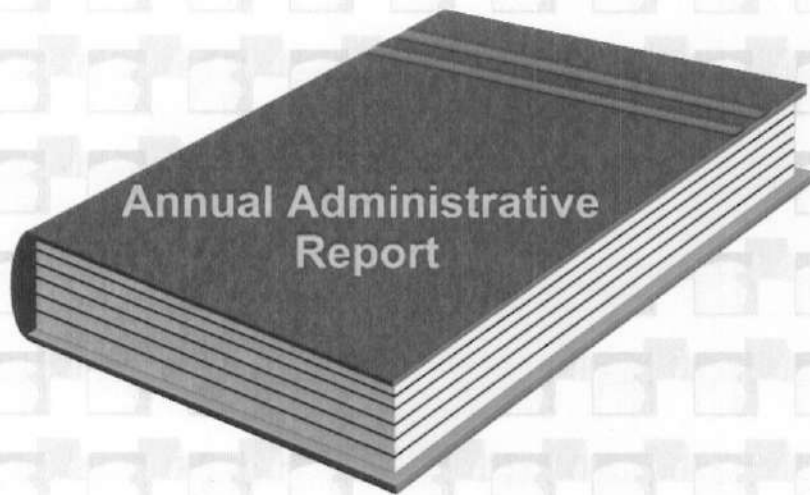




AN INSTITUTE OF EXCELLENCE

**ANNUAL ADMINISTRATIVE REPORT
OF
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION
2005 - 2006**



HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

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ANNUAL ADMINISTRATIVE REPORT OF HARYANA INSTITUTE OF PUBLIC ADMINISTRATION 2005-2006

I OBJECTIVES

1. The Haryana Institute of Public Administration was established by the Haryana Government on the 1st of August, 1983 as a Society registered under the Registration of Societies Act, 1860. The core objective of the Institute is to *improve the administrative ability and competence of the officers of the State in order to enhance overall administrative efficacy of the State and its responsiveness to the needs of the public*. In this regard, the institute undertakes the following activities:-
 - a) Courses for new entrants to the All India Services, Haryana Civil Service, Tehsildars and various allied services of the State Government.
 - b) In-service refresher courses for officers of the State Government.
 - c) In-service training related to the theory and practice of public administration to IAS officers of the Haryana cadre and officers of HCS.
 - d) Undertake, promote and co-ordinate research, case studies and training in the fields of Public Administration and Management either on its own or in collaboration with other agencies including Universities and training institutions of the Government of India as well as the State Government.
 - e) Undertake publication of newsletter and research papers.
 - f) Participate in the organization of conferences, seminars and workshops on specialized areas of Public Administration.

II ORGANISATIONAL SET-UP

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

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

III MANAGEMENT OF TRAINING AND ADMINISTRATION

3. During the period under review, Dr. H.S. Anand, IAS, was the principal Training & Administrative Officer of the Institute. The key officers assisting the Director General with regard to administration during the financial year 2005-2006 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1	Dr. H.S. Anand, IAS, Director General	1.4.2005	14.2.2006
2.	Dr. G. Prasanna Kumar, IAS Director General	6.3.2006	31.3.2006
3	Sh. P.R. Bishnoi, IAS Additional Director	12.8.2005	31.3.2006
4.	Sh. Anil Sharma, HCS Joint Director	7.5.2005	31.3.2006
5.	Sh.V.P.Asija, Chief Accounts Officer	1.4.2005	31.3.2006
6.	Sh. P.C.Walecha, Supdt. (Admin. & Trg)	1.4.2005	31.3.2006

IV ACADEMIC FACULTY

4. During the year (2005-2006) under review, the Institute had 3 Professors, 3 Associate Professors, 8 Assistant Professors, 2 Taxation experts, 1 Expert on General Administration, 1 Expert on Account – keeping and 2 Experts on Public Administration on its Academic Faculty. This faculty provided inputs in the following specialized areas of administration:

1. General Public Administration
2. Behavioural Sciences
3. Economics and Development Planning

4. Financial Management
5. Sociology and Social Development
6. Disaster Management
7. Information Technology
8. Urban Development (HUDCO Chair)

APPOINTMENT OF FACULTY MEMBERS

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

Sr. No	Name of the Faculty	From	To
1.	Dr H.S.Anand, Expert in Public Administration	1.4.2005	14.2.2006
3.	Dr. T.Duhan, Professor Financial Management	1.4.2005	31.3.2006
4..	Dr. J.George, Professor Economics & Development Planning	1.4.2005	31.3.2006
5.	Sh. Baij Nath, System Expert	1.4.2005	31.3.2006
6.	Dr Suresh Misra, Associate Professor of Public Administration	1.4.2005	31.3.2006
7.	Dr. Abhay Shrivastava Associate Professor of Disaster Management	1.4.2005	31.3.2006
8.	Sh. R.K.Gulati Assistant Professor (C)	1.4.2005	31.3.2006
9.	Mrs. Aarti Dudeja, Assistant Professor (PA)	1.4.2005	31.3.2006
10.	Ms. Manveen Kaur, Assistant Professor (RD)	1.4.2005	31.3.2006
11.	Ms.Divya Jyoti Assistant Professor (MIS)	1.4.2005	31.3.2006
12.	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	1.4.2005	31.3.2006
13.	Dr.Rekha Shrivastava, Assistant Professor (S)	1.4.2005	31.3.2006
14.	Dr. Rajvir Dhaka, Assistant Professor (PE)	1.4.2005	31.3.2006
15.	Dr. Bhuwan Kumar Assistant Professor (D.M.)	1.4.2005	31.3.2006

16.	Mrs.Kankan Kataria, Assistant Professor (CUDS)	9.1.2006	31.3.2006
17.	Mrs.Mukesh Lata Gupta, AETC	1.4.2005	31.3.2006
18.	Mrs. Surekha Sharma, JETC	17.6.2005	31.3.2006
19.	Sh. Surender Sharma DETC	11.11.2005	31.3.2006
20.	Sh.Ram Saran, Principal (DTC, Panchkula)	1.4.2005	31.3.2006
21.	Sh.V.P.Asija, Principal SMS (Gurgaon)	1.4.2005	31.3.2006

V FINANCIAL RESOURCES

6. The financial resources available to HIPA during the year 2005-06 are listed bellows in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Source	Amount (Lac)
1	Non Plan Funds	235.00
2	Plan Funds	42.00
3	Natural Disaster Management	08.00
4	Govt. of India Course Account	09.38
5	Training Courses Fee HIPA	02.66
6	DTC Panchkula	02.21
7	HUDCO	03.75
8	Training Courses for Excise & Taxation	40.00
	Total	343.00

VI TRAINING ACTIVITIES

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

8. Further HIPA has instituted a Chair on Urban Development in collaboration with the Human Settlement Management Institute (HSMI) under the aegis of the Housing and Urban Development Corporation (HUDCO).
9. During the period 1.4.2005 to 31.3.2006, the Institute conducted 264 Training Courses (as given in Table IV below).

Table IV

Training Courses, Trainees and Training Days						
Sr. NO	Type of Courses	Number	Sponsored	No. of Trainees	Days	Trainee Days
1	Long Duration Courses including Induction Courses	15	HIPA	273	150	2646
2	Short Duration Courses - HIPA	137	HIPA/DOPT	2565	601	11365
3	Seminars/Workshops	2	HIPA	39	4	78
4	Excise and Taxation School	19	HIPA	273	85	1228
5	Secretarial Management School, Gurgaon	12	SMS	267	52	1098
6.	Divisional Training Centre, Panchkula	79	DTC	2236	281	7463
	Total	264		5643	1173	23878

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

10. On a comparative plane, it is pointed-out that the Haryana Institute of Public Administration organized 264 Training courses during 2005-2006

as compared to 267 courses during 2004-2005 thereby equal attendance of 5643 participants in each year.

11. During the financial year 2004-2005, the Institute conducted 14 long duration courses, 154 short duration courses and 7 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 70 short duration courses and 9 seminars/workshops. The Excise & Taxation School conducted 9 courses. The Secretarial Management School, Gurgaon conducted 13 short duration courses and seminars/ workshops. A total of 267 Training Courses were conducted during 2005-06 through which training was imparted to 5643 officers of various Govt. Departments organizations.

VIII SUMMING UP

12. HIPA has consistently endeavored to make significant positive contributions for upgrading and refining the knowledge, skills and attitudes of civil servants functioning at different levels of the State Government. The Institute is always striving forward towards building a more *transparent, responsive, efficient and accountable governance system through the medium of training*. We realise that the State Government attaches considerable importance to training and hence, HIPA will continue to promote initiatives and improvements in the space of public policy and practice.

(A) LONG DURATION COURSES ORGANIZED BY HIPA (Main Wing)

Sr. No.	COURSE TITLE	FACULTY	DATE	TRAINEES	DURATION	TRAINEE DAYS
1	Computer Package- MS-Office- 2000 Operational Guidelines	APC	May 16-27, 2005	18	10	180
2	Induction Training Course on "Public Health and Administration for HCMS-II Medical Officers"	DG	May 23-June 03, 2005	37	10	370
3	Induction Training Course for IAS (U/T)	DG	June 14-01, July, 2005	3	15	45
4	ISAPI AND ASP Technology	FCS	July 18-29, 2006	14	10	140
5	Content design and web hosting	FCS	Aug. 16-25, 2005	20	8	160
6	Computer Package- MS-Office- 2000 Operational Guidelines	AP (MIS)	Aug. 22-Sept 02., 2005	20	9	180
7	DNS & Active Directory Administration	FCS	Sept. 5-16, 2005	24	10	240
8	Audit Sensitisation in Governance	FFM	Sept. 12-23, 2005	19	10	190
9	Window Server Administration	FCS	Oct.18-28, 2005	19	9	171
10	Computer Package- MS-Office- 2000 Operational Guidelines	AP (MIS)	Nov. 14-25, 2005	11	10	110
11	Web Server Administration & Scripting	FCS	Nov. 21-Dec 02, 2005	18	10	180
12	Computer Package- MS-Office- 2000 Operational Guidelines	AP(C)	Nov.28 - Dec.09, 2005	15	10	150
13	SQL Programming	FCS	Dec. 19-30, 2005	20	10	200
14	Computer Package- MS-Office- 2000 Operational Guidelines	AP (C)	Dec. 27- Jan.06, 2006	20	9	180
15	Computer Package- MS-Office- 2000 Operational Guidelines	AP (C)	Feb. 27-Mar 10., 2006	15	10	150
			Total	273	150	2646

(B) SHORT DURATION COURSES ORGANIZED BY HIPA (Main Wing)

Sr. No.	COURSE TITLE	FACULTY	TYPE	DATE	TRAINEES	DURATION	TRAINEE DAYS
1	Prison Management	FDM	HIPA	April 04-08, 2005	13	5	65
2	Girl Child in India: Challenges And Responses	AP (FS)	HIPA	April 04-08, 2005	19	5	95
3	Course for KRP (Key Resource Persons), Master Trainers of VEC (Village Education Committee) under SSA	AP (BS)	HIPA	April 06-08, 2005	27	3	81
4	Course for KRP (Key Resource Persons), Master Trainers of VEC (Village Education Committee) under SSA	AP (BS)	HIPA	April 18-20, 2005	25	3	75
5	Disaster Management with special reference to Drought Management	FDM	HIPA	April 18-20, 2005	23	3	69
6	Office Automation Tools	AP (MIS)	HIPA	April 18-21, 2005	8	3	24
7	Course for KRP (Key Resource Persons), Master Trainers of VEC (Village Education Committee) under SSA	AP (BS)	HIPA	April 25-27, 2005	32	3	96
8	Disaster & Environment Management	AP (DM)	HIPA	April 25-29, 2005	6	4	24
9	Innovations in Administration for Delivery of Services	FPA	HIPA	April 25-29, 2005	19	5	95
10	Women's Rights and Law	AP (FS)	HIPA	April 25-29, 2005	29	5	145
11	Information and Communication Technology (ICT) Role in Governance	APC	HIPA	May 02-04, 2005	17	3	51
12	Managing Stress for Enhancing Commitment and Efficiency	AP (BS)	HIPA	May 02-06, 2005	8	5	40
13	Workshop on Human Rights	FPA	HIPA	May 09-11, 2005	15	3	45
14	Watershed Farming and People's Participation in Watershed Management	AP (PE)	HIPA	May 09-13, 2005	9	5	45
15	Role of Bio-Technology as an Instrument for Agriculture & Horticulture Output.	AP (RD)	HIPA	May 16-18, 2005	21	3	63
16	Earthquake Management	FDM	HIPA	May 16-20, 2005	29	5	145
17	Tackling Urban Slums	CUDS	HIPA	May 16-20, 2005	22	5	110
18	Client – Server Configuration HTML and Front page skills	FCS	HIPA	May 16-20, 2005	5	5	25
19	Eliminating Child Labour in Dangerous and Hazardous Industries.	AP (PA)	DOPT	May 23-27, 2005	15	5	75
20	Good Governance Putting People at the Centre Stage of Development	FPA	HIPA	May 23-27, 2005	6	5	30
21	Sustainable Solid Waste Management	CUDS	HIPA	May 25-27, 2005	8	3	24
22	Social Audit for Rural Development Programmes	AP (RD)	HIPA	May 25-27, 2005	11	3	33
23	Institutional Training for IAS Officers	DG	HIPA	May 25-27, 2005	2	5	10

24	District Grievance Committee- Effective Redressal of Public Grievances at the District level (for Junior Officers)	AP (PE)	HIPA	May 30-03 June, 2005	13	3	39
25	Ground Water Management	AP (DM)	HIPA	May 30-03 June, 2006	9	5	45
26	Role of NGOs in Implementation of Self Help Groups	AP (PA)	HIPA	May 30-03 June, 2007	8	5	40
27	Communication and Presentation Skills	AP (BS)	HIPA	May 30-03 June, 2008	14	5	70
28	Prevention of HIV/AIDS Among Risk Individuals	AP (FS)	HIPA	May 30-03 June, 2009	32	5	160
29	Workshop on Citizen's Charter (For Senior Officers)	AP (PE)	HIPA	June 06-08, 2005	14	3	42
30	Workshop on O & M	FPA	HIPA	June 06-08, 2005	21	3	63
31	HTML	AP (MIS)	HIPA	June 06-09, 2005	7	4	28
32	Flood Management	FDM	HIPA	June 06-09, 2005	37	4	148
33	Role of Alternative Energy Sources in Meeting the Energy Gap of Haryana with Special Reference to Rural Areas	AP (RD)	HIPA	June 13-15, 2005	8	3	24
34	Continuous Quality Improvement	AP (PA)	DOPT	June 13-15, 2005	19	3	57
35	Environment Management	AP (DM)	HIPA	June 13-17, 2005	13	5	65
36	Total Quality Management in Govt. for Higher Productivity	FPA	HIPA	June 13-17, 2005	29	5	145
37	Vulnerability & Risk Analysis for Disaster Management in Gurgaon for Junior Staff	FDM	HIPA	June 20-22, 2005	16	3	48
38	Cleint Server Configuration	FCS	HIPA	June 27-01 July, 2005	22	5	110
39	Adolescents Health, Education and Care	AP (FS)	HIPA	June 27-01, July, 2005	23	5	115
40	Capability Building of Elected Membes of Panchayats	AP (PA)	HIPA	June 27-01, July, 2005	69	5	345
41	Strengthening of Self-Help Groups for Effective Formulation Implementation & Review of Initiatives under SGSY.	AP (RD)	HIPA	June 27-29, 2005	14	3	42
42	Disaster Management: Role of Nagarpalika	FDM	HIPA	June 28-30, 2005	23	3	69
43	Developing Managerial Skills of Principles of ITIs/VEIs	FFM	HIPA	June. 13-17, 2005	22	5	110
44	Negotiation Skills	AP (BS)	DOPT	July 04-08, 2005	16	5	80
45	Total Quality Management	AP (PA)	DOPT	July 11-13, 2006	15	5	75
46	Database Management Tool	AP (MIS)	DOPT	July 11-15, 2005	15	5	75

47	Finance for Non-Finance Executives	FFM	DOPT	July 11-15, 2005	14	5	70
48	Community Based Disaster Management	FDM	DOPT	July 18-22, 2005	36	5	180
49	Capability Building In SAS Officers	FFM	DOPT	July 18-22, 2005	6	5	30
50	Vulnerability & Risk Analysis for Disaster management in Gurgaon for Sr. Staff.	FDM	HIPA	July 20-22, 2006	9	3	27
51	Taking Care of Physically Handicapped And Mentally Challenged Persons Through Public-Private-Partnership	AP (FS)	HIPA	July 25-29, 2005	32	5	160
52	Motivation in Government Services	AP (BS)	HIPA	July 25-29, 2005	11	5	55
53	Role of College students in Disaster Management	FDM	HIPA	Aug. 01-05, 2005	78	5	390
54	Fire Management	CUDS	HIPA	Aug. 01-05, 2005	12	5	60
55	Table & Charts	AP (MIS)	HIPA	Aug. 08-12, 2005	15	5	75
56	WTO and Agriculture	AP (RD)	HIPA	Aug. 08-12, 2005	14	5	70
57	Disaster Management for School Children	FDM	HIPA	Aug. 08-12, 2005	23	5	115
58	Managing Public Services Effectively	FPA	HIPA	Aug. 08-12, 2005	13	5	65
59	Standardizing Service Delivery & Citizen Charter (DOPT)	AP (PE)	DOPT	Aug. 16-19, 2005	26	4	104
60	Planning as an Instrument of Economic Growth with Special reference to NCMP	FEDP	HIPA	Aug. 22-24, 2005	11	3	33
61	The nature of the agrarian economy of Haryana and Means of diversification for enhancing farm and non- farm income	AP (RD)	HIPA	Aug. 22-25, 2005	11	4	44
62	Post Disaster Management	FDM	HIPA	Aug. 22-25, 2005	23	4	92
63	The Role of Education in Promoting Human Rights as Women's Rights in India	AP (FS)	HIPA	Aug. 29-02, Sept., 2005	49	5	245
64	Industrializations of Haryana Present Status & Prospects	FEDP	DOPT	Aug. 29-31, 2005	7	3	21
65	Disaster Management: Role of Panchayats	FDM	DOPT	Sept. 05-07, 2005	93	3	279
66	Sustainable Development Concepts and Issues	CUDS	DOPT	Sept. 05-09, 2005	17	5	85
67	Measures for improving Milk Yields of Cows and Buffaloes and Co-operative Collection-cum-Marketing of Milak	AP (RD)	HIPA	Sept. 05-09, 2005	17	5	85
68	Team Building & Motivational Techniques for Achievement of Organisational Goals	AP (BS)	HIPA	Sept. 12-16, 2005	11	5	55
69	Grievance Redresal System in Haryana	AP (PA)	DOPT	Sept. 12-16, 2005	22	5	110

70	Role of Forensic Science in Quick conviction of vote in criminal cases	FDM	HIPA	Sept. 12-16, 2005	21	5	105
71	District as Effective Framework for Area Based Planning	FPA	HIPA	Sept. 12-16, 2005	12	5	60
72	Power Point Presentation	AP (MIS)	DOPT	Sept. 14-16, 2005	17	3	51
73	Managing People for Higher Productivity and Quality	AP (BS)	HIPA	Sept. 19-22, 2005	17	4	68
74	Entrepreneurship Development as an Instrument of Haryana's Progress	AP (PA)	HIPA	Sept. 19-22, 2005	15	4	60
75	Innovations in Administration for Delivery of services to the public	CUDS	HIPA	Sept. 19-22, 2005	11	4	44
76	Database Management Tool	AP (MIS)	HIPA	Sept. 26-30, 2005	16	5	80
77	Disaster Managemnt: Role of NGO's	FDM	HIPA	Sept. 26-30, 2005	29	5	145
78	Economic Management Initiatives in relation to the revenue account	FEDP	HIPA	Sept. 26-30, 2005	11	5	55
79	Decentralized Planning	FPA	HIPA	Sept. 26-30, 2005	12	5	60
80	Crisis Management in Administration	AP (PA)	DOPT	Sept. 26-30, 2005	15	5	75
81	Towards Prudent Fiscal Management	FEDP	HIPA	Oct. 05-07, 2005	11	3	33
82	Effective Management of Health Services	AP (BS)	HIPA	Oct. 24-26, 2005	12	3	36
83	Improving Quality of Life of Older Persons	AP (FS)	HIPA	Oct. 24-28, 2005	29	5	145
84	Management of Self Help Group	AP (PA)	DOPT	Oct. 24-28, 2005	20	5	100
85	Economics Offences	FDM	HIPA	Oct. 24-28, 2005	25	5	125
86	Performance Appraisal	AP (BS)	HIPA	Nov. 07-11, 2005	11	5	55
87	Use of Remote Sensing and GIS in Disaster Management	AP (DM)	HIPA	Nov. 07-11, 2005	23	5	115
88	Resource Mobilization for Urban Local Bodies	CUDS	HIPA	Nov. 07-11, 2005	11	5	55
89	Ethical Issues in Administration	FPA	HIPA	Nov. 07-11, 2005	15	5	75
90	Valnerability & Risk Analysis for Disaster Management in Gurgaon of Senior Staff	FDM	HIPA	Nov. 09-11, 2005	10	3	30
91	Man Power Planning & Vocational Education	AP (PA)	HIPA	Nov. 14-18, 2005	14	5	70
92	Development Assertiveness and Empowerment among Women in Haryana	AP (RD)	HIPA	Nov. 14-18, 2005	14	5	70
93	Watershed Development	AP (DM)	HIPA	Nov. 21-25, 2005	20	5	100

94	Capacity Building for SAS Officer	FFM	DOPT	Nov. 21-25, 2005	17	5	85
95	Improving the Quality of Secondary Education	FPA	HIPA	Nov. 21-25, 2005	25	5	125
96	Prevention & Control of Drug Abuse	AP (FS)	HIPA	Nov. 28-02, Dec, 2005	39	5	195
97	Upgrading ITI Courses	AP (PA)	HIPA	Nov. 28-02, Dec, 2005	10	5	50
98	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Faridbad District)	CUDS	HIPA	Nov. 28-30, 2005	9	3	27
99	Social Security for Workers with Special Emphasis on Innovative Strategies for Covering the Informal Sector	AP (DM)	HIPA	Dec. 05-09, 2005	23	5	115
100	Disaster Management and Urban Planning	FDM	DOPT	Dec. 05-09, 2005	23	5	115
101	Public Distribution System	FFM	DOPT	Dec. 05-09, 2005	20	5	100
102	Managerial Skills Principles VET's	FFM	HIPA	Dec. 12-16, 2005	13	5	65
103	Disaster Management & Human Right	FDM	DOPT	Dec. 14-16, 2005	17	3	51
104	Juvenile Justice Act	AP (FS)	HIPA	Dec. 19-23, 2005	36	5	180
105	Role of DRDA's in Haryana's Development	FPA	HIPA	Dec. 19-23, 2005	11	5	55
106	Maintaining the Ecological Balance for Sustainable Development Afforestation and Anti Pollution Strategies	AP (DM)	HIPA	Dec. 27-30, 2005	9	4	36
107	Prevention and Control of Environment of Offense	FDM	HIPA	Dec. 27-30, 2005	10	4	40
108	Micro Business Development	AP (PA)	HIPA	Jan. 02-06, 2006	14	4	56
109	People Participation Water Conervation	AP (DM)	HIPA	Jan. 02-06, 2006	14	5	70
110	Welfare of SCs & BCs	AP (FS)	HIPA	Jan. 02-06, 2006	35	5	175
111	Total Quality Management	AP (PA)	HIPA	Jan. 09-13, 2006	11	4	44
112	Planned Change - A Strategy for Effective Development Administration in the State	FPA	HIPA	Jan. 09-13, 2006	17	4	68
113	Effective Management of Health Services	AP (BS)	Spons.	Jan. 09-13, 2006	13	4	52
114	Strategies for Improving Forest Cover in Haryana	AP (DM)	HIPA	Jan. 09-13, 2006	14	5	70
115	Managing Change in Organization	Apn (PE)	HIPA	Jan. 09-13, 2006	17	5	85
116	Re-organizing Employment Exchange for Certification-cum-Placement Service and Provision of Micro-Business inputs for Promotion of Self Employment.	AP (DM)	HIPA	Jan. 16-20, 2006	12	5	60

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117	Empowering Citizen for Effective Services Delivery	AP (PE)	HIPA	Jan. 16-20, 2006	11	5	55
118	SQL Server Administration	FCS	HIPA	Jan. 16-20, 2006	20	5	100
119	Planned Affirmative Action for Social Development	FEDP	HIPA	Jan. 16-20, 2006	11	5	55
120	Effective management of Public Distribution System	FFM	Spons.	Jan. 16-20, 2006	17	5	85
121	Alternative Health Delivery System	AP (BS)	Spons.	Jan. 23-25, 2006	14	5	70
122	Prevention of HIC/AIDs	AP (FS)	HIPA	Jan. 23-27, 2006	42	4	168
123	Appraisal of A/C Keeping Software	AP (MIS)	HIPA	Jan. 23-27, 2006	10	4	40
124	Preparedness of Haryana for Agriculture under WTO	FEDP	HIPA	Jan. 30-01, Feb., 2007	12	3	36
125	Capacity Building Programme for Elected Women Representatives of Urban Local Bodies in Haryana (Sonapat District)	CUDS	HIPA	Jan. 30-01, Feb., 2008	20	3	60
126	Waste Land Development	AP (DM)	DOPT	Jan. 30-03, Feb., 2006	21	5	105
127	Primary Education	AP (BS)	HIPA	Feb. 06-07, 2006	16	5	80
128	Tackling Urban Slums	CUDS	DOPT	Feb. 06-07, 2006	16	5	80
129	Declining Child Sex Ratio in Haryana	AP (FS)	HIPA	Feb. 13-17, 2006	32	5	160
130	Internet Site Preparation Skills	FCS	HIPA	Feb. 14-17, 2006	25	4	100
131	Critical Steps for Improving Female Enrollment & Retention up to High School Level	AP (BS)	HIPA	Feb. 20-22, 2006	16	3	48
132	Adoption	AP (FS)	DOPT	Feb. 27-03, Mar., 2006	23	5	115
133	Personnel Admn. and Efficient Conduct of Disciplinary Proceedings	FPA	HIPA	Feb. 27-03, Mar., 2007	26	5	130
134	"Outlay-Outcome" Pairing and Economic Development consequence in Haryana (Haryana)	FEDP	HIPA	Mar. 06-08, 2006	9	3	27
135	Public Distribution System	FFM	HIPA	Mar. 06-10, 2006	24	5	120
136	Social Forestry, Botanical Parks and Allied Measures for Improving the Environment of Urban and Rural Habitat	AP (DM)	HIPA	Mar. 06-10, 2006	12	5	60
137	Capacity Building Programme for Elected Women Representative of Urban Local Bodies In Haryana	CUDS	HIPA	Mar. 20-22, 2006	10	3	30
Total					2565	601	11365

(C) SEMINARS/ WORKSHOPS ORGANIZED BY HIPA (Main Wing)							
Sr. No.	COURSE TITLE	FACULTY	TYPE	DATE	TRAINEES	DURATION	TRAINEE DAYS
1	Workshop on Organizations & Methods	AP (PE)	HIPA	Dec. 08-09, 2005	17	2	34
2	Workshop on Organizations & Methods	AP (PE)	HIPA	Feb. 06-07, 2006	22	2	44
Total					39	4	78

**(D) COURSES ORGANIZED BY THE EXCISE & TAXATION SCHOOL
(Gurgaon)**

Sr. No.	COURSE TITLE	FACULTY	DATE	TRAINEES	DURATION	TRAINEE DAYS
1	VAT Course	DETC	April 19-21, 2005	19	3	57
2	VAT Course	DETC	May 02-06, 2005	16	5	80
3	VAT Course	DETC	May 23-27, 2005	15	5	75
4	VAT Course	DETC	June. 13-17, 2005	19	5	95
5	VAT Course	DETC	July 04-08, 2005	15	5	75
6	VAT Course	DETC	July 25-29, 2005	16	5	80
7	VAT Course	DETC	Aug. 01-05, 2005	14	5	70
8	VAT Course	AETC	Dec.12-16, 2005	20	5	100
9	VAT Course	DETC	Dec. 19-23, 2005	13	5	65
10	VAT Course	DETC	Jan. 02-06, 2006	12	4	48
11	VAT Course	AETC	Jan. 16-20, 2006	10	5	50
12	Excise & LADT	DETC	Jan. 23-27, 2006	12	4	48
13	Disciplinary Proceedings	AETC	Jan. 30-01, Feb., 2006	10	3	30
14	Disciplinary Proceedings	DETC	Feb.07-09, 2005	12	3	36
15	VAT & LADT	AETC	Feb. 14-17, 2006	13	4	52
16	VAT Course	DETC	Feb. 27-03, Mar., 2008	14	5	70
17	VAT & LADT	DETC	Mar. 06-10, 2006	14	5	70
18	VAT & LADT	DETC	Mar. 13-17, 2006	18	4	72
19	VAT Course	AETC	Mar. 20-24, 2006	11	5	55
			Total	273	85	1228

(E) COURSES ORGANISED BY THE PRINCIPAL SECRETARIAL MANAGEMENT SCHOOL, GURGAON					
Sr. No.	COURSE TITLE	DATE	TRAINEES	DURATION	TRAINEE DAYS
1	Office Procedure Maintenance of gis,A/C	April 25-29, 2005	21	5	105
2	Pension & Pensionary Benefit and Service Matters	May 17-20, 2005	25	4	100
3	Pension & Retirement Benefits	June 13-17, 2005	21	5	105
4	Service Matters	July 18-22, 2005	20	5	100
5	Cannons of Financial Management	August 16-19, 2005	26	4	104
6	Pension & other benefits	Sept. 19-22, 2005	32	4	128
7	Group C employees on Service Matters	Oct. 07-10, 2005	16	5	80
8	Orientation Course for Group C employees	Nov. 7-11,2 005	17	5	85
9	Income Tax Workshop	Nov. 17, 2005	34	1	34
10	Group C Employees on Pension Retirement Benefits of Service matters	Dec. 12-16, 2005	18	5	90
11	Pension & Retirement Benefits & other service Matters	Jan. 16-20, 2006	19	5	95
12	Group C Employees on cannons of Financial Propriety	Feb. 14-17, 2006	18	4	72
		Total	267	52	1098

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

S.No	Name of Course	Duration	No. of Days	No. of Participants	No. of Training Days
1	Awareness of Potential of Voucher Level Computerization	6-4-05 to 8-4-05	3	15	45
2	Enhancing Efficiency through Women Empowerment	19-4-05 to 21-4-05	3	25	75
3	Duties & Functions of Clerks	25-4-05 to 29-4-05	5	26	130
4	Administrative Efficiency in Govt. Department at Ambala	2-5-05 to 5-5-05	5	44	220
5	Welfare Schemes for Govt. Employees	9-5-05 to 10-5-05	2	16	32
6	Office Automation Tools	16-5-05 to 20-5-05	5	15	75
7	Orientation Training Programme for Assistants	23-5-05 to 27-5-05	5	38	190
8	Financial Management	23-5-05 to 27-5-05	5	20	100
9	Two day Workshop on "MS Excel and Internet"	26-5-05 to 27-5-05	2	14	28
10	Pension & Service Matters	1-6-05 to 3-6-05	3	18	54
11	Orientation Training Programme for Supdts/Dy. Supdts	6-6-05 to 9-6-05	4	11	44
12	Administrative Efficiency in Govt. Department	13-6-05 to 17-6-05	5	14	70
13	Duties & Functions of Clerks	13-6-05 to 17-6-05	5	17	85
14	Enhanced Litigation	27-6-05 to 30-6-05	4	21	84
15	Office Automation Tools	4-7-05 to 8-7-05	5	6	30
16	Duties & Functions of Clerks	11-7-05 to 15-7-05	5	19	95
17	Foundational Training for Clerks	11-7-05 to 22-7-05	10	41	410
18	Administrative Efficiency in Govt. Department at Kurukshetra	11-7-05 to 15-7-05	5	65	325
19	Welfare Schemes for Govt. Employees	20-7-05 to 22-7-05	3	18	54
20	Reservation Policy	25-7-05 to 26-7-05	3	21	63
21	Two day Workshop on "MS Excel and Internet"	26-7-05 to 27-7-05	2	6	12
22	One day workshop on "Income Tax Matters for Panchkula District"	28-7-05	1	37	37

23	One day workshop on "Income Tax Matters"	29-7-05	1	18	18
24	One day Workshop on "Income Tax Matters" at Karnal	29-7-05	1	107	107
25	Administrative Efficiency in Govt, Departments	1-8-05 to 5-8-05	5	36	180
26	Financial Management	2-8-05 to 4-8-05	3	26	78
27	One day workshop on Record Management	4.8.05	1	15	15
28	Pension & Service Matters	8.8.05 to 12.8.05	5	18	90
29	Rules/Regulations & procedure to conduct the Departmental Enquiry	9.8.05 to 10.8.05	2	10	20
30	Enhanced Personal Efficacy	17.8.05 to 19.8.05	3	12	36
31	Enhanced Litigation	23.8.05 to 25.8.05	3	11	33
32	Enhancing personal productivity	24.8.05 to 25.8.05	2	11	22
33	Reducing Delays & Improving personal efficiency for Dy. Supdts/Supdts	5.9.05 to 7.9.2005	3	10	30
34	Duties & Functions of Clerks	5.9.05 to 9.9.05	5	15	75
35	Pension & Service Matters at Fatehabad	5.9.05 to 9.9.05	5	61	305
36	O.T.P for PAs on 'Reducing Delays & Improving personal efficiency'	12.9.05 to 14.9.05	3	17	51
37	Enhancing Efficiency through Women Empowerment	15.9.05 to 16.9.05	2	27	54
38	Workshop on "Income Tax Matters"	20.9.05	1	27	27
39	Developing Communication Skill(through Noting & Drafting)	26.9.05 to 30.9.05	5	16	80
40	Office Automation Tools	26.9.05 to 30.9.05	5	14	70
41	Reducing Delays & Improving personal efficiency for Private Secretaries	19.10.05 to 21.10.05	3	6	18
42	Workshop on "Income Tax Matters"	20.10.05	1	35	35
43	Orientation Training Programme for Assistants	24.10.05 to 28.10.05	5	28	140
44	Administrative Efficiency	24.10.05 to 28.10.05	5	15	75
45	Office Automation tools for Industrial Training Vocational Education Deptt.	24.10.05 to 28.10.05	5	18	90

46	Enhanced Litigation	7.11.05 to 9.11.05	3	29	87
47	Duties & Functions of Clerks for HSAMB	7.11.05 to 11.11.05	5	30	150
48	Office Automation tool	7.11.05 to 11.11.05	5	12	60
49	Pension & Service Matters at Hissar	7.11.05 to 11.11.05	5	121	605
50	Reducing Delays & Improving personal efficiency for P.As	16.11.05 to 18.11.05	3	12	36
51	Disciplinary Proceeding under Punishment & Appeal Rules	16.11.05 to 17.11.05	2	23	46
52	Financial Management	21.11.05 to 23.11.05	3	18	54
53	Duties & Functions of Clerks for HSAMB	21.11.05 to 25.11.05	5	31	155
54	Office Automation tools for Industrial Training Vocational Education Deptt.	21.11.05 to 25.11.05	5	14	70
55	Pension & Service Matters	5.12.05 to 9.12.05	5	22	110
56	Office Automation tools for Industrial Training Vocational Education Deptt.	5.12.05 to 9.12.05	5	16	80
57	Orientation Training Programme for Private Secretaries	7.12.05 to 9.12.05	3	16	48
58	Computer Training on MS Excel-generation of Tables & Charts, etc. Internet - e. mail operations	8.12.05 to 9.12.05	2	14	28
59	Orientation Training Programme for Dy. Supdts/Supdts	12.12.05 to 16.12.05	5	14	70
60	Office Automation tools for Industrial Training Vocational Education Deptt.	12.12.05 to 16.12.05	5	13	65
61	Duties & Functions of Clerks	19.12.05 to 23.12.05	5	10	50
62	Office Automation Tools	19.12.05 to 23.12.05	5	10	50
63	Workshop on "Income Tax Matters" at JIND	20.12.2005	1	119	119
64	Workshop on "Income Tax Matters"	28.12.2005	1	19	19
65	Workshop on "Income Tax Matters" at Ambala for Education Department	3.1.06	1	122	122
66	Workshop on "Income Tax Matters" at Ambala for Education Department	4.1.06	1	108	108
67	Orientation Training Programme for Supdts/Dy.Supdts	9-1.06 to 13.1.06	5	11	55
68	Workshop on "Income Tax Matters"	10.1.06	1	19	19

69	Specialized Computer Training on " MS Excel-generation of Tables & /Charts, etc.- Internet-e-mail operations	16.1.06 to 18.1.06	3	23	69
70	enhancing personal productivity	16.1.06 to 18.1.06	3	12	36
71	Pension & Service Matters at Rohtak	16.1.06 to 20.1.06	5	101	505
72	Workshop on "Citizen Charter"	19.106	1	11	11
73	Workshop on Record Management including Revenue Record at Yumuna Nagar	7.2.06	1	63	63
74	Developing Effective Communication Skill(through Noting & Drafting)	6.2.06 to 10.2.06	5	33	165
75	Office Automation Tools	6.2.06 to 10.2.06	5	11	55
76	Administrative Efficiency in Govt. Department for Panchkula Distt.	14.2.06 to 17.2.06	4	17	68
77	Disciplinary Proceeding Under P & A Rules	21.2.06 to 22.2.06	2	15	30
78	Handling of Court Cases	27.2.06 to 28.2.2.06	2	29	58
79	Pension & Service Matters at Sonapat	6.3.06 to 10.3.06	5	58	290
Total			281	2236	7463

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