

**ANNUAL ADMINISTRATIVE
REPORT 2010-2011**

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REPORT 2010-2011

VISION

We seek to develop, strengthen and upgrade qualities of professionalism, responsiveness, integrity and courage amongst Civil Servants, in our endeavour to promote excellence and good governance in the State of Haryana; through research and training aimed at enhancement of skills, knowledge and attitudinal change.

VISION

Let us first consider the question of the future of the world. It is a question which has been asked by many people, and it is one which we must all answer. The future of the world is a subject which has been discussed for many years, and it is one which we must all answer. The future of the world is a subject which has been discussed for many years, and it is one which we must all answer.



Urvashi Gulati, IAS

D.O. No.

Chief Secretary, Haryana,
Chandigarh.

E.mail : cs@hry.nic.in

Dated



Message

It is a matter of immense pleasure to present HIPA's Annual Report for the financial year 2010-2011.

HIPA has consistently endeavoured to make a significant positive contribution for upgrading and refining knowledge, skills and attitude of Civil Servants in the State.

HIPA has emerged as a premier Institute and has moved towards professionalism and a quality Capacity Building process, with a view to evolve a more transparent, responsive and accountable governance system.

The Annual Report summarises the work in the last financial year which witnessed an exponential increase in the number of persons trained and the diversity of training courses undertaken as compare to the last 5 years. It also highlights the qualitative shift towards developing comprehensive need based and demand driven training programmes; along with the expansion of HIPA in various activities like conducting workshops, state level seminars, programme evaluation and research. HIPA is doing a commendable job in the area of Capacity Building.

I congratulate Director General, HIPA and her team for their efforts in bringing out the Annual Report.

Urvashi Gulati
(Urvashi Gulati)

Chief Secretary-cum-Chairperson, HIPA



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From Director's desk...

*"To know that you do not know,
and to admit that you do not know ;
is real strength.....
..... and the beginning of a new learning experience"*

- Epictetus

At Haryana Institute of Public Administration, we are committed to develop strengthen and upgrade qualities of professionalism, responsiveness, integrity and courage amongst civil servants. In our endeavour to promote good governance and to provide need based capacity building, we have developed a holistic approach, and aim to inculcate attitudes of professionalism and social responsibility.

The overall aim of the Institute – promotion of excellence and good governance - is a lofty ideal, requiring immense commitment as well as a focused multi-dimensional approach.

Human Resource Development which starts with a meticulous process of capability mapping and Gap Analysis goes a long way in enhancing the performance and competencies of Human Capital. At HIPA, the course design, course content and methodology has been tailor made to match client expectations; after undertaking a detailed TNA and capability mapping exercise.

At present, HIPA has four campuses. The main campus, which specializes in in-service capacity building as well as foundation courses for new recruits and freshly promoted employees, is at Gurgaon. There are three Regional Centres at Panchkula, Rohtak and Hissar, to ensure that we reach out a larger number of participants at a lower cost to the exchequer and with lesser distance traveled from the work place.

Efficient and effective public service delivery by Civil Servants, in a rapidly changing socio-economic and political scenario, has become an essential pre-requisite for Good Governance. In the context of the noteworthy growth in Haryana in the spheres of Industry Infrastructure and Agriculture, it is of the critical importance to develop Human Capital within the State. HIPA has taken concrete steps towards this end and also started to undertake research and monitoring which will feed into enhancement of the capacity building process as well as policy formulation.

It gives me great pleasure to present the Annual Administrative Report for the year 2010-2011.

It is heartening to note that HIPA has conducted a total of 490 courses in the entire year training thereby 20175 trainees, the highest figure attained since the inception of HIPA. Besides the enhancement in volume of Capacity Building exercises undertaken at HIPA, the quality of training has been given an additional impetus. Capability Mapping, Training Need Analysis, greater involvement of the Client Department and Stake holders, form the basis of the training programmes conducted at HIPA in the year 2010-2011.

Besides institutional and foundational training, HIPA has also been conducting a large number of subject specific short-term in-service training programmes, training courses for Ministerial Staff, Need Based Training Programmes for Department of Personnel, Government of India Department and Ministries, as well as programmes sponsored by National and International agencies, during the year.

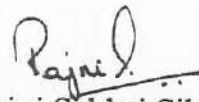
In order to provide better quality of training and research, we are developing a network of synergistic Institutions and Academies, who will leverage upon mutual strengths in order to attain shared goals. Towards this end, we are collaborating with National Institutes of repute. Keeping in view the need for upgrading the training capabilities, HIPA has entered into collaborative efforts with like minded elite Institutions of the Country like NIFM, IIPA, LBSNAA, RIPA, TERI, DEA and NISG, etc.

Institutions are built on sound values, principles, and Human Capital manning the Institution, rather than mere bricks and mortar. However, it is essential to have a certain level of infrastructure for an Institution to thrive and excel.

During the year 2010-2011 efforts were made to upgrade and strengthen the infrastructure of HIPA, including: renovation and technological upgradation of class rooms, seminar room, conference hall, teaching centers, computer lab and library and internal roads of HIPA.

The year 2010-2011 has been exhausting, yet an extremely satisfying experience for Team HIPA. We have worked tremendously hard to make the HIPA Vision a reality and the work itself has been extremely rewarding.

I would like to place on record my extreme appreciation of the work done by each and every officer, official and staff member of HIPA; who have shown extreme commitment towards the Institution and have worked to their full potential during the year 2010-2011.



Rajni Sekhri Sibal, IAS
Director General
Haryana Institute of
Public Administration

During the last 25 years, the world has seen a rapid increase in the number of people living in cities. This has led to a great deal of overcrowding and a corresponding increase in the number of people living in poverty. The poor are often crowded into slums, where they live in squalor and disease. The rich, on the other hand, live in comfort and luxury. This is a great injustice, and it is one that must be corrected. We must find a way to provide housing and employment for all people. Only then can we hope to create a better world for ourselves and for our children.

John F. Kennedy
President of the United States

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12. THE ARTS OF THE UNITED STATES

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HIPA AN INTRODUCTION**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 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 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 Secretarial Management School (SMS) Gurgaon and Divisional Centre (DTC), Panchkula, Hisar and Rohtak.
- (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
- i. Rural Development
- j. Division Training Centre, Panchkula
- k. Division Training Centre, Hisar
- l. Division Training Centre, Rohtak
- m. Secretarial Management School, Gurgaon
- n. Excise & Taxation Training Centre, Gurgaon

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.

IV. MANAGEMENT OF TRAINING AND ADMINISTRATION

During the period under review, Mrs. Rajni Sekhri Sibal, IAS was the Principal Training & Administrative Officer of the Institute. The key officers assisting the Director with regard to administration during the financial year 2010-2011 and their respective tenures are listed below:

Sr.No.	NAME WITH DESIGNATION	FROM	TO
1	Sh. R.S. Sharma Chief Accounts Officer	01.04.2010	31.10.2010
2	Sh. Ram Saran, Principal DTC, Panchkula	01.04.2010	31.03.2011
3	Sh. Megh Raj Sharma, Principal DTC, Hisar	01.04.2010	31.03.2011
4	Sh. D.N.S. Chahal, Principal DTC, Rohtak	01.04.2010	31.03.2011
5	Mrs. Anjula Kapoor, Asstt. Librarian, DTC, Panchkula	01.04.2010	31.03.2011
6	Sh. Joginder Singh, Asstt. Librarian	01.04.2010	31.03.2011
7	Mrs. Arvinder Kaur, Administrative Officer	01.04.2010	10.06.2010
8	Sh. P.C. Walecha, Administrative Officer	30.08.2010	31.03.2011
9	Sh. A.N. Dhiman Accounts Officer	01.04.2010	31.03.2011
10	Sh. P.C. Walecha Establishment Officer	01.04.2010	29.08.2010
11	Sh. Maya Ram, Superintendent (Training)	01.04.2010	31.03.2011
12	Smt. Arvinder Uppal, Superintendent, DTC, PKL	11.06.2010	31.03.2011
13	Sh. Karambir Singh Superintendent (Admn.)	24.11.2010	31.03.2011

V. ACADEMIC FACULTY

During the year (2010-2011) under review, the Institute had 2 Professors, 1 Associate Professor, 10 Assistant Professors, 1 Taxation expert, and 1 Expert on Account – keeping on its Academic Faculty.

VI. FACULTY AS ON

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

S.No	Name of the Faculty	From	To
1	Mrs. Rajni Sekhri Sibal, IAS Director	01.04.2010	31.03.2011
2	Sh. Baij Nath, Principal System Analyst	01.04.2010	31.03.2011
3	Prof. K.C. Yadav, Haryana History Culture and Social Development	01.04.2010	06.09.2010
4	Dr. Abhay Shrivastava Associate Professor, Disaster Management	01.04.2010	31.03.2011
5	Sh. R.K. Gulati Assistant Professor (Computer)	01.04.2010	31.03.2011
6	Mrs. Aarti Dudeja, Assistant Professor, Public Admn.	01.04.2010	31.03.2011
7	Dr. Manveen Kaur, Assistant Professor,(Rural Dev.)	01.04.2010	31.03.2011
8	Mrs. Divya Jyoti Assistant Professor (MIS)	01.04.2010	31.03.2011
9	Mrs. Rachna Gupta, Assistant Professor (Behavioural Sciences)	01.04.2010	31.03.2011
10	Dr. Rekha Shrivastava, Assistant Professor (Sociology)	01.04.2010	31.03.2011
11	Dr. Rajvir Dhaka, Assistant Professor (PE)	01.04.2010	31.03.2011
12	Dr. Bhuwan Kumar Assistant Professor (DM - I)	01.04.2010	31.03.2011
13	Mr. Lalit Kumar, Assistant Professor (FM)	01.04.2010	31.03.2011
14	Dr. Anshu Tiwari, Assistant Professor (DM - II)	01.04.2010	31.03.2011
15	Sh. Devendera Singh, Assistant Professor (Prog.)	01.04.2010	31.03.2011
16	Mrs. Mukesh Lata Gupta, AETC	01.04.2010	31.10.2010
17	Sh. B.S. Saroya, JETC	01.04.2010	31.03.2011
18	Sh. R.S. Malik, AETC	04.02.2011	31.03.2011

19	Sh. M.M. Alam Assistant Professor (LAW)	24.09.2010	31.03.2011
20	Sh. R.S. Sharma, Principal SMS (Gurgaon)	01.04.2010	31.10.2010
21	Sh. Ram Saran, Principal (DTC, Panchkula)	01.04.2010	31.03.2011
22	Sh. Megh Raj Sharma, Principal (DTC, Hisar)	01.04.2010	31.03.2011
23	Sh. D.N.S. Chahal, Principal (DTC, Rohtak)	01.04.2010	31.03.2011

FACULTY ON CONTRACT:-

S.No	Name of the Faculty	From	To
1.	Sh. D. Banerjea, Consultant Law	01.04.2010	30.04.2010
2.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	01.04.2010	31.03.2011
3.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2010	31.03.2011

VII. FINANCIAL RESOURCES:-

The financial resources available to HIPA during the year 2010-2011 are listed below in Table III :

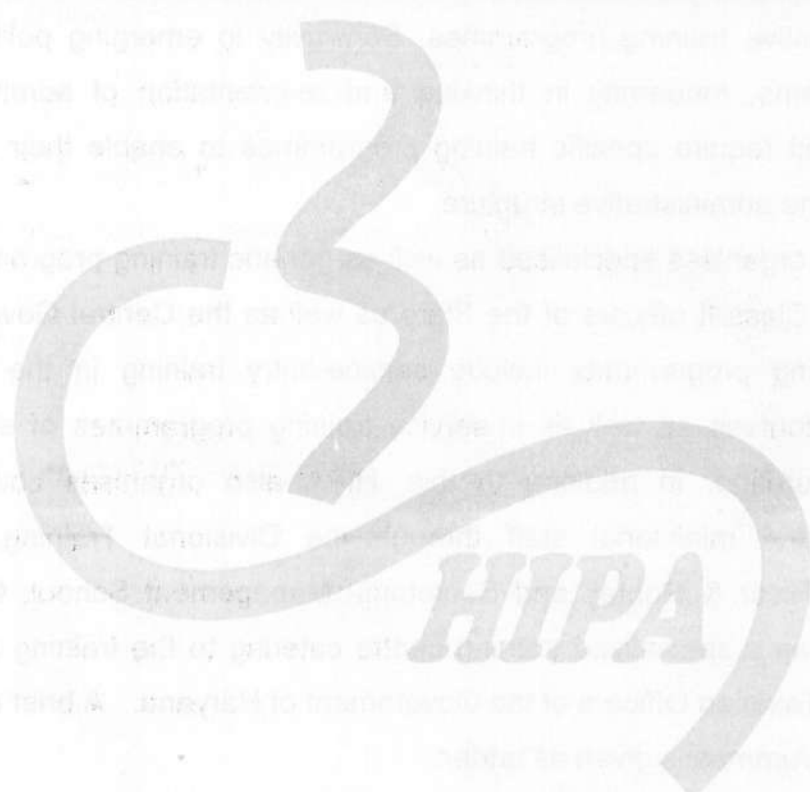
Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Source	Amount (Lac)
1	Grant in Aid (Non Plan Scheme)	51000000
2	Grant-in-Aid (Plan Scheme)	6650000
3	Training Course fee (GOI) Course Fee (DOPT)	3378000
4	Gant-in-Aid NDM, GOI	2850000
5	Gant-in-Aid Excise & Taxation	2057526
6	Training course Fee HIPA	15359214
7	Training Course fee DTC Delhi Tpt. Corpn.	4919190
8	Revision of Land Admn. Manual & Land Record Manual (Project)	1372000
9	Interest Receipt FDR & others	2474026
10	Misc. Income	632512
	Total	90692468

It is mentioned here that no balance sheet was prepared after 2004-2005 and no accounts were audited. It took great efforts to finalise the balance sheets for the year 2005-2006, 2006-2007 and 2007-2008 which were approved by the EC in its 58th meeting held on 09.02.2011.

The compliance of the auditors' report for the year 2005-2006, 2006-2007 and 2007-2008 has been done and is available.

[REDACTED]



TRAINING ACTIVITIES AT HIPA

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

HIPA 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, Hisar & Rohtak and Secretarial 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. A brief outline of training programmes is given as under:

(i) INSTITUTIONAL TRAINING PROGRAMMES

For IAS probationers allotted to Haryana cadre and also for Haryana Civil Service (Executive Branch) probationers.

(ii) FOUNDATIONAL TRAINING PROGRAMMES

For category 'A' & 'B' officers of all Government Departments recruited through Haryana Public Service Commission.

(iii) IN SERVICE TRAINING FOR HCS

The Institute organises compulsory inservice training programmes for the HCS (Executive Branch) Officers.

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

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

(v) NEED-BASED TRAINING PROGRAMMES

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

(vi) TRAINING COURSES FOR MINISTERIAL STAFF

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

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

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

I. DURING THE PERIOD 01.04.2010 TO 31.03.2011 THE INSTITUTE CONDUCTED 490 PROGRAMMES.

Training Courses (as given in Table IV below).

Table IV

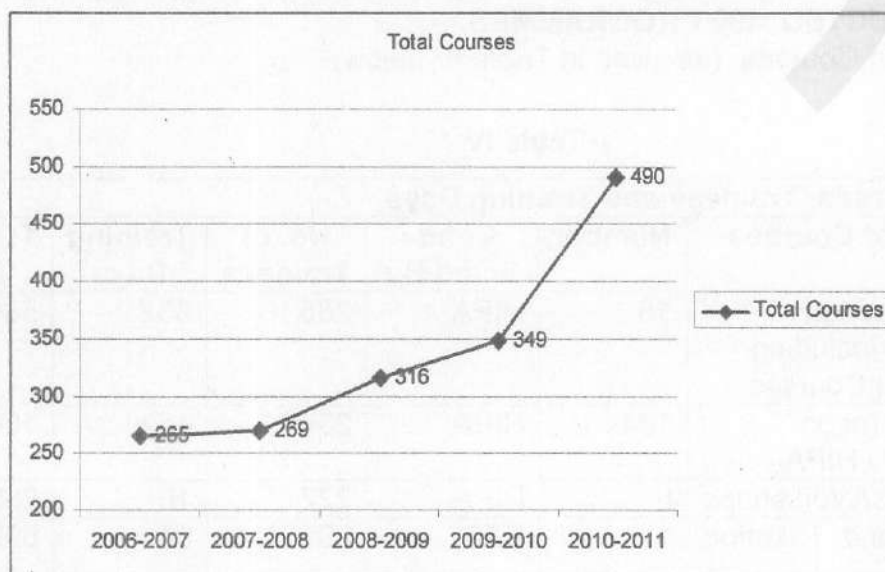
Training Courses, Trainees and Training Days						
Sr. NO	Type of Courses	Number	Conducted By	No. of Trainees	Training Days	Trainee's Days
1.	Long Duration Courses including Induction Courses	16	HIPA	285	352	5884
2.	Short Duration Courses - HIPA	104	HIPA	2341	482	10812
3.	Seminars/Workshops	8	HIPA	227	10	265
4.	Excise and Taxation School	1	ETC	29	31	899

5.	Secretarial Management School, Gurgaon	3	SMS	82	15	410
6.	Divisional Training Centre, Panchkula	76	DTC, PKL	2284	221	6260
7.	Divisional Training Centre, Hisar	67	DTC, Hisar	3449	167	7893
8.	Divisional Training Centre, Rohtak	72	DTC, Rohtak	4786	213	11334
9.	CBSP	50	HIPA	1640	154	4908
10.	CBPR	17	HIPA	582	35	1194
11.	PRI	59	HIPA	4169	118	8338
12.	REVENUE	17	RTI	301	34	602
	Total	490		20175	1832	58799

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

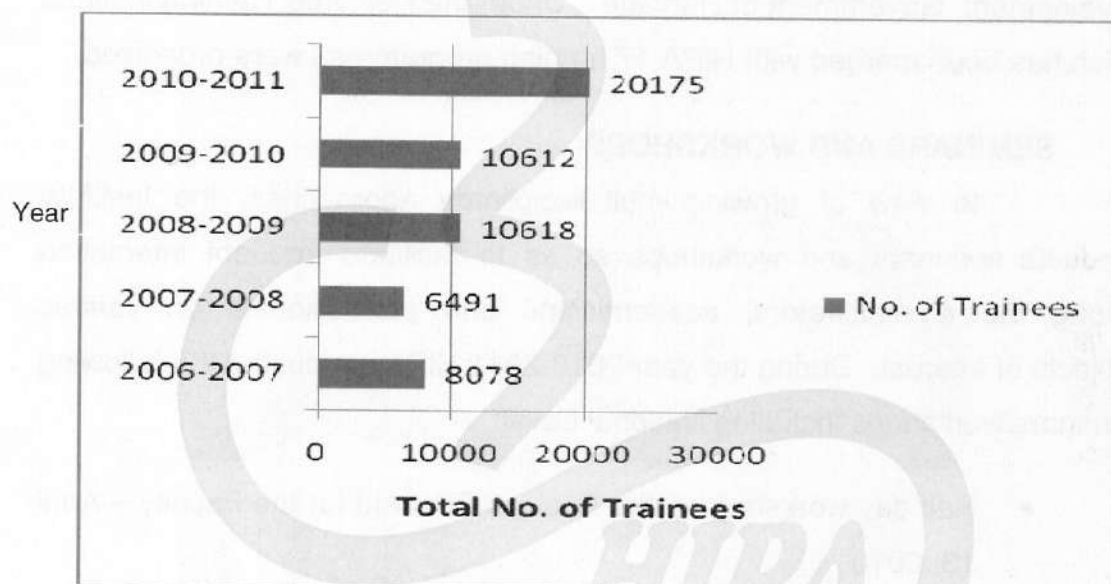
On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized **490** Training courses during 2010-2011 through which training was imparted to **20175** officers/officials of various Government Departments/ Organisations, as compared to **349** courses during 2009-2010 in which **10612** trainees participated which can be seen from the graph given below:

Graph showing the comparative statement of the courses conducted by HIPA during 2006-07 to 2010-2011



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

Graph showing the comparative statement of the trainees attended training programmes during 2006-07 to 2010-2011



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

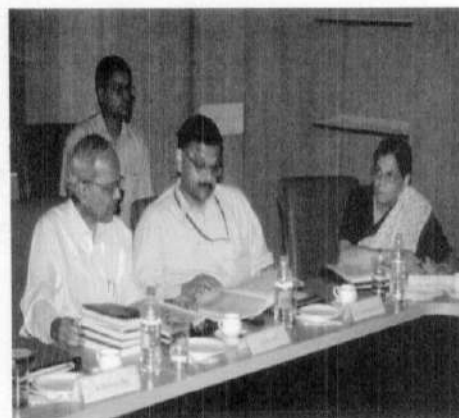
During the financial year 2010-2011, the Institute conducted 8 long duration courses, 104 short duration courses, 8 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 76, Divisional Training Centre, Hisar conducted 67 and Divisional Training Centre Rohtak

conducted 72 short duration courses and seminars/ workshops. The Excise & Taxation School conducted 1 course. The Secretarial Management School, Gurgaon conducted 3 short duration courses. Under the Capacity Building for Service Provider project sponsored by Government of India 50 Short duration and seminars/ workshops were organised. Under the project on 'Capacity Building for Poverty Reduction' sponsored by DOPT-DFID 17 training courses were organized in Sonapat and Mewat District. 59 Training Programmes were organized under the project "Elected Representatives of 'Panchayati Raj Institutions'" sponsored by Department of Panchayat and Development, Government of Haryana. Under the Revenue Training Institute which has been merged with HIPA 17 training programmes were organized.

II. SEMINARS AND WORKSHOPS

In view of growing multidisciplinary approaches, the Institute conducts seminars and workshops so as to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest. During the year 2010-2011 HIPA conducted the following Seminars/workshops including National Level:

- Half day workshop on the Basis of First Aid for the Faculty – April 13, 2010
- Workshop on " Strengthen Indian Economy" – April 15, 2010
- Workshop for Disaster Management IGNOU-NDMA – July 22-23, 2010
- National Level Workshop on e-Governance in Collaboration with NISG, Hyderabad – July 28-29, 2010
- National Workshop on Adverse Sex Ratio – August 31, 2010



- Workshop on Revenue for District Officers of Rohtak Division – October 13, 2010
- Workshop on Law of Administration, Partition Cases and Kharsa Gridwari of Gurgaon and Rohtak Division – December 09, 2010 under RTI
- Workshop on Labour Laws for DDOs – March 21, 2011



III. RESEARCH ACTIVITIES AT HIPA

Research and Consultancy

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

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

STATUS OF PROJECTS UNDERTAKEN BY HIPA

At Present HIPA has undertaken following projects:

- (ii) Declining Sex Ratio in Haryana– Funded by DOPT (**Draft report is submitted**)
- (III) Capacity Building for Poverty Reduction (CBPR) Funded by DOPT – DFID (**Completed and report submitted to DOPT/DFID**)
- (IV) Access to information - Project on RTI. Funded By DOPT –UNDP. Domestic Violence Act in Haryana – Funded by DOPT (**on going**)
- (V) Project on Capacity Building for Service providers (CBSP) through training intervention sponsored by Ministry & Tourism, Govt. India (**Completed**)
- (VI) Domestic Violence Act in Haryana – Funded by DOPT (**Report is under process**)
- (VII) Impact Evaluation of ICDS Scheme in four districts of Haryana funded by Department of Women and Child, Government of Haryana (**completed and Report is under process**)
- (i) Project on “**Domestic Violence Act**” and “**Declining Sex Ratio in Haryana**” funded by DOPT. This study on Declining Sex Ratio is to ascertain the socio cultural factor contributing to the declining sex ratio with the following objectives:
 - (ii) “To study the perception of stakeholders about the status of the girls Child, gender discrimination girl, women empowerment and adverse child sex ratio etc”.

The study on Domestic Violence Act highlights the details of D.V Act, which provides for an effective and efficacious relief against domestic violence to women and children in a household.

(iii) 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. The capacity Building for poverty reduction Programme seeks to address issues pertaining to the institutional, organizational and individual aspects of service delivery. It

envisages that it is necessary, therefore to build up the capacity of Public Administration organization and system for improving the poverty reduction efforts. The elements of the training components are so chosen that the sector specific knowledge skill levels, and motivation of human resources are explicitly addressed based on their 'critical importance in the service delivery chain.

HIPA has been assigned the project on CBPR sponsored by DOPT-DFID. In the second phase of CBPR, two districts namely Sonapat and Mewat are selected. HIPA developed a training module for the front line service delivery personnel in the specific areas like Education, Power and Health for Sonapat district. HIPA, under the CBPR has conducted training programmes for Education, Power and Health (Details can be seen at Appendix 'I')



Modules were developed in the following areas:

Time Management, Role of an Employee, Total Quality Management, Ethics in Administration, Right to Information Act, Communication Skills and Positive Attitude. Later on two more areas were included Disaster Management and Water and Sanitation under the Health. People on front line were trained in both the districts i.e. Sonapat and Mewat and in this regard 2366 trainees and 94 Master Trainers till date were trained.

(iv) Project on Capacity Building for Access to Information

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

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

(v) CAPACITY BUILDING FOR SERVICES PROVIDER THROUGH TRAINING Intervention Sponsored by Ministry & Tourism Govt. & India

The 19th commonwealth game 2010 Delhi were a National Prestige Event which aimed to be citizen friendly. All Service Providers had to play an important role in making the national prestige event a success. The extensive human interface involved in the Service Sector was geared up to provide quality service delivery. This calls for interventions targeted at enabling the Service Provider to give the best –whether she/he is a Taxi Driver at Airport who is the first point of contact for foreign tourists or a Hotel Attendant, Security Staff, Police, Constabulary, Auto rickshaw Driver, Volunteers and other Service Provider, that a visitors to Delhi during the Games is likely to interact with .

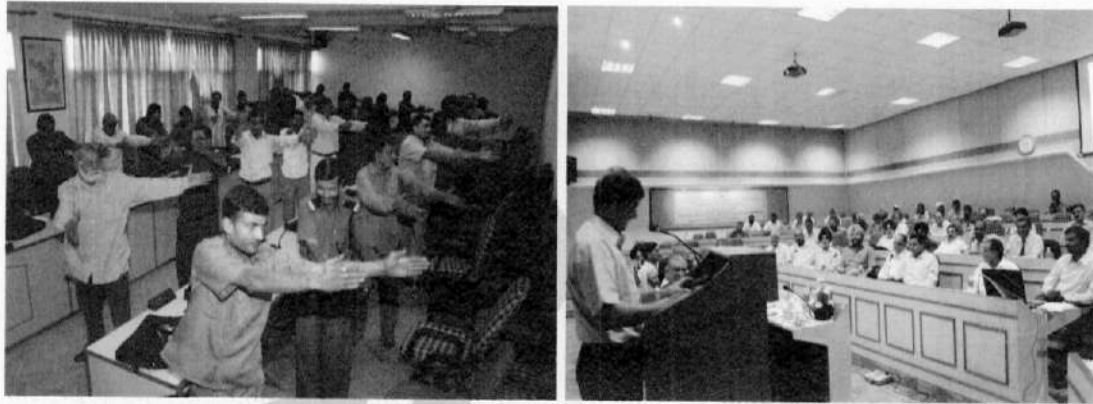
Before the commencement of the Commonwealth Games2010, Bus Drivers, Taxi Drivers/conductors/Volunteers/Guides/Supervisors in the NCR region were trained with a view to enhance relevant knowledge, acquire skills and bring about attitudinal change.



The Ministry of Tourism formulated a Scheme wherein service providers were given inputs to upgrade their behavior and skill called “**Capacity Building for Service Providers**” Under this Scheme, the Haryana Institute of

Public Administration has trained Service Providers for Tourist Transport vehicle operators since May 2009. A programme to train Auto Rickshaw Driver and DTC driver was also started.

1552 Taxi Drivers, 835 Auto Drivers and 2261 DTC Drivers/Supervisors have been trained by HIPA under this scheme.



The courses were designed to build up the capacity of the Service Providers in their life space, to provide work space empowerment and attitude change specially targeted at a citizen friendly approach, which incorporates gender sensitization and ability to cope with disabled clients.

ACTIVITIES OF HIPA

I ATI Attachment of Entire batch of IAS Probationers

As part of the Institutional Training Programme of IAS Probationers, LBSNAA has incorporated one State ATI Attachment at HIPA (for the first time) of entire batch of IAS Probationers (Phase-I) for the year 2009-2010 and 2010-2011.

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

II Training Programme for Judicial Officers:

The 58 newly recruited Judicial Officers were trained in Revenue Law and Administrative functioning and Skills which will be an on going process.

III Workshop to Finalizing the Syllabus for Training for HCS Probationers and A Class Tehsildars

The objectives of training for civil services have been laid down by the National Training Policy 1996. Training also stimulates and motivates trainees to widen their mental horizon, promote innovation and creativity, develop scientific temper imbued with professional ethics.

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

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

IV VISITS AT HIPA

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



Sh. Wajhat Habbibulah addressing the HIPA Faculty as well as participants.

V HIPA conducts SAS/LAD Exams

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

VI HIPA goes International

As a part of the professional development –pogramme, participants from 20 South African countries participated in two weeks training programme on Disaster Management. Short term Workshop were also conducted for the participants of Vietnam and Korea.



VII New Partnership by Signing MoU with other Organizations/ Institutions.

For enhancing the quality of the training programmes, Faculty Development and improving the functioning of the Govt. functionaries, HIPA has signed MoUs with various leading Training Institutes and Organizations. HIPA has signed MoU with RIPA, NIFM, LBSNAA and ATI Bhopal, IIPA and DEA, NISG, Ministry of Finance, Government of India under the National PPP Capacity Building programme supported by World Bank. Indian School of Business, Hyderabad and Deloitte has also approached HIPA for the collaboration.

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

Signing MoU between Director , HIPA and Director, NIFM



VIII HIPA's Achievement as leading Capacity Building Nodal Agency:

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

- (a) One of the four Regional Centre in the country (others include ASCI, IIPA) for Capacity Building in the area of Urban Development by Ministry of Housing and Urban Poverty Alleviation, GOI.
- (b) Consulted on TOR for the working group on Capacity Building for 12th five year plan and on the issues of Capacity Building by Ministry of Housing and Urban Poverty Alleviation, Government of India.
- (c) The Ministry of Environment and Forest, GOI identified HIPA as one of the premier Institute of Capacity Building of senior officers of Indian Forest Services (15-30 years of service).
- (d) HIPA has been identified as Nodal Agency in the area of Public Private Partnership – an Initiative of World Bank by the Department of Economic Affairs.

(e) HIPA has also developed Modules for Mid-career training of Armed Forces and Civil Service Officers which was asked by Department of Personnel and Training, Government of India.

(f) Number of DoPT sponsored programmes - has increased three fold in the past three years from 20-25 training programmes to 55-60 training programmes in a financial year.

IX Activities under Faculty Disaster Management

Following activities were undertaken by the faculty of Disaster Management:

(a) Gurgaon Disaster Management Plan

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

(b) Haryana Crisis Management Plan

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

(c) Gurgaon Fire Management Plan for Fire Services

Gurgaon is a part of NCR region and is now developing as a metropolitan city. With lots of high-rise buildings and both national and international companies, the district focus fire accidents very often. To prepare Gurgaon to dealing with any fire accident and self dependent, a separate Gurgaon Fire Management Plan was prepared by FDM, HIPA with

the support of District Fire Office and submitted to Urban Department Haryana.

(d) Disaster Management Plan for MC Faridabad

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

(e) Internship Programme for Disaster Management Students

The Punjab University, Chandigarh has recently selected HIPA as one of the leading organization in the area of disaster management. Their board of control in geography has identified HIPA for the purpose of internship of their students. The second batch is currently doing internship with HIPA. This is a new beginning.

X Faculty Development Programme

Faculty members have undergone foreign and domestic training as part of professional development programme. Faculty members are trained as Master Trainers under PPP Project (a World Bank supported initiative of Department of Economic Affairs). Shri Bajj Nath and Dr. Rajvir Dhaka also were sent to foreign training for Professional Development Programmes. A Workshop on Inclusive Education was organized at HIPA for the Faculty. Faculty members are being sent to other ATIs, XLRI, NIDM and NDMA for attending the training programmes.

XI HIPA Receives Award

HIPA received award for excellence for successfully hosting and implementing the training program for Common Wealth Games-2010 under Capacity Building for Service Providers Scheme sponsored by Ministry of Tourism, Govt. of India.

XII 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.

Why TNA Important:-

TNA is a process to conduct to answer three training related question of which are:

- Where training is required / where the Capacity Building is required.
- Who should attend the training
- What is required to be taught

Training programme to satisfy both organizational and human resource the training must be based on organizational, operational and individual analysis.

Identification of the training needs of various cadre of the client groups i.e. different departments of Haryana Government. So that there is congruence between employee performance and organizational objectives. The following departments have came up with their specific needs

HSIIDC

Education (Higher /Secondary)

Engineering Department i.e. Public Health, Irrigation , PWD (B&R),

Local Bodies

Panchayat and Development

- Strategic Training Need Analysis was conducted to ensure that capacity building is need based and Demand-Driven with the involvement of the Client Departments.
- Maximum No. of Training Courses (490 Courses – 20175 Trainees) were conducted during the period. Personal attention was paid towards designing courses to ensure quality training.
- Training courses were conducted for of all levels of officers and officials in Haryana to enhance their knowledge, upgrade their skills and

attitudes towards better service delivery to the citizens of the State. The training courses were carefully designed keeping in view the TNA for each respective group – both fresh recruits and mid-career trainees.

Networking with Institute:-

In order to enhance the Capacity for Training and Research within HIPA, the institute needs to network with the Institutions of repute belonging to Government and Private Domains for building Capacity with sphere of Training, Research, Project Management. Survey Evaluations in the spirit of Capacity Building for Good Governance through efficient service delivery in the state of Haryana were invited to collaborate on the HIPA's website.

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

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

Guest Faculty/Experts of HIPA:-

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

GUEST FACULTY (REPRESENTATIVE)

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

16	Sh. Naseem Ahmad, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Law - Ststantive, Administrative; Ethics in Administration, Minorities Welfare
17	Sh. B.M. Jha,	Chairman, Central Ground Water Board, GOI	Ground Water Management
18	Smt. Kamla Chaudhary, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Gender, Haryana Culture and Ethics
19	Sh. Prityush Sinha	Ex-Chief Vigilance Commissioner	Transparency
20	Sh.N.C. Saxena, IAS	Member NAC	Food Security
21	Mr. Habibullah	Chairman, Minorities	RTI, Minorities Welfare
22	Sh. M.D. Asthana, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Agriculture/Rural Dev. PNDT Act & Adverse Sex Ratio, Administrative Laws
23	Dr. Ajay Kumar	Member, Parliament & CEO , MAX	Leadership
24	Sh. S.P. Sharma, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Revenue Administration, CSR Rules of Haryana Govt., Office Management, Administrative & Financial Procedure of Haryana Govt.
25	Air Marshal M.L. Sethi	PVSM – AVS Air Officer	Leadership and Motivation
26	Sh. G.V. Gupta, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Revenue
27	Sh. Gural Singh	Major Gen. (Retd.) SMVSM	Team Building, Leadership
28	Sh. M.C. Gupta, IAS	Former Chief Secretary to GoH	Economic and Infrastructure Development
29	Justice P.V. Reddy,	Chairman, Law Commission of India	Law

30	Sh. Anuraj Rastogi, IAS	Commissioner, Excise & Taxation	Excise & Taxation
31	Dr. Sameer Pareekh	HoD, Max Hospital, Delhi	Anger Management, Catharsis & Stress Management
32	Sh. S.S. Deswal, IPS	Commissioner of Police, Gurgaon	Police Public Interface
33	Sh. Vishnu Bhagwan, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Agriculture, Administrative & Financial Procedure of Haryana Govt.
34	Sh. A.P. Bhatnagar, IPS	Retd. DGP, Punjab	Personality Development
35	Shri G.P. Gupta,	Director, NIFM	Finance
36	Sh. P. Raghuvendra Rao, IAS	Financial Commissioner & Principal Secy. To GOH Deptt. of Panchayat & Development	Rural Development, Functioning of PRIs
37	Mrs. Rasika Choubey,	Financial Advisor, PM Office	Finance
38	Shr. Dharamvir, IAS	Former Chief Secretary to GoH	Administrative Law
39	Sh. K.K. Chopra	Additional District and Session Judget (Retd.)	LAW
40	Dr. Manjula Chakravarty,	Ex-Advisor, Planning, Commission, New Delhi	Issues related with women & Child
41	Sh. K.K. Jalan, IAS	Financial Commissioner & Principal Secy. To GOH Deptt. of Irrigation	Irrigation
42	Professor S.P. Chauhan	FORE School of Management, Delhi	Organizational Behaviour
43	Dr. B.L. Kantroo,	Ex-Member, Juvenile Welfare Board, New Delhi	JJ Act
44	Sh. Alok Mittal, IPS	Joint Commissioner, Police, Gurgaon	Effective Police Public Relation, Effective Administration
45	Sh. Rudra Gangadharan, IAS	Secretary, Animal Husbandry, Government of India	Animal Husbandry, Dairy Development
46	Ms. Santosh Yadav	Everest Climber	Motivation and Team Building
47	Sh. R.H. Khawaja, IAS	Secretary, Ministry of Tourism, Government of India	Effective Administration & Tourism

48	Sh. Deepak Misra, IPS	Special Commissioner, Delhi	Police Public Relation
49	Sh. V.K. Kapoor, IPS	Retd. DGP, Haryana	Stress Management
50	Dr. Onkar Mal	Faculty MDI, Gurgaon	Stress Management, Human Resource Management
51	Dr. Daisy Chauhan	Faculty MDI, Gurgaon	Organizational Behaviour



CENTRES AT HIPA

HIPA has the following centres for its effective functioning:

(I) REVENUE TRAINING INSTITUTE

With the efforts of Mrs. Rajni Sekhri Sibal, Director General HIPA, Revenue Training Institute was made functional from September 2009. Mr. G.V. Gupta, IAS joined HIPA as consultant and conducted various training programmes workshops on Revenue matters.

Initially it was decided to start a program of four two days workshops every month, one for every division, in Revenue matters. Subject chosen was "Zamabandi and Mutations". Each workshop was to have about 20 participants and 4 to 5 five workshops for each division were conducted. Necessary training staff was recruited and first workshop was held in Oct.2009



- Four workshops were held. Soon response became enthusiastic.
- HIPA held 9 weeks training program for HCS (Judicial) probationers. Feedback was excellent as acknowledged by the then FCR.
- HIPA also held 6 weeks training program for Naib-Tahsildars. Mr. G.V. Gupta Designed the training program and supervised the training.



- Divisional level Revenue Training Program on Zamabandi and Mutations 2010 was conducted. and workshops on ' Partition and Girdavari' were also conducted.
- Institutional Training of IAS probationers batch of 2010 for six weeks. The training was imparted on the following:
 - Revenue Law and Administration
 - Urbanization and Town Planning
 - Finance, Planning, Budget & Economy
 - Gen.Adm, Governance & Social Change
- Appreciation of training was conveyed by Director LBSNAA to HIPA with the remarks that the probationers felt that they learnt more at HIPA than at LBSNAA.
- Training of HCS (Exec) probationers Effectiveness of training will be soon seen in the field performance of these Officers.
- Revenue Training of HCS (Judicial) probationers on Revenue Law.
- Revenue Training of HPS Officers on Revenue Law
- Institutional Training of IAS Probationers of 2011 batch on Revenue and Urban affairs

(II) DIVISIONAL TRAINING CENTRES OF HIPA

In order to further streamline the training programmes, a State Training Plan was approved by the Executive Council during 1987-88 for implementation during 1990-91 and onwards. According to this State Training Plan, the objectives of the Institute are career development (Higher Group/Lower Group). Supporting level (Higher Group/Lower Group) and Assistance level of the administrative hierarchy.

Accordingly, as per provisions contained in the State Training Plan, the Haryana Secretarial Management School was set up for providing in-service training facilities to ministerial establishment, as an integral part of this Institute. During the year 1993-94, a Divisional Training Centre was set up at Panchkula. Accordingly two more Divisional Training Centres at Hisar and Rohtak were started functioning in March, 2007 and March, 2009 respectively. It is worth mentioning here that training programmes organized by DTCs are highly appreciated by the client departments.

(III) CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT

In the process of economic development of our country there is a zeal for everyone to grow. For this purpose a little orientation and zeal of growth can be induced among the aspiring entrepreneurs. Appropriate entrepreneurship (EDP) Development programmes and proper training orientations can be extended to first generation entrepreneurs. This key element of EDP for required growth in view and small enterprises can produce fruitful results.

Keeping the goal in view the "Centre for Entrepreneurship Development at HIPA" a joint venture of MSMF Govt. of India and Govt. of Haryana in working for last few years in the Institute and organizing EDP's on regular Basis to achieve the desired Development goals of the state.

(IV) CENTRE FOR EXCISE & TAXATION

The Excise & Taxation Training School was merged with HIPA w.e.f. 1997. Since then it has been functioning and imparting training to the officers of the Department of Excise & Taxation. Presently it is headed by AETC under the overall direction of Director, HIPA. Courses conducted under this centre are annexed at Appendix 'D'.

(V) CENTRE FOR HARYANA HISTORY, CULTURE AND SOCIAL DEVELOPMENT:

The Centre for Study of Haryana History, Culture and Social Development was set up, under the directions of the Hon'ble Chief Minister of

Haryana in June, 2006 with a grant of Rs. 50 lakhs as 'start-up provision during 2007-08 and Rs.30 Lakhs per annum as recurring grant in subsequent years.

The Centre was placed under the over all charge and control of the HIPA, Gurgaon, and it started functioning after Dr. K.C. Yadav joined as Professor in August 2006. Till 6th September, 2010 it was a part of HIPA.



FACILITIES AT HIPA

HIPA Building attracts visitors, participants alike. The present campus is spread over 7.5 acres with a lush green cover. The campus has the following:

- Administrative Block
- Hostel
- Director's residence
- Residential Flats for Faculty and other staff
- Academic area, comprising of Seminar room, Auditorium, Class rooms and Computer labs, etc.

(i) Infrastructure

The HIPA Complex provides round the clock service. The Institute has well furnished and work friendly rooms, halls, working place as well as residential facilities for participants. The complex provides boarding and lodging to the participants.

The staff from various disciplines are engaged in different tasks and functions to translate the goals into reality. Commitment, competency and a spirit of teamwork are fostered to realize the mission of the Institute. Infrastructure at HIPA has been upgraded during the last 2-3 years HIPA has the following facilities:

a) TEACHING BLOCK AT HIPA

Satya Sadan, Seminar Room, Bathrooms, New Class room, Sealing of Gandhi Hall, Toilets (Ladies and Gents of ground and third floor), Class rooms of 2nd floor, Flooring of rooms of Faculty members and officers Tiling of Road in HIPA and bus sheds have been renovated.

b) HIPA'S HOSTEL BLOCK

In HIPA hostel all Hostel Rooms alongwith bathrooms have been upgraded and renovated.

(ii) Auditorium

The spacious Auditorium, called 'Gandhi Hall' in the HIPA's main building provides facilities for holding conferences, training programmes, seminars. These facilities are also availed of by outside voluntary and corporate sector who regularly use the conference hall and avail the facilities. 'Gandhi Hall' is well furnished and provides all the equipments.

(iii) Library

The Institute library is equipped with excellent infrastructural facilities. Library is fully computerized. Display systems of journals and arrival of new publications are very well – arranged. Over a period of time, library has developed a well - balanced and up-to date collection of large number of documents including books, periodicals, technical and research reports, modules and other non - book materials

Air conditioned reading hall of the library provide conducive environment for study and research catering to the needs of the research scholars, faculty and participants of various training courses.

(iv) Hostel

There are around 85 beds for accommodation. The kitchen/mess is fully equipped to prepare meals for the participants who come to the Institute for trainings, workshops, conference and seminars. Mess is equipped to provide facilities. The Institute's hostel provides well furnished, comfortable accommodation for more than eighty trainees at a time. It has spacious dining hall, with sitting arrangements for smaller groups. The hostel has 41 A/C rooms, alongwith 2 VIP suites. High standards of hygiene, overall cleanliness and good food quality are being emphasized upon in keeping with the improved ambience. Apart from this there has been regular testing of portability of water filters which has been installed in the mess area. In addition to this, house keeping of rooms of officer trainees, catering and mess services has been going on for better supervision and control.

The trainees are encouraged to lead a rich and varied life at campus to give expression to their creative potential. To achieve this they are provided with the facilities of a well equipped gymnasium in hostel. It provides outdoor

and indoor games facilities to the participants of various courses. The outdoor facilities include Tennis, Basket Ball, volley ball, football, cricket etc. The indoor games facilities include billiards, carom, table tennis, chess, squash and badminton.

Yoga classes are held regularly so as to provide the participants with the opportunities of all round development. Trained instructors conduct weekly classes.

(v) Sports Facility

Excellent sports and fitness facilities are available on the campus to ensure that participants and faculty on campus, remain fit and healthy. It has a spacious place for indoor games like Table Tennis, Billiards, Squash Court. The outdoor facilities include:- Yoga, P.T., Aerobics, Tennis, Badminton, Football, Basket ball, etc.

(vi) Upgradation and Maintenance of HIPA

The Haryana Institute of Public Administration is a premier Institute engaged in the field of training. Besides providing the training to the officers of the state. It also provides training to the officers/members of other institutes/organizations on demand for which it also receives substantial funds.

Experts and other employees of the state as well as members of the State/ Centre owned and private institutes visit HIPA frequently to stay and use the services, Regular use of infrastructure, need repair, improvement and maintenance on regular basis. As approved by the Executive Council, the following works have been completed and details can be seen from the table given below:

TABLE
STATUS OF INFRASTRUCTURE- UPGRADATION AND MAINTENANCE OF
HIPA COMPLEX

Sr. No.	Construction/Renovation through PWD	Amount	Approved
	<p>a) HIPA TEACHING BLOCK:</p> <p>As approved Renovation was done of the following:</p> <ul style="list-style-type: none"> * Ceiling & Interior of Seminar Room * New Class room GroundFloor = (1) * Ceiling and Interior of Room No. 008 (Ground Floor) * Ceiling and Interior of Gandhi Hall * Toilets (Ladies and Gents of ground and third floor) = 4 (2 at each floor) * Class rooms of 2nd floor = 2 (201 & 219) * Flooring of rooms of Faculty members and officers=104,109,110,202,203,204,205,206, 207,208,209,211,213,218,221,301,304, 314,322 * Renovation and Interior of Library 	<p>Rs. 5254099/-</p> <p>(2294208+2459940+ 499951) +829984</p> <p>for flooring of faculty members and officers) =</p> <p>Rs.6084083/-</p>	<p>Approved by Executive Council of HIPA</p>
	<p>b) HIPA'S HOSTEL BLOCK</p> <ul style="list-style-type: none"> * All Hostel Rooms = 45 - PoP - Flooring - Repairing of Doors - White wash, etc. * All Bathrooms of Hostel's rooms = 45 		

	* Renovation of Hostel's Kitchen * Renovation & Interior of Dining Hall = 1 * Renovation & Interior of Guest House= 1 at HIPA Campus		
	C) TILING OF ROAD IN HIPA	Rs.14,64,410/-	
	D) BUS SHED	Rs.90,000/-	

*** ACs for the Hostel Rooms were purchased from approved source at a cost of Rs.638088/- and installed in the remaining 27 rooms of Hostel. Entire Hostel is now Air conditioned.

(vii) Environment Awareness

HIPA believe as in conserving energy and leaving behind soft carbon foot.

- HIPA is no smoking zone.
- HIPA has been using Recycled paper.
- HIPA is moving towards paperless office.
- HIPA promotes solar heating & light system.

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.

3

APPENDIX

APPENDIX

(A) LONG DURATION COURSES ORGANIZED BY HIPA (MAIN WING)

	Topic	From	To	Duration	Venue	Stakeholders/ collaborators	Course Director	No. of Trainees	Training Days	Trainee Days
1	Training of Accounts Officers	12/ Apr/10	30/ Apr/10	3 Weeks	HIPA, Gurgaon	T & A Deptt.	Lalit Kumar	36	30	1080
		17/ May/10	04/ Jun/10	3 Weeks						
2	Institutional Programme for IAS Probationers	05/Jul/10	13/ Aug/10	6 Weeks	HIPA, Gurgaon		G.V. Gupta/Manveen Kaur/ Aarti Dudeja/RK Gulati	3	29	87
3	Training of Accounts Officer	19/Jul/10	06/ Aug/10	3 Weeks	HIPA Gurgaon	T & A Deptt.	Lalit Kumar	30	30	900
		23/ Aug/10	10/ Sep/10	3 Weeks						
4	Foundation Training Programme for Assistant Director, Industrial Safety and Health for Labour Department	27/ Sep/10	12/ Nov/10	7 Weeks	HIPA, Gurgaon	Labour Deptt.	A.K.Shrivastava	9	31	279
5	Induction Training Prog. Of Assistant Town Planners	08/ Nov/10	04/ Dec/10	4 Week	HIPA, Gurgaon	Town & Country Plg.	M.M. Alam	17	20	340
6	Trg. For Public Prosecutors	22/ Nov/09	03/ Dec/09	2 Weeks	HIPA, Gurgaon	Prosecution Department	M.M. Alam	25	10	250
7	Public Prosecutors/ District Attorneys	13/ Dec/10	24/ Dec/10	2 Weeks	HIPA, Gurgaon	Prosecution Department	M.M. Alam	25	10	250
8	Revenue Training for Newly Recruited ATPS	13/ Dec/10	25/ Dec/10	2 Weeks	DTC, PKL	Revenue	G.V. Gupta	15	11	165
9	Training Programme of Public Prosecutors / District Attorneys, etc.	10/ Jan/11	21/ Jan/11	2 Weeks	HIPA, Gurgaon	Prosecution Department	M.M. Alam	25	10	250
10	Training Programme on Comprehensive Disaster Risk Management for Officials of African Countries	10/ Jan/11	21/ Jan/11	2 Weeks	HIPA, Gurgaon		A.K. Shrivastava	20	12	240
11	Revenue Training for IAS Probationers	10/ Jan/11	29/ Jan/11	3 Weeks	HIPA, Gurgaon	State Govt.	G.V. Gupta	3	15	45
12	Training Programme for Newly recruited Tehsildars	17/ Jan/11	31/ Mar/11	3 months	HIPA, Gurgaon		G.V. Gupta	8	48	384
13	Training Programme for Newly recruited HCS Officers	31/ Jan/11	31/ Mar/11	3 months	HIPA, Gurgaon	State Govt.	G.V. Gupta	26	38	988
14	Training Programme for Newly recruited District Food & Supply Officers	31/ Jan/11	31/ Mar/11	3 months	HIPA, Gurgaon	Food & Supply Deptt.	Rajvir Dhaka	7	38	266
15	Capacity Building Programme for Public Prosecutors and District Attorneys	14/ Feb/11	25/ Feb/11	2 Weeks	HIPA, Gurgaon	Prosecution Department	M.M. Alam	16	10	160
16	Capacity Building Programme for Public Prosecutors and District Attorneys/ ADAs	07/ Mar/11	18/ Mar/11	2 Weeks	HIPA, Gurgaon		M.M. Alam	20	10	200

(B) SHORT DURATION COURSES ORGANIZED BY HIPA (MAIN WING)										
	Topic	From	To	Duration	Venue	Stakeholders/ collaborators	Course Director	No. of Trainees	Training Days	Trainee Days
1	Computer programme for B& R Department	12/ Apr/10	16/ Apr/10	1 Week	HIPA, Gurgaon	B & R Deptt.	RK Gulati/ Baij Nath	12	5	60
2	Nehru Yuva Kendra Training programme (Refresher trg. Prog. for Youth Coordinators)	12/ Apr/10	16/ Apr/10	5 days	HIPA, Gurgaon	Dept. of Youth and Sports, Govt. of India	Aari Dudeja	29	5	145
3	Web Page Designing	19/ Apr/10	23/ Apr/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Baij Nath	19	5	95
4	Drought Management	19/ Apr/10	23/ Apr/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Bhuwan Kumar	16	5	80
5	Direct Training Skill (Hindi)	26/ Apr/10	30/ Apr/10	1 Week	HIPA, Gurgaon	GoI-DOPT	RK Gulati/Rachna Gupta	14	5	70
6	TOT on Transparency in Administration : Right to Information Act for SPIO/ASPIO	26/ Apr/10	30/ Apr/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Aarti Dudeja	41	5	205
7	Gender Perspective of Disaster Management	28/ Apr/10	30/ Apr/10	3 Days	HIPA, Gurgaon	GoI-DOPT	Anshu Tiwari	16	3	48
8	District Disaster Management Plan	03/ May/10	05/ May/10	3 Days	HIPA, Gurgaon	FCR	AK Shrivastava	24	3	72
9	National Rural Employment Guarantee Act	03/ May/10	05/ May/10	3 Days	HIPA, Gurgaon	GoI-DOPT	Manveen Kaur	17	3	51
10	Web Servers and Handling of Web Sites	03/ May/10	07/ May/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Baij Nath	29	5	145
11	Appraisal of A/C Keeping Software	10/ May/10	14/ May/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Divya Jyoti	22	5	110
12	Human Rights	10/ May/10	14/ May/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Aarti Dudeja	19	5	95
13	Watershed Management	10/ May/10	14/ May/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Bhuwan Kumar	19	5	95
14	Right to Information Act - 2005	10/ May/10	14/ May/10	1 Week	HIPA, Gurgaon	HIPA	Rajvir Dhaka	21	5	105
15	Workshop on " Enhancement of Communication Skills of Public Relation Officers"	17/ May/10	19/ May/10	3 Days	HIPA, Gurgaon	Public Relation Deptt.	Anshu Tiwari	20	3	60
16	RTI for PIOs/ APIOs of Health Department, Rohtak & Gurgaon Division	24/ May/10	26/ May/10	3 Days	HIPA, Gurgaon	Health Deptt.	Rajvir Dhaka	52	3	156
17	Capacity Building Programme for Lecturers of Higher Education	24/ May/10	28/ May/10	1 Week	HIPA, Gurgaon	Education Depatt.	Rachna Gupta	22	5	110
18	Flood Management	24/ May/10	28/ May/10	1 Week	HIPA, Gurgaon	GoI-DOPT	AK Shrivastava	30	5	150
19	Wrapup for IAS Probationers (2008 batch)	31/ May/10	04/ Jun/10	1 Week	HIPA, Gurgaon	HIPA	Ashok Vasishta/ Manveen Kaur/ Aarti Dudeja/ RK Gulati	3	5	15
20	Role of Education in Promoting & Protecting Human Rights in India	31/ May/10	04/ Jun/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Rekha Shrivastava	22	5	110
21	Capacity Building Programme for Auditors	07/ Jun/10	11/ Jun/10	1 Week	HIPA, Gurgaon		Lalit Kumar	18	5	90

22	ToT in Disaster Management for NCC Coordinators (School)	14/Jun/10	18/Jun/10	1 Week	HIPA, Gurgaon	Gol-DOPT	AK Shrivastava	21	5	105
23	Developing Managerial Skills for Principals of ITIs	14/Jun/10	18/Jun/10	1 Week	HIPA, Gurgaon	HIPA	Lalit Kumar	16	5	80
24	Fundamentals of Finance and Accounting for Organizational Heads	21/Jun/10	25/Jun/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Lalit Kumar	18	5	90
25	ToT in Disaster Management for NSS Coordinators (College)	21/Jun/10	25/Jun/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Anshu Tiwari	22	5	110
26	Continuous Quality Improvement (at Divisional Training Centre, Panchkula)	22/Jun/10	24/Jun/10	3 Days	DTC, PKL	Gol-DOPT	Aarti Dudeja	22	3	66
27	District Disaster Management Plan (Jind)	28/Jun/10	30/Jun/10	3 Days	Jind		Bhuwan Kumar	41	3	123
28	Financial Management and Audit Sensitization	28/Jun/10	02/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Lalit Kumar	15	5	75
29	SQL & Database Design	28/Jun/10	02/Jul/10	1 Week	HIPA, Gurgaon	HIPA	Baij Nath	20	5	100
30	Communication & Presentation Skills	28/Jun/10	02/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Rachna Gupta	19	5	95
31	ToT in Disaster Management for NCC Coordinators (College)	05/Jul/10	09/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	AK Shrivastava	17	5	85
32	Capacity Building Programme for Principals of Higher Education	05/Jul/10	09/Jul/10	1 Week	HIPA, Gurgaon	Education Depatt.	RK Gulati	20	5	100
33	Data Analysis using MS-Excel	12/Jul/10	16/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Divya Jyoti	14	5	70
34	Women's Empowerment through Panchayati Raj Institutions (PRIs)	12/Jul/10	16/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Aarti Dudeja	15	5	75
35	Right to Information Act - 2005, a Master Key to Good Governance	12/Jul/10	16/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Rajvir Dhaka	37	5	185
36	ToT in Disaster Management for NSS Coordinators (School)	19/Jul/10	23/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Anshu Tiwari	18	5	90
37	Managing Change in Organisation	19/Jul/10	23/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Rachna Gupta	25	5	125
38	Adolescent's Reproductive Health, Care and Life Skills Education	26/Jul/10	30/Jul/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Rekha Shrivastava	53	5	265
39	Linux Operating System	26/Jul/10	30/Jul/10	1 Week	HIPA, Gurgaon	HIPA	Baij Nath	7	5	35
40	Water Resource Management	26/Jul/10	30/Jul/10	1 Week	HIPA, Gurgaon		Bhuwan Kumar	19	5	95
41	Training Programme on Juvenile Justice Act	02/Aug/10	06/Aug/10	1 Week	HIPA, Gurgaon	W. & C. Deptt.	Rekha Shrivastava	23	5	115
42	District Disaster Management Plan (Panipat)	04/Aug/10	06/Aug/10	3 Days	Panipat		Bhuwan Kumar	61	3	183
43	Ethics and Values in Administration	09/Aug/10	13/Aug/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Aarti Dudeja	27	5	135
44	Capacity Building Programme for Lecturers of Higher Education	09/Aug/10	13/Aug/10	1 Week	HIPA, Gurgaon	Education Depatt.	Rajvir Dhaka	24	5	120
45	Man-made Disasters	09/Aug/10	13/Aug/10	1 Week	HIPA, Gurgaon		AK Shrivastava	28	5	140
46	Capacity Building of CDPOs in terms of Women related Laws	09/Aug/10	11/Aug/10	3 Days	HIPA, Gurgaon	W. & C. Deptt.	Manveen Kaur	23	3	69

47	Right to Information Act - 2005	09/Aug/10	13/Aug/10	1 Week	HIPA, Gurgaon	HIPA	Anshu Tiwari	17	5	85
48	Earthquake Management	16/Aug/10	20/Aug/10	1 Week	HIPA, Gurgaon	GoI-DOPT	AK Shrivastava	28	5	140
49	Capacity Building Programme for Principals of Higher Education	16/Aug/10	20/Aug/10	1 Week	HIPA, Gurgaon	Education Depatt.	Aarti Dudeja	12	5	60
50	Programme on Computer Awareness	23/Aug/10	27/Aug/10	1 Week	HIPA, Gurgaon	HIPA	Divya Jyoti	15	5	75
51	Induction Training Programme for IFS Probationer	23/Aug/10	27/Aug/10	1 Week	HIPA, Gurgaon	State Govt.	Manveen Kaur	1	5	5
52	Technique of Integrated District Plan	23/Aug/10	27/Aug/10	1 Week	HIPA, Gurgaon		Dr.A.K. Shrivastava	20	5	100
53	District Disaster Management Plan (Hisar)	30/Aug/10	01/Sep/10	3 Days	Hisar		Bhuwan Kumar	30	3	90
54	Capacity Building of CDPOs in terms of Women related Laws	06/Sep/10	08/Sep/10	3 Days	HIPA, Gurgaon	W. & C. Deptt.	Rekha Shrivastava	15	3	45
55	Fire Management	06/Sep/10	10/Sep/10	1 Week	HIPA, Gurgaon	GoI-DOPT	AK Shrivastava	21	5	105
56	Innovations in Administration for Standardised Service Delivery	06/Sep/10	10/Sep/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Rajvir Dhaka	31	5	155
57	Duties and Responsibilities of DDOs	13/Sep/10	17/Sep/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Lalit Kumar	16	5	80
58	Mainstreaming Children with Disabilities	13/Sep/10	17/Sep/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Rekha Shrivastava	34	5	170
59	Project Management and Computer	13/Sep/10	17/Sep/10	1 Week	HIPA, Gurgaon	GoI-DOPT	RK Gulati	20	5	100
60	Right to Information Act - 2005	13/Sep/10	17/Sep/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Rajvir Dhaka	21	5	105
61	Basics of Disaster Management of Police	13/Sep/10	17/Sep/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Dr. Anshu Tiwari	15	5	75
62	Climate Change and Disaster Management	20/Sep/10	24/Sep/10	1 Week	HIPA, Gurgaon		Bhuwan Kumar	25	5	125
63	Capacity Building Programme for Lecturers of Higher Education	20/Sep/10	24/Sep/10	1 Week	HIPA, Gurgaon	Education Depatt.	Bhuwan Kumar	39	5	195
64	Finance Aided Internet Applications	27/Sep/10	29/Sep/10	3 Days	HIPA, Gurgaon	GoI-DOPT	Lalit Kumar	16	3	48
65	Total Quality Management	27/Sep/10	01/Oct/10	1 Week	HIPA, Gurgaon		Aarti Dudeja	13	5	65
66	Role of Panchayat in Disaster Management	28/Sep/10	30/Sep/10	3 Days	HIPA, Gurgaon	GoI-DOPT	Bhuwan Kumar	23	3	69
67	Information Communication Technology (ICT) Tools and Techniques	04/Oct/10	08/Oct/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Baij Nath	12	5	60
68	Managing Stress for Personal Efficacy	18/Oct/10	22/Oct/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Rachna Gupta	18	5	90
69	Refresher Trg. Prog. For Accounts Clerks-cum-Typists of NYKs	18/Oct/10	22/Oct/10	1 Week	HIPA, Gurgaon	NYK	Lalit Kumar	26	5	130
70	Public Accountability and Right to Information Act: Role of SPIOs/ APIOs	18/Oct/10	22/Oct/10	1 Week	HIPA, Gurgaon	GoI-DOPT	Rajvir Dhaka	56	5	280

71	Trg. Prog. For Newly appointed Junior Engineers in Municipal Councils/Municipalities	18/Oct/10	22/Oct/10	1 Week	HIPA, Gurgaon	PWD(Public Health)	R.K. Gulati	27	5	135
72	Role of Arbitration and construction Act, 1996	25/Oct/10	26/Oct/10	2 Days	HIPA, Gurgaon		M.M. Alam	12	2	24
73	Govt.Accountings and Financial Procedures for DDOs	08/Nov/10	12/Nov/10	1 week	HIPA, Gurgaon	Gol-DOPT	Lalit Kumar	26	5	130
74	Right to Information Act, 2005	08/Nov/10	12/Nov/10	1 Week	HIPA, Gurgaon		Anshu Tiwari	24	5	120
75	Foundational Training Programme for Assistant Director, Industrial Safety and Health for Labour Department	15/Nov/10	19/Nov/10	1 Week	HIPA, Gurgaon	Labour Dep'tt.	A.K.Shrivastava	11	5	55
76	Training programme on Labour Laws for labour officers	15/Nov/10	19/Nov/10	1 Week	HIPA, Gurgaon	Labour Deptt.	A.K.Shrivastava	5	5	25
77	Basic of Disaster Management for Police	22/Nov/10	26/Nov/10	1 Week	HIPA, Gurgaon		Bhuwan Kumar	24	5	120
78	Welfare and Development of Minority Community in Haryana	29/Nov/10	03/Dec/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Rekha Shrivastava	39	5	195
79	Data base Management Tools	06/Dec/10	10/Dec/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Divya Jyoti	25	5	125
80	Right to Information Act 2005	06/Dec/10	10/Dec/10	1 Week	HIPA, Gurgaon		Rajvir Dhaka	42	5	210
81	Programme of Panchayats Disaster Management (2009-10)	08/Dec/10	10/Dec/10	3 Days	HIPA, Gurgaon	Gol-DOPT	Bhuwan Kumar	24	3	72
82	School Safety Management	13/Dec/10	17/Dec/10	1 Week	HIPA, Gurgaon	Gol-DOPT	AK Shrivastava	43	5	215
83	Social Audit for Rural Development	14/Dec/10	16/Dec/10	3 Days	Sonepat	Gol-DOPT	Manveen Kaur	27	3	81
84	Empowering Citizens for Effective Service Delivery	20/Dec/10	24/Dec/10	1 Week	HIPA, Gurgaon	Gol-DOPT	Rajvir Dhaka	21	5	105
85	Wasteland Development	03/Jan/11	07/Jan/11	1 Week	HIPA, Gurgaon	Gol-DOPT	Bhuwan Kumar	29	5	145
86	Right to Information Act 2005	10/Jan/11	14/Jan/11	1 Week	HIPA, Gurgaon		Rajvir Dhaka	15	5	75
87	Capacity Building of Principals - Secondary Education	17/Jan/11	21/Jan/11	1 Week	HIPA, Gurgaon	Education Depatt.	Anshu Tiwari	20	5	100
88	Pilot Run for the Curriculam of Training of PPP	17/Jan/11	22/Jan/11	6 Days	HIPA, Gurgaon		Manveen Kaur	31	6	186
89	Skill Upgradation of Engineers through Project Managemnet and Auto CAD	24/Jan/11	28/Jan/11	1 Week	HIPA, Gurgaon	PWD(Public Health)	RK Gulati	16	4	64
90	Basics of Disaster Management for Agriculture and Horticulture Officers	24/Jan/11	28/Jan/11	1 Week	HIPA, Gurgaon		Anshu Tiwari	8	4	32
91	Emergency Medical Response	31/Jan/11	04/Feb/11	1 Week	HIPA, Gurgaon		AK Shrivastava	16	5	80
92	Right to Information Act 2005	31/Jan/11	04/Feb/11	1 Week	HIPA, Gurgaon		Rajvir Dhaka	24	5	120
93	E-commerce tools for Financial Officers and Supervisors	31/Jan/11	04/Feb/11	1 Week	HIPA, Gurgaon	Gol-DOPT	Lalit Kumar	18	5	90
94	Capacity Building of SDOs of Irrigation Department	10/Jan/11	14/Jan/11	1 Week	HIPA, Gurgaon	Irrigation	RK Gulati	22	5	110
95	Major Building Collapse	31/Jan/11	02/Feb/11	3 days	HIPA, Gurgaon		Anshu Tiwari	10	3	30

96	Disaster Management for Engineers	14/Feb/11	18/Feb/11	1 Week	HIPA, Gurgaon		Bhuwan Kumar	23	5	115
97	Using Excel to solve Financial Problems	21/Feb/11	25/Feb/11	3 Days	HIPA, Gurgaon	GoI-DOPT	Lalit Kumar	16	5	80
98	Internet Usage and Web Page Creation	28/Feb/11	04/Mar/11	1 Week	HIPA, Gurgaon	GoI-DOPT	R.K. Gulati	20	5	100
99	Community Based Disaster Management	28/Feb/11	04/Mar/11	1 Week	HIPA, Gurgaon	GoI-DOPT	Anshu Tiwari	27	5	135
100	Disaster Healthcare and Management	28/Feb/11	04/Mar/11	1 Week	HIPA, Gurgaon		Bhuwan Kumar	10	5	100
101	Post Disaster Management	07/Mar/11	11/Mar/11	1 Week	HIPA, Gurgaon		AK Shrivastava	16	5	80
102	Finance Aided Internet Applications	07/Mar/11	11/Mar/11	1 Week	HIPA, Gurgaon	GoI-DOPT	Lalit Kumar	15	5	75
103	Capacity Building of SDOs of Irrigation Department	14/Mar/11	18/Mar/11	1 Week	HIPA, Gurgaon	Irrigation	RK Gulati	25	5	125
104	Disaster Management and Human Rights	16/Mar/11	18/Mar/11	3 Days		GoI-DOPT	A.K. Shrivastava	36	3	108
							Total	2341	482	10812

(C) SEMINARS/WORKSHOPS ORGANIZED BY HIPA (MAIN WING)										
	Topic	From	To	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Half day workshop on the Basis of First Aid for the Faculty	13/Apr/10	13/Apr/10	1/2 day	HIPA, Gurgaon	HIPA	Rachna Gupta	22	1	22
2	Workshop on "Strengthen Indian Economy"	15/Apr/10	15/Apr/10	1 Days	HIPA, Gurgaon	University of Slovenia	Aarti Dudeja/ Rachna Gupta/ Manveen Kaur	15	1	15
3	Workshop for Disaster Management IGNOU-NDMA	22/Jul/10	23/Jul/10	2 Days	HIPA	IGNOU-NDMA	AK Shrivastava	18	2	36
4	National Level Workshop on e-Governance in Collaboration with NISG, Hyderabad	28/Jul/10	29/Jul/10	2 Days	HIPA Gurgaon	NISG	R.K. Gulati	20	2	40
5	National Workshop on Adverse Sex Ratio	31/Aug/10	31/Aug/10	1 Day	Haryana Bhawan New Delhi	Declining Sex Ratio Project	M.D. Asthana	33	1	33
6	Revenue Trg. For District Officers for Rohtak Division	13/Oct/10	13/Oct/10	1 Days	HIPA Gurgaon	Revenue	G.V. Gupta	19	1	19
7	Revenue Trg. for Law of Administration, Partition Cases and Kharsa Gridwari of Gurgaon and Rohtak Division	09/Dec/10	09/Dec/10	1 day	HIPA Gurgaon	Revenue	G.V. Gupta	6	1	6
8	Workshop on Labour Laws for DDOs	21/Mar/11	21/Mar/11	1 Day	HIPA, Gurgaon		R.K. Gulai	94	1	94
							Total	227	10	265

(D) COURSES ORGANIZED BY THE EXCISE & TAXATION SCHOOL, GURGAON										
	Topic	From	To	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Training Course for ETOs and AETOs	14/Feb/11	31/Mar/11	12Weeks	HIPA, Gurgaon	Excise & Taxation	R.S. Malik	29	31	899
							Total	29	31	899

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

	Topic	From	To	Duration	Venue	Stakeholders/ collaborators	Course Director	No. of Trainees	Training Days	Trainee Days
1	Pension and Retirement benefits, Fixation of Pay in Revised Pay scale and Service Matters	07/Jun/10	11/Jun/10	1 Week	HIPA, Gurgaon	HIPA	V.P.Asija	22	5	110
2	Financial Propriety Fixation of Pay in Revised Pay Scales of Service Matters	19/Jul/10	23/Jul/10	1 Week	HIPA, Gurgaon	HIPA	V.P.Asija	29	5	145
3	Pension and Retirement benefits, Fixation of Pay in Revised Pay scale and Service Matters	16/Aug/10	20/Aug/10	1 Week	HIPA, Gurgaon	HIPA	R.S. Sharma	31	5	155
							Total	82	15	410

(F) DETAILS OF TRAINING PROGRAMMES CONDUCTING UNDER RTI DURING 2010-2011

	Topic	From	To	Duration	Venue	Stakeholders/ collaborators	Course Director	No. of Trainees	Training Days	Trainee Days
1	Workshop on Revenue Law & Administration for Gurgaon Division	12/Apr/10	13/Apr/10	2 Days	HIPA, Gurgaon	Revenue	G.V. Gupta	9	2	18
2	Workshop on Revenue Law & Administration for Rohtak Division	15/Apr/10	16/Apr/10	2 Days	HIPA, Gurgaon	Revenue	G.V. Gupta	15	2	30
3	Workshop on Revenue Law & Administration for Ambala Division	19/Apr/10	20/Apr/10	2 Days	Ambala	Revenue	G.V. Gupta	8	2	16
4	Workshop on Revenue Law & Administration for Hisar Division	22/Apr/10	23/Apr/10	2 Days	Hisar	Revenue	G.V. Gupta	11	2	22
5	Interactive Workshop on Law and Administration	10/May/10	11/May/10	2 Days	HIPA, Gurgaon	Revenue	G.V. Gupta	9	2	18
6	Workshop on Revenue Law & Administration for Ambala Division at Ambala	25/May/10	26/May/10	2 Days	Ambala	Revenue	G.V. Gupta	3	2	6
7	Workshop on Revenue Law & Administration for Hisar Division at Hisar	27/May/10	28/May/10	2 Days	Hisar	Revenue	G.V. Gupta	12	2	24
8	Course on partitions Kharsa Girdwari at DTC Panchkula of Ambala Division	26/Aug/10	27/Aug/10	2 Days		Revenue	G.V. Gupta	5	2	10
9	Course on partitions Kharsa Girdwari at DTC Panchkula of Rohtak Division	30/Aug/10	31/Aug/10	2 Days	HIPA	Revenue	G.V. Gupta	28	2	56
10	Course on partitions Kharsa Girdwari for Gurgaon Division	06/Sep/10	07/Sep/10	2 Days	HIPA, Gurgaon	Revenue	G.V. Gupta	21	2	42
11	Course on partitions Kharsa Girdwari for Rohtak Division	09/Sep/10	10/Sep/10	2 Days	HIPA, Gurgaon	Revenue	G.V. Gupta	9	2	18
12	Procedure on Partition of Ambala Division at DTC PKL	27/Sep/10	28/Sep/10	2 Days	DTC, PKL	Revenue	G.V. Gupta	55	2	110
13	Procedure on Partition of Hisar Division at DTC PKL	29/Sep/10	30/Sep/10	2 Days	DTC, PKL	Revenue	G.V. Gupta	55	2	110
14	Revenue Trg. For District Officers for Gurgaon Division	11/Oct/10	12/Oct/10	2 Days	HIPA Gurgaon	Revenue	G.V. Gupta	23	2	46
15	Interactive Workshop on Law , Partition Cases & Kharsa Girdawari Cases for Ambala Division at DTC PKL	25/Oct/10	26/Oct/10	2 day	HIPA, Gurgaon	Revenue	G.V. Gupta	13	2	26
16	Interactive Workshop on Law , Partition Cases & Kharsa Girdawari Cases for Hisar Division at DTC PKL	27/Oct/10	28/Oct/10	2 day	HIPA, Gurgaon	Revenue	G.V. Gupta	12	2	24
17	Revenue Trg. For District Officers Gurgaon and Rohtak Division	10/Nov/10	11/Nov/10	2 day	HIPA Gurgaon	Revenue	G.V. Gupta	13	2	26
							Total	301	34	602

(G) DETAILS OF TRAINING PROGRAMMES CONDUCTING UNDER CBPR PROJECT DURING 2010-2011

	Topic	From	To	Duration	Venue	Stakeholders/ collaborators	Course Director	No. of Trainees	Training Days	Trainee Days
1	TOT for Sonapat District under CBPR	09/Nov/10	10/Nov/10	2Days	HIPA Gurgaon	CBPR	CBPR Team	11	2	22
2	CBPR Training Programme for Sonapat District	29/Nov/10	30/Nov/10	2 Days	Sonapat	CBPR	CBPR Team	18	2	36
3	CBPR Training Programme for Sonapat District	30/Nov/10	01/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	24	2	48
4	CBPR Training Programme for Sonapat District	01/Dec/10	02/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	43	2	86
5	CBPR Training Programme for Sonapat District	02/Dec/10	03/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	36	2	72
6	CBPR Training Programme for Sonapat District	06/Dec/10	07/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	46	2	92
7	CBPR Training Programme for Sonapat District	07/Dec/10	08/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	34	2	68
8	CBPR Training Programme for Sonapat District	08/Dec/10	09/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	61	2	122
9	CBPR Training Programme for Sonapat District	09/Dec/10	10/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	32	2	64
10	CBPR Training Programme for Sonapat District	13/Dec/10	14/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	37	2	74
11	CBPR Training Programme for Sonapat District	14/Dec/10	15/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	26	2	52
12	CBPR Training Programme for Sonapat District	15/Dec/10	16/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	21	2	42
13	CBPR Training Programme for Sonapat District	16/Dec/10	17/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	56	2	112
14	CBPR Training Programme for Sonapat District	20/Dec/10	21/Dec/10	2 Days	Sonapat	CBPR	CBPR Team	57	2	114
15	Capacity Building for Principals and Head Masters	22/Dec/10	24/Dec/10	3 Days	Sonapat	CBPR	CBPR Team	30	3	90
16	Capacity Building programme for Tehsildars and Niab Tehsildars for Mewat District under CBPR Project	21/Mar/11	22/Mar/11	2 Days	Mewat	CBPR	CBPR Team	41	2	82
17	Capacity Building programme for Principals and Head Masters for Mewat District under CBPR Project	21/Mar/11	22/Mar/11	2 Days	Mewat	CBPR	CBPR Team	9	2	18
							Total	582	35	1194

(H) DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER CBSP PROJECT DURING 2010-2011

	Topic	From	To	Duration	Venue	Stakeholders/ collaborators	Course Director	No. of Trainees	Training Days	Trainee Days
1	CBSP Programme for Commonwealth Games (23rd batch)	05/Apr/10	07/Apr/10	3 Days	HIPA, Gurgaon	DTC	Lalit Kumar	45	3	135
2	CBSP Programme for Commonwealth Games (24th batch)	05/Apr/10	07/Apr/10	3 Days	HIPA, Gurgaon	DTC	Lalit Kumar	35	3	105
3	Capacity building for Service Providers (AAI) 24th batch	06/Apr/10	09/Apr/10	4 Days	HIPA, Gurgaon	Gol-Tourism Ministry	Lalit Kumar	35	4	140
4	CBSP Programme for Commonwealth Games (25th batch)	08/Apr/10	10/Apr/10	3 Days	HIPA, Gurgaon	DTC	Bhuwan Kumar	44	3	132
5	CBSP Programme for Commonwealth Games (26th batch)	08/Apr/10	10/Apr/10	3 Days	HIPA, Gurgaon	DTC	Bhuwan Kumar	36	3	108
6	CBSP Programme for Commonwealth Games (27th batch)	12/Apr/10	14/Apr/10	3 Days	HIPA, Gurgaon	DTC	Bhuwan Kumar	34	3	102
7	CBSP Programme for Commonwealth Games (28th batch)	12/Apr/10	14/Apr/10	3 Days	HIPA, Gurgaon	DTC	Bhuwan Kumar	35	3	105
8	Capacity building for Service Providers (AAI) 25th batch	13/Apr/10	16/Apr/10	4 Days	HIPA, Gurgaon	Gol-Tourism Ministry	Bhuwan Kumar	40	4	160
9	CBSP Programme for Commonwealth Games (29th batch)	15/Apr/10	17/Apr/10	3 Days	HIPA, Gurgaon	DTC	Lalit Kumar	35	3	105
10	CBSP Programme for Commonwealth Games (30th batch)	15/Apr/10	17/Apr/10	3 Days	HIPA, Gurgaon	DTC	Lalit Kumar	21	3	63
11	CBSP Programme for Commonwealth Games 31st batch)	19/Apr/10	21/Apr/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja/ RK Gulati	40	3	120
12	CBSP Programme for Commonwealth Games 32nd batch)	19/Apr/10	21/Apr/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja/ RK Gulati	27	3	81
13	Capacity building for Service Providers (AAI) 26th batch	20/Apr/10	23/Apr/10	4 Days	HIPA, Gurgaon	Gol-Tourism Ministry	Manveen Kaur	21	4	84
14	CBSP Programme for Commonwealth Games ((33rd batch)	22/Apr/10	24/Apr/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja/ RK Gulati	31	3	93
15	CBSP Programme for Commonwealth Games (34th batch)	22/Apr/10	24/Apr/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja/ RK Gulati	34	3	102
16	CBSP Programme for Commonwealth Games (35th batch)	26/Apr/10	28/Apr/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja	49	3	147
17	CBSP Programme for Commonwealth Games (36th batch)	26/Apr/10	28/Apr/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja	35	3	105
18	Capacity building for Service Providers (AAI) 27th batch	27/Apr/10	30/Apr/10	4 Days	HIPA, Gurgaon	Gol-Tourism Ministry	Rachna Gupta	21	4	84
19	CBSP Programme for Commonwealth Games (37th batch)	29/Apr/10	01/May/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja	35	3	105

20	CBSP Programme for Commonwealth Games (38th batch)	29/Apr/10	01/May/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja	29	3
21	CBSP Programme for Commonwealth Games (39th batch)	03/May/10	05/May/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja	56	3
22	CBSP Programme for Commonwealth Games (40th batch)	03/May/10	05/May/10	3 Days	HIPA, Gurgaon	DTC	Aarti Dudeja	35	3
23	CBSP Programme for Commonwealth Games (41st batch)	06/May/10	08/May/10	3 Days	HIPA, Gurgaon	DTC	Lalit Kumar	41	3
24	CBSP Programme for Commonwealth Games (42nd batch)	06/May/10	08/May/10	3 Days	HIPA, Gurgaon	DTC	Lalit Kumar	32	3
25	CBSP Programme for Commonwealth Games (43rd batch)	10/May/10	12/May/10	3 Days	HIPA, Gurgaon	DTC	Manveen Kaur	25	3
26	CBSP Programme for Commonwealth Games (44th batch)	10/May/10	12/May/10	3 Days	HIPA, Gurgaon	DTC	Manveen Kaur	35	3
27	CBSP Programme for Commonwealth Games (45th batch)	13/May/10	15/May/10	3 Days	HIPA, Gurgaon	DTC	Anshu Tiwari	30	3
28	CBSP Programme for Commonwealth Games (46th batch)	13/May/10	15/May/10	3 Days	HIPA, Gurgaon	DTC	Anshu Tiwari	35	3
29	CBSP Programme for Commonwealth Games (47th batch)	17/May/10	19/May/10	3 Days	HIPA, Gurgaon	DTC	Rekha Shrivastava	30	3
30	CBSP Programme for Commonwealth Games (48th batch)	17/May/10	19/May/10	3 Days	HIPA, Gurgaon	DTC	Rekha Shrivastava	35	3
31	CBSP Programme for Commonwealth Games (49th batch)	20/May/10	22/May/10	3 Days	HIPA, Gurgaon	DTC	A.K.Shrivastava	30	3
32	CBSP Programme for Commonwealth Games (50th batch)	20/May/10	22/May/10	3 Days	HIPA, Gurgaon	DTC	A.K.Shrivastava	32	3
33	CBSP Programme for Commonwealth Games (51st batch)	24/May/10	26/May/10	3 Days	HIPA, Gurgaon	DTC	Lalit Kumar	43	3
34	CBSP Programme for Commonwealth Games (52nd batch)	31/May/10	02/Jun/10	3 Days	HIPA, Gurgaon	DTC	Divya Jyoti	38	3
35	CBSP Programme for Commonwealth Games (53rd batch)	03/Jun/10	05/Jun/10	3 Days	HIPA, Gurgaon	DTC	Anshu Tiwari	29	3
36	CBSP Programme for Commonwealth Games (54th batch)	07/Jun/10	09/Jun/10	3 Days	HIPA, Gurgaon	DTC	Manveen Kaur	29	3
37	CBSP for DTC Supervisors (1st Batch)	30/Jun/10	01/Jul/10	2 Days	HIPA Gurgaon	DTC	Manveen Kaur	41	2
38	Capacity Building for Service Providers (ITTA) 1st Batch	05/Jul/10	08/Jul/10	4 Days	HIPA Gurgaon	Ministry of Tourism	Manveen Kaur	14	4
39	CBSP for DTC Supervisors (2nd Batch)	05/Jul/10	06/Jul/10	2 Days	HIPA Gurgaon	DTC	Manveen Kaur	32	2
40	CBSP for DTC Supervisors (3rd Batch)	07/Jul/10	08/Jul/10	2 Days	HIPA Gurgaon	DTC	Manveen Kaur	32	2

41	Capacity buliding for Service Providers (ITTA) 2nd batch	12/Jul/10	15/Jul/10	4 Days	HIPA, Gurgaon	GoI-Tourism Ministry	Rachna Gupta	26	4
42	CBSF for DTC Supervisors (4th Batch)	12/Jul/10	13/Jul/10	2 Days	HIPA Gurgaon	DTC	Manveen Kaur	36	2
43	CBSF for DTC Supervisors (5th Batch)	14/Jul/10	15/Jul/10	2 Days	HIPA Gurgaon	DTC	Manveen Kaur	35	2
44	Capacity buliding for Service Providers (ITTA) 3rd batch	19/Jul/10	22/Jul/10	4 Days	HIPA, Gurgaon	GoI-Tourism Ministry	Aarti Dudeja	26	4
45	CBSF for DTC Supervisors (6th Batch)	19/Jul/10	20/Jul/10	2 Days	HIPA Gurgaon	DTC	Manveen Kaur	27	2
46	CBSF for DTC Supervisors (7th Batch)	21/Jul/10	22/Jul/10	2 Days	HIPA Gurgaon	DTC	Manveen Kaur	35	2
47	CBSF for DTC Supervisors (8th Batch)	26/Jul/10	27/Jul/10	2 Days	HIPA Gurgaon	DTC	Manveen Kaur	45	2
48	Capacity buliding for Service Providers (ITTA) 4th batch	23/Aug/10	26/Aug/10	4 Days	HIPA, Gurgaon	GoI-Tourism Ministry	Rachna Gupta	20	4
49	Capacity buliding for Service Providers (ITTA) 5th batch	30/Aug/10	02/Sep/10	4 Days	HIPA, Gurgaon	GoI-Tourism Ministry	Aarti Dudeja	19	5
50	Capacity buliding for Service Providers(ITTA) 6th batch	06/Sep/10	09/Sep/10	4 Days	HIPA, Gurgaon	GoI-Tourism Ministry	RK Gulati	15	5
							Total	1640	154

(I) DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER PRI PROJECT DURING 2010-2011										
	Topic	From	To	Duration	Venue	Stakeholders/ collaborators	Course Director	No. of Trainees	Training Days	Trainee Days
1	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	25/Aug/10	26/Aug/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	90	2	180
2	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	25/Aug/10	26/Aug/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	59	2	118
3	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	30/Aug/10	31/Aug/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	86	2	172
4	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	31/Aug/10	01/Sep/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	65	2	130
5	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	06/Sep/10	07/Sep/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	92	2	184
6	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	06/Sep/10	07/Sep/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	57	2	114
7	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	09/Sep/10	10/Sep/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	57	2	114
8	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	09/Sep/10	10/Sep/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	97	2	194
9	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	13/Sep/10	14/Sep/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	79	2	158
10	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	13/Sep/10	14/Sep/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	57	2	114
11	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	16/Sep/10	17/Sep/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	44	2	88
12	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	16/Sep/10	17/Sep/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	74	2	148
13	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	20/Sep/10	21/Sep/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	78	2	156
14	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	24/Sep/10	25/Sep/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	101	2	202

15	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	21/Sep/10	22/Sep/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	70	2	140
16	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	27/Sep/10	28/Sep/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	55	2	110
17	Programme on Capacity building for elected Representatives of PRIs	30/Sep/10	01/Oct/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	92	2	184
18	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	01/Oct/10	02/Oct/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	96	2	192
19	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	04/Oct/10	05/Oct/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	83	2	166
20	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	06/Oct/10	07/Oct/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	48	2	96
21	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	04/Oct/10	05/Oct/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	83	2	166
22	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	06/Oct/10	07/Oct/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	77	2	154
23	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	11/Oct/10	12/Oct/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	61	2	122
24	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	11/Oct/10	12/Oct/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	78	2	156
25	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	13/Oct/10	14/Oct/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	76	2	152
26	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	18/Oct/10	19/Oct/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	75	2	150
27	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	20/Oct/10	21/Oct/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	49	2	98
28	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	20/Oct/10	21/Oct/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	78	2	156
29	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	27/Oct/10	28/Oct/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	54	2	108
30	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	27/Oct/10	28/Oct/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	95	2	190
31	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	02/Nov/10	03/Nov/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	91	2	182

32	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	02/Nov/10	03/Nov/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	45	2	90
33	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	09/Nov/10	10/Nov/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	52	2	104
34	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	11/Nov/10	12/Nov/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	88	2	176
35	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	08/Nov/10	09/Nov/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	89	2	178
36	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	11/Nov/10	12/Nov/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	88	2	176
37	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	15/Nov/10	16/Nov/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	82	2	164
38	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	18/Nov/10	19/Nov/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	54	2	108
39	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	15/Nov/10	16/Nov/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	87	2	174
40	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	18/Nov/10	19/Nov/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	76	2	152
41	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	22/Nov/10	23/Nov/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	41	2	82
42	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	25/Nov/10	26/Nov/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	62	2	124
43	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	22/Nov/10	23/Nov/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	78	2	156
44	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	24/Nov/10	25/Nov/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	83	2	166
45	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	29/Nov/10	30/Nov/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	47	2	94
46	Programme on Capacity building for elected Representatives of PRIs of Gurgaon District	02/Dec/10	03/Dec/10	2 Days	HIPA, Gurgaon	PRI	PRI Team	59	2	118
47	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	29/Nov/10	30/Nov/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	80	2	160
48	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	02/Dec/10	03/Dec/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	80	2	160
49	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	06/Dec/10	07/Dec/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	62	2	124
50	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	09/Dec/10	10/Dec/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	59	2	118
51	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	13/Dec/10	14/Dec/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	85	2	170

52	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	16/Dec/10	17/Dec/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	130	2	260
53	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	20/Dec/10	21/Dec/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	72	2	144
54	Programme on Capacity building for elected Representatives of PRIs of Jhajjar District	23/Dec/10	24/Dec/10	2 Days	Jhajjar	PRI	Dr. Rajvir Dhaka	74	2	148
55	Programme on Capacity building for elected Representatives of PRIs - Phase II of Gurgaon District (Batch - 1)	08/Mar/11	09/Mar/11	2 Days	HIPA, Gurgaon	PRI	Mrs. Aarti Dudeja	39	2	78
56	Programme on Capacity building for elected Representatives of PRIs - Phase II of Gurgaon District (Batch-2)	08/Mar/11	09/Mar/11	2 Days	HIPA, Gurgaon	PRI	Mrs. Aarti Dudeja	38	2	76
57	Programme on Capacity building for elected Representatives of PRIs - Phase II of Gurgaon District (Batch-3)	10/Mar/11	11/Mar/11	2 Days	HIPA, Gurgaon	PRI	Mrs. Aarti Dudeja	53	2	106
58	Programme on Capacity building for elected Representatives of PRIs - Phase II of Gurgaon District (Batch-4)	17/Mar/11	18/Mar/11	2 Days	HIPA, Gurgaon	PRI	Mrs. Aarti Dudeja	35	2	70
59	Programme on Capacity building for elected Representatives of PRIs - Phase II of Gurgaon District (Batch-5)	17/Mar/11	18/Mar/11	2 Days	HIPA, Gurgaon	PRI	Mrs. Aarti Dudeja	34	2	68
							Total	4169	118	8338

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

Sr. No.	Name of Course	Duration	No. of Trainees	Training Days	Trainee Days
1	Right to Information Act,2005	02.04.2010	8	1	8
2	Orientation Training Programme for Assistants	05.04.10 to 09.04.10	15	5	75
3	Capacity Building of Assistants & dealing hands in serviceMatters relating to PB.CSR Vol.I,Voll & Vol.III	19.4.01 to 23.04.10	53	5	265
4	Right to Information Act,2005 for Higher Education	04.05.2010	21	1	21
5	Two days workshop on Ms Excel & Internet	13.05.10 to 14.05.10	11	2	22
6	One day Workshop on "Reservation Policy and Maintenance of Roster Register	17.05.2010	16	1	16
7	One day Workshop on " Record Management & Record Retention Schedule'	21.05.2010	13	1	13
8	Administrative Efficiency in Government Department	24.05.10 to 26.05.10	11	3	33
9	Handling of Court cases-Codal provisions of govt. instructions	26.05.10 to 28.05.10	12	3	36
10	Orientation Training Programme for Dy. Supdts/Supdts	07.06.10 to 11.06.10	19	5	95
11	Punishment & Appeal Rules	17.06.10 to 18.06.10	8	2	16
12	Duties & Functions of Clerks	21.06.10 to 25.06.10	16	5	80
13	Welfare Schemes for Govt. Employees	23.06.10 to 24.06.10	12	2	24
14	Financial Management - Preparation of Budget & Allied Matters	05.07.10 to 07.07.10	18	3	54
15	Capacity Building of Assistants & dealing hands in serviceMatters relating to PB.CSR Vol.I,Voll & Vol.III	05.07.10 to 09.07.10	18	5	90
16	Two days workshop on Ms Excel & Internet	15.07.10 to 16.07.10	11	2	22
17	One day Workshop on "Handling of Court cases pertaining to Punishment & Appeal Rules" for Useccys/Supdts	20.7.2010	29	1	29
18	One day workshop on "Income Tax Matters"	21.7.2010	26	1	26
19	OTP for Stenographers	26.07.10 to 28.07.10	13	3	39
20	Right to Information Act,2005 for Higher Education	03.08.2010	46	1	46
21	Right to Information Act,2006 for Higher Education	04.08.2010	45	1	45

22	Duties & Functions of Clerks		16.08.10 to 20.08.10	33	5	165
23	One-day workshop on "Documentation and Management of Record Retention Schedule"		25.08.2010	13	1	13
24	Two-days workshop for newly elected Sarpanches and Panches		25.08.10 to 26.08.10	60	2	120
25	Right to Information Act, 2005		01.09.2010	21	1	21
26	Orientation Training Programme for Dy. Supdts/Supdts		06.09.2010 to 10.09.2010	12	5	60
27	Two-days workshop for newly elected Sarpanches and Panches at Pinjore	PRI	06.09.2010 to 07.09.2010	68	2	136
28	Two-days workshop for newly elected Sarpanches and Panches at Pinjore	PRI	09.09.2010 to 10.09.2010	52	2	104
29	Two-days workshop for newly elected Sarpanches and Panches at Pinjore	PRI	13.09.2010 to 14.09.2010	38	2	76
30	Two-days workshop for newly elected Sarpanches and Panches at Pinjore	PRI	16.09.2010 to 17.09.2010	52	2	104
31	Office Automation Tools		13.09.2010 to 17.09.2010	11	5	55
32	Two days training programme for Sarpanchs/Panchs at Morni	PRI	20.09.2010 to 21.09.2010	51	2	102
33	One day workshop on Record Management & Record Retention Schedule		21.09.2010	13	1	13
34	Two days training programme for Sarpanchs/Panchs at Morni		27.09.2010 to 28.09.2010	49	2	98
35	Welfare Schemes for Govt. Employees		28.9.2010 to 29.09.2010	21	2	42
36	Two days training programme for Sarpanchs/Panchs at Morni	PRI	29.09.2010 to 30.09.2010	46	2	92
37	Two days training programme for Sarpanchs/Panchs at Barwala	PRI	04.10.2010 to 05.10.2010	59	2	118
38	Two days training programme for Sarpanchs/Panchs at Barwala	PRI	06.10.2010 to 07.10.2010	44	2	88
39	Two days training programme for Sarpanchs/Panchs at Barwala	PRI	11.10.2010 to 12.10.2010	42	2	84
40	Two days training programme for Sarpanchs/Panchs at Barwala	PRI	14.10.2010 to 15.10.2010	47	2	94
41	Two days training programme for Sarpanchs/Panchs at Raipur Rani	PRI	19.10.2010 to 20.10.2010	52	2	104

42	Two days training programme for Sarpanchs/Panchs at Raipur Rani	PRI	20.10.2010 to 21.10.2010	52	2	104
43	Orientation training programme for Assistants at DTc, Panchkula		25.10.2010 to 29.10.2010	30	5	150
44	Two days training programme for Sarpanchs/Panchs at Raipur Rani	PRI	27.10.2010 to 28.10.2010	45	2	90
45	Two days training programme for Sarpanchs/Panchs at Raipur Rani	PRI	03.11.2010 to 04.11.2010	52	2	104
46	Two days training programme on "MS Excel & Internet"		03.11.2010 to 04.11.2010	12	2	24
47	Two days training programme for Sarpanchs/Panchs at Raipur Rani	PRI	08.11.2010 to 09.11.2010	56	2	112
48	Duties & Functions of Clerks		08.11.2010 to 12.11.2010	48	5	240
49	Two days training programme for Sarpanchs/Panchs at Raipur Rani		11.11.2010 to 12.11.2010	42	2	84
50	One day workshop on "Right to Information Act-2005 for Higher Education Department"		15.11.2010	23	1	23
51	Capacity Building of Assistants and dealing hands in Service Matters relating to PB.C.S.R. (Vol.I, Vol.II, Vol.III) PFR and Policy Instructions at Kaithal		22.11.2010 to 26.11.2010	72	5	360
52	Two days training programme for presenting officers & Inquiry officers appointed under P & A Rules		2.12.2010 to 3.12.2010	22	2	44
53	Office Automation Tools		06.12.2010 to 10.12.2010	15	5	75
54	Training programme for Inspector of Food & Supplies Department		06.12.2010 to 30.12.2010	21	25	525
55	Office Procedures for staff of Home Guards Department		13.12.2010 to 17.12.2010	31	5	155
56	One day workshop on "Income Tax Matters"		15.12.2010	28	1	28
57	Office Automation Tools for Home Guards Department		20.12.2010 to 24.12.2010	31	5	155
58	Financial Management - Preparation of Budget & Allied Matters		22.12.2010 to 24.12.2010	16	3	48
59	"Essential of Noting/Drafting & Record Management" for Police(Telecommunication) Department,		03.01.2011 to 07.01.2011	18	5	90

60	"Essential of Noting/Drafting & Record Management" for Police(Telecommunication) Department,	10.01.2011 to 14.01.2011	20	5	100
61	"Essential of Noting/Drafting & Record Management" for Police(Telecommunication) Department,	17.01.2011 to 21.01.2011	20	5	100
62	One day Workshop on " Income Tax Matters"	25.01.2011	11	1	11
63	Two day workshop on "Ms-excel & Internet"	27.01.2011 to 28.01.2011	11	2	22
64	Capacity Building Programme incuding Pay Fixation under new Rulesfor DDOs and Supporting Staff at Yamunanagar	2-02.2011 to 03.02.2011	89	2	178
65	One day workshop on "Right to Information Act-2005" for ASPIOs,SPIOs,& First Appealate Authorities of Secretariat.	3.02.2011	45	1	45
66	One day workshop on "Right to Information Act-2005" for ASPIOs,SPIOs,& First Appealate Authorities of Secretariat.	09.02.2011	35	1	35
67	Welfare Schemes for Govt. Employees	10.02.2011 to 11.02.2011	16	2	32
68	One day workshop on (Record Management and Record Retaintion Schedule)	16.02.2011	23	1	23
69	Developing Effective Communication Skill through Noting & Drafting	21.02.2011 to 25.02.2011	29	5	145
70	Two day workshop on 'Pay Fixation/ ACP under New Pay Rules for Auditors of Cooperation Department, Haryana.	03.03.2011 to 04.03.2011	11	2	22
71	Administrative Efficiency in Govt. Departments	07.03.2011 to 09.03.2011	10	3	30
72	Two day workshop on 'Fundamental Rights and Powers" for Sarpanches and Gram Sachivs at Barwela	09.03.2011 to 10.03.2011	22	2	44
73	Duties & Functions of Clerks	14.03.2011 to 18.03.2011	24	5	120
74	Two day workshop on 'Fundamental Rights and Powers" for Sarpanches and Gram Sachivs at Morni	17.03.2011 to 18.03.2011	20	2	40
75	Two day workshop on 'Fundamental Rights and Powers" for Sarpanches and Gram Sachivs.at Raipur Rami	21.03.2011 to 22.03.2011	40	2	80
76	Two day workshop on 'Fundamental Rights and Powers" for Sarpanches and Gram Sachivs.	24.03.2011 to 25.03.2011	39	2	78
		Total	2284	221	6260

**(K) COURSES AND SEMINARS/WORKSHOPS ORGANIZED BY THE
PRINCIPAL, DIVISIONAL TRAINING CENTRE, HISAR**

Sr.No	Name of training course	Duration	No. of Trainees	Training Days	Trainee Days
1	'Pension and Service Matters' for Assistants/Dealing- Hands of Hisar District at DTC Hisar	7.4.10 to 9.4.10	19	3	57
2	'Office Procedure & Developing Effective Communication Skills through Noting and Drafting' for Assistants / Dealing-hands at Sirsa	12.4.10 to 13.4.10	14	2	28
3	One Day workshop on 'Enhanced Litigation- Defence of Court Cases' for Supdts / Asstts. / Clerks / Dealing-Hands of Fatehabad District at Hisar	29.4.10	17	1	17
4	'Pension and Service Matters' for Supdts / Dy. Supdts/ Asstts/ Dealing-Hands at Sirsa	3.5.10 to 7.5.10	73	5	365
5	'Computer Training' for Stenographers /Steno-typists / Clerks of Eudcation Deptt. Sirsa at Hisar	11.5.10 to 14.5.10	18	4	72
6	'Efficiency in Disposal of Service Matters' for Supdts/ Dy. Suptds and Assistant at Hisar	7.6.10 to 11.6.10	20	5	100
7	'Computer Training' for Assistants / Clerks/ Dealing Hands/ Stenographers / Steno-typists at Hisar	8.6.10 to 10.6.10	23	3	69
8	'Office Procedure and Developing Effective Communication Skills through Noting and Drafting' for Assistants / Clerks of Fatehabad District at Hisar	23.6.10 to 24.6.10	18	2	36
9	'Computer Training' for Assistants / Clerks of Education Deptt. at Hisar	23.6.10 to 25.6.10	13	3	39
10	One day workshop on 'Purchase procedure' for Supdts./ Dy. Supdts/ Assistants and Clerks at Hisar .	29.6.10	12	1	12
11	Orientation Course on Service Matters" for Accountants / Assistants and Clerks of Fisheries Department at Hisar	5.07.10 to 9.7.10	12	5	60
12	"Orientation Course on Service Matters" for Accountants/ Assistants and Clerks at Jind	5.7.10 to 9.7.10	45	5	225
13	"Computer Training" for Stenographer / Steno-typists and Clerks of Bhiwani & Fatehabad Districts at Hisar.	20.07.10 to 22.7.10	17	3	51

14	Orientation Course on Service Matters" for Supdts / Dy. Supdts. Accountants / Assistants and Clerks of Various Department at Bhiwani		26.7.10 to 30.7.10	52	5	260
15	Course on " Duties and Functions of Clerks for the employees of various Departments at Hisar		4.8.10 to 6.8.10	25	3	75
16	Three Days Training Course on " District Disaster Management Plan" in District Hisar at Hisar		30.8.10 to 1.9.10	30	3	90
17	Two days training of Panches/ Sarpanches of village Alisadar, Ayalki, Khumber, Badopal at Fatehabad	PRI	25.8.10 to 26.8.10	56	2	112
18	Two days training of Panches/Sarpanches of village Nagpur, Nakta, Chankothi, Bighar, Salam Khera at fatehabad	PRI	30.8.10 to 31.8.10	68	2	136
19	Two days training of Panches/Sarpanches of Village Hizravan Kalan, Dhani -Issar, Manawali, Khairti Khera, Daulatpur at Fatehabad	PRI	6.9.10 to 7.9.10	65	2	130
20	Two days training of Panches/Sarpanches of Village Bhiradana, Bhuthan Kalan, Jhalnia, Dhani Mazra at Fatehabad	PRI	8.9.10 to 9.9.10	59	2	118
21	Two days training of Panches/Sarpanches of Village Hizravan Khurd, Nkhata, Theri, Aazad Nagar, Dhani Tahaliwali, Musa-Ahelii at Fbd.	PRI	13.9.10 to 14.9.10	54	2	108
22	Two days training of Panches/Sarpanches of Village Razabaad, Bhodia Khera, Gila Khera, Karnoli, Kumharian at Fatehabad	PRI	15.9.10 to 16.9.10	57	2	114
23	Two days training of Panches/ Sarpanches of Village Bhattu Khurd, Bisla, Boswal, Dhani Chattaria, Malhar, Dhani Binja Lamba, Dhani Thoba at fatehabad	PRI	20.9.10 to 21.9.10	59	2	118
24	Two days training course on "Purchase Procedure" for Supdts..Dy.Supdts/ Assistants and Dealing Hands posted in various departments of Bhiwani District	PRI	27.9.10 to 28.9.10	14	2	28
25	Two days training of Panches/Sarpanches of Village Mohamadpur Rohi-1, Mohamadpur Rohi-II, Shahidanwali, Dharnia, Tamasapura at Fbd.	PRI	27.9.10 to 28.9.10	57	2	114

26	Two days training of Panches/Sarpanches of Village Dhangar, Matana, Bangoan, Haripura at Fatehabad	PRI	29.9.10 to 30.9.10	54	2	108
27	Two days training of Panches/Sarpanches of Village Khara Kheri, Khazuri Jatti, Kajal Hrdis, Chindar, Barsin, Basti Bhima at Fatehabad.	PRI	4.10.10 to 5.10.10	64	2	128
28	Two days training of Panches/Sarpanches of Village Dariapur, Bahbalpur, Bhaduanawali, Majra, Naruki Ahli at Fatehabad	PRI	6.10.10 to 7.10.10	47	2	94
29	Three Days Training Course on "Computer Training" for Clerks of Education Department of District Bhiwani at Hisar		5.10.10 to 7.10.10	18	2	36
30	Two days training of Panches/Sarpanches of Village Banmandori, Chabarwal, Bhattukalan, BhattuMandi, Bodiwali, Banawali, Dhani Chananram at Bhattu.	PRI	11.10.10 to 12.10.10	91	2	182
31	Two days training of Panches/Sarpanches of Village Chulibagdiyan, Chulikalan, Chulikhurd, Diyad, Dhahi Kalan, Dhahi Khurd, Dhand at Bhattu	PRI	13.10.10 to 14.10.10	83	2	166
32	Two days training of Panches/Sarpanches of Village Dhingsra, gandli, Jaandwala Bagad, Khabra Kalan, Sulikhera, Keerdhan, Thoiyan at Bhattu	PRI	18.10.10 to 19.10.10	85	2	170
33	Two days training of Panches/Sarpanches of Village Ramsra, Mehuwala, Pilimandori, Kukdawali, Sarvarpur, Shekhupura Dadouli, Sirdhana at Bhattu	PRI	20.10.10 to 21.10.10	88	2	176
34	Two days training of Panches/Sarpanches of Village Bejalpur, Bhattu, Bhunna, Bhundra, Bhothan Khurd, Bosti, Buwan at Bhuna		27.10.10 to 28.10.10	87	2	174
35	Two days training of Panches/Sarpanches of Village Chandrawal, Chaubara, Dahmaan, Dhani Dult, Dhani Gopal, Dhani Sanchla, JandliKalan at Bhuna		29.10.10 to 30.10.10	86	2	172
36	Two days training of Panches/Sarpanches of Village Dhoulo, Degoha, Dult, Ghotadu, Gorakhpur, JandliKhurd, Lahrian at Bhuna.	PRI	2.11.10 to 3.11.10	87	2	174

Two days training of Panches/Sarpanches of Village Kanikheri, Nadori, Mouchwali, Khasapanthana, Nehla, Rahankheri, Senthla, Tibbi at Bhuna.	PRI	8.11.10 to 9.11.10	87	2	174
Two days training of Panches/Sarpanches of Village Ahravan, Alalwas, Dhani Jankhandadi, Alipur Barota, Babanpur, Badalgarh, Baliala at Ratia	PRI	10.11.10 to 11.11.10	73	2	146
Three Days Training on Duties and Responsibilities of DDOs of Education Deptt. at Sirsa		10.11.10 to 12.11.10	58	3	174
Two days training of Panches/Sarpanches of Village Bada, Bharpur, Bhundarwas, Kunal, Boda, Bahmanwala, Burj, Chandokalan, Chandokhurd at Ratia	PRI	15.11.10 to 16.11.10	75	2	150
Two days training of Panches/Sarpanches of Village Hukmanwali, Ganda, Ghaswa, Gurusar, Hamzapur at Ratia	PRI	18.11.10 to 19.11.10	78	2	156
Two days training of Panches/Sarpanches of Village Hanspur, Haroli, Hassinga, Alikan, Jallopur, Kamana at Ratia	PRI	22.11.10 to 23.11.10	57	2	114
Three days Course on "Orientation Course on Duties and Functions of Clerks" for the employees of various Departments at Fatehabad.		23.11.10 to 25.11.10	44	3	132
Two days training of Panches/Sarpanches of Village Jandwala Sotter, Munshiwal, Kawalgarh, Khai, Khairpur, Kunal, Birabadi, Luthera at Ratia	PRI	25.11.10 to 26.11.10	81	2	162
Two days training of Panches/Sarpanches of Village Lagdhuwas, Lali, Lamba-Teliwara, Mdih, Mehmadi, Nikuana, Mehmara at Ratia.	PRI	29.11.10 to 30.11.10	48	2	96
Two days training of Panches/Sarpanches of Village Mirana, Mohmadpur-Sottar, Kawalgarh, Nangal, Pilchhian, Palsar, Phoolan, Sukhmanpur at Ratia	PRI	1.12.10 to 2.12.10	71	2	142
Two days training of Panches/Sarpanches of Village Raipur, Rattakhera, Rattangarh, Rozanwali, Sardarewala, Sehnal, Shek hupur-Sotter, Nathwan at Ratia.	PRI	6.12.10 to 7.12.10	78	2	156

48	Two days training of Panches/Sarpanches of Village Akanwali, Amani, Baliwala, Bhadai Khera, Bhimewala, Dangra, Chander Kalan at Tohana	PRI	8.12.10 to 9.12.10	66	2	132
49	'Computer Training' for Assistants / Clerks of Education Deptt. of Fatehabad District at Hisar		13.12.10 to 17.12.10	14	5	70
50	Orientation Course on Pension & Service Matters" for Accountants / Assistants and Clerks of Verious Departments at Hisar		13.12.10 to 17.12.10	19	5	95
51	Two days training of Panches/Sarpanches of Village Bhadai-Khera,Chander Khurd, Chilewal, Bhodi, Khanora, Jamalpur Sheikhan at Tohana	PRI	13.12.10 to 14.12.10	58	2	116
52	Two days training of Panches/Sarpanches of Village Himatpura, Hindawala,Indachoi, Jamalpur Sheikhan, Japtewala,Kamalwala, Salempuri at Tohana	PRI	15.12.10 to 16.12.10	69	2	138
53	Two days training of Panches/Sarpanches of Village Kanheri, Pirthala, Laloda, Loha Khera, Ratta Khera, Simbalwala, Himat-pura, Puran-Majra at Tohana.	PRI	20.12.10 to 21.12.10	87	2	174
54	Two days training of Panches/Sarpanches of Village Rasulpur, Manghera, Japtewala, Dharsul Khurd, Nangla, Nangli, Samain at Tohana.	PRI	22.12.10 to 23.12.10	69	2	138
55	Two days training of Panches/Sarpanches of Village Kamalwala, Maduwana, Tharava, Tharavi, Fatehpuri, Haiderwala, Hindatwala, Laluwal at Tohana.	PRI	27.12.10 to 28.12.10	65	2	130
56	Two days training of Panches/Sarpanches of Village Chandpura, Meyond Begamwali,Dher, Diwana, Gullarwala, Jakhal village at Jakhal.	PRI	29.12.10 to 30.12.10	54	2	108
57	'Computer Training' for Assistants / Clerks of Education Deptt. of Fatehabad District at Hisar		27.12.10 to 31.12.10	14	5	70
58	Two days training of Panches/Sarpanches of Village Kana Khera,Karandi, Kudni, Meyond Bogamwali,Chuharpur, Mundlian, Uadypur, Mussakhera, Narel, Nathuwal.	PRI	3.1.11 to 4.1.11	76	2	152

59	Two days training of Panches/Sarpanches of Village Rattatheh, Rupanwali, Sadanwas, Skakurpura, Sidhani, Talwara, Talwari.	PRI	5.1.11 to 6.1.11	78	2	156
60	Two days training of Panches/Sarpanches of Absentees	PRI	7.1.11 to 8.1.11	51	2	102
61	"Computer Training" for Assistants/Clerks of Hisar Districts at Hisar.		9.2.11 to 11.2.11	12	3	36
62	Two days training of Gram Sachives & Sarpanches of Fatehabad Block	PRI	14.3.11 to 15.3.11	59	2	118
63	Two days training of Gram Sachives & Sarpanches of Bhattu Block	PRI	17.3.11 to 18.3.11	31	2	62
64	Two days training of Gram Sachives & Sarpanches of Bhuna Block	PRI	21.3.11 to 22.3.11	35	2	70
65	Two days training of Gram Sachives & Sarpanches of Ratia Block	PRI	24.3.11 to 25.3.11	76	2	152
66	Two days training of Gram Sachives & Sarpanches of Tohana Block	PRI	28.3.11 to 29.3.11	51	2	102
67	Two days training of Gram Sachives & Sarpanches of Jakhal Block	PRI	30.3.11 to 31.3.11	28	2	56
			Total	3449	167	7893

**(L) COURSES AND SEMINARS/WORKSHOPS ORGANIZED BY THE PRINCIPAL,
DIVISIONAL TRAINING CENTRE, ROHTAK**

Sr. No.	Programme		Training Dates	No. of Trainees	Training Days	Trainee Days
1	Pensionary Benefits and other Service Matters-District Rohtak		05.04.10 to 09.04.10	40	5	200
2	Workshop on RTI- District Rohtak		13.04.10	50	1	50
3	Pensionary Benefits and other Service Matters-District Sonipat		19.04.10 to 23.04.10	46	5	230
4	Pensionary Benefits and other Service Matters-District Panipat		03.05.10 to 07.05.10	40	5	200
5	Duties and Responsibilities of DDOs of Edu. Deptt. Block Rohtak		10.05.10 to 12.05.10	52	3	156
6	Computer Fundamentals- District Rohtak		10.05.10 to 14.05.10	21	5	105
7	Duties and Responsibilities of DDOs of Edu. Deptt. Block Sampla & L. Majra		17.05.10 to 19.05.10	48	3	144
8	Duties and Responsibilities of DDOs of Edu. Deptt. Block Kalanaur & Meham		24.05.10 to 26.05.10	51	3	153
9	Duties and Responsibilities of DDOs of Edu. Deptt. Block Karnal & Gharaunda		31.05.10 to 02.06.10	61	3	183
10	Computer Fundamentals- District Rohtak		31.05.10 to 04.06.10	17	5	85
11	Duties and Responsibilities of DDOs of Edu. Deptt. Block Indri & Nilokheri		07.06.10 to 09.06.10	44	3	132
12	Duties and Responsibilities of DDOs of Edu. Deptt. Block Nissing & Assandh		17.06.10 to 19.06.10	36	3	108
13	Computer Fundamentals- District Jhajjar		28.06.10 to 02.07.2010	14	5	70
14	Pensionary Benefits & Other Service Matters- District Jhajjar		05.07.201 to 09.07.10	36	5	180
15	Duties & Responsibilities of Office Staff - District Rohtak		12.07.201 to 16.07.10	24	5	120
16	Computer Fundamentals- District Jhajjar		26.07.10 to 30.07.2010	16	5	80
17	Duties and Responsibilities of DDOs of Edu. Deptt. Block B.Garh (Jhajjar)		29.07.10 to 31.07.10	54	3	162
18	Duties and Responsibilities of DDOs of Edu. Deptt. Block Jhajjar & Sahlawas (Jhajjar)		04.08.10 to 06.08.10	50	3	150
19	Duties and Responsibilities of DDOs of Edu. Deptt. Block Beri & Matanhail (Jhajjar)		09.08.10 to 11.08.10	42	3	126
20	Computer Fundamentals- District Sonipat/ Rohtak		23.08.10 to 27.08.2010	14	5	70

21	Computer Fundamentals- District Sonipat		27.09.10 to 01.10.2010	14	5	70
22	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-1	PRI	03.09.10 to 04.09.2010	93	2	186
23	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-2	PRI	06.09.10 to 07.09.2010	88	2	176
24	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-3	PRI	09.09.10 to 10.09.2010	93	2	186
25	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-4	PRI	13.09.10 to 14.09.2010	92	2	184
26	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-5	PRI	16.09.10 to 17.09.2010	89	2	178
27	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-6	PRI	20.09.10 to 21.09.2010	85	2	170
28	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-7	PRI	24.09.10 to 25.09.2010	97	2	194
29	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-8	PRI	27.09.10 to 28.09.2010	88	2	176
30	Training of Sarpanches and Panches of Rewari District-Block Rewari-Group-9	PRI	29.09.10 to 30.09.2010	112	2	224
31	Training of Sarpanches and Panches of Rewari District-Block Khol-Group-1	PRI	04.10.10 to 05.10.2010	86	2	172
32	Training of Sarpanches and Panches of Rewari District-Block Khol-Group-2	PRI	06.10.10 to 07.10.2010	96	2	192
33	Training of Sarpanches and Panches of Rewari District-Block Khol-Group-3	PRI	11.10.10 to 12.10.2010	97	2	194
34	Training of Sarpanches and Panches of Rewari District-Block Khol-Group-4	PRI	14.10.10 to 15.10.2010	91	2	182
35	Computer Fundamentals- District Panipat		18.10.10 to 21.10.2010	14	4	56
36	Training of Sarpanches and Panches of Rewari District-Block Khol-Group-5	PRI	18.10.10 to 19.10.2010	96	2	192
37	Training of Sarpanches and Panches of Rewari District-Block Khol-Group-6	PRI	20.10.10 to 21.10.2010	97	2	194
38	Training of Sarpanches and Panches of Rewari District-Block Bawal-Group-1	PRI	27.10.10 to 28.10.2010	96	2	192
39	Training of Sarpanches and Panches of Rewari District-Block Bawal-Group-2	PRI	29.10.10 to 30.10.2010	97	2	194
40	Training of Sarpanches and Panches of Rewari District-Block Bawal-Group-3	PRI	02.11.10 to 03.11.2010	97	2	194

41	Training of Sarpanches and Panches of Rewari District-Block Bawal-Group-4	PRI	08.11.10 to 09.11.2010	90	2	180
42	Training of Sarpanches and Panches of Rewari District-Block Bawal-Group-5	PRI	11.11.10 to 12.11.2010	90	2	180
43	Training of Sarpanches and Panches of Rewari District-Block Bawal-Group-6	PRI	15.11.10 to 16.11.2010	85	2	170
44	Computer Fundamentals- District Panipat		08.11.10 to 12.11.2010	11	5	55
45	Training of Sarpanches and Panches of Rewari District-Block Bawal-Group-7	PRI	18.11.10 to 19.11.2010	89	2	178
46	Training of Sarpanches and Panches of Rewari District-Block Bawal-Group-8	PRI	22.11.10 to 23.11.2010	87	2	174
47	Training of Sarpanches and Panches of Rewari District-Block Jatusana-Group-1	PRI	25.11.10 to 26.11.2010	98	2	196
48	Training of Sarpanches and Panches of Rewari District-Block Jatusana-Group-2	PRI	29.11.10 to 30.11.2010	99	2	198
	Duties and Responsibilities of DDOs of Edu. Deptt. Block Mundlana & Kathura		01.12.2010 to 03.12.2010	38	3	114
49	Training of Sarpanches and Panches of Rewari District-Block Jatusana-Group-3	PRI	02.12.10 to 03.12.2010	100	2	200
50	Training of Sarpanches and Panches of Rewari District-Block Jatusana-Group-4	PRI	06.12.10 to 07.12.2010	101	2	202
51	Duties and Responsibilities of DDOs of Edu. Deptt. Block Gohana		08.12.2010 to 10.12.2010	28	3	84
52	Training of Sarpanches and Panches of Rewari District-Block Jatusana-Group-5	PRI	09.12.10 to 10.12.2010	100	2	200
53	Training of Sarpanches and Panches of Rewari District-Block Jatusana-Group-6	PRI	13.12.10 to 14.12.2010	108	2	216
54	Duties and Responsibilities of DDOs of Edu. Deptt. Block Kharkhoda		15.12.2010 to 17.12.2010	28	3	84
55	Training of Sarpanches and Panches of Rewari District-Block Nahar-Group-1	PRI	16.12.10 to 17.12.2010	98	2	196
56	Training of Sarpanches and Panches of Rewari District-Block Nahar-Group-2	PRI	20.12.10 to 21.12.2010	100	2	200
57	Computer Fundamentals- District Karnal/ Rohtak		20.12.10 to 24.12.2010	12	5	60
58	Training of Sarpanches and Panches of Rewari District-Block Nahar-Group-3	PRI	23.12.10 to 24.12.2010	89	2	178
59	Training of Sarpanches and Panches of Rewari District-Block Nahar-Group-4	PRI	27.12.10 to 28.12.2010	93	2	186

60	Training of Sarpanches and Panches of Rewari District-Block Nahar-Group-5	PRI	30.12.10 to 31.12.2010	87	2	174
61	Training of Sarpanches and Panches of Rewari District-After Date- All Blocks	PRI	06.01.11 to 07.01.11	112	2	224
62	Computer Fundamentals- District Karnal/ Rohtak		17.01.2011to 21.01.2011	10	5	50
63	Duties and Responsibilities of DDOs of Edu. Deptt. Block Sonipat		27.01.2011to 29.01.2011	36	3	108
64	Duties and Responsibilities of DDOs of Edu. Deptt. Block Ganaur		02.02.2011 to 04.02.2011	40	3	120
65	Duties and Responsibilities of DDOs of Edu. Deptt. Block Rai		09.02.2011to 11.02.2011	27	3	81
66	Computer Fundamentals- District Karnal/ Rohtak		21.02.2011to 25.02.2011	16	5	80
67	Efficiency & Disposal of Government Work		07.03.11 to 11.03.11	25	5	125
68	Efficiency & Disposal of Government Work		14.03.11 to 18.03.11	27	5	135
69	Training of Sarpanches and Gram Sachivs of Block Rewari (Rewari)	PRI	15.03.11 to 16.03.11	108	2	216
70	Training of Sarpanches and Gram Sachivs of Block Khol (Rewari)	PRI	06.01.11 to 07.01.11	63	2	126
71	Training of Sarpanches and Gram Sachivs of Block Jatusana & Nahar (Rewari)	PRI	24.03.11 to 25.03.11	116	2	232
72	Training of Sarpanches and Gram Sachivs of Block Bawal(Rewari)	PRI	28.03.11 to 29.03.11	101	2	202
			Total	4786	213	11334