AN INSTITUTE OF EXCELLENCE
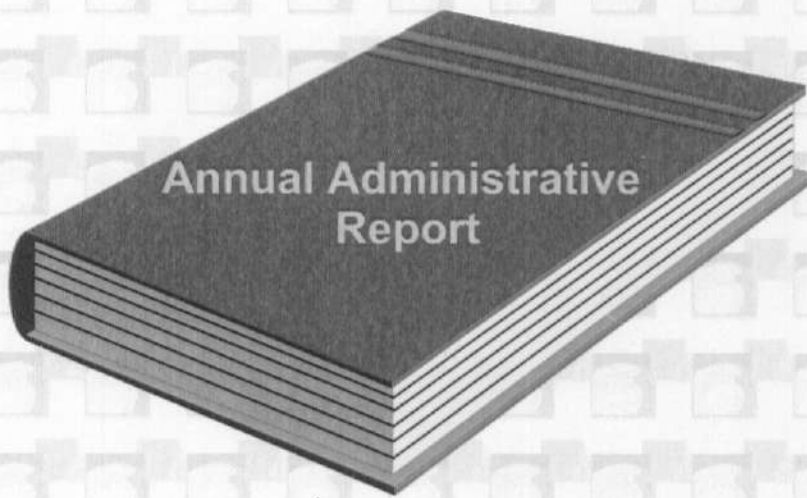
ANNUAL ADMINISTRATIVE REPORT

OF

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

2006- 2007

Annual Administrative
Report

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

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Web site: http://hipa.nic.in

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I **LOCATION AND INFRASTRUCTURE**

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

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

Library & Information Centre of the Institute is equipped with a core collection of over 25000 books in the area of Social Sciences, Management and Literature. The Centre subscribes to almost all leading Journals & Magazines of National and International repute.

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

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

II **OBJECTIVES**

The Haryana Institute of Public Administration was established by the Haryana Government on the Ist of August, 1983 as a Society registered under the Registration of Societies Act. 1860. The core objective of the Institute is to improve the administrative ability and competence of the officers of the State in order to enhance overall administrative efficacy of the State and its

responsiveness to the needs of the public. In this regard, the institute undertakes the following activities:-

a)   Courses for new entrants to the All India Services, Haryana Civil Service, Tehsildars and various allied services of the State Government.

b)   In-service refresher courses for officers of the State Government.

c)   In-service training related to the theory and practice of public administration to IAS officers of the Haryana cadre and HCS officers.

d)   Subject specific short-term in-service training programmes for officers of different departments of the State Government.

(e)   Need-based Training Programmes for various Corporations/Boards and other autonomous bodies of the State Government and Central Government.

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

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

(h)   Seminars and Workshops to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest.

(i)   Undertake, promote and co-ordinate research, case studies and training in the fields of Public Administration and Management either on its own or in collaboration with other agencies including Universities and training institutions of the Government of India as well as the State Government.

j)   Undertake publication of newsletter and research papers.

k)   Participate in the organization of conferences, seminars and workshops on specialized areas of Public Administration.

III   ORGANISATIONAL SET-UP

The Haryana Institute of Public Administration is the apex administrative training Institute of the State funded mainly by the Government of Haryana. The Chief Minister of the State heads the Governing Body. A managing committee

called the Executive Council, headed by the Chief Secretary of the Government, oversees the critical activities of the Institute.

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

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

a. General Public Administration

b. Behavioural Sciences

c. Economics and Development Planning

d. Financial Management

e. Sociology and Social Development

f. Disaster Management

g. Information Technology

h. Urban Development (HUDCO Chair)

i. Rural Development

j. Division Training Centre, Panchkula

k. Secretarial Management School, Gurgaon

l. Excise & Taxation Training Centre, Gurgaon

m. Haryana History, Culture and Social Development

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

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

Research and Consultancy

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

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

IV.   MANAGEMENT OF TRAINING AND ADMINISTRATION

1.   During the period under review, Dr. G. Prasanna Kumar, 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 2006-2007 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1.	Dr. G. Prasanna Kumar, IAS Director General	1.04.2006	31.03.2007
2.	Sh. P.R. Bishnoi, IAS	1.04.2006	31.03.2007

	Additional Director		
3	Sh. Anil Sharma, HCS Joint Director	1.04.2006	19.02.2007
4.	Sh. Pushpender Singh Chauhan, HCS Joint Director	19.3.2007	31.03.2007
5	Sh.V.P.Asija, Chief Accounts Officer	1.4.2006	31.03.2007
6	Sh.Ram Saran, Principal DTC, Panchkula	1.4.2006	31.03.2007
7	Mrs. Anjula Kapoor, Asstt. Librarian, DTC, Panchkula	1.4.2006	31.03.2007
8	Sh. Joginder Singh, Asstt. Librarian	1.4.2006	31.03.2007
9	Mrs. Arvinder Uppal, Supdt. ,DTC, Panchkula	1.4.2006	21.11.2006
10	Mrs. Arvinder Uppal, Admn. Officer	22.11.2006	5.03.2007
11	Sh. P.C.Walecha, Supdt. (Admin. & Trg)	1.4.2006	15.03.2007
12	Sh. P.C. Walecha, Admn. Officer	16.3.2007	31.3.2007
13	Sh. A.N. Dhiman Accounts Officer	1.4.2006	31.03.2007

V   ACADEMIC FACULTY

During the year (2006-2007) under review, the Institute had 5 Professors, 1 Associate Professor, 10 Assistant Professors, 3 Taxation experts, and 1 Expert on Account – keeping on its Academic Faculty.

VI   APPOINTMENT OF FACULTY MEMBERS

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

Sr.N	Name of the Faculty	From	To
1.	Dr. G. Prasanna Kumar, IAS Director General	1.4.2006	31.3.2007
2..	Dr. T.Duhan, Professor Financial Management	1.4.2006	10.08.2006
3.	Dr. J.George, Professor Economics & Development Planning	1.4.2006	31.03.2007
4.	Sh. Baij Nath, System Expert	1.4.2006	31.03.2007
5	Dr Suresh Misra, Professor of Public Administration	1.4.2006	31.03.2007
6.	Prof. K.C. Yadav, Haryana History Culture and Social Development	7.8.2006	31.03.2007
7.	Prof. M.R. Kulkarni, Urban Dev.	26.02.2007	31.03.2007
8.	Dr. Abhay Shrivastava Associate Professor, Disaster Management	1.4.2006	31.03.2007
9.	Sh. R.K. Gulati Assistant Professor (Computer)	1.4.2006	31.03.2007
10.	Mrs. Aarti Dudeja, Assistant Professor, Public Admn.	1.4.2006	31.03.2007
11.	Ms. Manveen Kaur,	1.4.2006	31.03.2007

	Assistant Professor,(Rural Dev.)		
12.	Mrs. Divya Jyoti Assistant Professor (MIS)	1.4.2006	31.03.2007
13.	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	1.4.2006	31.03.2007
14.	Dr. Rekha Shrivastava, Assistant Professor (Sociology)	1.4.2006	31.03.2007
15.	Dr. Rajvir Dhaka, Assistant Professor (PE)	1.4.2006	31.03.2007
16.	Dr. Bhuwan Kumar Assistant Professor (D.M.)	1.4.2006	31.03.2007
17.	Mrs. Kankan Kataria, Assistant Professor (CUDS)	1.04.2006	31.03.2007
18.	Mr. Lalit Kumar, Assistant Professor (FM)	29.12.2006	31.03.2007
19.	Sh. Devender Singh, Programmer	1.4.2006	31.03.2007
20	Mrs.Mukesh Lata Gupta, AETC	1.4.2006	31.03.2007
21	Sh. Surender Sharma JETC	1.04.2006	1.09.2006
22	Sh S.C. Gupta JETC	6.09.2006	31.03.2007
23	Mrs. Surekha Sharma, DETC	1.04.2006	5.09.2006
24	Sh Ashok Bhadu DETC	13.09.2006	31.03.2007

25.	Sh.Ram Saran, Principal (DTC, Panchkula)	1.4.2006	31.3.2007
26.	Sh.V.P.Asija, Principal SMS (Gurgaon)	1.4.2006	31.3.2007

VII   FINANCIAL RESOURCES

1.   The financial resources available to HIPA during the year 2006-07 are listed below in Table III :

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Source	Amount (Lac)
1	Non Plan Funds	245.00
2	Plan Funds	60.00
3	Natural Disaster Management	10.00
4	Govt. of India Course Account	06.68
5	Training Courses Fee HIPA	10.56
6	DTC Panchkula	02.38
7	HUDCO	-
8	Training Courses for Excise & Taxation	10.00
	Total	344.62

VIII   TRAINING ACTIVITIES

1. 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.

2. 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).

3. During the period 1.4.2006 to 31.3.2007, the Institute conducted 265 Training Courses (as given in Table IV below).

Table IV

	Training Courses, Trainees and Training Days					
Sr. NO	Type of Courses	Number	Sponsored By	No. of Trainees	Days	Trainee Days
1	Long Duration Courses including Induction Courses	14	HIPA	274	164	3042
2	Short Duration Courses - HIPA	99	HIPA/DOPT	1963	446	8715
3	Seminars/Workshops	33	HIPA	1905	36	1974
4	Excise and Taxation School	22	HIPA	269	89	1068
5	Secretarial Management School, Gurgaon	14	SMS	544	58	1892
6.	Divisional Training Centre, Panchkula	83	DTC	3123	281	7921
	Total	265		8078	1062	24612

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

4. On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized 265 Training courses during 2006-2007 through which training was imparted to 8078 officers/officials of various Government Departments/ Organisations, as compared to 264 courses during 2005-2006 in which 5643 trainees participated.

5. During the financial year 2005-2006, the Institute conducted 15 long duration courses, 137 short duration courses and 2 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 66 short duration courses and 23 seminars/workshops. The Excise & Taxation School conducted 19 courses. The Secretarial Management School, Gurgaon conducted 12 short duration courses and seminars/ workshops.

IX OTHER ACTIVITIES HELD DURING THE YEAR

Training Need Analysis Meet

In order to make Training Programmes more client oriented and demand driven HIPA organized a Training Need Analysis Meet at Red Bishop, Panchkula on 26th June 2006. The objective of the Meet was not only to conduct Training Need Analysis (TNA) and assess the training requirements of various Departments but also to explore areas of mutual interest and cooperation. The Departments were requested to nominate a Training Coordinator with whom the Institute could liaison in matters relating to training. All the Departments welcomed the initiative and it was felt that more such opportunities for interaction should be explored in future.

Panel Discussion: Security Scenario in Gurgaon

HIPA in association with IIPA Gurgaon Local Branch organized a Panel Discussion on " A Perspective on Security Scenario in Gurgaon" on 29th June 2006. The discussion provided a platform for meaningful interaction between the residents of Gurgaon, the district administration, security experts and civil society organisations. Dr. G. Prasanna Kumar, Director General, HIPA highlighted the importance of the theme and also expressed the desire that HIPA would play a more meaningful role in addressing the problems of Gurgaon in particular and the State in general. Sri M.C. Gupta, former Chief Secretary, Haryana conducted

the proceedings. Mr. R.P. Bhardwaj, Deputy Commissioner, Gurgaon and Mr. Hanif Quraishi, SSP, Gurgaon, gave an overview of the security scenario in Gurgaon and also shared the concerns of the citizens of Gurgaon regarding maintenance of law and order. Mr. Shanker Sen, former DG, NHRC, Dr. U.N.B. Rao, Mr. Maxwell Pereira and others presented their views on the theme.

Director General Visits C G G

Dr. Prasanna Kumar Director General, along with Mr. Baijnath, Head, Faculty of Computer Sciences visited the Centre for Good Governance at Hyderabad. They held discussion with the officers and faculty members on the activities of the CGG. They were also briefed about the projects and consultancy assignments being taken up by the Centre. The visit was in connection with setting up of Centre for Good Governance at HIPA, Gurgaon on the lines of CGG at Hyderabad.

Golden Jubilee Meeting of Executive Council

The 50th Meeting of the Executive Council of HIPA was held on 15th July 2006 at Haryana Bhawan, New Delhi. Mr. Prem Prashant, Chief Secretary, Haryana Chaired the meeting. The EC approved the setting up of two new Centres at HIPA, i.e., Centre for the Study of History and Culture of Haryana and the Centre for Good Governance. Centre for the Study of History and Culture of Haryana has become operational. Centre for Good Governance would become operational very soon.

Haryana Human Development Report

HIPA has prepared the Haryana Human Development Report, 2005. The Report highlights that the Human Development approach with its emphasis on health attainments, educational attainments, remedial measures for eliminating gender disparity and alleviation of economic deprivations, must become the core philosophy of good governance. The various indices discussed at length in the Report, namely the Human Development Index, the Gender Equality Index and the Human Poverty Index can be used as significant tools for measuring

outcomes and assessing the performance of the bureaucracy dealing with socio-economic development.

The Report brings out the commendable progress made by Haryana in the sphere of Agriculture, Animal Husbandry and physical infrastructure in terms of electrification of all villages and towns as well as connecting all villages by pucca roads. The state is gradually improving its performance on educational and health indicators. On the whole there is still considerable scope for improvement in the spheres of social development and employment generation. The HDR Research Team was led by Dr. H. S. Anand, former DG, and assisted by Mr. R.K.Gulati, Ms. Manveen Kaur, Ms. Aarti Dudeja and Dr. Bhuwan Kumar.

Chief Minister Visits HIPA

The Chief Minister, Shri Bhupinder Singh Hooda visited HIPA on 7th November to inaugurate state-level sensitization programme on "Earthquake Risk Management". The programme was tailor made for the legislative members of Haryana Assembly.

The Chief Minister announced that the state government would soon enact a law on Disaster Management on the Central pattern. Sh. Hooda also said that two companies of the Haryana Police were being specially trained for Disaster Management. He emphasised that the foundations of buildings should be designed and constructed as per the National Building Code. Sh. Hooda also praised HIPA for organising such sensitization programme.

The Chief Secretary, Shri Prem Prashant and Chairperson of the HIPA Executive Council informed the audience that the occasion was memorable to HIPA as the CM is also the President of HIPA Society. He also informed that HIPA started working on Disaster Management issues on 1st July, 1994 as a Central Scheme.

Pathways of Right to Information Act

HIPA has been cruising along the RTI highway for a while IC Centre for Governance in association with HIPA organized a RTI Seminar on 17 November 2006 in the Conference Hall of the New Secretariat in Chandigarh. Shri Prabhat

Kumar former Cabinet Secretary, Govt. of India, Mr. Trilochan Singh and Ms. Kiran Agarwal, retired IAS of Haryana cadre, Shri G. Madahvan, Chief Information Commissioner, Haryana and Smt. Meenaxi Anand Chaudhary, State Information Commissioner in a mutually reinforcing manner underscored the seminal importance of RTI Act in Haryana. Prof. Suresh Misra made a thought provoking presentation on "Capacity Building (CB) in RTI" and highlighted the role of HIPA in such CBs.

HIPA organised another seminar on Right to Information on 7th February, 2007 in association with IIPA Local Branch , Gurgaon as part of the initiatives taken by HIPA to create awareness about RTI Act and its various provisions.

The seminar was attended by nearly 150 participants from various walks of life. The Chief Information Commissioner , India , Mr. Wajahat Habibullah interacted with the participants and clarified a number of provisions of the Act. The interactive session proved to be very useful and was appreciated by one and all. HIPA will be organising more such interactive sessions with various stakeholders.

HIPA in association with the Department of Administrative Reforms, Haryana has been organizing Awareness Workshops on RTI in various districts of the State. More than 2500 SPIOs and ASPIOs have been covered so far by this CB programmes anchored by Prof. Suresh Misra, Dr. Rajveer S. Dhaka and Mr. Ram Saran.

Capacity Building of College Teachers in Consumer Protection and Welfare

During 21-25 August 2006 IIPA and HIPA came together to organise a 'Capacity Building Programme in 'Consumer Protection and Welfare'. The Department of Consumer Affairs, Ministry of Consumer Affairs, Food and Public Distribution, Government of India sponsored this programmed attended by 32 college teachers from various districts of Haryana.

Revisiting Entrepreneurship Development

The Consultative Committee meeting (29 August 2006) of the Centre for Entrepreneurship Development (CEDO) saw about 20 experts from government,

Industry and professional bodies converging at HIPA. The outcome was a new roadmap for CEDO in a partnership mode with various stakeholders.

Outsourcing experiment in HIPA

Since early November HIPA has consciously introduced an experiment in outsourcing the kitchen activities and the canteen facility. The Landscaping and Watch & Ward activities have also been outsourced. This has helped HIPA faculty and staff to concentrate more on the training aspects leaving much of the non-training activities to experts in the respective areas.

HIPA in Montpellier, South France

Prof. J. George represented HIPA at the International Workshop on Geographical Indicators during 6-8 September 2006. Prof. J. George contribute a paper entitled "Geographical Indication in India: Socio-Economic Development Issue in Agriculture" for the International Seminar. This paper is available on the SINER-GI website as well as at http://hipa.nic.in/jgeorge.html. Prof. J. George gave a written and oral submission at the third and probably last meeting (16 November) of the Agriculture Working Group set up by the Planning Commission for the Eleventh Five Year Plan. Prof. J. George delivered an invited lecture on "SPS and TBT" at the CUTS Interactive meeting on "Challenges and Opportunities from a possible India-EUFTA" on 8 November at the India International Centre Conference Hall. Details available at http://hipa.nic.in/jgeorge.html.

Gender Budgeting

A one-day workshop on "Gender Budgeting" was inaugurated by Sh. Prem Prashant, Chief Secretary to Government of Haryana at Red Bishop, Panchkula on 16th January, 2007. The Chief Secretary underscored the Government's commitment to ensure equal opportunities for all its citizens and hoped that gender budgeting would ensure adequate allocation of resources to women under all the developmental programmes. This programme was organized by HIPA for senior secretaries and Budget Officers of various departments of Haryana Government. Inputs on importance and approaches to Gender

Budgeting were also given by Mrs. Rashmi Verma and Mrs. Kanta Singh of "Women Power Connect", a Delhi based NGO.

Capacity Building for Poverty Reduction (CBPR)

DOPT has prepared an elaborate plan for Capacity Building for Poverty Reduction (CBPR) to be launched in the entire country. Some pilot projects have been taken up in a few States and their progress is being monitored. HIPA, Gurgaon has been nominated as the nodal agency for coordinating and monitoring the CBPR activities on behalf of DOPT. For this purpose a core group has been created in HIPA which is meeting frequently and the progress of various projects is being monitored.

This follows up on the DOPT supported CBPR workshop in HIPA, Shimla during 22-23 June 2006. A one-day Workshops of Faculty drawn from various ATIs was held on 4th August 2006 in HIPA.

Carrying forward the DOPT mandated incubating role for HIPA, a dedicated team has been constituted with Prof. J. George and Prof. Suresh Misra as Convener and Co-Convener. The team will document and analyse best practices amongst various ATIs (Administrative Training Institutes) in the country and particularly amongst ATIs in Bhopal, Chennai, Kolkata and Pune. The third Workshop following Gurgaon Workshop on 4th August, 2006 in the series of interaction was organized at RCVPN Academy of Administration and Management, Bhopal during 9-10 October 2006. A framework for generic replication of sector specific capacity building activities has been arrived.

This was followed by a detailed interaction with Master Trainers and Recognised Users (MT/RU) of the country at a Workshop in Anna Institute of Management, Chennai during 9-10 November 2006. Plenty of trainer material and ideas have been exchanged. Prof. George contributed towards a Trainer and Training Vision, 2020 during the Workshop.

CBPR Knowledge Centre

Capacity Building for Poverty Reduction (CBPR) Project in HIPA has been serving as Clearing House of Ideas in the context of training of the public

service providers. In this connection HIPA has acquired innovative programme CDs from YASHADA, Pune carried out in their Jagruti programme. These materials in the form of printed documents and multi- media soft copies have since formed integral part of the Knowledge Centre created within HIPA Library.

The first review meeting of the CBPR Core Incubating Group was held in HIPA on 1st December, 2006. The meeting was attended by experts in capacity building located in different states of India. The meeting was chaired by Sh. Vineet Pandey, Director, Department of Personnel and Training, Government of India. The proceedings are available on the website (http://hipa.nic.in).

Theatre Workshop for Group C & D Employees

The main focus of attention of the CPBR programme is the group C & D employees who have hitherto been neglected as far as capacity building is concerned. Since the number of group C & D employees in any state is very big, innovative methods will have to be employed for reaching out to every such employee of the state in the shortest possible time. To gain experience in this area and also with a view to change the mindset of our own employees, HIPA has initiated a series of one day programme for the group C & D employees of the Institute. During these programmes we have observed that there is considerable hidden talent among these employees which can be harnessed for creative use. Accordingly a two week residential theatre workshop has been organized in HIPA from 27th February to 15th March, 2007, under the able guidance of Mr. M.K. Raina, a well known theatre personality and film actor who is also known for his social commitment. In this programme 24 young persons (14 males and 10 females) drawn from different government offices of Gurgaon including HIPA, Anganwari workers and NGO activists are taking part. Opportunities are given in this workshop to develop the latent creative talent present in every person.

Since there are over 2.5 lacs employees of group C & D in Haryana and since we have realized that it is not possible for HIPA to conduct the training programmes for all such employees, we plan to conduct a series of Training of Trainers programme in every district. These trainers who would be experienced

persons drawn from different departments will in turn conduct training programmes for group C & D employees under the over all supervision of HIPA faculty. It is proposed that these trainers would make use of the theatre groups trained in HIPA. These programmes will be used for changing the mindset of employees, increasing their efficiency and creating awareness about various social problems prevalent in Haryana.

Total Quality Management Initiatives in HIPA

HIPA has taken a number of initiatives to improve the overall working of the Institute. The focus in on improving not only the quality of programmes and their delivery but also various processes and procedures. In any improvement process the role of the employee is very important, if TQM has to be successfully implemented. Realising this fact the Institute organized an orientation workshop for all the employees of HIPA on 10th February,2007. The objective was to help the employees to understand the importance of various TQM techniques and tools which enhance productivity.

Various topics like ISO 9000, 5S, Process Management and Work Management were discussed in detail. The workshop was very participative and the employees took keen interest in the programme. Group activity enabled the participants to identify various problem areas and how TQM techniques can be applied to solve these problems.

Useful inputs were provided by Dr. G. Prasanna Kumar, Director General, HIPA, Prof. J. George and Prof. Suresh Misra.

Orientation Programme for Group C Employees

The first Orientation Programme for Group C employees of HIPA was held on 16th December 2006. Dr. G. Prasanna Kumar, Director General, HIPA, inaugurating the programme called upon the employees to work in a systematic manner and try to incorporate new management techniques to enhance their performance. The programme gave an opportunity to the employees to understand the role of a training institution in the changing scenario and evaluate

the role of HIPA in Human Resource Development. The programme covered syndicate exercise along with role-play to understand and analyse various problem situations. Leadership, working in teams, time management, positive thinking, personality development and social graces and manners were the other important topics covered. Dr. G. Prasanna Kumar, Prof, J. George, Prof Suresh Misra, Sh Baijnath, Ms Rachna Gupta and Dr. Rekha Shrivastava gave valuable inputs on various topics.

Orientation Programme for Group D Employees

An Orientation Programme for Group D employees of HIPA was held on 2nd December 2006. Dr. G. Prasanna Kumar, Director General HIPA. inaugurated the programme and spent the entire day with the participants. The candid sharing of the vision of HIPA gave an opportunity to the employees to understand the goals and objectives of HIPA. The need to work towards the vision goals of HIPA was under scored. The programme was very participatory and the employees were happy that such a programme was organized for them. Prof. J. George, Sh. Baij Nath, Prof. Suresh Misra and other faculty members of HIPA also gave valuable inputs in this programme.

Orientation Programme on Right to Information Act, 2005

Keeping in view the importance of Right to Information Act, HIPA organized an orientation programme for Group C and D employees of HIPA on RTI. The objective was to acquaint the employees with the main features of the Act and also the procedure followed to seek information. Three RTI applications were filed by the employees getting inspired by the programme. The effectiveness of such utility programmes thus gets established.

Programme on Office Procedures and Records Management

The Programme was organized for Group C Employees of HIPA on 20th January 2007. The objective of the programme was to enhance the capacity of the employees in matters relating to office procedures and records management. The focus was on file management, noting, drafting and handling important papers. Basic rules and procedures that an employee needs to know like TA/DA

rules, leave rules, etc., were also reinforced. Sh. Ram Saran, Principal DTC. Sh. V.P. Aaija, CAO, HIPA and Sh. B.B. Lal gave valuable inputs on office procedures.

Under Project on Capacity Building for Access to Information

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

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

The project is spread over a three year period and DOPT has sanctioned Rs. 30 Lacs to implement the project. Dr.Suresh Misra , Professor, Public Administration has been designated as the Nodal Officer to carry out the activities under the project

X   FACULTY NEWS

E-Governance Initiatives

Informal Faculty meeting is held every Friday afternoon in the Conference Hall of HIPA. Notes are exchanged and an informal SWOT analysis has become integral to the meeting proceedings. Shri Baij Nath, Head, Faculty of Computer Science represented HIPA at a department of IT, GOI sponsored Seminar on Designing a Broad Policy Framework for Development of Standards for e-Governance Initiatives in the State. The seminar was organised in the Haryana Civil Secretariat.   Shri Baij Nath has been nominated as one of the four Members of a High Powered Committee constituted by the Ministry of Environment & Forests, GOI to evaluate expression of interest bids for setting up ITES initiatives in Forest Training Institutes across the country called 'ENVISION'.

Dr. Suresh Mishra was elevated to be rank of Professor in Public Administration by a selection committee Chaired by the Chairman, EC, HIPA -cum- Chief Secretary to Government of Haryana on 12th September, 2006.

Dr. K. C.Yadav former Professor of History, Kurukshetra University has joined the Centre for Studies of Haryana History, Culture and Social Development (CSHHCSD) at HIPA. CSHHCSD will strive to document and research history, culture and social development movements of Haryana.

Dr. G. Prasanna Kumar, Director General, HIPA participated in an international conference on "Quality Secondary Education for All: International Concerns", organized by the Council of Board of School Education in India and Board of School Education Haryana from January 23-25, 2007 at Chandigarh.

Dr. G. Prasanna Kumar and Dr. Suresh Misra contributed a paper titled,"Democratising Governance, Right to Information, Challenges and Opportunities" in the special issue of the NIRNEY, a Journal published by Sardar Patel Institute of Public Administration, Ahmedabad.

ATI Kolkata, a CBPR partner organized a validation programme on District Human Development Report during January 15-19, 2007. Prof. J.George of HIPA participated in the programme. The programme is being supported by the Planning Commission and UNDP, Details about the Human Development Calendar by R.K. Laxman on 'Rhetoric to Realty' related to this report can be seen at http:// www.undp.org.in/hdrc.

On 15th January, 2007, Prof. J. George facilitated a session on "Globalization of Indian Banking Sector: Strategic Issues and Challenges in the SME Sector" at State Bank Academy "GURUKUL". The programme was meant for the Senior Managers looking after banks SME business portfolio. Presentation of the session is available at http:// hipa.nic.in

Sh. Joginder Singh, Assistant Librarian attended the 52nd All India Library Conference of the Indian Library Association held at Garhwal University, Srinagar from 26-29 December, 2006 and presented a paper on "Digital Libraries: Issues and Challenges". The Indian Library Association honoured him with the ILA

Promoter Award 2006. Sh. Joginder Singh and Sh. Devendra Singh, Programmer also attended 'LibSys' Training Course at LibSys Training Centre, Gurgaon from 4-14 December, 2006.

New Partnerships

Dr. Suresh Misra , Professor Public Administration, HIPA has been invited by the Kabul University and Civil Service Centre Afghanistan as one of the resource persons to organise a course on " Public Administration : Theory and Practice " for Afghanistan Civil Services. The course enables the civil servants in Afghanistan to acquire a professional Masters degree in Public Policy and Administration. The first programme was organised at Civil Service Centre, Kabul from February 18- 24, 2007 in which 42 senior and middle level officers from various Ministries/Organisations took part.

The course is being organised by Washington State University under USAID programme of Capacity Building of Civil Services of Afghanistan in association with trainers from HIPA , IIPA , TERI & Pune University.

USAID has shown interest in taking the help of HIPA in training the civil servants of Afghanistan at HIPA. A delegation from USAID will be visiting HIPA to explore areas of mutual interest and partnership.

XI SUMMING UP

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

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

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	SQL Programming	FCS	HIPA	April 17-28, 2006	23	10	230
2	Institutional Course for IAS (Phase-I) 2005	AD/FPA	HIPA	June 13-30, 2006	1	14	14
3	Computer Package : MS-Office Operational Guidelines	AP (C)	HIPA	July 03-14, 2006	11	10	110
4	Windows Network Administration	FCS	HIPA	Aug. 21-Sept.01, 2006	22	10	220
5	Content Design & Web Hosting	FCS	HIPA	September 18-29, 2006	20	10	200
6	Computer Package : MS-Office Operational Guidelines	AP(MIS)	HIPA	October 09-20, 2006	30	10	300
7	Computer Package : MS-Office Operational Guidelines	AP(C)	HIPA	Oct.30-Nov.10, 06	16	10	160
8	ISAPI and ASP Technology	FCS	DOPT	Dec.18-29,2006	19	8	152
9	Computer Package : MS-Office : 2000 Operational Guidelines	AP(C)	HIPA	Jan.08-19,2007	9	10	90
10	Administrative & Management training course of Freshly appointed HCM –II Medical Officers	AP(PE)	HIPA	Feb. 19 - March 02, 2007	18	10	180
11	Computer Training for HIPA Subordinate Staff	FCS	HIPA	Feb. 26-March 09, 2007	21	10	210
12	Theater Workshop under CBPR Project	FEDP/ AP(BS)	HIPA	Feb. 27-March16, 2007	23	14	322
13	Induction Training Programme for Newly Recruited Lecturers of Govt. College of Haryana	AP(BS)	Sponsored	March 12-30, 2007	30	14	420
14	Induction Training Programme for Newly Recruited Lecturers of Govt. College of Haryana	AP(RD)	Sponsored	March 12-30, 2007	31	14	434
				Total	274	154	3042

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

Sr.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Drought Management	FDM	HIPA	April 17-21, 2006	29	5	145
2	Juvenile Justice (Care and Protection of Children) Act, 2000	AP (FS)	Sponsored	April 19-21, 2006	49	3	147
3	Capability Building in SAS Officers (DOPT)	FFM	HIPA	April 24-28, 2006	15	5	75
4	Innovations in Administration for Improving Delivery of Services	FPA	HIPA	April 24-28, 2006	10	5	50
5	Disaster & Environment Management	AP (DM)	HIPA	April 24-28, 2006	21	5	105
6	Team Building and Motivational Techniques for achievements of Organisational Goals	AP (BS)	HIPA	May 01-05, 2006	11	5	55
7	Empowering the Disabled Persons through Public-Private Partnership	AP (FS)	HIPA	May 08-12, 2006	28	5	140
8	Office Automation Tools	AP (MIS)	HIPA	May 08-12, 2006	9	5	45
9	Transparency in Administration:-Right to Inforamtion Act for SPIO/ASPIO	FPA	HIPA	May 08-12, 2006	23	5	115
10	Workshop on Citizen Charter	AP (PE)	HIPA	May 10-12, 2006	5	3	15
11	Management Stress for Enhancing Commitment and Efficiency (DOPT)	AP (BS)	DOPT	May 15-19, 2006	18	5	90
12	Capacity Building for Elected Representatives of Urban Local Bodies in Haryana	CUDS	HIPA	May 16-19, 2006	13	4	52
13	Flood Management	FDM	HIPA	May 15-19, 2006	37	5	185
14	Finance for Non Finance Executived	FFM	DOPT	May 22-26, 2006	9	5	45
15	Negotiation Skills (DOPT)	AP (BS)	DOPT	May 22-26, 2006	20	5	100
16	Environment Management	AP (DM)	HIPA	May 22-26, 2006	11	5	55
17	Role of and Scope of Agro Based Industries in Haryana	AP (RD)	HIPA	May 22-24, 2006	12	3	36
18	Mail Server Hosting	FCS	HIPA	May 22-26, 2006	23	5	115
19	Training for Trainers for Masons at Kurukshetra	FDM	HIPA	May 22-24, 2006	81	3	243
20	Institutional Course for IAS (Phase-II)	DG/FPA	HIPA	May 29-June02, 2006	3	5	15
21	The Role of Education in Promoting Human Rights as Women's Rights in India	AP (FS)	HIPA	June 05-09, 2006	33	5	165
22	Standardizing Service Delivery & Citizen's Charter (DOPT)	AP (PE)	DOPT	June 05-09, 2006	15	5	75
23	Credit Planning for Rural Development at Narnaul	FFM	DOPT	June 12-16, 2006	38	5	190
24	Earthquake Management	FDM	DOPT	June 12-16, 2006	22	5	110
25	O&M	AP (PE)	HIPA	June 12-14, 2006	20	3	60
26	Right to Information Act as an Instrument of Transparent Government	AP (PE)	HIPA	June 14-16, 2006	18	3	54
27	Database Management System Using MS-Access	AP (MIS)	HIPA	June 19-23, 2006	8	5	40
28	Basic Computer Course for ITI	AP (C)	HIPA	June 19-23, 2006	22	5	110
29	Adolecents' Health Education & Care	AP (FS)	HIPA	June 26-30, 2006	34	5	170
30	Environment Management in Urban Areas	CUDS	HIPA	June 26-30, 2006	15	5	75
31	SQL Server Administration	FCS	HIPA	June 26-30, 2006	21	5	105
32	Basic Computer Course for ITI	AP (C)	HIPA	June 26-30, 2006	20	5	100
33	Efficient Management of PDS	FFM	DOPT	June 26-30, 2006	22	5	110

No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
	...st Disaster Management	FDM	HIPA	June 26-30, 2006	31	5	155
	Role of College Students in Disaster Management	FDM	HIPA	July 10-14,2006	22	5	110
	Appraisal of A/C keeping Software for Board & Corporation	AP (MIS)	HIPA	July 10-14,2006	12	5	60
	Municipal Services -Enhancing Effectiveness	CUDS	HIPA	July 10-14,2006	17	4	68
3	Land Use Management	AP(DM)	HIPA	July 17-21, 2006	17	5	85
9	Improving the quality of life of Older Persons	AP(FS)	DOPT	July 17-21, 2006	23	5	115
0	Client Server Configuration	FCS	HIPA	July 17-21, 2006	23	5	115
	Communication and Presentation Skills	AP(BS)	DOPT	July 17-21, 2006	15	5	75
2	Disaster Management for Secretariat Staff at DTC,PKL	FDM	HIPA	July 24-26, 2006	20	3	60
3	Right to Information Act as an Instrument of Transparent Govt. (ToT)	AP(PE)	HIPA	July 24-27, 2006	25	4	100
44	Public Private Partnetship in Urban Development	CUDS	HIPA	July 31 - Aug. 04, 2006	27	5	135
15	Juvenile Justice (Care & Protection of Children) Act	AP(FS)	HIPA	Aug. 02-04, 2006	31	3	93
46	Wasteland Development	AP(DM)	HIPA	August 7-11, 2006	21	5	105
47	Internet Usage and Web Page Creation	AP (C)	HIPA	August 7-11, 2006	10	5	50
48	Capacity Building of College Teachers in Consumer Protection and Welfare	FPA	HIPA	August 21-25, 2006	32	5	160
49	Disaster Management & Role of NCC & NSS Volunteers at School level	FDM	HIPA	August 21-25, 2006	39	5	190
50	Disaster Management & Urban Planning	AP(DM)	HIPA	August 21-25, 2006	12	5	60
51	Convention on Child Rights and Combating Child Trafficking	AP(FS)	HIPA	August 21-25, 2006	23	5	11
52	Planned Rural Infrasteructure Development in Haryana	FDEP	HIPA	August 28-30, 2006	6	3	18
53	The Nature of Agrarian Economy of Haryana and Means fo Diversification for Enhancing Farm and Non-Farm Incomes	AP(RD)	HIPA	Aug. 22-25, 2006	12	4	48
54	Powerpoint Presentation	AP(MIS)	HIPA	August 28-30, 2006	14	3	4
55	Disaster Management Course for officers of HCS at DTC. PKL	FDM	HIPA	Aug.30-Sept.01, 2006	31	3	9
56.	Motivation and Team Building(Tech. Edu)	AP(BS)	HIPA	Sept. 04-06, 2006	7	3	2
57	Job Training of IFS (P)-2004-07	AD/AP(PE)	HIPA	Sept. 04-08, 2006	1	5	5
58	Management Information System Using MS-Access	AP (C)	DOPT	Sept. 04-08, 2006	16	5	8
59	Workshop on Work Culture (Tech. Edu.)	AP(BS)	HIPA	September 11-13,2006	11	3	3
60	Disaster Management:Role of Panchayat	AP(DM)	HIPA	September 11-15.2006	20	5	10
61	WTO & Agriculture in Haryana	AP(RD)	DOPT	September 11-15.2006	20	5	10
62	Women's Emplowerment and Gender Equality: Innovative Programmes and Strategies	AP(FS)	DOPT	September 18-22.2006	21	5	15
63	HTML and Web Page Designing	AP(MIS)	HIPA	September 18-22.2006	17	5	5
64	Capacity Building Programme for Elected representatives of Urban Local Bodies in	CUDS	HIPA	September 18-22.2006	12	5	0
65	Workshop on Conflict Management (Tech. Edu.)	AP(BS)	HIPA	September 25-27, 2006	13	3	9
66	Use of Remote Sensing and GIS in Disaster Management	AP(DM)	HIPA	September 25-29, 2006	10	5	0
67	Disaster Management & Human Rights	FDM	HIPA	October 11-13, 2006	18	3	8

Sr. No	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
8	Junvenile Justice (Care & Protection of Children) Act	AP(FS)	HIPA	October 11-13, 2006	37	3	111
69	Good Governance : Putting People at the Centre Stage of Development	FPA	HIPA	October 16-20, 2006	13	5	65
70	District Grievance Committee - Effective Redressal of Public Grievances	AP(PE)	HIPA	Nov. 06-09,2 006	21	4	84
71	Finance for Non Finance Executives	FEDP	DOPT	Nov. 06-10,2 006	15	5	75
72	Involvement of CBOs and NGOs in Urban Development	CUDS	DOPT	Nov. 06-10,2 006	18	5	90
73	Performance Appraisal	AP(BS)	DOPT	Nov.13-17, 2006	25	5	125
74	Appraisal of A/C keeping Software for Board & Corporation	AP(MIS)	HIPA	Nov. 20-24,2 006	9	5	45
75	Prevention of HIV/AIDs Among Risk Invididuals and Groups	AP(FS)	DOPT	Nov.20-24,2006	34	5	170
76	Managing Public Services Effectively	FPA	HIPA	Nov.20-24,2006	9	5	45
77	Disaster Management for Secretariat Staff at DTC,PKL	FDM	HIPA	Nov.27-29,2006	19	3	57
78	Motivation in Government Services	AP(BS)	HIPA	Nov.27-Dec.01,06	16	5	80
79	Responsive and Accountable Administration	FPA	HIPA	Dec.04-08,2006	10	5	50
80	Fire Manangement	FDM	HIPA	Dec.04-08,2006	14	5	70
81	Data Analysis Using MS-Access	AP(MIS)	HIPA	Dec.11-15,2006	23	5	115
82	Improvement in Productivity & Quality through Dynamic Leadership	AP(BS)	HIPA	Dec.11-15,2006	9	5	45
83	Planning for SEZ in Haryana	FEDP	HIPA	Dec.13-15,2006	8	3	24
84	Strategies for Improving Forest Cover in Haryana	AP(DM)	HIPA	Dec.18-22,2006	15	5	75
85	Finance for Non-Finance Executives	FEDP	HIPA	Dec.18-22,2006	17	5	85
86	Empowering Citizens for Effective Services Delivery	AP(PE)	HIPA	Jan.02-05,2007	19	4	76
87	Juvenile Justice (Care & Protection of Children) Act	AP(FS)	HIPA	Jan.03-05,2007	45	3	135
88	Disasterment Management &Role of Nagarpalika	AP(DM)	HIPA	Jan 08-12,2007	20	5	100
89	Role of Forensic Science in quack conviction of Criminal Cases	FDM	HIPA	Jan.15-19,2007	16	5	80
90	Sensization Programme on "Adoption" as a way of Rehabilitationo f Destitute/Orphan/Abandoned	AP(FS)	DOPT	Jan.15-19,2007	31	5	155
91	Front End and Back End aspects of Database System	AP(MIS)	HIPA	Jan15-19,2007	11	5	55
92	Web Site Preparation Skills	FCS	HIPA	Jan.22-25, 2007	25	4	100
93	Achieving the Global Objectives of Universalization of Primary Education	AP(BS)	HIPA	Jan. 29-Feb.01, 2007	16	4	64
94	Course on O & M	AP(PE)	HIPA	Feb. 5-7, 2007	21	3	63
95	Use of Remote Sensing and GIS Techniques in watershed Development	AP(DM)	HIPA	Feb.12-16, 2007	11	5	55
96	Data Analysis Using MS- Excel	AP(MIS)	HIPA	Feb.13-15. 2007	12	3	36
97	Welfare of S.C. & other B.C. an Innovative Appro	AP(FS)	HIPA	Feb. 19-23, 2007	32	5	160
98	Credit Planning for Rural Dev. at Jind	AP(FM)	HIPA	Feb. 19-23, 2007	28	5	140
99	Human Rights	FPA	GOI	March 05-09, 2007	22	5	110
				Total	1963	445	8716

(C) SEMINARS/ WORKSHOPS ORGANIZED BY HIPA (Main Wing)

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Workshop on Disaster Preparedness, Role of NGOs	FDM	HIPA	June 06, 2006	29	1	29
2	Security Secnario in Gurgaon	FPA	HIPA	June 29, 2006	75	1	75
3	Public Policy Management - Farm Policy Draft at PKL	FEDP	HIPA	July 06, 2006	40	1	40
4	Motivation and Team Building at Sonepat (Tech. Edu)	AP(BS)	HIPA	July 26, 2006	33	1	33
5	Work Culture at Ambala (Tech. Edu.)	AP(BS)	HIPA	August 01, 2006	24	1	24
6	Conflict Management at Nilokheri (Tech. Edu)	AP(BS)	HIPA	August 02, 2006	22	1	22
7	Workshop Capacity Building for Poverty Reduction (CBPR)	FEDP	HIPA	August 04, 2006	20	1	20
8	District Planning Activites	FEDP	HIPA	Aug. 31-Sept.01,2006	38	2	76
9	Managing Change at Hisar (Tech. Edu)	AP(BS)	HIPA	30-Aug-06	25	1	25
10	Right to Information Act at Mohindergarh	FPA	HIPA	September 4, 2006	55	1	55
11	Right to Information Act at Rewari	FPA	HIPA	September 5, 2006	60	1	60
12	Right to Information Act at Faridabad	FPA	HIPA	September 6, 2006	50	1	50
13	Right to Information Act at Gurgaon (for Gurason & Mewat)	FPA	HIPA	September 7, 2006	47	1	47
14	Right to Information Act at Sirsa	AP(PE)	HIPA	September 11, 2006	42	1	42
15	Right to Information Act at Hisar	AP(PE)	HIPA	September 13, 2006	121	1	121
16	Right to Information Act at Fatehabad	AP(PE)	HIPA	September 14, 2006	79	1	79
17	Right to Information Act at Jind	AP(PE)	HIPA	September 18, 2006	96	1	96
18	Right to Information Act at Sonepat	FPA	HIPA	September 19, 2006	80	1	80
19	Right to Information Act at Bhiwani	AP(PE)	HIPA	September 20, 2006	74	1	74
20	Right to Information Act at Jhajjar	AP(PE)	HIPA	September 25, 2006	60	1	60
21	Right to Information Act at Karnal	AP(PE)	HIPA	September 27, 2006	56	1	56
22	Right to Information Act at Panipat	AP(PE)	HIPA	September 28, 2006	76	1	76
23	Right to Information Act at Rohtak	AP(PE)	HIPA	September 29, 2006	85	1	85
24	Conference on Reforms in Criminal Justice	FPA	HIPA	Oct., 11, 2006	60	1	60
25	Implementation of PNDT Act and Adverse Sex Ratio in Haryana	AP(FS)	HIPA	October 23-24, 2006	31	2	62
26	Sensitization programme on "Earthquake Risk Mgmt. For MPS & MLAs	FDM	HIPA	November 7, 2006	100	1	100
27	Workshop on RTI at Chandigarh	FPA	HIPA	Nov. 11, 2006	58	1	58
28	Right to Information Act for Group C & D employees of HIPA	FPA	HIPA.	Nov.27, 2006	52	1	52
29	Capacity Building for Proverty Reduction (CBPR)	FEDP	HIPA	December 01,2006	18	1	18
30	Orientation Programme for Group D employees	FPA	HIPA	December 02,2006	34	1	34
31	Orientation Programme for Group C employees	FPA	HIPA	Dec.16,2006	24	1	24
32	Right to Information Act with collabotation of IIPA	FPA	HIPA	Feb. 7, 2007	150	1	150
33	Total Quality Management for HIPA employees	FPA	HIPA	Feb. 10, 2007	91	1	91
					1905	35	1974

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

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	VAT & LADT	AETC	HIPA	April 17-21, 2006	19	5	95
2	Duties of TIs (Under various acts administered by the department)	JETC	HIPA	April 26-28, 2006	19	3	57
3	PGT & Entertainment	JETC	HIPA	May 10-12, 2006	18	3	54
4	VAT & LADT	AETC	HIPA	May 22-26, 2006	11	5	55
5	PGT & Entertainment	JETC	HIPA	June 05-07, 2006	18	3	54
6	VAT & LADT	DETC	HIPA	June 19-23, 2006	14	5	70
7	VAT & LADT	AETC	HIPA	July 03-07, 2006	10	5	50
8	VAT	DETC	HIPA	July 24-27, 2006	11	4	44
9	Role of TIs (under various acts administered by the Deptt.)	AETC	HIPA	Aug. 02-04, 2006	13	3	39
10	VAT & LADT	JETC	HIPA	August 21-25, 2006	12	5	60
11	PGT & Entertainment	JETC	HIPA	August 28-30, 2006	10	3	30
12	Trg. for under all Acts	AETC	HIPA	Aug. 28 - Sept.01, 2006	9	5	45
13	PGT & Entertainment	DETC	HIPA	Oct. 4-6, 2006	12	3	36
14	VAT & LADT	JETC	HIPA	October 23-27, 2006	9	5	45
15	PGT & Entertainment	AETC	HIPA	Nov.06-08, 2006	10	3	30
16	VAT & LADT	JETC	HIPA	Nov.20-24,2006	8	5	40
17	VAT & LADT	DETC	HIPA	Dec.04-08,2006	12	5	60
18	Role of TIs (under various acts adminsitered by the Deptt.)	AETC	HIPA	Dec.13-15,2006	12	3	36
19	PGT & Entertainment	DETC	HIPA	Dec.20-22,2006	10	3	30
20	VAT & LADT	DETC	HIPA	Jan08-12,2007	11	5	55
21	Role of TIs (under various acts administered by the Deptt.	AETC	HIPA	Jan. 17-19, 2007	11	3	33
22	VAT & LADT	AETC	HIPA	Feb. 5-9, 2007	10	5	50
				Total	269	89	1068

(E) COURSES ORGANIZED BY THE PRINCIPAL SECRETARIAL MANAGMENT SCHOOL, GURGAON

Sr. No.	Name of the Course	Faculty Name	Type	Dates	Trainees	Duration	Trainee Days
1	Orientation Course for Group 'C' employees regarding Steps for increasing efficiency in Govt. offices and service Matters	PSMS	HIPA	April 24-28, 2006	17	5	85
2	Orientation Course for Group 'C' employees regarding Pension and Retirement Benefits	PSMS	HIPA	May 15-19, 2006	13	5	65
3	Course on Canons for Financial Propriety and Maintenance of GIS Accounts for Group 'C' employees	PSMS	HIPA	June 19-23, 2006	21	5	105
4	Orientation Course for Group 'C' Employees on Steps for Increasing Efficiency in Govt. Offices, Maintenance of ACRs and Govt. Employees Conduct Rules	PSMS	HIPA	July 10-14, 2006	39	5	195
5	Orientation Course for Group 'C' Employees on Steps for Increasing Efficiency in Govt. Offices, Maintenance of ACRs and Govt. Employees Conduct Rules	PSMS	HIPA	August 7-11, 2006	24	5	120
6	Orientation Course for Group C employees on Pensuion and Retirement Benefits and Pay	PSMS	HIPA	September 11-15, 2006	46	5	230
7	Workshop on Deduction of Tax at Source for the DDOs	PSMS	HIPA	September 20, 2006	75	1	75
8	Reservation Policy, Reimbursement of Medical Claims, Financial Rules and Maintenance of GIS Accounts	PSMS	HIPA	Nov.13-17, 2006	32	5	160
9	Course on Planning for Retirement and Pensionary Benefits and Service Matters	PSMS	HIPA	Dec.11-15, 2006	35	5	175
10	Deduction of Tax at Source	PSMS	HIPA	January 10, 2007	100	1	100
11	Orientation Course for Group 'C' Employees on Punishment and Appeal Rules, Govt. Employees conduct Rules, Pay Fixation and Leave Rules etc.	PSMS	HIPA	Jan15-19, 2007	32	5	160
12	Capacity Building of Newly Recruited Auditors	P(SMS)	HIPA	October 16-20, 2006	53	5	265
13	Office Procedures and Records Management	P(SMS)	HIPA	Jan 20, 2007	32	1	32
14	Library Management & Service Matters	P(SMS)	HIPA	Feb. 19-23, 2007	25	5	125
				Total	544	58	1892

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

S.No	Name of Course	Dates	Trainees	duration	Trainees Days
1	Welfare Schemes for Govt. Employees	3-5 April, 2006	25	3	75
2	OTP for Platoon Commanders of Home Guard Deptt.	3-7 April, 2006	28	5	140
3	Orientation Training Programmes for Assistants	17-21 April, 2006	16	5	80
4	Office Automation Tool- Computer Training on MS Word, MS Excel, MS PowerPoint & Internet	17-21 April, 2006	18	5	90
5	Computer Fundamentals & MS Word for Platoon Commanders of Home Guards	24-28 April, 2006	19	5	95
6	Duites & Functions of Clerks	24-28 April, 2006	26	5	130
7	Administrative Efficiency in Govt. Departments :- State Policies on Service Matters	1-5 May, 2006	20	5	100
8	Two day Computer Training on MS Excel – generation of Tables & charts, etc Internet – e-mail operations	4-5 May, 2006	17	2	34
9	Orientation Training Programme for Personal Assistants(PAs)	8-12 May,2006	14	5	70
10	Pension & Service Matters(at Bhiwani)	8-12 May,2006	90	5	450
11	Enhanced Litigation:- its causes & Remedies- Codal Provisions and Govt. Instructions	15-19 May,2006	13	5	65
12	Orientation Training Programme for Dy.Superintendents/ Superintendents	22-26 May,2006	25	5	125
13	Office Automation Tools- Computer Training on MS Word, MS Excel, MS PowerPoint & Internet	22-26 May,2006	10	5	50
14	Computer Fundamentals, MS Word & Internet – II, for Platoon Commanders of Home Guards	5-9 June,2006	19	5	95
15	Orientation Training Programme for Private Secretaries	5-9 June,2006	17	5	85
16	Reducing Delay: · De-layering - Introduction of Single File System	12-14 June,2006	21	3	63
17	Two days Computer Training on MS Excel – generation of Tables & charts, etc Internet – e-mail operations	15-16 June,2006	15	2	30
18	One day workshop on "Sensitization of the Special Public Prosecutors towards Aims & Objections of the SCs & STs (POA)Act, 1989 & Rules1995"	17 June , 2006	34	1	34
19	Specialized Course for Officers / Officials of Revenue Deptt. In the matters pertaining to FC's courts	19-21 June,2006	30	3	90
20	One day Workshop on "Right to Information"	22 June,2006	32	1	32
21	Training of IAS Probationer	24 June,2006	1	1	1
22	Developing Effective Communication Skills (Through Noting/Drfting)	26-30 June,2006	18	5	90
23	Orientation Training Programme for Stenographers	July 3-7, 202006	12	5	60

24	Pension & Service Matters at HISAR	July 10-14, 2006	23	5	115
25	Workshop on Income Tax Matters at Yamunanagar	July 25, 2006	53	1	53
26	Duties & Functions of Clerks	July 17-21, 2006	19	5	95
27	Administrative Efficiency in Govt. Departments: - State Policies on Service Matters; Rules/Regulations, Instructions, Clarifications thereon; Handling of court casts	Aug. 2-4, 2006	22	3	66
28	Financial Management in Govt. Deptt :- Budgetary Mechanism; Constitutional and Codal Provisions; Budget as a tool of administration and Control over Expenditure; Financial Rules and Accounting Procedure	Aug. 8-10, 2006	34	3	102
29	One day Workshop on "Right to Information"	Aug. 21, 2006	37	1	37
30	Two days Computer Training on:- MS Excel – generation of Tables & charts, etc.; Internet – e-mail operations	Aug. 21-22, 2006	23	2	46
31	Enhanced Litigation: its causes & Remedies; Codal Provisions & Govt. Instructions	Aug. 22-24, 2006	23	3	69
32	Finanacial Management and Accounting Procedures for ITI	Aug. 21-25, 2006	32	5	160
33	Enhancing Efficiency through Women Empowerment	Sept. 4-6, 2006	36	3	108
34	Office Automation Tools -Computer Training	Sept. 4-8, 2006	14	5	70
35	OTP for Dy. Supdt./Supdt.	Sept. 4-8, 2006	17	5	85
36	Workshop on Income Tax Matters at Karnal	Sept. 7, 2006	118	1	118
37	Workshop on Income Tax Matters at Karnal	Sept. 8, 2006	87	1	87
38	Administrative Efficiency in Govt. Departments	Sept. 11-13, 2006	36	3	108
39	One day Seminar on "Right to Information"	Sept. 14, 2006	45	1	45
40	One day Seminar on "Right to Information" (for Panchkula Distt.)	Sept. 19, 2006	78	1	78
41	One day Seminar on "Right to Information" at Ambala	Oct. 4., 2006	139	1	139
42	OTP for Assistant.	Oct. 3-6..2006	18	4	32
43	An overview of Punjab Civil Services Rules, Punjab Financial Rules(as applicable to Haryana), Pay Rules, Income Tax (TDS) rules, Right to Information & other allied Matters	Oct. 11-13., 2006	23	3	69
44	Welfare Schemes for Govt. Employees	Oct. 9-11, 2006	10	3	30
45	Right to Information at Y. Nagar	Oct. 11..2006	125	1	125
46	Duties & Functions of Clerks	Oct. 16-20, 2006	23	5	115
47	Right to Information atKurukshetra	Oct. 18, 2006	118	1	118
48	Two days Computer Training on:- MS Excel – & Internet	Oct. 19-20, 2006	20	2	40
49	Right to Information at Kaithal	Oct. 27., 2006	138	1	138
50	Pension and Service Matters at Kurukshetra	Nov. 6-10, 2006	75	5	375
51	Computer Fundamentals & MS Word for Platoon Commanders of Home Guards	Nov. 6-10, 2006	18	5	90
52	Two days workshop on `MS Excel & Powerpoint	Nov. 8-9, 2006	13	2	26
53	Orientation Training Programme for Assistants	Nov. 13-17, 2006	24	5	120

54	Office Procedure for Platoon Commenders of Home Guards	Nov.13-17,2006	33	5	165
55	Office Automation & Tools	Nov.13-17,2006	11	5	55
56	Office Automation & Tools	Nov.20-24,2006	19	5	95
57	Duties and Responsibilties of DDOs at Kaithal	Nov. 20, 2006	146	1	146
58	Income Tax Matters at Kaithal	Nov. 21, 2006	126	1	126
59	Computer Fundamentals & MS Word for Platoon Commanders of Home Guards	Nov. 27- Dec.1,2006	13	5	65
60	Duties and Functions of Clerks	Dec. 4-8, 2006	71	5	355
61	Enhancing Efficiency through Women Empowerment	Dec. 4-6, 2006	47	3	141
62	Office Automation & Tools	Dec.11-15,2006	17	5	85
63	Two days workshop on `MS Excel & Internet	Dec. 18-19,2006	23	2	46
64	One-day workshop on Income Tax Matters	Dec. 21, 2006	23	1	23
65	Duties and Functions of Clerks	Jan.8-12,2007	33	5	165
66	One-dayworkshop on Purchase and Disposal Procedure	Jan. 11,2007	27	1	27
67	Orientation Training Programme for supdts./Dy. Supdts.	Jan. 15-19, 2007	31	5	155
68	One-day workshop on Documentation and Management of Record with reference to RTI	Jan. 17, 2007	39	1	39
69	Two day workshop on MS Excel and Internet	Jan. 18-19, 2007	21	2	42
70	One-day Workshop on Duties and Responsibilities of DDOs & Income Tax Matters as Y/Nagar	Jan.30, 2007	126	1	126
71	One-day workshop on Income Tax Matters for supporting staff of Education deptt. at Y/nagar	Jan. 31, 2007	118	1	118
72	Orientation Training Programme for Assistants	Feb.5-9, 2007	39	5	195
73	computer Training on MS Excel, MS Power Point and Internet	Feb.7-9, 2007	12	3	36
74	Punishment and Appeal rules - Procedure and Practical Exercises	Feb. 7-8, 2007	23	2	46
75	Administrative Efficiency	Feb. 19-23, 2007	18	5	90
76	OTP for Stenographers	Feb.26-March 02, 2007	12	5	60
77	Office Procedure for Platoon Commenders of Home Guards	Feb.26-March 02, 2007	34	5	170
78	Enhanced Litigation	Feb.26-March 01, 2007	15	3	45
79	Enhancing Efficiency through Women Empowerment - Soft & Hard Skills	March 05-09, 2007	17	5	85
80	Office Automation & Tools - Computer Training on MS Word, MS Excel, MS Powerpoint & Internet	March 05-09, 2007	10	5	50
81	Computer Fundamentals & MS Word for Home Guards Deptt.	March 12-16,2007	17	5	85
82	Developing Effective Communication Skills	March 12-14, 2007	22	3	66
83	Computer Fundamental & MS Word for Home Guard Deptt.	March 19-22, 2007	19	4	76
	Total		3123	281	7921