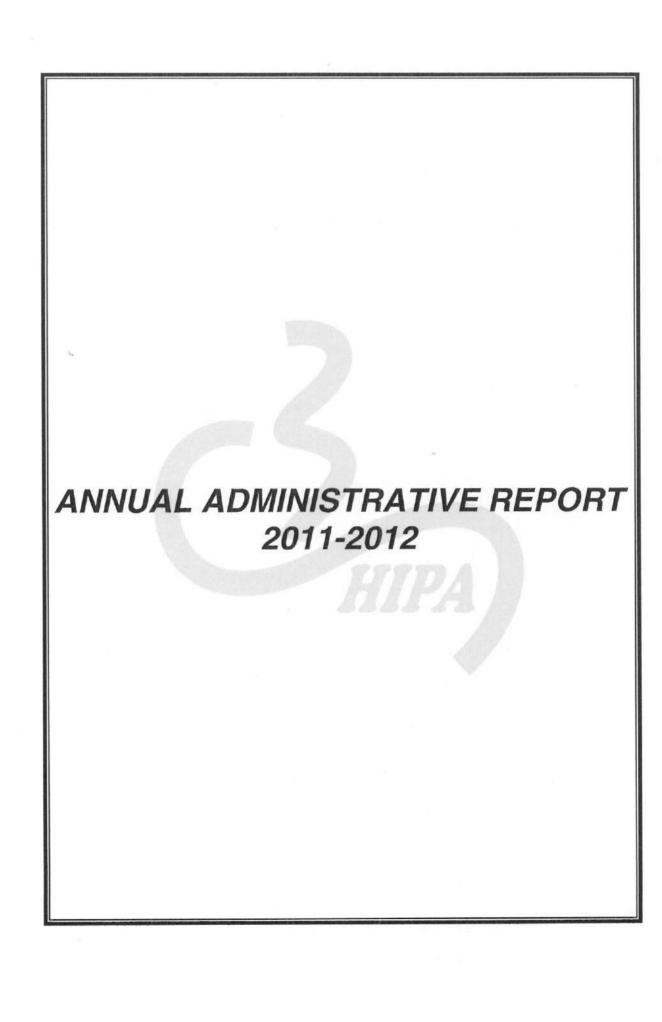
ADMINISTRATIVE REPORT

3 HIPA

2011-2012



HARYANA INSTITUTE OF PUBLIC ADMINISTRATION Plot No. 76, HIPA Complex, Sector-18, Gurgaon



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.



D.O. No
Chief Secretary, Haryana Chandigarh - 160 001.
E.mail: cs@hry.nic.in
Dated



Chairman's Message

Everything comes
to us that belongs
to us if we create
the capacity to receive it

Rabindranath Tagore

It is indeed a pleasure to present HIPA's Annual Administrative Report for the year 2011-2012.

HIPA has emerged as an Institute of Capacity Building which focuses on the professionalism and good governance in the state.

Transforming with dynamics of customer driven governance is a challenging job for every organization, but the key is in connecting and balancing all these efforts of change.

The Annual report of HIPA highlights the activities of preceding year, which witnessed the shift from supply driven to demand driven.

I congratulate Director General, HIPA and all concerned for the effortsmade in bringing out the report.

(P.K. Chaudhery) C.S.-cum-Chairman, HIPA



From the Director General's Desk..

I consider it to be an honour and opportunity to present Annual Administrative Report of HIPA 2011-2012. With this annual report HIPA celebrates twenty nine years of existence.

The Institute work spans the entire gamut of Public Administration and covers other areas — Behavioural and Sociological issues, Disaster Management, IT, Finance and issues related with Rural Development, Law and Gender, etc.

The training enables employees to develop skills and competencies to enhance bottom-line results for their organization. The Human Resource contribute to the progress and prosperity of the organisation, they represent. Capacity Building initiatives are, thus, an effective tool for strengthening human capital in any organization.

HIPA provides quality training through a holistic approach designed to inculcate attitude of professionalism, Social responsibility, knowledge management capacity building to meet challenges of newer technologies and innovations.

The training framework includes induction training at the time of entry into service, in-service at suitable intervals during career progression, short duration exposure, seminars when any major development in a sector takes place and also officers are to be trained or re-skilled to match with the new trends. The efficiency and effectiveness of Public Institution in turn depend, on their effective service delivery mechanism.

At present HIPA has four campus, the main campus at Gurgaon which specialises in "in-service" capacity building as well as foundation training programmes for the newly recruited employees. There are three regional centres at Panchkula, Rohtak and Hissar and one Secretarial Management School at Gurgaon. These regional centres were established keeping in view the 'National Training Policy' which emphasises on training of officials at the cutting edge level of administration i.e. Superintendent, Dy. Superintendent,

Assistants, Clerks etc. in different departments. These officials work in direct contact with the Citizen/common man and play a significant role in developing the image of the administration in the minds of the people.

In today's fast changing world, with growing competition, it is important for the training institution to develop essentials of good governance as well as develop competencies in the working, using new IT driven mechanism.

Keeping this in background, this year HIPA has designed courses in such a manner that they take into account requirement of creating awareness in the changing environment, developing the required management competencies as well as specific need based skill upgradation.

We are committed at HIPA to streamline activities so that all new initiatives may be executed in a manner of par excellence.

Your suggestions are welcome. We look forward for your active participation.

P.K. Mahapatra, IAS

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I. INTRODUCTION

The Haryana Institute of Public Administration (HIPA), established by the Haryana Government on the Ist of August, 1983 Is a Society registered under the Registration of Societies Act. 1860 with the following objective:

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.

As per the 56th meeting of Executive Council of HIPA held on 14/10/2009 an amendment was made in Memorandum of Association (MoA) that "the name of the Society shall be The Haryana Institute of Public Administration: A Centre of Good Governance."

II. LOCATION & INFRASTRUCTURE OF HIPA

The Haryana Institute of Public Administration (HIPA), earlier located in a rented building at Chandigarh, shifted to its own campus in 1993 at Plot No. 76, Sector -18, Gurgaon. The present campus of HIPA is spread over in 7.5 acre with a lush green cover. Location wise, HIPA is 10 kms. away from Indira Gandhi International Airport Delhi.

The HIPA 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 26562 books in the area of Social Sciences, Management and Literature. The Centre subscribes to almost all Important Journals & Magazines of National and International repute.

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

The HIPA's hostel provides well-furnished, comfortable accommodation for about 85 trainees at one time. It has spacious dining hall, mess facilities. It also has excellent indoor and outdoor sports facilities.

III. ACTIVITIES OF THE INSTITUTE

a. TRAINING

- Courses for new entrants to the All India Services (AIS), Haryana Civil Service (HCS), Tehsildars and various allied services of the State Government.
- In-service refresher courses for officers of the State Government.
- In-service training related to the theory and practice of public administration to Indian Administrative Service (IAS) officers of the Haryana cadre and HCS officers.
- Subject specific short-term in-service training programmes for officers of different departments of the State Government.
- Need-based Training Programmes for various Corporations/ Boards and other autonomous bodies of the State Government and Central Government.
- 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.
- 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.
- Seminars and Workshops to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest.

b. RESEARCH AND PUBLICATION

- Promotion and co-ordination of 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.
- · Publication of newsletter and research papers.
- Participation / organization of conferences, seminars and workshops on specialized areas of Public Administration.

IV. ORGANISATIONAL SET-UP

The Haryana Institute of Public Administration is an apex administrative training Institute of the State funded 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. Revenue Training Institute
- k. Divisional Training Centre, Panchkula
- I. Divisional Training Centre, Hisar
- m. Divisional Training Centre, Rohtak
- n. Secretarial Management School, Gurgaon
- Excise & Taxation Training Centre, Gurgaon (Now shifted to ETC office, Panchkula)

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.

V. MANAGEMENT OF TRAINING AND ADMINISTRATION

Director and Director General, in the rank of Commissioner and Financial Commissioner to Government of Haryana heads the Academy respectively. The Academy has had illustrious members of the service heading it. The following officers have had this position since the inception of HIPA:

Sr. No.	Name of the Officer	Period From	То
1.	Sh. L.M. Jain, IAS	16.08.1983	05.01.1984

2.	Sh. K.K. Sharma, IAS	01.02.1984	31.05.1984
3.	Sh. K.K. Sharma, IAS	01.06.1984	22.04.1985
4.	Sh. L.M. Jain, IAS	22.04.1985	01.05.1985
5.	Sh. K.K. Sharma, IAS	04.05.1985	16.12.1985
6.	Sh. L.M. Jain, IAS	17.12.1985	04.03.1986
7.	Sh. K.K. Sharma, IAS	04.03.1986	28.01.1987
8.	Sh. R.S. Mann,IAS	28.01.1987	29.06.1987
9.	Mrs. Asha Sharma, IAS	20.07.1987	13.12.1987
10.	Sh. S.K. Sharma, IAS	14.12.1987	09.01.1988
11.	Mrs. Asha Sharma, IAS	09.01.1988	27.01.1989
12.	Mrs. Meenaxi Anand Choudhary, IAS	02.02.1989	24.02.1989
13.	Mrs. Asha Sharma, IAS	25.02.1989	19.06.1989
14.	Sh. K.K. Sharma, IAS	19.06.1989	13.12.1989
15.	Mrs. Meenaxi Anand Choudhary, IAS	13.12.1989	27.02.1990
16.	Mrs. Padmini Desikachar, IAS	28.02.1990	12.06.1990
17.	Mrs. Rajni Razdan, IAS	13.06.1990	07.01.1991
18.	Sh. J.K. Duggal, IAS	07.01.1991	01.08.1991
19.	Dr. Tarsam Lal, IAS	01.08.1991	11.01.1992
20.	Sh. Prem Prashant, IAS	16.02.1992	27.04.1992
21.	Mrs. Promilla Issar, IAS	27.04.1992	22.06.1992
22.	Sh. Prem Prashant, IAS	22.06.1992	02.04.1997
23.	Smt. Umesh Nanda, IAS	02.04.1997	02.11.1998
24.	Sh. Tirlochan Singh, IAS (Retired)	02.11.1998	16.08.1999
25.	Sh. Bhagwati Parsad, IAS	18.08.1999	12.10.1999
26.	Dr.G.Prasanna Kumar,IAS	12.10.1999	23.03.2001
27.	Sh. Shiv Raman Gaur,IAS	30.04.2001	07.10.2001
28.	Sh. L.S.M. Salins, IAS	08.10.2001	08.01.2002
29.	Dr. H.S. Anand, IAS	08.01.2002	14.02.2006
30.	Dr. G. Prasanna Kumar, IAS	06.03.2006	02.07.2007
31.	Dr. Avtar Singh, IAS	02.07.2007	29.04.2008

32.	Sh. Rajiv Sharma, IAS	30.04.2008	26.05.2008
33.	Dr. Avtar Singh, IAS	27.05.2008	02.11.2008
34.	Mrs. Rajni Sekhri Sibal,IAS	04.11.2008	08.09.2010
35.	Sh.P.K. Gupta,IAS,DG	09.09.2010	26.06.2011
36.	Mrs. Rajni Sekhri Sibal,IAS,DG	27.06.2011	17.02.2012
37.	Sh. P.K. Mahapatra, IAS, DG	12.04.2012	till date

During the period under review, The Institute had the following key officers with regard to administration during the financial year 2011-2012 and their respective tenures are listed below:

Sr. No.	Post	Name who hold the post	From	То	Position of Post
1	Director General	Sh. P.K. Gupta, IAS	01.04.2011	26.06.2011	Filled
		Mrs. Rajni Sekhri Sibal, IAS	27.06.2011	17.02.2012	
			18.02.2012	31.03.2012	Vacant
2	Executive Director	Mrs. Rajni Sekhri Sibal, IAS	01.04.2011	26.06.2011	Filled
		-	27.06.2011	31.03.2012	Vacant
3	Joint Director	-	01.04.2011	23.11.2011	Vacant
	-	Sh. Ashok Kumar, HCS	24.11.2011	12.01.2012	Filled
		-	12.01.2012	31.03.2012	Vacant
4	Chief Accounts Officer	-	01.04.2011	30.10.2011	Vacant
		Sh. O.P. Sharma	31.10.2011	31.12.2011	Filled
		Sh. Jagbir Singh	31.12.2011	31.03.2012	Filled

5	Principal DTC, Panchkula	Sh. Ram Saran	01.04.2011	31.03.2012	Filled
6	Principal DTC, Hisar	Sh. Megh Raj Sharma	01.04.2011	31.03.2012	Filled
7	Principal DTC, Rohtak	Sh. D.N.S. Chahal	01.04.2011	31.03.2012	Filled
8	Asstt. Librarian, DTC, Panchkula	Mrs. Anjula Kapoor	01.04.2011	31.03.2012	Filled
9	Asstt. LIbrarian	Sh. Joginder Singh	01.04.2011	31.03.2012	Filled
10	Administrative Officer	Sh. P.C. Walecha	01.04.2011	31.03.2012	Filled
11	Accounts Officer	Sh. A.N. Dhiman	01.04.2011	31.07.2011	Filled
		-	01.08.2011	31.03.2012	Vacant
12	Superintendent (Training)	Sh. Maya Ram	01.04.2011	31.03.2012	Filled
13	Superintendent, DTC,PKL	Smt. Arvinder Uppal	01.04.2011	31.03.2012	Filled
14	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2011	31.03.2012	Filled

VI. ACADEMIC FACULTY

During the year (2011-2012) under review, the Institute had 1 Professor (Principal System Analyst), 1 Associate Professor, 11 Assistant Professors, 2 Taxation expert on its Academic Faculty.

a. FACULTY AS ON

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

Sr. No.	Post	Name who hold the post	From	То	Position of Post
1	Principal	Sh. Baij Nath	01.04.2011	31.01.2012	Filled
	System Analyst	-	01.02.2012	till date	Vacant
2	Associate Professor, Disaster Management	Dr. Abhay Shrivastava	01.04.2011	31.03.2012	Filled
3	Assistant Professor (Computer)	Sh. R.K. Gulati	01.04.2011	31.03.2012	Filled
4	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2011	31.03.2012	Filled
5	Assistant Professor,(Rur al Dev.) & FTC	Dr. Manveen Kaur	01.04.2011	31.03.2012	Filled
6	Assistant Professor (MIS)	Mrs. Divya Jyoti	01.04.2011	31.03.2012	Filled
7	Assistant Professor (Behavioural Sciences)	Mrs. Rachna Gupta	01.04.2011	31.03.2012	Filled
8	Assistant Professor (Sociology)	Dr. Rekha Shrivastava	01.04.2011	31.03.2012	Filled
9	Assistant Professor (PE)	Dr. Rajvir Dhaka	01.04.2011	31.03.2012	Filled
10	Assistant Professor (DM - I)	Dr. Bhuwan Kumar	01.04.2011	31.03.2012	Filled
11	Assistant Professor (FM)	Mr. Lalit Kumar	01.04.2011	31.03.2012	Filled
12	Assistant Professor (DM - II)	Dr. Anshu Tiwari	01.04.2011	30.06.2011	Filled
	11.00	-	01.07.2011	till date	Vacant

13	Assistant Professor (Prog.)	Sh. Devendera Singh	01.04.2011	31.03.2012	Filled
14	Assistant Professor (LAW)	Sh. M.M. Alam	01.04.2011	31.03.2012	Filled
15	Principal (DTC, Panchkula)	Sh. Ram Saran	01.04.2011	31.03.2012	Filled
16	Principal (DTC, Hisar)	Sh. Megh Raj Sharma	01.04.2011	31.03.2012	Filled
17	Principal (DTC, Rohtak)	Sh. D.N.S. Chahal	01.04.2011	31.03.2012	Filled
18	JETC	Sh. B.S. Saroya	01.04.2011	24.08.2011	Shifted to Chd.
19	AETC	Sh. R.S. Malik	01.04.2011	24.08.2011	Shifted to Chd.

h FACULTY ON CONTRACT

S.No	Name of the Faculty	From	То
1.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	01.04.2011	31.03.2012
2.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2011	31.03.2012
3.	Sh. J.D. Naharwal , HCS (Retd) Consultant (Admn.)	10.10.2011	23.11.2011

VII. FINANCIAL RESOURCES

The financial resources available to HIPA during the year 2011-2012 are listed below in Table III:

Table III Financial Resources: Grants & Course/Module Fees

Sr.No.	Sources of Funds	Amount (Lac)
1	Grant in Aid Govt. of Haryana (Non Plan Scheme)	48150000
2	Grant-in-Aid Govt. of Haryana (Plan Scheme)	7500000

3	Grant-in-Aid Govt. of India (DOPT) for Purchase of Computer Hardware Software	1995000
4	Gant-in-Aid Govt. of India (NDM)	2700000
5	Conducting of Examination Fee Receipt	1855500
6	Training course Fee HIPA = 6550606 PKL = 147189 Hisar = 39987 RTK = 9000 Paid Courses = 704000	7450782
7	Training Course for (GOI)	3150000
8	Grant-in received from Revenue & Disaster Management, Chandigarh for Capacity Building	9432000
9	Interest Receipt on FDR & others	1632575
10	Misc. Income	164758
11	Hostel Staying Charges	579025
12	Documentation of Samjhauta Express Relief, Panipat	155000
	Total	84764640



CENTRES AT HIPA

HIPA has the following centres for its effective functioning:

(I) REVENUE TRAINING INSTITUTE

As per the 55th meeting of Executive Council of HIPA held on 9.6.2009 Revenue Training Institute (RTI) was transferred to HIPA Gurgaon from Ambala and made functional from September 2009. Since then, Revenue Training programmes are being organizing for IAS, HCS and Revenue officers. During 2011-2012 Workshops on Zamabandi and Mutations and other related aspects of RTI were also organized.

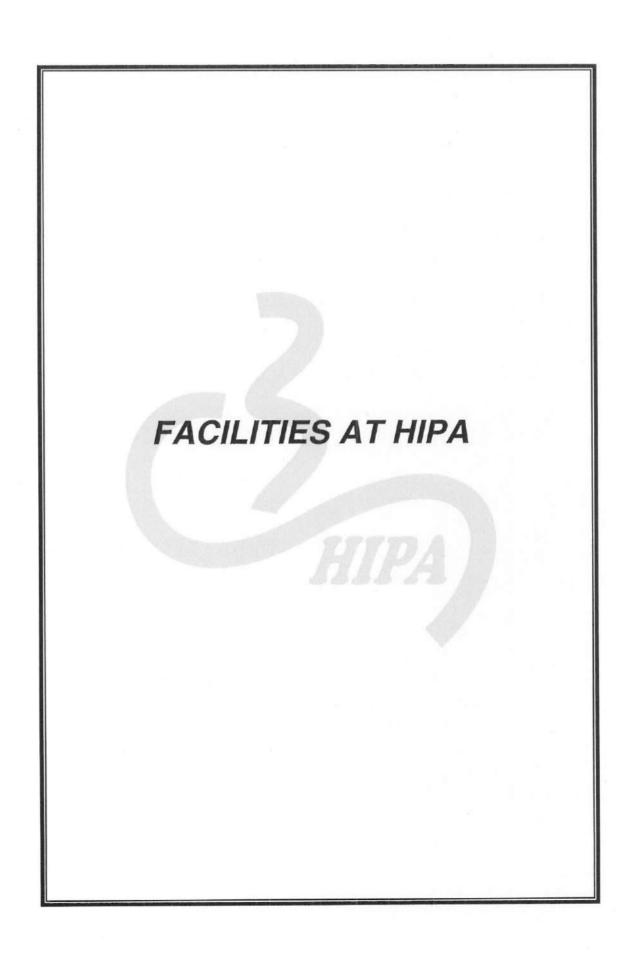
(II) DIVISIONAL TRAINING CENTRES OF HIPA

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 for (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 started functioning in March, 2007 and March, 2009 respectively. It is worth mentioning here that the training programmes organized by DTCs are highly appreciated by the client departments. At present HIPA has four campus. The main campus at Gurgaon specialises 'in service' capacity building as well as foundation training programmes for the newly recruited

employees. There are three regional centres at Panchkula, Rohtak and Hisar to ensure that HIPA reaches out to a large number of participants. These officials work in direct contact with the common man and play a significant role in developing the image of the administration in the minds of the people.





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. It 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.

a. MAIN ADMINISTRATIVE & TEACHING BLOCK AT HIPA

The HIPA has a four storied teaching and administrative building with good architecture and design. This provides comfortable office accommodation for all the staff. It has one Auditorium and seven well equipped class rooms with multimedia facilities. Besides there is one Board room for the Director General at first floor.

b. HIPA'S HOSTEL BLOCK

There are around 85 beds for accommodation. The kitchen/mess is fully equipped to provide quality meals for the participants who come regularly to the Institute for trainings, workshops, conferences and seminars. The Institute's hostel provides well furnished, comfortable accommodation and caters to 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, along with 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 have 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.

(II) SPORTS FACILITY

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. The outdoor games 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.

(III) LIBRARY

Library is committed to provide widest possible access to information and this commitment is reflected in the range of services provided by the library. The Institute library is equipped with excellent infrastructural facilities.

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 update collection of large number of documents including books, periodicals, technical and research reports, modules.



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

Most of the library functions and services are computerized. The library is providing a variety of current awareness services.

(IV) AUDITORIUM

The spacious Auditorium, called 'Gandhi Hall' in the HIPA's main building provides facilities for holding conferences, training programmes and 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 well equipped.



(V) COMPUTER LAB

HIPA has two computer labs on the second floor of the Teaching block. All the terminal are connected with internet facility. The faculty members are also provided computer & printer facilities with internet in their respective rooms.

(VI) UTILITY OF ARCGIS-ARCEDITOR FOR HIPA

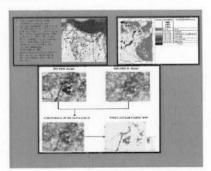
GIS-mapping is used for identification of hazards/vulnerability/capacity for effective management of disaster. This mapping is done by collecting latitude and longitude of resources such as cranes, trucks, fire stations, hospitals etc which are represented on pictorial formats on digital maps.

GIS allow better understanding and viewing of physical features in the given geographical conditions on GIS which can provide quick, comparative views of hazards with disaster prone areas at risk and therefore area to be safeguarded.

It provides spatial representation of hazards and vulnerable population on the map along with (spatial representation) of resources that can be used for response and other disaster management related activities.

Following outputs can be generated using Arc GIS

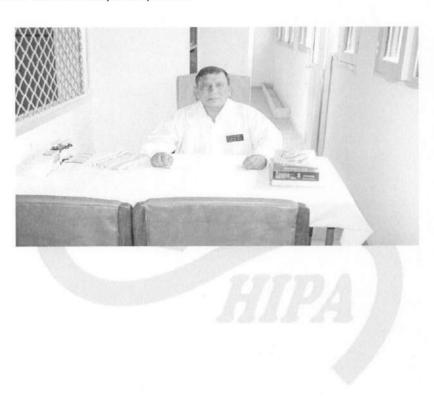
- Mapping vulnerable areas on digitalized maps.
- · Spatial representation of resources.
- It can guide damage assessments.
- Mapping High Risk Zones.
- Buffer areas around River as identify flood prone areas.



(VII) DISPENSARY

In view of the lack of medical facilities in the campus, it was proposed that a dispensary be established in the campus. As per the decision taken in 55th meeting of Executive Council of HIPA held on 9.6.2009, a dispensary was established at HIPA's hostel.

The services of one Doctor and one Pharmacist are available everyday for two hours for providing the basic medical facilities to HIPA staff, their families as well as the participants.





TRAINING ACTIVITIES AT HIPA

Training is one of the effective and tested tools for performance enhancement. Haryana adopts a three pronged approach aimed at upgradation of knowledge and skills of the personnel 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 thus, 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 Centres at Panchkula, Hisar & Rohtak and Secretarial Management School, Gurgaon. A brief outline of training programmes is given as under:

(i) INSTITUTIONAL TRAINING PROGRAMMES

For IAS probationers alloted 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 in-service 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 and issues.

(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 01.04.2011 TO 31.03.2012 THE INSTITUTE CONDUCTED 302 PROGRAMMES.

Training Courses (as given in Table IV below).

Table IV

Sr. NO	Type of Courses	Number	Conducted By	No. of Trainees	Training Days	Trainee's Days
1.	Long Duration Courses including Induction Courses	28	HÎPA	599	349	7974
2.	Short Duration Courses - HIPA	76	HIPA	1735	362	8142
3.	Seminars/Workshops	8	HIPA	361	10	409
4.	Excise and Taxation School	2	ETC	69	85	3147
5.	Secretarial Management School, Gurgaon	R	SMS	-	-	, -
6.	Divisional Training Centre, Panchkula	59	DTC, PKL	1148	202	4569
7.	Divisional Training Centre, Hisar	37	DTC, Hisar	876	157	3689
8.	Divisional Training Centre, Rohtak	43	DTC, Rohtak	1146	163	3664
9.	DELHI POLICE	30	HIPA	1112	117	4250
10.	TRAINING FOR ALL	10	HIPA	586	27	1196
12.	REVENUE	09	RTI	180	16	312
	Total	302		7812	1488	37352

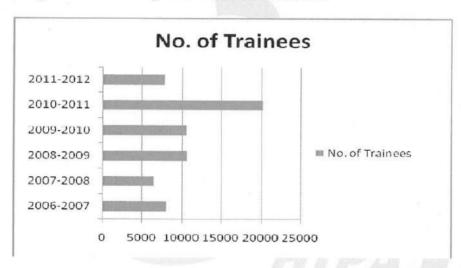
(For details of different types of courses, please refer to Tables at the Appendix A to J.)

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized 302 Training courses during 2011-2012 through which training was imparted to 7812 officers/officials of various Government Departments/ Organisations, as compared to 490 courses during 2010-2011 in which 20175 trainees participated.

Table showing the comparative statement of the courses conducted by HIPA during 2006-07 to 2011-2012

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
6	2011-2012	302

Graph showing the statement of the Trainees attended training programmes during 2006-2007 to 2011-2012



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	
6	2011-2012	7812	

A sharp increase in years 2009-2010 & 2010-2011 as compared to previous years was due to no. of training programmes organised for Service providers for the common wealth games and specialised programmes for elected representatives of Department of development and Panchayat, Government of Haryana.

During the financial year 2011-2012, the Institute conducted 28 long duration courses, 76 short duration courses, 8 workshops/seminars. In addition, Divisional Training Centre, Panchkula conducted 59, Divisional Training Centre, Hisar conducted 37 and Divisional Training Centre Rohtak conducted 43 short duration courses and seminars/ workshops. The Excise & Taxation School conducted 2 course. Under the Capacity Building programme for Delhi Police sponsored by Delhi Police 30 Short duration and seminars/ workshops were organised. Under the project on 'Training for All' sponsored by DOPT-DFID 10 training courses were organized in Jhajjar district. Under the Revenue Training Institute which has been merged with HIPA 09 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 2011-2012 HIPA conducted the following Seminars/workshops including National Level:

 State Workshop on "Approach and Methodology for Implementation of DRR Project in Haryana" – April 29, 2011



Workshop on "Inclusive Education" – September 01, 2011

- Workshop on "Human Rights in Prison Management" –
 September 07-08, 2011
- Seminar on "Media and Governance" in collaboration with IIPA
 Chapter

 September 16, 2011



 Workshop on Capacity Building for Town Planners on Design of Building w.r.t. Seismic Load in Collaboration with GOI-UNDP— December 2-3, 2011



Orientation Course for HAS of H.P. Govt. – November 29, 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:

- (I) Declining Sex Ratio in Haryana- Funded by DOPT (Draft report is submitted)
- (II) Access to information Project on RTI. Funded By DOPT -UNDP.
- (III) Project on "Training for All" sponsored by DOPT (on going)
- (IV) Project on "Capacity Building for Service providers (CBSP) for Improving the Police Public Interface" through training intervention sponsored by Ministry & Tourism, Govt. of India and Delhi Police.
- (V) Domestic Violence Act in Haryana Funded by DOPT (Report is under process)
- (VI) Impact Evaluation of ICDS Scheme in four districts of Haryana funded by Department of Women and Child, Government of Haryana (completed and Report submitted)
- (VII) Project on "State and District Resource Mapping" sponsored by Revenue and Disaster Management Department, Government of Haryana (on going)
- (VIII) Project on "Documentation of Samjhauta Express Bomb Blast" sponsored by Revenue and Disaster Management Department, Government of Haryana (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 factors contributing to the declining sex ratio with the following objectives:
- (ii) "To study the perception of stakeholders about the status of the girl child, gender discrimination, 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) HIPA has also been assigned the Project on "Training for All" sponsored by DOPT. The project aims to enhance the skill and inculcate a positive attitude from upper level to cutting edge level to enable the personnel from selected departments to redefine their duties in an effective manner. In the first phase of ITP one district namely Jhajjar is selected.

On the basis of TNA, 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. Domestic Violence Act, Disaster Management, Declining Sex Ratio and Administrative Procedures, etc.

(iv) Project on Capacity Building for Access to Information

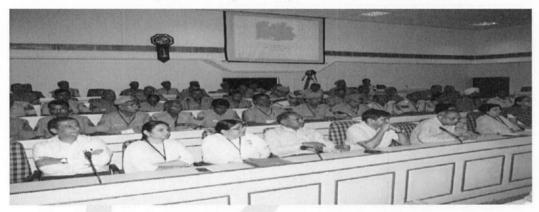
HIPA has been selected as the State Implementing Agency (SIA) by DOPT, Govt. of India under the UNDP Project "Capacity Building for Access to Information". The project inter-alia aims at strengthening the mechanism for improved Government-Citizen interface to enable capacity building for access to information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

The HIPA has been assigned a project to train the Police personnel of Delhi police to improve the Police Public relationship through training intervention which is sponsored by Ministry of Tourism and Delhi Police.





Sh. R.H. Khawaja, IAS, Secretary, Ministry of Tourism, Govt. of India and Sh. Deepak Mishra, IPS, Special Commissioner, Delhi Police in a Workshop on Capacity Building of Delhi Police Officers on Police Public Interface on 25th July,2011

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. Till date HIPA has trained 1010 Police Personnel of Delhi Police.

IV ACTIVITIES OF HIPA

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 2011-2012.

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

b. TRAINING PROGRAMME FOR JUDICIAL OFFICERS

The 59 newly recruited Judicial Officers were trained in Revenue Law and Administrative functioning and Skills which will be an on going process.

c. 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 ongoing long term programme for new entrants to the HCS, AC(UT) cadre, A Class Tehsildars, Food and Supply officers, etc.

d. TRAINING PROGRAMME FOR NEWLY RECRUITED HCS OFFICERS, A CLASS TEHSILDARS AND DSPs

HIPA as a nodal agency is involved in designing/conducting intensive training programmes for HCS probationers and A Class Tehsildars. The 26 HCS Probationers (Executive Class) and 8 Tehsildars were trained through different modules prepared by HIPA on the following areas:

General Administration, Administrative and Financial Skills, Revenue, Law and Social Issues, etc.



HCS Trainees experiencing the Mock Drill on Fire Management

HIPA also conducted one week training programme for DSPs of Haryana as part of their foundational training programme. They were given an insight on "Revenue law" during this period.

e. TAINING PROGRAMME FOR DFSCs & DFSOs

The 7 newly recruited DFSCs & DFSOs were also trained as part of their foundational training programme at HIPA from July 31 to April 22, 2011.

f. TRAINING PROGRAMME FOR THE OFFICERS OF BIHAR ADMINISTRATIVE SERVICES (BAS)

As per the request received from Bihar Institute of Public Institute of Public Administration and Rural Development, Patna. 15 newly recruited BAS

officers were trained as part of their foundational training programme. They were exposed to the best practices and Innovations in different areas of governance e.g. Urban Development, I.T., Development & Panchayat, Agriculture, Rural Development & Micro –credit, etc. This is a new beginning at HIPA from 2011.

PROFESSIONAL DEVELOPMENT PROGRAMME FOR OFFICERS FROM SAARC

As a part of the professional development 5 officers from SAARC Countries (South African) participated in half day workshop organized at HIPA.





Trainees from South Africa

V 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.



Hon'ble Chief Minister of Haryana Sh. Bhupinder Singh Hooda and Sh. Kuldeep Sharma, Hon'ble Speaker Vidhan Sabha, Haryana in Seminar on "Media and Governance"



Visit of Brother Neville Hodgkinson from UK addressing the HIPA Faculty on "Spirituality Management : Enhancing Life Style"



Justice P.V. Reddy releasing the book on Media and Governance on the occasion of Seminar on Media and Governance on September 16, 2011

HIPA CONDUCTS SAS/LAD EXAMS

VI

HIPA has been assigned the job of conducting SAS, LAD, T.O./ATO 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.

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.

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) 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.
- (c)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 has also been 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 of 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 Deptt. of Home, Haryana and 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, proliferation of both national and international companies and industries, the district faces fire accidents very often. To prepare Gurgaon for dealing with any fire accident and to be self dependent, a separate Gurgaon Fire Management Plan was prepared by FDM, HIPA with the support of District Fire Office and submitted to Urban Development 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 natural or manmade 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 organizations in the area of disaster management. Their board of control in geography has identified HIPA for the purpose of internship of their students. Three batches have completed their internship under Dr. Abhay Shrivastava, FDM.

(f) State & District Resource Mapping

Haryana Institute of Public Administration (HIPA), Gurgaon is executing a massive project of 'State and District Resource Mapping' for the state of Haryana. The project was sanctioned by the Financial Commissioner and Principal Secretary to Govt. of Haryana, Revenue and Disaster Management Department and is being funded under the Capacity Building fund for the state of Haryana. The project is being implemented at the state level focusing on 18 districts of the state with the help of 10 Research Officers from HIPA, with two districts being allotted to each Research Officer.

The project focuses on identifying and locating crucial resources available with various Government departments and Private sector. The resources being identified include equipments, human resources, vehicles, warehouses, etc. These are being mapped along with their quantity, capacity, location (both physical and geographical) and contact details. For each Government department of district and state, Nodal Officers have been nominated by designation to assist in gathering information from their respective departments and related private agencies.

(g) Documentation of Samjhauta Express Bomb Blast

The Samjhauta Express Bomb Blast followed by fire took place in the Panipat district of Haryana state on 18 February 2007. In this terrorist activity, 68 passengers lost their lives and 12 got injured. A meeting of State Executive Committee constituted to administer the Annual Work Plan and Perspective Plan for 13th Finance Commission was held on 23 November 2011 under the chairmanship of Hon'ble Chief Secretary, Haryana. In the meeting, it was decided to document the Samjhauta Express Relief Work carried out by district and state administration of Haryana and lessons learnt by administration for prevention and improved management of such disasters in future. This documentation work was assigned to Centre for Disaster Management,

Haryana Institute of Public Administration, Gurgaon and HIPA started working on project from March 2012 and it will be completed by 31st July 2012.

(X) 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.

(XI) 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.

(XI) 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/visitors 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 to 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. Commissioner & 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.

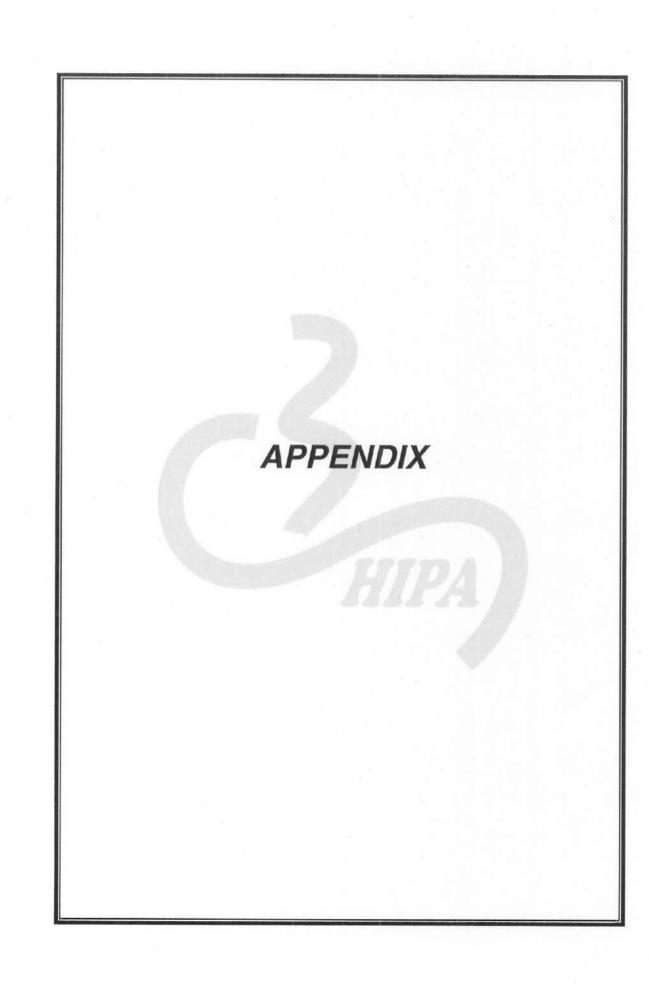
25	Air Marshal M.L. Sethi	PVSM – AVS Air Officer	Leadership and Motivation
26	Sh. G.V. Gupta, IAS	Retd. Financial Commissioner & Principal Secretary to Government of Haryana	Revenue
27	Sh. Gurpal Singh	Major Gen. (Retd.) SMVSM	Team Building, Leadership
28	Sh. M.C. Gupta, IAS	Former Chief Secretary to 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, Cathersis & 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 Judge (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	Juvenile Justice J 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
52	Ms. Illa Rawat	Additional Distt. & Session Judge	Juvenile Justice Act
53	Dr. K.P. Singh, IPS	Additional Director General, Prisons	Human Rights and Juvenile Justice Act
54	Shri T K A Nair,	Hon'ble Advisor to Prime Minister of India, Government of India	Chemical, Biological, Nuclear and Radiation Disaster
55	Maj Gen (Dr) J K Bansal	Hon'ble Member, NDMA	Chemical, Biological, Nuclear and Radiation Disaster
56	Brig. B.K. Khanna	Sr. Specialist NDMA Ministry of Home Affairs	Mock Exercise (Disaster Management)

57	Dr. Rakesh Kumar Sharma	Scientist-F & Joint Director, Head, CBRM, INMAS, DRDO,	Chemical, Biological, Nuclear and Radiation Disaster
58	Prof. V.K. Sharma,	Professor, Centre for Disaster Management, IIPA	Community Based Disaster Management/ Environment Management
59	Major Gen. R.K. Kaushal,	Sr. Specialist, NDMA,	Chemical, Biological, Nuclear and Radiation Disaster
60	Er. Amit Bose,	Director, Design and Development Forum,	Earthquake Engineering

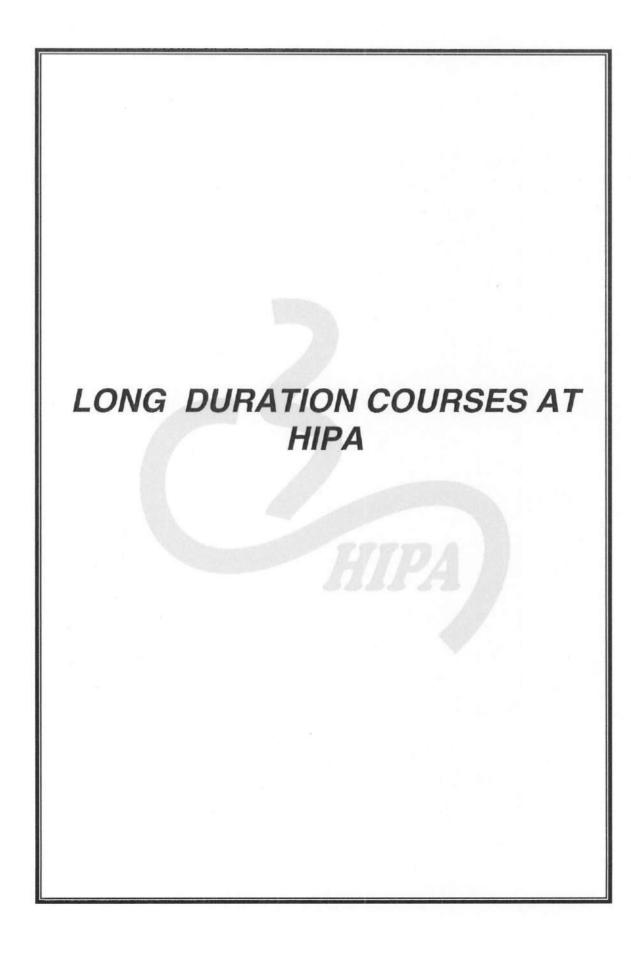
SUMMING UP

HIPA has consistently endeavoured to make significant positive 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.



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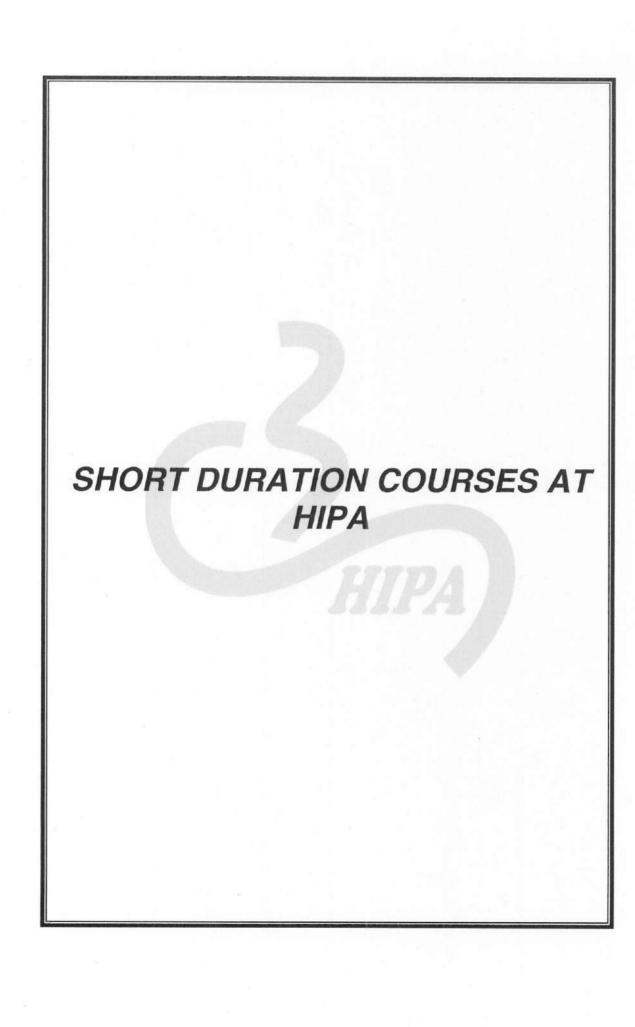


	Topic	From	То	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Foundational Training Programme for HCS's (Contd)	1-Apr-11	14-Jun-11	3 months	НІРА	State Govt.	G.V. Gupta	26	40	. 1040
2	Foundational Training Programme for Tehsildars (Contd)	1-Apr-11	14-Jun-11	3 months	НІРА	State Govt.	G.V. Gupta	8	40	320
3	Foundational Training Programme for DFSO's (Contd)	1-Apr-11	22-Apr-11	3 Weeks	НІРА	State Govt.	Rajvir Dhaka	7	14	98
4	Training of Trainers on National Capacity Building Programme on PPP	17-Apr-11	27-Apr-11	10 Days	HIPA	World Bank	Manveen Kaur	19	10	190
5	Capacity Building Development Training Programme for Public Prosecutors/District Attorneys/A.D.As	23-May-11	3-Jun-11	.2 Weeks	HIPA	Prosecution Deptt.	M.M. Alam	25	10	250
6	Capacity Building Programme for Newly Appointed Section Officers	30-May-11	10-Jun-11	2 Weeks	НІРА		Lalit Kumar	30	10 .	300
7	Training Course for Newly appointed Judicial HCS Officers	16-Jun-11	7-Jul-11	22 Days	HIPA	State Govt.	G.V. Gupta	59	22	1298
8	Computer Basic Course(MS-Word, MS-Excel, MS-Powerpoint and Internet) for Secretarial Staff at DTC, Panchkula	20-jun-11	1-jul-11	2 Weeks	PKL	DOPT, GOI	Devendra Singh	16	10	160
9	Institutional Training Programme for IAS officers (Batch 2010)	20-Jun-11	5-Aug-11	7 Weeks	НІРА		G.V. Gupta	3	34	102
10	Capacity Building of Principal of Higher Education	20-Jun-11	1-Jul-11	2 Weeks	HIPA	DHE	Manveen Kaur	17	10	170
11	Capacity Building Programme for Newly Appointed Section Officers	27-Jun-11	8-Jul-11	2 Weeks	HIPA		Lalit Kumar	30	10	300
12	Capacity Building Development Training Programme for Public Prosecutors/District Attorneys/A.D.As	18-Jul-11	29-jul-11	2 Weeks	HIPA	Prosecution Deptt.	M.M. Alan	25	10	250
13	Capacity Building Programme for Newly Appointed Section Officers	8-Aug-11	19-Aug-11	2 Weeks	HIPA		Lalit Kumar	27	10	270

14	Computer Basic Course(MS- Word, MS-Excel, MS-PowerPoint and Internet) For Secretarial Staff at DTC, Rohtak	8-Aug-11	19-Aug-11	2 Weeks	Rohtak	DOPT, GOI	Devendra Singh	24	10	240
15	Capacity Building Development Training Programme for Public Prosecutors/District Attorneys/A.D.As	5-Sep-11	16-Sep-11	2 Weeks	НІРА	Prosecution Deptt.	M.M. Alam	25	10	250
16	Capacity Building Programme for Newly Appointed Section Officers	12-Sep-11	23-Sep-11	2 Weeks	НІРА		Lalit Kumar	29	10	290
17	Computer Basic Course(MS- Word, MS-Excel, MS-Powerpoint and Internet) for Secretarial Staff at DTC, Hisar	12-Sep-11	23-Sep-11	2 Weeks	Hisar	DOPT, GOI	Devendra Singh	16	10	160
18	Capacity Building Programme for Newly Appointed Section Officers	10-Oct-11	21-Oct-11	2 Weeks	HIPA		Lalit Kumar	1.5	10	150
19	Training Programme for the Public Prosecutors and District Attorneys/ADAs	10-Oct-11	21-Oct-11	2 Weeks	HIPA		M.M.Alam	25	10	250
.20	Capacity Building for newly recruited Deputy Collectors of Bihar Cadre	31-Oct-11	11-Nov-11	2 weeks	НІРА	Bihar State	J. D. Nanrawal	-14	12.	168
21	Capacity Building programme for Public Prosecutors/District Attorneys/ADAs	14-Nov-11	25-Nov-11	2 Weeks	HIPA		M,M.Alam	. 24	10 .	240
22	Computer Basic Course (MS- Word, MS-Excel, MS-Powerpoint and Internet) for School Principals	14-Nov-11	25-Nov-11	2 Weeks	HIPA		Devendra Singh	-19	10	190
23	Capacity Building Development Training Programme for Public Prosecutors/District Attorneys/A.D.As	9-Jan-12	20-Jan-12	2 Weeks	I-IIPA		M.M. Alam	16	10	160
24	Training Programme for Newly Recruited Municipal Corportation/ Committee/ Council	16-jan-12	10-Feb-12	4 Weeks	HIPA		R.K. Gulati/ Rajvir Dhaka	11	19	209
25	Computer Basic Course (MS-Word, MS-Excel, MS-PowerPoint and Internet) for Sectt. Staff at SMS, HIPA	16-Jan-12	27-Jan-12	2 Weeks	НІРА	DOPT, GOL	Devendra Singh	33	9.	297

26	Capacity Building Development Training Programme for Public Prosecutors/District Attorneys/A.D.As	30-Jan-12	10-Feb-12	2 Weeks	НІРА	Prosecution Deptt.	M.M. Alam	16	10	160
27	In-service Training Programme for Bihar Cadre Officers	13-Feb-12	24-Feb-12	2 Weeks	НІРА	Bihar State	G.V. Gupta	30	10	300
.28	Capacity Building programme for Public Prosecutors/District Attorneys/ADAs	21-Feb-12	2-Mar-12	9 Days	HIPA		M.M. Alam	18	9	162
T			- 4				Total	599	349	7974

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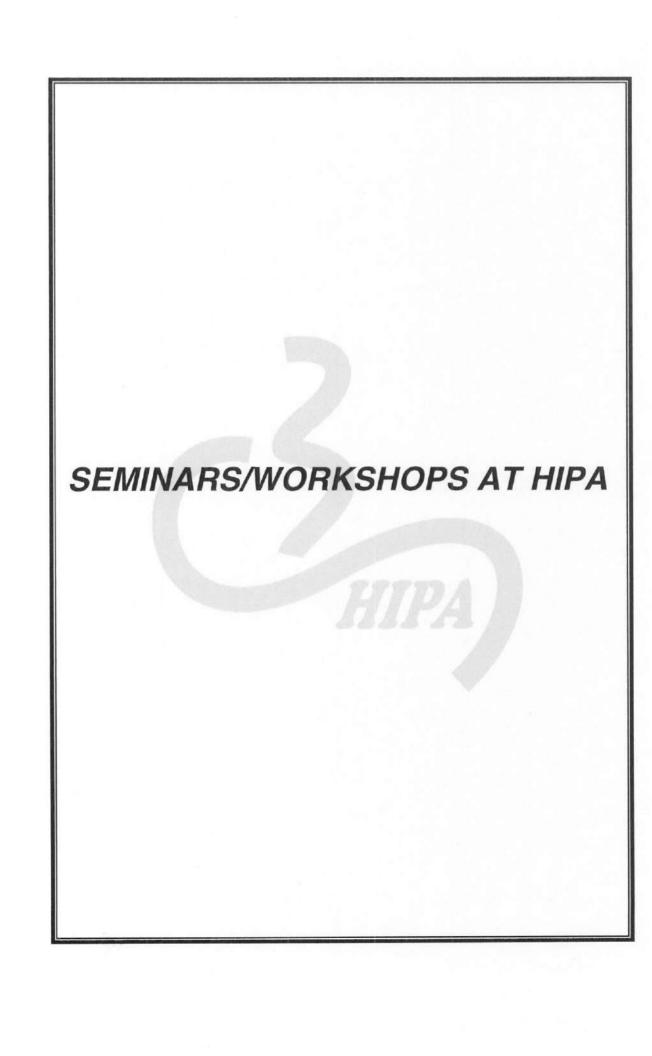


	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat ers	Course Director	No. of Trainees	Training Days	Trainee Days
1	TOT on Transparency in Administration : Right to Information Act for SPIO/ASPIO	4-Apr-11	8-Apr-11	1 Week	НІРА		Aarti Dudeja	-43	5	215
2	Environment Management	18-Apr-11	22-Apr-11	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	28	5	140
3	Capacity Building programme for Class III in terms of Computer Awareness	21-Apr-11	29-Apr-11	9 Days	HIPA		Devendra Singh	7	9	63
4	Drought Management	25-Apr-11	29-Apr-11	1 Week	ШРА	DOPT, GOI	Bhuwan Kumar	20	5	100
5	Role of Education in Promoting & Protecting Human Rights as Women's Rights	25-Apr-11	29-Apr-11	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	31	5	155
6	Earthquake Management	9-May-11	13-May-11	1 Week	HIPA		A.K. Shrivastava	21	5	105
7	Data Analysis using MS- excel	9-May-11	13-May-11	1 Week	HIPA		Divya Jyoti	29	5	145
8	Training of Trainers on National Capacity Building Programme on PPP (Part - II)	16-May-11	20-May-11	1 Week	HIPA	World Bank	Manveen Kaur	12	Ö	60
9	Gender Perspective of Disaster Management	16-May-11	20-May-11	1 Week	HIPA .	DOPT, GOI	Anshu Tiwari	17	5	85
10	Reproductive Health Care and Life Skills Education for Adolescents	16-May-11	20-May-11	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	26	5	130
11	Human Rights	23-May-11	27-May-11	1 Week	HIPA	DOPT, GO!	Aarti Dudeja	.26	5	130
12.	Right to Information Act -2005	23-May-11	27-May-11	1 Week	НІРА		Rajvir Dhaka	. 11	5	55
13	Flood Management	23-May-11	27-May-11	1 Week	HIPA	DOPT, GOI	A.K. Shrivastava	34	5.	170
14	ToT in Disaster Management for NCC Coordinators (School)	30-May-11	3-Jun-11	1 Week	HIPA	DOPT, GOI	Anshu Tiwar	i 15	5	75
15	Website Preparation Skills	30-May-11	3-Jun-11	1 Week	HIPA		Baij Nath	15	5	75
16	Wrap up session for IAS Officers 2010 batch	6-Jun-11	10-jun-11	1 Week	HIPA		G.V. Gupta	2	5	10
17	ToT in Disaster Management for NSS Coordinators (College)	6-Jun-11	10-Jun-11	1 Week	HIPA	DOPT, GOI	A.K. Shrivastava	29	5	145
18	ToT in Disaster Management for NCC Coordinators (School)	6-Jun-11	10-Jun-11	1 Week	НІРА	DOPT, GOI	Anshu Tiwar	i 33	5	165
19	School Safety Management	20-Jun-11	24-Jun-11	1 Week	HIPA	DOPT, GOI	A.K. Shrivastava	44	5	220
20	Status of Girl Child and Declining Sex Ratio in Haryana	20-Jun-11	24-Jun-11	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	22	5	110

21	Continuous Quality Improvement (at Divisional Training Centre, Panchkula)	21-Jun-11	23-Jun-11	3 Days	PKL		Aarti Dudeja	11	3	33
22	Governance to Good Governance : Putting people at the centre stage of Development	20-Jun-11	24-Jun-11	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	32	5	160
23	Leadership and Decision Making	27-Jun-11	1-Jul-11	1 Week	HIPA		Rachna Gupta	26	5	130
24	Emergency Medical Response	4-)ul-11	8-Jul-11	1 Week	HIPA	DOPT, GOI	A.K. Shrivastava	26	5 -	130
25	Apraisal of Account Keeping Software	11-Jul-11	15-Jul-11	1 Week	HIPA	DOPT, GOI	Divya Jyoti	12	5	60
26	Induction Training Programme for IFS Probationer	11-Jul-11	15-Jul-11	1 Week	HIPA		G.V. Gupta	1	5	5
27	Role of Panchayats in Addressing Gender and HIV	18-Jul-11	22-Jul-11	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	30	5	150
28	Managing Change in Organisation	18-Jul-11	22-Jul-11	1 Week	HIPA	DOPT, GOI	Rachna Gupta	26	5 :	130
29	Right to Information Act - 2005	18-Jul-11	22-Jul-11	1 Week	HIPA		Rajvir Dhaka	21	5	105
30	Database Management Tools	18-Jul-11	22-Jul-11	1 Week	HIPA	DOPT, GOI	Divya Jyoti	• 11	5	55
31	Watershed Management	25-Jul-11	29-Jul-11	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	20 ·	5	100
32	Capacity Building programme for Elected Councellor of Municipal Corporation	1-Aug-11	5-Aug-11	4 Days	HIPA		Rajvir Dhaka/ MM Alam	22	4	88
33	Role of District Level Education Administrators in Disaster Management	8-Aug-11	12-Aug-11	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	33	5	165
34	Powerpoint Presentation	16-Aug-11	18-Aug-11	3 Days	HIPA		·Divya Ivoti	10	3	30
35	Search enquires and Page Ranking	17-Aug-11	19-Aug-11	3 Days	НІРА		Baij Nath	9.5	3 .	. 1 5
36	Communication and Presentation Skills	29-Ang-11	2-Sep-11	5 days	HIPA	411	Rachma Gupta	17	5	. 85
37	Fire Management	5-Sep-11	9-Sep-11	1 Week	HIPA	DOPT, GOI	A.K. Shrivastava	20	5	100
38	Capacity Building of Principal of Higher Education	.5-Sep-11	9-Sep-11	1 Week	HIPA	DHE	Devendra Singh	23	5	1.15
39	Total Quality Management	5-Sep-11	9-Sep-11	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	36	5	180
40	Protecting Child Rights and Childhood of Abused and Missing Children	12-Sep-11	16-Sep-11	1 Week	НІРА	DOPT, GOI	Rekha Shrivastava	29	5	145
41	Managing Stress for Personal Efficacy	12-Sep-11	16-Sep-11	1 Week	HIPA	DOPT, GOI	Rachna Gupta	.20	5	. 100
42	Grievance Redressal System in Haryana	12-Sep-11	16-Sep-11	1 Week	НІРА		Aarti Dudeja	14	5	70

43	Public Accountability and Right to Information Act: Role of SPIO/ASPIO	12-Sep-11	16-Sep-11	1 Week	HIPA		Rajvir Dhaka	25	5	125
44	Database Connectivity through to Internet	19-Sep-11	23-Sep-11	1 Week	HIPA		Baij Nath	20	5	100
4 5	Duties and Responsibilities of DDOs	3-Oct-11	7-Oct-11	4 Days	HIPA	DOPT, GOI	Lalit Kumar	21	4	84
46	Climate Change and Disaster Management	17-Oct-11	21-Oct-11	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	36	5	180
47	Ethics and Values in Administration	17-Oct-11	21-Oct-11	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	18	5	90
48	Capacity Building for WAKF officers	17-Oct-11	21-Oct-11	1 Week	HIPA	DOPT, GOI	M.M.Alam	17	5	85
49	Finance and Accounting for Non- Financial Officers	14-Nov-11	18-Nov-11	1 Week	HIPA	DOPT, GOI	Lalit Kumar	17	5	85
50	Chemical & Industrial Disaster Management	14-Nov-11	18-Nov-11	1 Week	HIPA		Bhuwan Kumar	17	5	85
51	Capacity Builiding of Women from Crime and Violence through Socio- legal Literacy	14-Nov-11	18-Nov-11	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	28	5	140
52	CBRN Disaster Management	16-Nov-11	18-Nov-11	3 Days	HIPA		A.K. Shrivastava	78	3	234
53	Womemu's Empowerment through Panchayati Raj Institutions	14-Nov-11	18-Nov-11	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	16	5	80
54	Social Audit for Rural Development	21-Nov-11	.23-Nov-11	3 Days	HIIPA	DOPT, GOI	Manveen Kaur	14	3	42
55	Database Management Tools	21-Nov-11	25-Nov-11	1 Week	HIPA		Divya Jyoti	11	5	55
56	Community Based Disaster Management	21-Nov-11	25-Nov-11	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	16	5	80
57	Wasteland Development	5-Dec-11	9-Dec-11	1 Week	HIPA	DOPT, GOI	Bhuwan Kumar	.26	5	130
58	Computer Aided Operations for Drawing and Disbursing Officers	12-Dec-11	16-Dec-11	1 Week	HIPA	DOPT, GOI	Lalit Kumar	18	5	90
59	Mainstreaming Children with Disabilities	12-Dec-11	16-Dec-11	1 Week	HIPA	DOPT, GOI	Rekha Shrivastava	24	5	120
60	Capacity Building of Engineers through Auto CAD	-12-Dec-11	16-Dec-11	1 Week	HIPA	DOPT, GOI	R.K. Gulati	20	5	100
61	Training Programme for the Newly recruited HCS officers	-12-Dec-11	16-Dec-11	1 Week	НІРА	State Govt.	G.V. Gupta	26	- 5	130
62	Capacity Building for Principals of Secondary Education	12-Dec-11	16-Dec-11	1 Week	HIPA	Edu. Deptt.	Rachna Gupta	14 ·	5	70
63	Disaster Management & Human Rights	21-Dec-11	23-Dec-11	3 Days	HIPA		A.K. Shrivastava	26	3	78
64		9-Jan-12	13-Jan-12	1 Week	HIPA	NIDM	Bhuwan Kumar	22	5	110

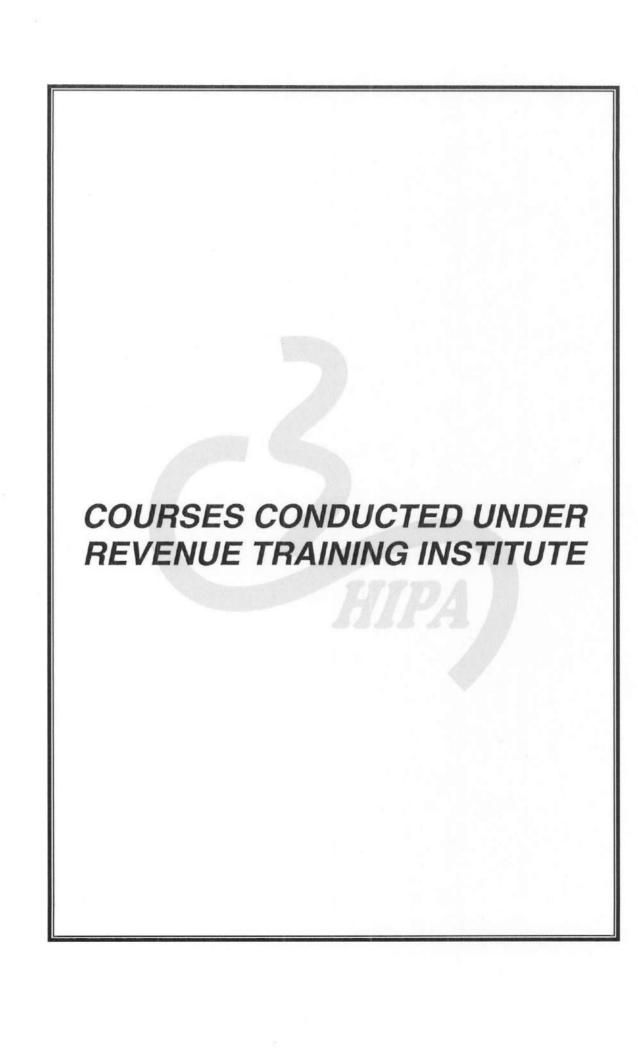
							Total	1735	362	83.42
76	Missing/Orphan/Abandoned Children and their abuse	19-Mar-12	21-Mar-12	3 Days	HIPA		Rekha Shrivastava	30	3	90
75	Effective Handling of Public Grienvances at District Level through RTI Act	12-Mar-12	16-Mar-12	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	21	5	105
74	Field cum Excursion and Training visit for Bihar Cadre Officers (Probationer)	12-Mar-12	16-Mar-12	1 Week	HIPA	Bihar State	G.V. Gupta	17	ĆII	85
73	Financial Management and Audit Sensitization	27-Feb-12	2-Mar-12	1 Week	НІРА	DOPT, GOI	Lalit Kumar	23	5	115
72	Prevention of Drug Abuse among Vulnerable and risk groups	8-Feb-12	10-Feb-12	3 Days	HIPA		Rekha Shrivastava	37 1	3	111
71	Using Excel to Solve Financial Problems	8-Feb-12	10-Feb-12	3 Days	HIPA	DOPT, GOI	Lalit Kumar	24	3	72
70	Ethics and Values in Governance	30-Jan-12	3-Feb-12	1 Week	HIPA	DOPT, GOI	Aarti Dudeja	18	5	90
69	Man-made Disasters	30-Jan-12	3-Feb-12	1 Week	HIPA		Bhuwan Kumar	33	5	165
68	Web Page Designing	16-Jan-12	20-Jan-12	1 Week	HIPA		Baij Nath	19	5	95
67	Empowering Citizen for Effective Service Delivery through RTI	9-Jan-12	13-Jan-12	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	38	5	190
66	Computerized Accounting	9-Jan-12	13-Jan-12	1 Week	НІРА	DOPT, GOI	Lalit Kumar	31	5	155
65	Juvenile Justice and Protection of Children	9-Jan-12	11-Jan-12	3 Days	HIPA		Rekha Shrivastava	24	3	72



	Торіс	From	То	Duration	Venue	Stakehold ers/ colloborat ers	Course Director	No. of Trainees	Training Days	Trainee Days
1	State Workshop on Approach and Methodology for Implementation of DRR Project in Haryana	29-Apr-11	29-Apr-11	1 Day	НІРА	Deptt. Revenue & Dist. Mgt.	A.K. Shrivastava	103	1	103
2	District Level Workshop on Mainstreaming of DRR Project at Panipat	17-Jun-11	17-Jun-11	1 Day	Panipat	Deptt. Revenue & Dist. Mgt.	A.K. Shrivastava	46	1	46
3	District Level Workshop on Mainstreaming of DRR Project at Rohtak	29-Jun-11	29-Jun-11	1 Day	Rohtak	Deptt. Revenue & Dist. Mgt.	A.K. Shrivastava	30	1	30
4	Workshop on Inclusive Education	1-Sep-11	1-Sep-11	1/2 day	HIPA		Manveen Kaur	27	1	27
5	Human Rights in Prison Management	7-Sep-11	8-Sep-11	2 dyas	HIPA		M.M.Alam	15	2	30
6	Seminar on Media and Governance in collaboration with IIPA Chapter	16-Sep-11	16-Sep-11	1 Day	НІРА		HIPA Team	92	1	92
7	Workshop on Capacity Building for Town Planners on Design of Building w.r.t. Seismic Load in Collaboration with GOI- UNDP	2-Dec-11		2 Days	HIPA	Deptt. Revenue & Dist. Mgt.	Bhuwan Kumar	33	2	66
8	Orientation Course for HAS of H.P. Govi.	29-Nov-11	29-Nov-11	1 Day	HIPA	H.P. Govt.	Ashok Vasistha	15	1	15
-							Total	361	10	40

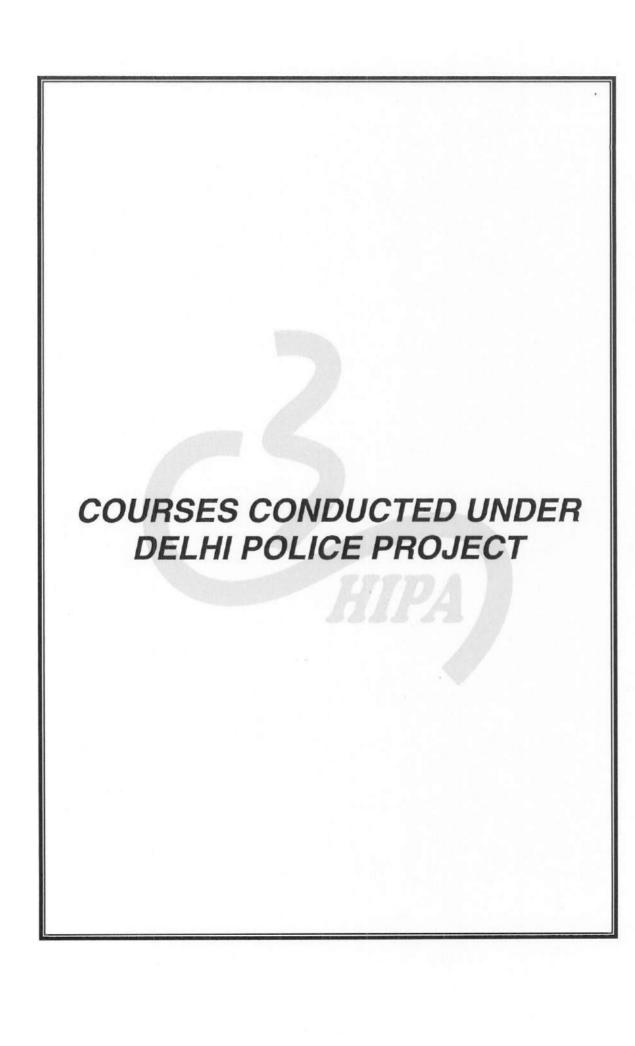
COURSES CONDUCTED BY EXCISE & TAXATION SCHOOL

	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat ers		No. of Trainees	Training Days	Trainee Days
1	Foundational Training Programme for ETO's (contd)	1-Apr-11	6-May-11	5 Weeks	HIPA	Excise & Taxation Deptt.	R.S. Malik	29	23	667
2	Training Programme for AETOs	23-May-11	19-Aug-11	13 Weeks	HIPA	Excise & Taxation Deptt.	R.S. Malik	40	62	2480
							Total	69	85	3147



D.

(E)	DETAILS OF TRAINING PR	ROGRAMN	MES CON	DUCTI	NG UNI	DER RT	DURING	G 2011-2	2012	,
	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat ers	Course Director	No. of Trainees	Training Days	Traine Days
1	Workshop on Village Common lands Regulations Act and Rules for Gurgaon Division	4-Oct-11	5-Oct-11	2 Days	HIPA	Revenue	G.V. Gupta	15	2	30
.2	Workshop on Village Common lands Regulations Act and Rules for Gurgaon Division	18-Oct-11	19-Oct-11	2 Days	HIPA	Revenue	G.V. Gupta	18	2	36
3	Workshop on Village Common lands Regulations Act and Rules for Hisar Division	20-Oct-11	21-Oct 11	.2 Days	Hisar	Revenue'	G.V. Gupta	22	2.	44
4	Workshop on Village Common lands Regulations Act and Rules	3-Nov-11	4-Nov-11	2 Days	HIPA	Revenue	G.V. Gupta	26	2	55
5	Workshop on Village Common lands Regulations Act and Rules	8-Nov-11	9-Nov-11	2 Days	НІРА	Revenue	G.V. Gupta	11	2	2
6	Workshop on Punjab Village Common lands Regulations Act for Hisar Division	17-Nov-11	18-Nov-11	2 Days	Hisar	Revenue	G.V. Gupta	21	2	4
7	Workshop on Punjab Village Common lands Regulations Act for Amabla Division	14-Nov-11	15-Nov-11	2 Days	Ambala	Revenue	G.V. Gupta	19	2	3
8	Workshop on Village Common lands Regulations Act	5-Dec-11	5-Dec-11	1 Day	HIPA	Revenue	G.V. Gupt	21	71	
9	Workshop on Village Common Lands (Regulation) Act and Rules (Ambala Division)	26-Mar-12	26-Mar-12	1 Day	Ambala	Revenue	G.V. Gapt	27	1	2
-			1				Total	180	Training Days 2 2 2 2 2 1	3
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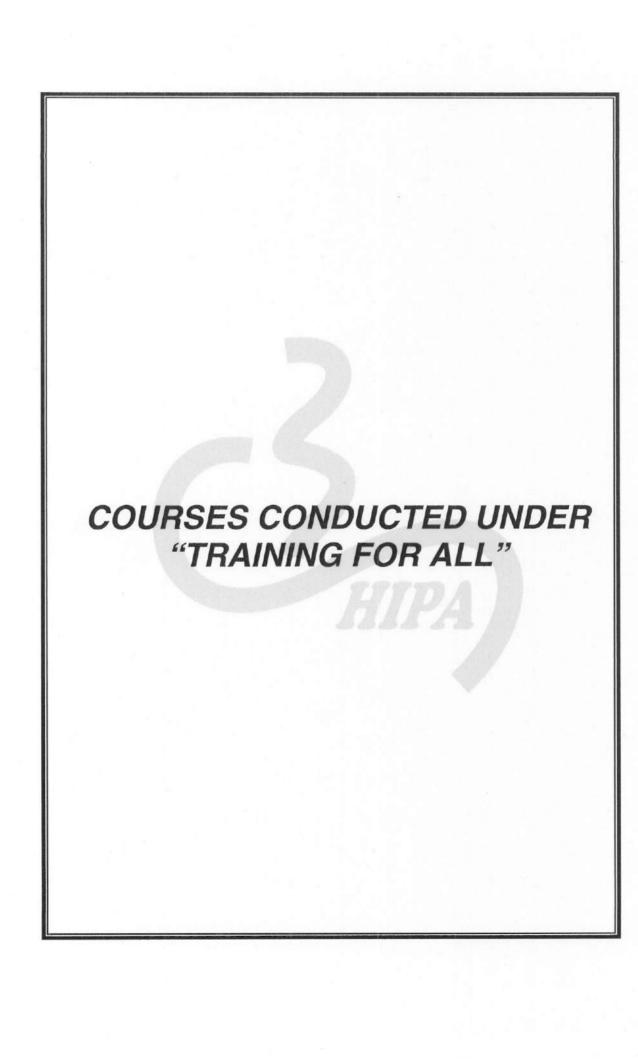


(F) DETAILS OF TRAINING PROGRAMMES CONDUCTING UNDER DELHI POLICE PROJECT DURING 2011-2012

	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat ers	Course Director	No. of Trainees	Training Days	Trainee Days
1	Workshop for Police Officer	25-Jul-11	25-Jul-11	1 Day	HIPA	Delhi Police	HIPA Team	66	1	66
2	Capacity Building for Improvement of Police Public Interface - 1st batch	25-Jul-11	28-Jul-11	4 Days	HIPA	Delhi Police	Manveen Kaur	36	4	144
3	Capacity Building for Improvement of Police Public Interface - 2nd batch	1-Aug-11	5-Aug-11	-4 Days	HIPA	Delhi Police	Aarti Dudeja	36	4	144
4	Capacity Building for Improvement of Police Public Interface - 3rd batch	8-Aug-11	11-Aug-11	4 Days	HIPA	Delhi Police	MM Alam	35	4	140
5	Capacity Building for Improvement of Police Public Interface - 4th batch	16-Aug-11	19-Aug-11	4 Days	HIPA	Delhi Police	Devendra Singh	36	4	144
6	Capacity Building for Improvement of Police Public Interface - 5th batch	23-Aug-11	26-Aug-11	4 Days	HIPA	Delhi Police	R.K. Gulati	35	4	140
7	Capacity Building for Improvement of Police Public Interface - 6th batch	29-Aug-11	2-Sep-11	4 Days	HIPA	Delhi Police	Aarti Dudeja	35	4	140
8	Capacity Building for Improvement of Police Public Interface - 7th batch	5-Sep-11	8-Sep-11	4 Days	HIPA	Delhi Police	Manveen Kaur	35	4	140
9	Capacity Building for Improvement of Police Public Interface - 8th batch	12-Sep-11	15-Sep-11	4 Days	HIPA	Delhi Police	R.K.Gulati	37	4	148
10	Capacity Building for Improvement of Police Public Interface - 9th batch	19-Sep-11	22-Sep-11	4 Days	НІРА	Delhi Police	MM Alam	38	4	152
11	Capacity Building for Improvement of Police Public Interface - 10th batch	26-Sep-11	29-Sep-11	4 Days	Delhi	Delhi Police	Devendra Singh	36	4	144
12	Capacity Building for Improvement of Police Public Interface - 11th batch	10-Oct-11	14-Oct-11	4 Days	Delhi	Delhi Police	Aarti Dudeja	36	4	144

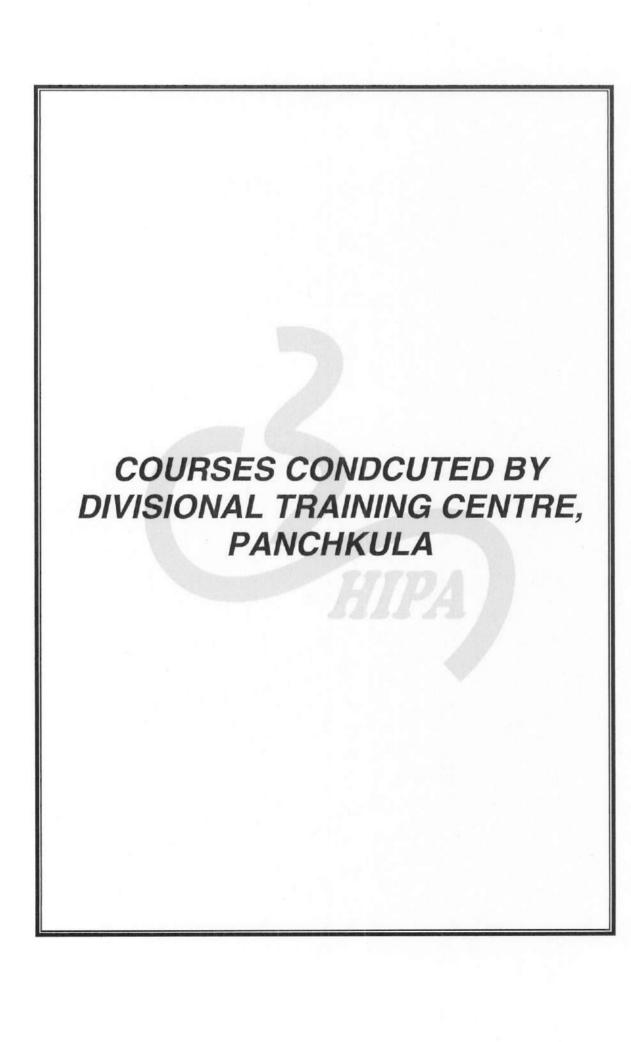
13	Capacity Building for Improvement of Police Public Interface - 12th batch	17-Oct-11	20-Oct-11	4 Days	Delhi	Delhi Police	Manveen Kaur	36	4	144
14	Capacity Building for Improvement of Police Public Interface - 13th batch	31-Oct-11	4-Nov-11	4 Days	Delhi	Delhi Police	R.K.Gulati	35	4	140
15	Capacity Building for Improvement of Police Public Interface - 14th batch	14-Nov-11	17-Nov-11	4 Days	Delhi	Delhi Police	R.K.Gulati	35	4	140
16	Capacity Building for Improvement of Police Public Interface - 15th batch	21-Nov-11	24-Nov-11	4 Days	Delhi ·	Delhi Police	Devendra Singh	37	4	148
17	Capacity Building for Improvement of Police Public Interface - 16th batch	28-Nov-11	1-Dec-11	4 Days	Delhi	Delhi Police	Aarti Dudeja	38	4	152
18	Capacity Building for Improvement of Police Public Interface - 17th batch	5-Dec-11	8-Dec-11	4 Days	Delhi	Delhi Police	M.M. Alam	37	4	148
19	Capacity Building for Improvement of Police Public Interface - 18th batch	12-Dec-11	15-Dec-11	4 Days	Delhi	Delhi Police	Aarti Dudeja	35	4	140
20	Capacity Building for Improvement of Police Public Interface - 19th batch	19-Dec-11	22-Dec-11	4 Days	Delhi	Delhi Police	Devendra Singh	36	4	144
21	Capacity Building for Improvement of Police Public Interface - 20th batch	2-Jan-12	5-Jan-12	4 Days	Delhi	Delhi Police	Manyeen Kaur	40	4	160
22	Capacity Building for Improvement of Police Public Interface - 21st batch	9-Jan-12	12-Jan-12	4 Days	Delhi	Delhi Police	Aarti Dudeja	36	.4	144
23	Capacity Building for Improvement of Police Public Interface - 22nd batch	16-jan-12	19-Jan-12	4 Days	Delhi	Delhi Police	R.K. Gulati	36	4	144
24	Capacity Building for Improvement of Police Public Interface - 23rd batch	31-Jan-12	3-Feb-12	4 Days	Delhi	Delhi Police	Devendra Singh	38	. 4	152
25	Capacity Building for Improvement of Police Public Interface - 24th batch	6-Feb-12	9-Feb-12	4 Days	Delhi	Delhi Police	M.M. Alam	34	4	136
26	Capacity Building for Improvement of Police Public Interface - 25th batch	13-Feb-12	17-Feb-12	4 Days	Delhi	Delhi Police	Manveen Kaur	37	4	148

27	Capacity Building for Improvement of Police Public Interface - 26th batch	21-Feb-12	24-Feb-12	4 Days	Delhi	Delhi Police	Aarti Dudeja	35	4	140
28	Capacity Building for Improvement of Police Public Interface - 27th batch	27-Feb-12	1-Mar-12	4 Days	Delhi	Delhi Police	R.K.Gulati	35	4	140
29	Capacity Building for Improvement of Police Public Interface - 28th batch	12-Mar-12	15-Mar-12	4 Days	Delhi	Delhi Police	M.M. Alam	35	4	140
30	Capacity Building for Improvement of Police Public Interface - 29th batch	19-Mar-12	22-Mar-12	4 Days	Delhi	Delhi Police	Aarti Dudeja	36	4	144
The first	A CONTROL OF THE STATE OF						Total	1112	117	4250



(G) DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER "TRAINING FOR ALL" PROJECT DURING 2011-2012

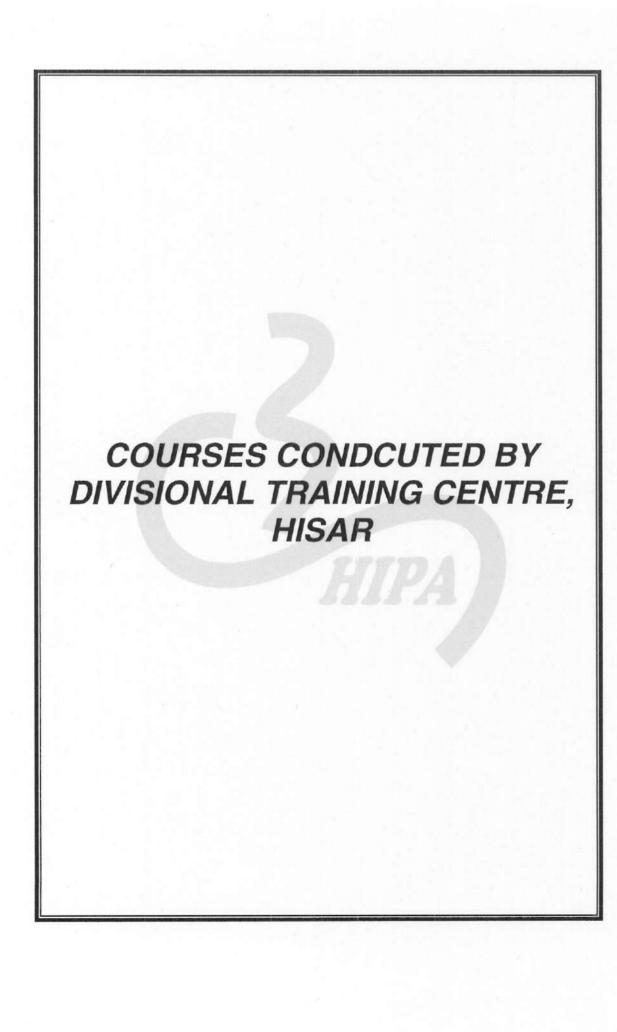
	Topic	From	То	Duration	Venue	Stakehold ers/ colloborat ers	Course Director	No. of Trainees	Training Days	Traine Days
1	Workshop for Adolescence Girls under Training for all for District Jhajjar	23-Nov-11	23-Nov-11	1 Day	Jhajjar	DFID, GOI	Project Team	252	1	252
2	ToT under Training for all for District Jhajjar	22-Nov-11	23-Nov-11	2 Days	Jhajjar	DFID, GOI	Project Team	58	2	116
3	Capacity Building programme for Headmasters under Training for all for District Jhajjar	28-Nov-11	30-Nov-11	3 Days	Jhajjar	DFID, GOI	Project Team	40	3	120
4	Capacity Building programme for Principals of Bahadurgarh and Head Master of Beri block under Training for all for District Jhajjar	5-Dec-11	7-Dec-11	3 Days	Jhajjar	DFID, GOI	Project Team	41	3	123
5	Capacity Building programme for Principals and Head Master under Training for all for District Jhajjar	12-Dec-11	14-Dec-11	3 Days	Jhajjar	DFID, GOI	Project Team	40	3	120
6	Capacity Building programme for Principals and Head Master under Training for all for District Jhajjar	19-Dec-11	21-Dec-11	3 Days	Jhajjar	DFID, GOI	Project Team	33	3	99
7	Capacity Building programme for Upper level officer under Training for all for District Jhajjar	3-Jan-12	5-Jan-12	3 Days	Jhajjar	DFID, GOI	Project Team	23	3	69
	Capacity Building programme for Upper level officer under Training for all for District Jhajjar	1-Feb-12	3-Feb-12	3 Days	Jhajjar	DFID, GO1	Project Team	41	3	123
	Capacity Building for Upper level officers	22-Feb-12	24-Feb-12	3 Days	Jhajjar	DFID, GOI	Project Team	33	3	99
	Capacity Building for Upper level officers	.29-Feb-12	2-Мат-12	3 Days	Jhajjar	Service Control of the Control of th	Project Team	25	. 3	75
1							Total	586	27	1195



S.No.	Name of Course	Duration	No. of Trainees	Training Days	Trainee Days
1	Office Automation & Tools	April 4-8, 2011	. 6	5 ,	30
2	Capacity Building of Assistants and Dealing Hands in Service matters relating to Pb. C.S.R. (Vol. I, II, III), PFR and Policy Instructions at Ambala	April 18-22, 2011	83	5	415
3	One Day Workshop on 'Haryana Litigation Policy-2010'	April 20, 2011	20	1	20
4	Orientation Training Programme for Dy. Supdts./ Supdts.	April 25-29, 2011	20	5	100
5	Enhanced Litigation - Codel Provision under Govt. Instructions	May 2-5, 2011	22	3	. 66
6	Duties & Functions of Clerks	May9-13, 2011	22	5	110
7	One Day Workshop on Right to Information Act, 2005"	May 11,2011	28	. 1	28
8	Enhancing Effeiciency through Women Empowerment - Softs & Hard Skills" at Kurukshetra	May 16-20,2011	100	5	500
9	Orientation Training Programme for P.As/ Py. Secretaries.	May 25-27,2011	11	3	33
10	Two day training on " Ms excel & Internet	May 25 -26,2017	4.	2	8
11	Two day training program for presenting officers and enquiry officers appointed under P&A Rules	• June 2-3, 2011	15	2	
12	One day Workshop on "Online Budget- Procedure & Responsibilities"	- 08-Jun-11	11	1 1	11
13	One day Workshop on "Income Tax matters"	14-Jun-11	11	1	11
14	Administrative Efficiency in Govt. Deptt.	June 20-24, 2011	12	5	. 60
15	Two days workshop on Duties & Responsibilities of DDO's including income tax matter	June 28-29, 2011	11	2	.22
16	Induction training programe for newly appointed Social welfare officers of Social Justice & Empowerment Department	July 4-15, 2011	5	10	50
17	Welfare Schemes for Govt. Employees	July 6-7, 2011	15	2	. 30
18	Orientation Training programme for Stenographers	July 12-14, 2011	11	3	33
19	Duties & Functions of Clerks	July 18-22, 2011	29	5	145

20	Office Automation & Tools	July 25-29, 2011	17	5	85
.21	Two days workshop on "Punishment & Appeal Rules	Aug 4-5, 2011	18	.2	36
22	One day workshop on "Online Budget- Procedures & Responsibilities" of the officials /officers of Finance Department	August 8, 2011	22	1	22
23	One day workshop on "Record Management & Record Retention Schedule"	August 10, 2011	16	1	16
24	Capacity Building of Assistants and Dealing Hands in Service matters relating to Pb. C.S.R. (Vol. I, II, III), PFR and Policy Instructions	August 16-17, 2011	7	2	14
25	Developing Effective Communication Skills (Through Noting & Drafting)	August 23-26, 2011	.22	4	88
26	Two day workshop on "MS Excel and Internet"	Sept 6-7, 2011	13	2	26
27	One day workshop on "Right to Information Act, 2005"	September 9, 2011	17	1	17
28	Financial management - Preparation of budget and allied matters	Sept 13-15, 2011	14	3 -	42
29	one day workshop on "Pay fixation & ACP Rules"	Sept 21, 2011	. 15	1	15
30	one day workshoop on "Haryana Litigation Policy, 2010"	Sept 29, 2011	19	1	19
31	One day workshop on 'Online Budget' for the officials/officers of Finance Deptt., Haryana at Hryana Civil Sectt.	Oct.03.2011	17	1	17
32	"Ms. Windows, Word & Excel" for staff of Pullution Control Board	Oct.8-9,2011	15	2	30
33	One day workshop on 'Online Budget' for the officials/officers of Finance Deptt., Haryana at Hryana Civil Sectt.	Oct.10.2011	18	1	18
34	"Welfare Schemes for Govt. Employees"	Oct.13-14,2011	17	2	34
35	Enhancing Efficiency throgh women emowerment	Oct.17-21,2011	13	5	65
36	"Office Automation & Tools" for Pollution Control Board	Oct.21-22,2011	9	2	18
37	Enhanced Litigation - Codal Provision under Govt. Instructions	Oct. 24-25,2011	17	2	34
38	Two days workshop on 'Right to Information Aact-2005 & State/Department Polices & Rules' (for officers of Employment Department, Haryana)	Nov. 2-3, 2011	43	2	86

39	One day workshop on 'Right to Information Act-2005'	Nov. 3, 2011	17	1	17
40	Developing Effective Communication	Nov. 14-18, 2011	17	5	85
	Skills				
41	Administrative Efficiency in Govt. Deptt.	Nov.21-25, 2011	16	5	80
42	Orientation Training Programme for Dy. Supdts./ Supdts.	Dec. 5-9, 201 1	21	5	105
43	Capacity Building of Assistants and Dealing Hands in Service matters relating to Pb. C.S.R. (Vol. I, II, III), PFR and Policy Instructions	Dec. 12-16, 2011	25	5	125
44	Duties & Functions of Clerks	Dec. 19-23, 2011	24	5	120
45	One day Workshop on 'Haryana Litigation Policy-2010'	Dec. 28, 2011	19	1	19
46	Developing Effective Communication Skill through Noting and Drafting	Jan. 9-13, 2012	21	.5	105
47	Welfare Schemes for Govt. Employees	Jan. 17-18, 2012	17	2	34
48	Financial management - Preparation of budget and allied matters	Jan. 23-25, 2012	12	3	36
49	Two Day training Program for presenting officers and enquiry officers appointed under Punishment & Appeal Rules	Feb. 2-3, 2012	14	.2	28
50	One day workshop on Reservation Policy	Feb. 9, 2012	10	1	16
51	Enhancing Efficiency through Women Empowerment - Softs & Hard Skills"	Feb: 21-24, 2012	18	4	72
52	Two day training programme on "MS Excel and Internet"	Feb. 27-28, 2012	10	2	20
53	Administrative Efficiency in Govt. Deptt.	' March 5-9, 2012	13	5	65
54	Induction training programe for newly recruited Clerks of Haryana Civil Secretariat	March 5-31, 2012	31	18	558
55	Office Automation & Tools	March 12-16, 2012	11	5	- 55
56	Induction training programe for newly recruited Clerks of Health Department	March 12-31, 2012	34	13	442
57	Handling of Court Cases - Codal Provisions and Govt. Instructions	March 20-22, 2012	12	3	36
58	Induction training programe for newly recruited Clerks of Agriculture and Public Health Department	March 26-31, 2012	33	5	165
59	One day workshop on RTI Act 2005	27 March, 2012	8	1	8



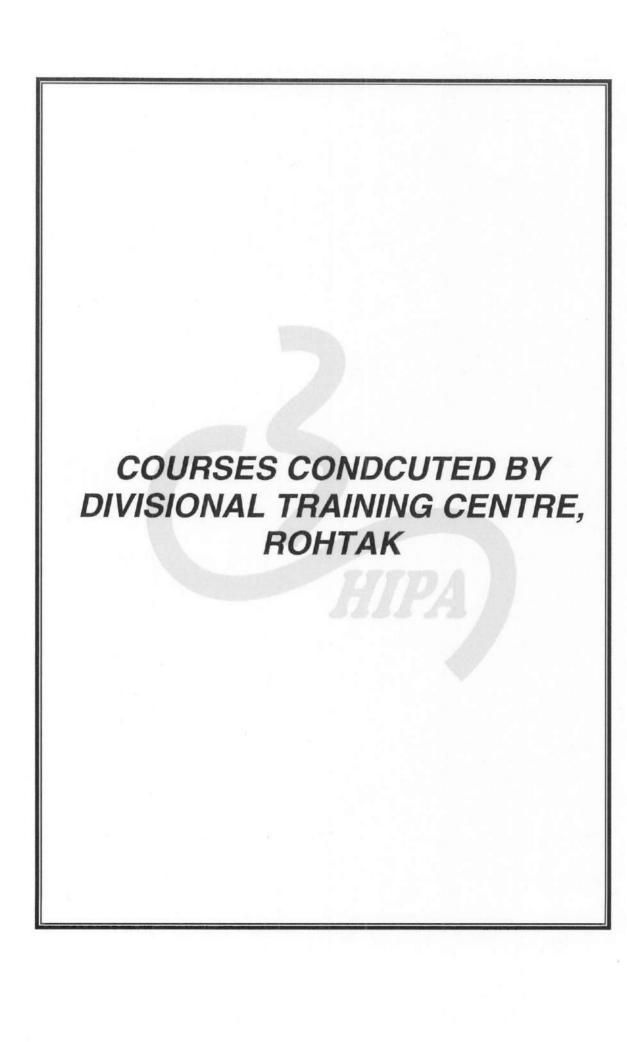
(I) COURSES AND SEMINARS/WORKSHOPS ORGANIZED BY THE PRINCIPAL, DIVISIONAL TRAINING CENTRE, HISAR

Sr.No	Name of training course	Duration	No. of Trainees	Training Days	Trainee Days
1	Office Management and Disposal of Service Matters for Supdts/ Dy. Supdts/ Assistants/ Dealing Hands of Hisar District	4.4.11 to 8.4.11	13	5	65
2	'Office Procedure & Developing Effective Communication Skills through Noting and Drafting' for Assistants / Dealing-hands at Sirsa		30	5	150
3	Pension and Service Matters for Assistants/ Clerks of Education Deptt. at Sirsa District	9.5.11 to	52	5	260
4	Five days Training Course on "Communication Skills through Noting & Drafting" for Supdts./Dy. Supdts/ Assistants/Dealing Hands of Hisar and Fatehabad at Hisar	16.5.11 to 20.5.11	27		135
5	Five Days "Computer Training" course for the Stenographers/Steno-Typists/Clerks of Education Department of Sirsa District at Hisar	23.5.11 To _27.5.11	8	5	40
6	"Budgetary System-Submission of Bills in Treasury- Proper Utilization of Funds and Reconciliation of Figures" for the Officials dealing with Accounts Matters in Fatehabad district at Hisar	30.5.11 To 3.6.11	11	5	55
7	"Efficiency in Disposal of Service Matters" for the Supdt./Dy. Supdts./Assistants / Dealing-hands of Jind district at Jind	6.6.11 to 10.6.11	24	5	120
8	Three Days "Computer Training" course for the Stenographers/Steno- Typists/Clerks of Education Department of Fatehabad District at Hisar	8.6.11 to 10.6.11	12	3	36
	Five Days "Computer Training" course for the Stenographers/Steno-Typists/Clerks of Education Department of Bhiwani District	20.6.11 to 24.6.11	12	5	60

10	Five days Training Course on "Orientation Course on Service Matters" for Supdts./ Dy. Supdts/ Assistants/ Clerks posted in various offices of District Bhiwani at Bhiwani	27.6.11 to 01.7.11	41	5	205
11	Five Days "Computer Training" course for the Stenographers/Steno-Typists/Clerks of Education Department of Hisar District	04.7.11 to 08.7.11	15	5	75
12	"Five days Training of Accountants of Fisheries Department" at Hisar	04.7.11 to 08.7.11	10	5	50
13	Five days course on "Disciplinary Proceedings - Procedure Conduct of Inquiry, Communication Skills through Noting and Drafting at Hisar	11.7.11 to 15.7.11	22	5	110
14	Five days course on "Pension & Service Matters" for for Supdts/ Dy.Supdts/ Assistants/ Dealing Hands posted in various offices of Fatehabad District at Fatehabad	25.7.11 to 29.7.11	28	5	140
15	Three days course on "Duties and Functions of Clerks" for Clerks posted in various offices of Hisar District at Hisar	3.8.11 5.8.11	31	3	93
.16	Five days training course on "Orientation Course on Efficiency in Disposal of Service Matters" for the Supdt./Dy. Supdts./Assistants / Dealing-hands of Sirsa District at Sirsa	8.8.11 to 12.8.11	36	5	180
17	Three Days "Computer Training" course for the Stenographers/Steno- Typists/Clerks of Education Department of Jind District at Hisar	17.8.11 to 19.8.11	11	3	33
18	Five days training course on "Orientation Course on Pension & Service Matters" Supdt./Dy. Supdts./ Assistants / Dealinghands of Bhiwani District at Bhiwani	5.9.11 to 9.9.11	36	5	180
19	Two weeks "Computer Training " course for Supdt./Dy. Supdts./ Assistants / Dealing-hands of Hisar District at Hisar	12.9.11 to 22.9.11	16	9	144

20	Three Days "Computer Training " course for Clerks of Education Department of Jino & Bhiwani District at Hisar	3.10.11 to	0 14	3	42
21	Five Days "Computer Training " course for Clerks of various Department of Fatehabac District at Hisar		0 16	5	80
22	Three Days "Computer Training " course for Stenographers/ Steno-typists/ Assistants/Clerks of various Department of Bhiwani & Sirsa Districts at Hisar	21.11.11 t	0 16	3	48
23	Five Days Training Course on "Duties & Responsibilities of DDO's" for DDO's of Education Department of Bhiwani District at Bhiwani	28.11.11 to	63	5	315
24	Three Days Training Course on "Duties & Responsibilities of DDO's" for DDO's of Education Department of Sirsa District at Sirsa	7.12.11 to 9.12.11	64	3	192
25	Three Days "Computer Training " course for Stenographers/ Steno-typists/ Assistants/Clerks of various Department of Bhiwani & Sirsa Districts at Hisar	7.12.11 to 9.12.11	16	. 3	48
26	Five days training course on "Orientation Course on Pension & Service Matters" Stenographers/ Steno-typists/ Assistants/Clerks of various Department of Hisar Districts at Hisar	12.12.11 to	15	5	75
27	Five Days "Computer Training " course for Stenographers/ Steno-typists/ Assistants/Clerks of various Department of Hisar & Jind Districts at Hisar	19.12.11 to 23.12.11	10	5	- 50
28	Three days training course on "Disciplinary Proceeding under Punishment & Appeal Rules- Conduct of Inquires" course for Supdts./ Dy. Supdts./ Assistants/ Clerks and Dealing of various Department of Hisar Districts at Hisar	28.12.11 to 30.12.11	13	3	39
29	Three Days Training Course on "Duties & Responsibilities of DDO's" for DDO's of Education Department of Hisar District at DTC, Hisar	17.1.12 to 19.1.12	31	3	93

30	Three Days "Computer Training " course for Stenographers/ Steno-typists/ Assistants/Clerks of various Department of Fatehabad District at Hisar	23.1.12 25.1.12	to	29	3	87
31	Five Days "Computer Training " course for Assistants &Clerks of Education Department of Hisar District at Hisar	30.1.12	to	15	5	75
32	Three Days "Service Matters - Disciplinary Proceedings, Conduct of Enquiry" course for Supdts./ Dy. Supdts./ Assistants/ Clerks and Dealing of various Departments of Bhiwani District at Bhiwani	13.02.12 -15.02.12	to	47	3	141
33	Three Days "Computer Training " course for Assistants and Clerks posted in Education Department of Fatehabad & Sirsa Districts at Hisar	22.02.12 24.02.12	to	10	3	30
34	Two Days "Disciplinary Proceedings" course for Supdts./ Dy. Supdts./ Assistants/ Clerks and Dealing of various Departments of Jind District at Hisar	28.02.12 29.02.12	to	24	2	48
35	Three Days "Duties & Functions of Clerks" course for Supdts./ Dy. Supdts./ Assistants/ Clerks and Dealing of various Departments of Sirsa District at Sirsa	5.03.12 t 7.03.12	0	31	3	93
36	Two Days workshop on "Disciplinary Proceeding- Conduct of Enquires" course for Supdts./ Dy. Supdts./ Assistants/ Clerks and Dealing of various Departments of Fatehabad District at Hisar	19.03.12 20.03.12	50	11	2	22
37	Five Days "Computer Training" course for the Stenographers/Assistants/Clerks of various Departments of Sirsa & Hisar Districts at Hisar	26.03.12 t 30.03.12	00	16	5	80
		Total		876	157	3689



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

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Sr.No	Name of training course	Duration	No. of Trainees	Training Days	Trainee Days
1	Computer Fundamentals - District Jhajjar	04.04.11 to 08.04.11	13	5	65
2	One Day Worksho on RTI Act - 2005 District - Rohtak	21.04.11	47	1	47
3	Computer Fundamentals- District Jhajjar	18.04.11 to 22.04.11	18	5	90
4	Pensionary Benefits and other Service Matters-District Karnal	25.04.11 to 29.04.11	.27	5	135
5	Computer Fundamentals- District Rohtak	25.04.11 to 29.04.11	10	5	50
6	Computer Fundamentals- District Rohtak	09.05.11 to 13.05.11	10	5	50
7	Efficiency & Disposal of Government Work- District Karnal	09.05.11 to 13.05.11	23	5	115
8	Duties and Responsibilities of DDOs of Edu. Deptt. Block Karnal & Gharaunda	16.05.11 to 18.05.11	63	3	189
9	Duties and Responsibilities of DDOs of Edu. Deptt. Block Indri & Nilokheri	19.05.11 to 21.05.11	48	- 3	144
10	Duties and Responsibilities of DDOs of Edv. Depti. Block Assandh & Nissing	23.05.11 to 25.05.11	48	3	144
11	Pensionary Benefits and other Service Matters-District Panipat	06.06.11 to 10.06.11	33	5	165
12	Computer Fundamentals- District Karnal	06.06.11 to 10.06.11	10	5	50
13	One Day Worksho on RTI Act - 2005 District - Sonipat	16.06.11	62	1	62
14	Pensionary Benefits and other Service Matters-District Sonipat	20.06.11 to 24.06.11	52	5	. 260
15	Pensionary Benefits and other Service Matters-District Jhajjar	04.07.11 to 08.07.11	12	5	60
16	Computer Fundamentals- District Karnal	11.07.11 to 15.07.11	17	5	85

17	Duties and Responsibilities of	11-07.11 to 13.07.11	42	3	126
	DDOs (Principals of Schools) of Edu. Deptt. Block Rohtak (Rohtak)				
18	Duties and Responsibilities of DDOs (Principals of Schools) of Edu. Deptt. Block Meham & L.Majra (Rohtak)	18.07.11 to 20.07.11	31	3	93
19	Duties and Responsibilities of DDOs (Principals of Schools) of Edu. Deptt. Block Sampla & Kalanaur (Rohtak)	25.07.11 to 27.07.11	28	3	84
20	Duties and Responsibilities of DDOs (Head Masters of Schools) of Edu. Deptt. Block Rohtak & Sampla (Rohtak)	03.08.11 to 05.08.11	34	3	102
21	Duties and Responsibilities of DDOs (Head Masters of Schools) of Edu. Deptt. Block Kalanaur, Meham & L.Majra (Rohtak)	10.08.11 to 12.08.11	39	3	117
22	Duties and Responsibilities of DDOs (Principals of Schools) of Edu. Deptt. Block Panipat & Samalkha (Panipat)	24.08.11 to 26.08.11	23	3	69
23	Computer Fundamentals- District Panipat	05.09.11 to 09.09.11	10	5	50
24	Duties and Responsibilities of DDOs (Principals of Schools) of Edu. Deptt. Block Isran, Madlauda & Bapoli (Panipat)	07.09.11 to 09.09.11	30	3	90
25	Duties and Responsibilities of DDOs (Head Masters of Schools) of Edu. Deptt. Block Panipat & Samalkha (Panipat)	14.09.11 to 16.09.11	21	3	63
26	Duties and Responsibilities of DDOs (Head Masters of Schools) of Edu. Deptt. Block Israna, Madlauda & Bapoli (Panipat)	19.09.11 to 21.09.11	22	3	66
27	One Day Worksho on RTI Act- 2005 District - Panipat	27.09.11	68	1	68
28	Duties and Responsibilities of DDOs of various Departments District Rohtak	12.10.11 to 14.10.11	19	3	57
29	Ethics and Values in Administration	17.10.11 to 21.10.11	18	5	90
30	Computer Fundamentals- District Panipat	17.10.11 to 21.10.11	10	5	50

31	One Day Worksho on RTI Act - 2005 District - Thajjar	03.011.11	49	1	49
32	Accounting Procedure and Rural Development Schemes-Distt. Jhajjar	14.11.11 to 16.11.11	14	3	42
33	Financial and General Issues for SAS qualified Officers	21.11.11 to 23.11.11	23	3	69
34	Computer Fundamentals- District Sonipat	21.11.11 to 25.11.11	10	5	50
35	Computer Fundamentals- District Rohtak	19.12.11 to 23.12.11	14	5 .	70
36	Computer Fundamentals- District Rohtak	09.01.12 to 13.01.12	13	5	65
37	Efficiency & Disposal of Government Work- District Rohtak	09.01.12 to 13.01.12	13	5	- 65
38	Pensionary Benefits and Other Service Matters-District Rohtak	16.01.12 to 20.01.12	16	5	. 80
39	One Day Worksho on RTI Act - 2005 District - Rohtak	28.01.12	40	1	40
40	Computer Fundamentals- District Rohtak	13.02.12 to 18.02.12	23	5	115
41	Computer Fundamentals- District Rohtak	21.02.12 to 24.02.12	14	4	56
42	Pensionary Benefits and Other Service Matters-District Jhajjar	12.03.12 to 16.03.12	11	5	55
43	Computer Fundamentals- District Rohtak	19.03.12 to 22.03.12	18	4	7.2
		Total	1146	1.63	3664