women and Child Department Haryana (Batch I)	
DECEMBER 02-06, 2024							
276	Ms. Aarti Dudeja	Prevention of Corruption Act 1988	December 02-04, 2024	3	HIPA	Vigilance, Prosecution, Health and Police Department	
277	DTC Panchkula	Workshop on Legislative Assembly Business - Law Making Procedures - Preparation of Answers to Assembly Questions, Calling Attention Motion, etc.	December 3-4,2024	2	Panchkula	Group-A Officers working in Haryana Civil Sectt., FCR Office and HODs	
278	Dr. Lalit Kumar	Grievances and Financial Records: C.M. Window and RTI	December 03, 2024	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
279	DTC Rohtak	Training Programme on e-salary, e- Billing & online filling of Income Tax Return & Service Matters	December 04-06,2024	3	Rohtak	Employees of Various Departments	DoPT
DECEMBER 09-13, 2024							
280	Dr. Rajvir Dhaka	Managing Competence at Work for High Performance	December 09-13,2024	5	HIPA	Irrigation, UHBVN, ULB, Agriculture, DHBVN, PHE and PWD	

281	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	December. 09-13, 2024	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
282	DTC Hisar	Training for upgradation of the Managerial Skills for DDOs of Hisar Division	December 09-11, 2024	3	Hisar	Various Department	DoPT
283	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	December 09-11, 2024	3	HIPA	Employees of various departments	
284	Dr. Anshu Tiwari	Administrative and Financial Rules	December 09-13 2024	5	HIPA	Labour Department	
285	Ms. Aarti Dudeja	Administrative Excellence for Police Personnel (Ministerial Staff)	December 09-13, 2024	5	HIPA	Police Department	
286	DTC Panchkula	Duties & Functions of Clerks • Introduction to Service Rules •Communication skills	December 9-13 2024	5	Panchkula	Sr. Clerks from Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. located at Panchkula/Chandigarh	
287	Sh. K L Prasad	Training programme on National Health policy and family welfare programmes	December 09-10, 2024	2	HIPA	Health Department	
288	Dr. Manveen Kaur	Capacity Building Programme for Members and Chairperson of CWC.	December 09-13,2024	5	HIPA	Women and Child Department Haryana (Batch II)	
289	Dr. Lalit Kumar	Financial Administration: Taxation, Billing & HRMS, Irregularities, Punishment and Appeal Rules	December 10-12, 2024	3	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
290	Dr. Manveen Kaur	Training programme on Administrative Excellence in Administrative and Financial Procedure	December 11-13, 2024	3	HIPA	Department Of ULB	
291	Dr. Lalit Kumar	e-Governance using HRMS and e-Billing in Haryana	December 11, 2024	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
292	DTC Rohtak	Training Programme on Revised Pay & ACP Rules, Maintenance of Service Book , GIS Account and Leave Rules	December 11-13,2024	3	Karnal	Employees of Karnal District	DoPT
DECEMBER16-20, 2024							
293	DTC Gurugram	Orientation Course for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	December 16-18, 2024	3	HIPA	Employees of various departments	
294	DTC Panchkula	Orientation Training Programme for Dy. Supdts./Supdts. <input type="checkbox"/> Role and responsibilities <input type="checkbox"/> Updation of knowledge of Rules/Policies, <input type="checkbox"/> Team Building and Leadership	December 16-20,2024	5	Panchkula	Dy.Supdt/Supdt. working in Haryana Civil Sectt., FCR Office and HODs	DoPT

295	DTC Rohtak	Training Programme on Duties and responsibilities of DDOs with reference to Financial Matters and Service Matters	December 16-18, 2024	3	Rohtak	Employees of Rohtak Diviison	
296	Sh. K L Prasad	Good Governance : Policies & Processes	December 16-17, 2024	2	HIPA	All Departments	
297	Dr. Lalit Kumar	Terminal Benefits - Pension, Gratuity, Family Pension, National Pension System, Ex-Gratia, and Recoveries of Excess Payments	December 17-19, 2024	3	Hisar	Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
298	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	December 17-19, 2024	3	Hisar	Various Department	
299	Dr. Manveen Kaur	Three day Training Programme on Administrative, Financial Procedures and e-portals for CDPOs.	December 17-19, 2024	3	HIPA	Women and Child Department Haryana (Batch IV)	
300	DTC Hisar	Training for Group D employees for Enhancing Communication Skills, Office Procedure, Duties, Conduct Rules, Ethics and Physical & Mental Health etc.	December 17-19, 2024	2	Hisar	Various Department	
DECEMBER 23-27, 2024 (25th Holiday)							
301	DTC Gurugram	Workshop on purchase procedure and e-Tendering process, etc.	December 23, 2024	1	HIPA	Employees of various departments	
DECEMBER 30 - JANUARY 03, 2024							
302	DTC Hisar	Office Automation Tools - Computer Training- MS Word, MS Excel, PowerPoint, Presentation and Internet for employees of Hisar Division	DECEMBER 30 - JANUARY 03, 2024	5	Hisar	Various Department	
JANUARY 06-10, 2025							
303	DTC Panchkula	Duties & Functions of Clerks (Introduction to Service Rule Books and Communication skills	January 6-10,2025	5	Panchkula	Sr. Clerks from Sectt , working in Haryana Civil Sectt. and FCR Office	
304	Dr. Rajvir Dhaka	Civil Law, Office Procedures and Disciplinary Proceedings	January 06-10,2025	5	HIPA	Power, Food & Civil Supplies, Irrigation, Agriculture and Public Health	
305	DTC Gurugram	Orientation Course for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	January 06-08, 2025	3	HIPA	Employees of various departments	
306	Sh. K L Prasad	Agricultural Economic Policies –an assessment of theory in general and practices in select Schemes	January 06-07, 2025	2	HIPA	Agriculture Department	

307	Ms. Aarti Dudeja	Sexual Harassment at Workplace	January 07-09, 2025	3	HIPA	Skill Development Department	
308	DTC Rohtak	Training Programme on Office Procedure, Financial Administration, Store Management & Record Retention Schedule.	January 08-10th,2025	3	Rohtak	Employees of Various Departments	DoPT
309	Dr. Lalit Kumar	Government e-Marketplace (GeM): Process, Procedure and Audit	January 09, 2025	1	DTC Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
JANUARY 13-17, 2025							
310	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	January 13-17, 2025	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
311	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	January 13-17, 2025	3	Hisar	Various Department	
312	Dr. Lalit Kumar	Enhancing Efficiency Through Behavioural Skills - Leadership, Communication, Letter Writing, Presentation, and Time Management	January 14-16, 2025	3	Hisar	Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
313	DTC Gurugram	Workshop on purchase procedure and e-Tendering process, etc.	January 14, 2025	1	HIPA	Employees of various departments	
314	DTC Panchkula	Women Empowerment - Enhancing Efficiency through Soft & Hard skills • Capacity building through knowledge of rules, regulations	January 15-17,2025	3	Panchkula	Female employees working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpn. located at Panchkula/Chandigarh	DoPT
315	DTC Rohtak	Training Programme on HRMS, Maintenance of Service Book, Leave Rules and Pensionary Benefits admissible on retirement	January 15-17,2025	3	Panipat	Employees of Various Departments	DoPT
316	Ms. Aarti Dudeja	Loopholes in Investigations	January 15-17, 2025	3	HIPA	Prosecution and Police Department	
317	Dr. Manveen Kaur	Three day training program for members of JJ Board on - Juvenile Justice Act 2015, Amendment act, 2021 and new judgments related to child protection	January 15-17, 2025	3	HIPA	Women and Child Department Haryana (Batch II)	
318	Dr. Manveen Kaur	Training programme on RTI tool for transparent Governance.	January 16-17, 2025	2	HIPA	Department Of ULB	
319	Dr. Anshu Tiwari	Preparation/ Up-dation of School Safety Plan	January 17, 2025	1	HIPA	Education Department	
JANUARY 20-24, 2025							

320	DTC Hisar	Efficiency through Women Empowerment for employees of Hisar Division	January 20-22, 2025	3	Hisar	Various Department	DoPT
321	DTC Gurugram	Duties and Responsibilities of DDO's in regards to Ethics, Financial and Administrative Rules & e-Governance matters	January 20-22, 2025	3	HIPA	Employees of various departments	
322	Dr. Anshu Tiwari	Refresher Course for AFSOs	January 20-24 2025	5	HIPA	Food and Supplies Department	
323	DTC Rohtak	One day workshop on Income Tax and GST Matters	January 21, 2025	1	Rohtak	Employees of Various Departments	
324	Dr. Lalit Kumar	Improving Transparency and Accountability in Financial Administration through RTI Act	January 22-24, 2025	3	Rohtak	Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
325	Dr. Lalit Kumar	Right to Information Act and Financial Records	January 23, 2025	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
JANUARY 27-31, 2025							
326	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	January 27-31, 2025	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
327	Dr. Lalit Kumar	Women Empowerment - Enhancing Efficiency Through Financial Skills	January 28-30, 2025	3	Hisar	Women Employees working as Head of Offices, Superintendents, Deputy Superintendents, and their Subordinates	DoPT
328	DTC Rohtak	Capacity Building of Group 'D' Employees on Motivation / OfficeEtiquettes/Communication Skills/Public Dealing and introduction to Basic Rules & Time Management	January 28-29 2025	2	Rohtak	Employees of Group D Employees	DoPT
329	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	January 29-31, 2025	3	Hisar	Various Department	
330	Sh. K L Prasad	Training programme on Public Health management and health care system	January 29-30 2025	2	HIPA	Health Department	
331	DR. Manveen Kaur	Three day training program on Protection of Domestic Violence Act,2005; prevention of Child marriage Act and Acid victim compensation scheme	January 29- 31, 2025	3	HIPA	Women and Child Department Haryana (Batch I)	
FEBRUARY 03-07 2025							
332	Ms. Aarti Dudeja	Administrative Excellence for Police Personnel (Ministerial Staff)	February 03-07, 2025	5	HIPA	Skill Development Department	

333	DTC Panchkula	Orientation Training Programme for Assistants • Office procedures, Communication skills through Noting/Drafting • Discussion on Important Service Matters / Policies	February 03-07,2025	5	Panchkula	Assistants working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. located at Panchkula/Chandigarh	
334	Dr. Anshu Tiwari	Refresher Programme for Food & Supply Inspectors	February 03-07 2025	5	HIPA	Food and Supplies Department	
335	Dr. Lalit Kumar	e-Finance: Online Budget, e-Receipts, e-Payments, and Accounting Digitalization for Effective Governance	February 4-6, 2025	3	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
336	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	February 04-06, 2025	3	Hisar	Various Department	
337	DTC Rohtak	Workshop on e- Procurement, GeM, e- Tendering System and Service Matters for employees of Karnal District	February 05-07 ,2025	3	Karnal	Employees of Karnal District	DoPT
338	Dr. Manveen Kaur	Workshop on Principles and Methods of Surveying	February 05-07, 2025	3	HIPA	Department of ULBs	
339	Dr. Lalit Kumar	Digitalizing Vouchers and e-Payments	February 05, 2025	1	Rohtak	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
340	Dr. Manveen Kaur	Two day training program on Sexual Harassment of Women on Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act, 2013	February 06-07, 2025	2	HIPA	Women and Child Department Haryana (Batch IV)	
341	DTC Gurugram	One days training course for group "D" employees of different departments	February 07, 2025	1	HIPA	Employees of various departments	
FEBRUARY 10-14 2025							
342	Dr. Rajvir Dhaka	Managing Competence at Work for High Performance	February 10-14,2025	5	HIPA	Printing & Stationery, Irrigation, public health engineering, Urban Local Bodies, Transport and industries	
343	Dr. Devendra Singh	Capacity Building Training for Skill Department, Ayush, Employment and Cooperation	February10-14,2025	5	HIPA	Skill Department, Ayush, Employment and Cooperation	
344	DTC Gurugram	Duties and Responsibilities of DDO's in regards to Ethics, Financial and Administrative Rules & e-Governance matters	February 10-12, 2025	3	HIPA	Employees of various departments	

345	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	February.11-13,2025	3	Hisar	Various Department	
346	Dr. Lalit Kumar	Income Tax and GST Matters	February 11, 2025	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
347	DTC Rohtak	Workshop on GST and Income Tax Matters & GST Matters for employees of Jhajjar & Rohak District	February 12-14, 2025	2	Jhajjar	Employees of Various Departments	DoPT
FEBRUARY 17-21 2025							
348	Dr. Devendra Singh	Emerging technologies in governance	February17-19,2025	3	HIPA	Skill Department, Ayush, Employment and Cooperation	DoPT
349	Ms. Aarti Dudeja	New Criminal Laws and Contemporary Challenges	February 17-19, 2025	3	HIPA	Prosecution Department	
350	DTC Hisar	Office Automation Tools - Computer Training- MS Word, MS Excel, PowerPoint, Presentation and Internet for employees of Hisar Division	February17-21, 2025	5	Hisar	Various Department	
351	Sh. K L Prasad	Agricultural Economic Policies –an assessment of theory in general and practices in select Schemes	February 17-18, 2024	2	HIPA	Agriculture Department	
352	Dr. Lalit Kumar	Leading Change in Procurement Procedures - Government e-Marketplace (GeM) and e-Tendering	February 18-20, 2025	3	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	DoPT
353	DTC Rohtak	e-Procurement, Record Management & Record Retention schedule and Financial matters	February 19-21, 2025	3	Jhajjar	Employees of Jhajjar District	DoPT
354	DTC Panchkula	Workshop on Right to Information Act,2005'	February 21, 2025	1	Panchkula	SPIOs,/ASPIOs and delaing hands working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. Located Panchkula/Chandigarh	
FEBRUARY 24-28 2025							
355	DTC Panchkula	Orientation Training Programme for Steno-typists	February 24-25,2025	2	Panchkula	Steno-typists working in Haryana Civil Sectt., FCR Office and HODs/ Board/ Corpns. located at Panchkula/Chandigarh	
356	DTC Rohtak	Transperancy and Accountability in Govt. Administration through RTI Act, CM Window and GeM Portal	February 24-25,2025	2	Karnal	Employees of Karnal District	DoPT

357	DTC Gurugram	Refresher Course for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	February 24-26, 2025	3	HIPA	Employees of various departments	
358	DTC Hisar	Training for Group D employees for Enhancing Communication Skills, Office Procedure, Duties, Conduct Rules, Ethics and Physical & Mental Health etc.	February 25-26,2025	2	Hisar	Various Department	
359	Dr. Manveen Kaur	Training programme on ICT Module	February 26-28,2025	3	HIPA	Department Of ULB	
360	Dr. Lalit Kumar	Data Analytics in Financial Management: Excel and AI Tools	February 27, 2025	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
361	Dr. Manveen Kaur	Two Day training program on 'Family based alternative care programme- sponsorship, foster care & after care; Adoption Regulation, 2017 & caring portal'	February 27-28, 2025	2	HIPA	Women and Child Department Haryana (Batch II)	
MARCH 03-08, 2025							
362	DTC Panchkula	Capacity Building of Group 'D' Employees (Motivation/Office Etiquettes/Introduction to Basic Service Rules	March 04-05,2025	2	Panchkula	Group 'D' Employees working in Sectt. / FCR office / HODs / Boards/Corpsns. and distt. Offices of Panchkula Distt.	
363	Ms. Aarti Dudeja	Good Governance & Ethics	March 04-06, 2025	3	HIPA	All Allotted Departments	
364	Dr. Lalit Kumar	Purchase Procedures: Tendering and GeM	March 04, 2025	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
365	DTC Hisar	Orientation training of Ministerial Staff of Education and other Department	March 04-06,2025	3	Hisar	Various Department	
366	DTC Rohtak	Capacity Building of Group 'C' Employees on Noting & Drafting and Service Matters	March 05-07,2025	2	Rohtak	Employees of Various Departments	
367	Sh. K L Prasad	Good Governance : Policies & Processes	March 06-07, 2025	2	HIPA	All Departments	
MARCH -10-14, 2025							

368	Dr. Devendra Singh	Training Programme on e-Office	March 10-12,2025	3	HIPA	Skill Department, Ayush, Employment and Cooperation	DoPT
369	DTC Panchkula	Financial Management - Training programme for DDOs □ Duties and responsibilities of DDOs and Supporting Staff	March 10-11,2025	2	Panchkula	DDOs & Supporting Staff working in the Sectt. / FCR office / HODs / Boards/Corps. and distt. Offices of Panchkula Dist	
370	DTC Rohtak	Capacity Building of Group 'D' Employees on Office Etiquettes/Communication Skills/Public Dealing / Behaviour and Ethics & Moral Values	March 10-12, 2025	3	Rohtak	Employees of Various Departments	DoPT
371	DTC Hisar	Office Automation Tools - Computer Training- MS Word, MS Excel, PowerPoint, Presentation and Internet for employees of Hisar Division	March 10-14, 2025	5	Hisar	Various Department	
372	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	March 10-12, 2025	3	HIPA	Employees of various departments	
373	Dr. Lalit Kumar	Duties and Responsibilities in Financial Matters	March 11, 2025	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	
374	Sh. K L Prasad	NEP-2020-Orientation and Sensitization Programme for Education Department	March 11-12, 2025	2	HIPA	Education Department	
375	Dr. Manveen Kaur	Three day training program on Protection of Domestic Violence Act,2005; prevention of Child marriage Act	March 11-13, 2025	3	HIPA	Women and Child Department Haryana (Batch I)	
376	Dr. Manveen Kaur	Hands-on training on AutoCAD	March 13-14, 2025	2	HIPA	Department Of ULB	
MARCH -17-21, 2025							
377	DTC Gurugram	Capacity Building for Employees of Haryana on Ethics, Financial and Establishment Rules & e-Governance matters	March 17-19, 2025	3	HIPA	Employees of various departments	
378	DTC Rohtak	Training Programme on Record Management and Right to Information Act for SPIO's/ PIO's/ Dealing Officials and Financial Management	March 17-19, 2025	4	Rohtak	Employees of Rohtak Division	DoPT
379	Dr. Lalit Kumar	Income Tax Matters	March 18, 2025	1	Hisar	Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers and their Subordinates	

380	DTC Rohtak	OfficeEtiquettes/Communication Skills/Public Dealing and introduction to Basic Rules & Time Management	March 20-21, 2025	2	Rohtak	Employees of Rohtak Division	DoPT
381	DTC Gurugram	One days training course for group “D” employees of different departments	March 21, 2025	1	HIPA	Employees of various departments	
	MARCH -24-28, 2025						
382	DTC Hisar	Training for Group D employees for Enhancing Communication Skills, Office Procedure, Duties, Conduct Rules, Ethics and Physical & Mental Health etc.	March 24-25, 2025	2	Hisar	Various Department	
383	Dr. Manveen Kaur	Three day Training Programme on Administrative, Financial Procedures and e-portals for CDPOs.	March 26-28, 2025	3	HIPA	Women and Child Department Haryana (Batch V)	



training branch <hipatrainingbranch@gmail.com>

Training Calendar for the year 2024-25.

2 messages

Sevottam HIPA Gurugram <sevottamhipagurugram@gmail.com>

Mon, Feb 26, 2024 at 11:26 AM

To: training branch <hipatrainingbranch@gmail.com>

As per the mandate of the Sevottam Cell, we are supposed to conduct as many as 20 training programmes in a year but during the year 2024-25 we propose to conduct 40 training programmes for 1200 officers/officials of Govt. of Haryana and Common Service Centres located in Haryana. These training programmes should be proposed from time to time depending upon the availability of the nominations of the participants and convenience of the faculty. The Sevottam Cell shall also assist two departments seeking Sevottam Certification during the year.

M.K.Midha,IAS (Retd.),

Consultant, Sevottam Cell, HIPA, Gurugram.

training branch <hipatrainingbranch@gmail.com>

Mon, Feb 26, 2024 at 3:12 PM

To: Sevottam HIPA Gurugram <sevottamhipagurugram@gmail.com>

Thank you for the information.

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