

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.

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ABOUT HIPA

I. INTRODUCTION

The Haryana Institute of Public Administration (HIPA), established by the Haryana Government on the 1st 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 90 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.
- Foundation training programmes for IAS, IPS & IFS and other Central Services.
- 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 Governing Body of the Institute is headed by the Chief Minister. 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 Management under HUDCO Chair
- 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
- o. Excise & Taxation Training Centre, Gurgaon
- p. Sevottam Cell

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. Tarsem 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	31.10.2012
38.	Sh. R.S.Dalal, IPS (Retd.), DG	01.11.2012	31.10.2015
39	Sh. S.P. Gupta, IAS (retd.), DG	01.11.2015	Till date

During the period under review, The Institute had the following key officers with regard to administration during the financial year 2013-2014 and their respective tenures are listed below:

Sr. No.	Secure 1 miles (mark) and the contract of the		From	То
1.	Director General	Sh. R.S. Dalal, IPS (retd.)	01.04.2015	31.10.2015
		Sh. S.P. Gupta, IAS (retd.)	01.11.2015	31.03.2016
2.	Additional Director	Mrs. Anju Chaudhary, HCS	01.04.2015	31.03.2016
3	Chief Accounts Officer	Sh. Avinash Chander	01.04.2015	31.03.2016
4	Principal DTC, Panchkula	Sh. Ram Saran	01.04.2015	31.03.2016
5	Principal DTC, Hisar	Sh. Megh Raj Sharma	01.04.2015	31.03.2016
6	Principal DTC, Rohtak	Sh. V.P. Asija	01.04.2015	31.03.2016
7	Asstt. Librarian, DTC, Panchkula	Mrs. Anjula Kapoor	01.04.2015	31.03.2016

8	Asstt. Librarian	Sh. Joginder Singh	01.04.2015	31.03.2016
9	Assistant Director (Admn.)	Mrs. Rekha	01.04.2015	31.03.2016
10	Superintendent	Sh. Maya Ram	01.04.2015	31.03.2016
11	Superintendent, DTC,PKL	Smt. Arvinder Uppal	01.04.2015	31.03.2016
12	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2015	31.03.2016

VI. ACADEMIC FACULTY

During the year 2015-2016 under review, the Institute had 1 Associate Professor, 11 Assistant Professors,

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	1 Associate Dr. Abhay Professor, Shrivastava Disaster Management		01.04.2015	31.03.2016	Filled	
2	Assistant Sh. R.K. Gulati 01.04.20 Professor (Computer)	01.04.2015	31.03.2016	Filled		
3	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2015	31.03.2016	Filled	
4	Assistant Professor, (Rural Dev.) & FTC	Dr. Manveen Kaur	01.04.2015	31.03.2016	Filled	

5	Assistant Professor (MIS)	Mrs. Divya Jyoti	01.04.2015	31.03.2016	Filled
6	Assistant Professor (Behavioural Sciences)	Mrs. Rachna Gupta	01.04.2015	31.03.2016	Filled
7	Assistant Professor (Public Enterprises)	Dr. Rajvir Dhaka	01.04.2015	31.03.2016	Filled
8	Assistant Professor (Disasterment Management - I)	Dr. Bhuwan Kumar	01.04.2015	31.03.2016	Filled
9	Assistant Professor (FM)	Mr. Lalit Kumar	01.04.2015	31.03.2016	Filled
10	Assistant Professor (Disasterment Management - II)	Dr. Anshu Tiwari	12.12.2012	31.03.2016	Filled
11	Assistant Professor (Programming)	Sh. Devendera Singh	01.04.2015	31.03.2016	Filled
12	Assistant Professor (LAW)	Sh. M.M. Alam	01.04.2015	31.03.2016	Filled
13	Principal, DTC, Panchkula	Sh. Ram Saran	01.04.2015	31.03.2016	Filled
14	Principal, DTC, Hisar	Sh. Megh Raj Sharma	01.04.2015	31.03.2016	Filled
15	Principal, DTC, Rohtak	Sh. V.P.Asija	01.04.2015	31.03.2016	Filled

b. FACULTY ON CONTRACT

S.No	Name of the Faculty	From	То
1.	Sh. G.V. Gupta, IAS (Retd.) Consultant (Revenue)	01.04.2015	31.03.2016
2.	Sh.M.K. Midha, IAS (Retd.) Consultant (Sevottam Cell)	01.04.2015	31.03.2016
3.	Dr. Mukesh Mathur, Consultant (Hudco Chair)	01.04.2015	31.03.2016

4.	Sh. Ashok Vasistha, HCS (Retd) Officer on Special Duty	01.04.2015	31.03.2016
5.	Sh. A.N. Dhiman, Accounts Officer	01.04.2015	31.03.2016

VII. FINANCIAL RESOURCES

The financial resources available to HIPA during the year 2015-2016 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)	7,75,00,000
2	Grant-in-Aid Govt. of Haryana (Plan Scheme)	6,05,00,000
3	Grant-in-Aid Govt. of Haryana, Excise & Taxation Deptt.	15,00,000
4	Conducting of Examination Fee Receipt	10,17,000
5	Training course Fee HIPA = 20848232 PKL = 87500 Hisar = 4794 RTK = 46,000	2,09,86,526
6	Training Courses fee from Govt. of India (DOPT)	72,38,000
7	Interest Receipt on FDR & others	30,26,135
8	Misc. Income	4,00,058
9	Hostel Staying Charges	13,08,871
10	HIPA Mess Account	12,57,090

11	RTI Receipts	1795
12	Training programme fee for RTI Act	22,25,000
13	Library Membership Fee	300
14	Sale of old articles	69,286
×	Total	17,70,30,061



CENTRES AT HIPA

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 2015-2016 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. The objectives of the Institute are Career Development for Higher Group and Lower Group, supporting level and Assistance level of the administrative hierarchy as per the State Training Plan.

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 specializes '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.

(III) ACTIVITIES UNDER CENTRE FOR DISASTER MANAGEMENT

Haryana Institute of Public Administration (HIPA), Gurgaon has become the first official institution in India by installing Earthquake Onsite Early Warning and Security System in its premises on 18th July 2016. This Device is capable of shutting off power, elevators, water supply in the campus and switch on emergency power supply and raise indoor public alarm in case a severe earthquake of intensity more than 5 hits.

This system has 8 threshold values which gives signals and are programmed accordingly to raise public alarm, shut off gas, water, power (provides power back up), parks elevators on nearest floor and opens emergency gates when it senses primary waves of a severe earthquake. The system has capability of calculating the intensity of an earthquake and it gets activated automatically at the intensity of 5 and raise alarm at 6 without losing a second to take all safety measures itself, before destructive secondary waves reached to the place.

It has record timing of 30 seconds of triggering alarm before the secondary waves of an earthquake hits the area where it is installed. This system is connected to Building Management system which makes it unique and much advance in the world.









FACILITIES AT HIPA

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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, Conference Hall, Auditorium, working place as well as residential facilities the participating officerss. 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.

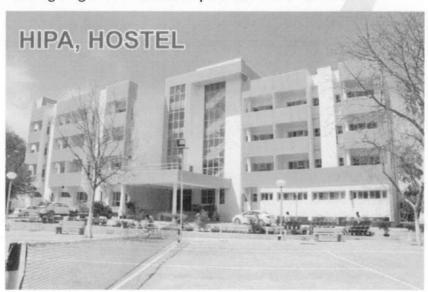


a. MAIN ADMINISTRATIVE & TEACHING BLOCK AT HIPA

The HIPA has a four storied teaching and administrative building with good architecture and design. It also 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 90 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 setting arrangements for smaller groups. 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 Eight Layers Tennis Court of International Standard, Basket Ball, Volley ball, Football, Cricket etc. The indoor games facilities include Billiards, Carom, Table Tennis, Chess, Squash and Badminton.

PT and 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

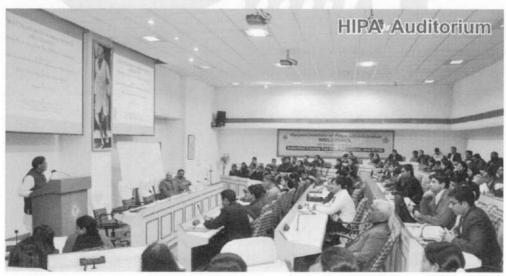
Library is committed to provide widest possible access to information and this commitment is reflected in the range of services provided by the library. The Institute library is equipped with excellent infrastructural facilities. Display systems of journals and arrival of new publications are very well – 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, etc.



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.

(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 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. One GIS Lab is housed on the third floor of the building. 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.

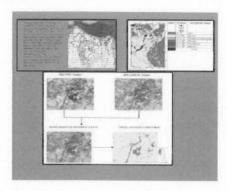
GIS allow better understanding and viewing of physical features in the given geographical conditions on GIS which can provide quick, comparative views of hazards with disaster prone areas at risk and therefore area to be safeguarded.

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, organizes specialized 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 organized 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.

DURING THE PERIOD 01.04.2015 TO 31.03.2016 THE INSTITUTE CONDUCTED 239 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	13	HIPA	408	305	16850
2.	Short Duration Courses - HIPA	82	HIPA	2482	268	7253
3.	Seminars/Workshops	3	HIPA	245	4	226
4.	RTI	6	RTI	643	12	1238
5.	Sevottam Cell	11	Sevottam Cell	642	11	642
6.	HUDCO	5	HUDCO Chair	92	8	156
7.	Divisional Training Centre, Panchkula	51	DTC, PKL	1652	153	4817
8.	Divisional Training Centre, Hisar	34	DTC, Hisar	1069	126	3671
9.	Divisional Training Centre, Rohtak	34	DTC, Rohtak	1321	159	5299
	Total	239		8554	1046	40152

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

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized **239** Training courses during 2015-2016 through which training was imparted to **8554** officers/officials of various Government Departments/ Organizations, as compared to **275** courses during 2014-2015 in which **9464** trainees participated.

Table showing the comparative statement of the courses conducted by HIPA during 2013-2014 to 2015-2016

Table -1

S.No.	year's	No. of Courses
1	2013-2014	229
2	2014-2015	275
3	2015-2016	239

Graph - 1

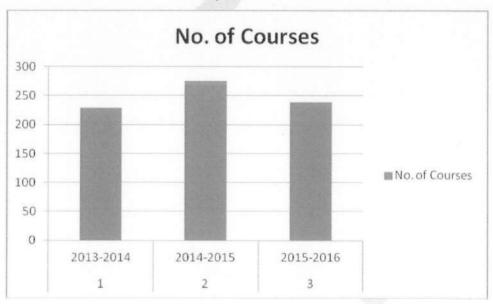
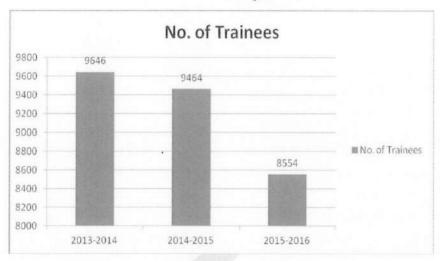


Table showing the comparative statement of the Trainees attended Training Programmes during 2013-2014 to 2015-2016

Table - 2

S.No.	year's	No. of Trainees
1	2013-2014	9646
2	2014-2015	9464
3	2015-2016	8554

Graph - 2



During the financial year 2015-2016, the Institute conducted 13 long duration courses, 82 short duration courses, 3 workshops/seminars. In addition, Divisional Training Centre Panchkula conducted 55, Divisional Training Centre Hisar conducted 27 and Divisional Training Centre Rohtak conducted 39 short duration courses and seminars/ workshops. Under the project on 'Sevottam Cell sponsored by Administrative Reforms, Pensions, Government of India conducted 11 training programmes. Under the RTI Project 6 training programmes were organized. Under the HUDCO Chair 5 training programmes were conducted.

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 2015-2016 HIPA conducted the following Seminars/workshops including National Level:

 Two days Workshop on Effective Decision Making for IFS officers – July 14-15, 2015 Captain Abhimanyu, Hon'ble Finance Minister, Government of Haryana addressing the participating officers





- Orientation workshop on Earthquake Safety 25th July, 2015
- Workshop on e-Governance 10th December, 2015
 Shri Manohar Lal, Hon'ble Chief Minister, Government of Haryana addressing the participants







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) Access to information Project on RTI. Funded By DOPT –UNDP (on going)
- (II) Setting up Sevottam Cell at HIPA sponsored by Department of Administrative Reforms and public Grievances, Government of India.
- (III) Research Study on Guidelines on Performance Measurement in Urban Local Bodies of Haryana under HUDCO Chair.

(i) Project on Capacity Building for Access to Information

HIPA has been selected as the State Implementing Agency (SIA) by DOPT, Government 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.

SEVOTTAM CELL

(ii) Setting up Sevottam Cell at HIPA (Excellence in Public Services Delivery) is a Government of India commitment to raise the standard of public services, and is an endeavour to give empower the citizens. Sevottam framework was designed by Department of Administrative Reforms and Public Grievances.

The Sevottam Cell will be set up by HIPA for concerted action in a holistic perspective for achieving efficiency in delivery of public services in regulatory, welfare and development spheres of governance through policy and procedural reforms and capacity building of the government employees. Training of government personnel, especially at the cutting edge for attitudinal change, behavioral skill and motivation will be an important part of the scheme. The objectives of the cell is:

- a) Capacity building & Sevottam certification
- b) Government Process Re-engineering

HUDCO CHAIR

(iii) HIPA has instituted a Chair on Urban Development in Collaboration with the Human Settlement Management Institute (HSMI) and Housing and Urban Development Corporation (HUDCO) once again. HUDCO chair is a unique opportunity that plays significant role in capacity building for Urban Development Centre. Various programmes on Solid Waste Management, Municipal Finance, Urban Infrastructure Management has been organized.

This Research study was conducted to provide a framework for performance measurement system that encompasses the nuances of public provision services. This study helped in explaining the concept, discuss viable indicators to operationalize performance measurement, and to guide how to develop performance reporting system at the ULB level. The Study was conducted under HUDCO Chair supported by the Human Settlement

Management Institute (HSMI) and Housing & Urban Development corporation (HUDCO)

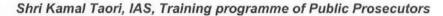
Research study Report was submitted in June 2016, followed by Research seminar presentation in Aug 2016.





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.

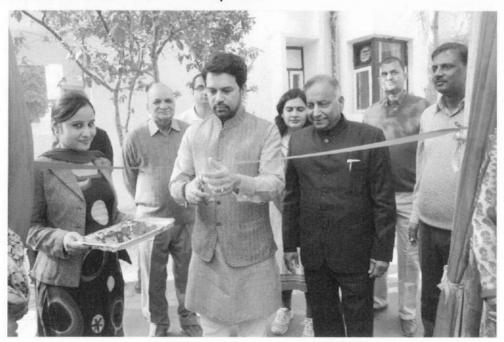




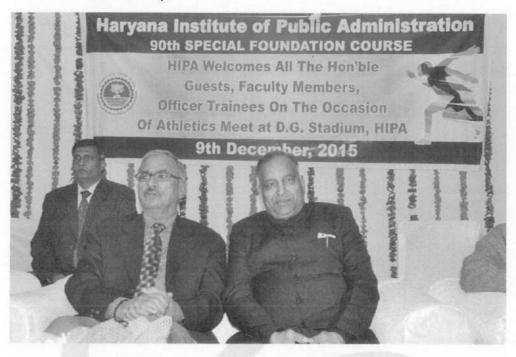
Shri Kiran Rijiju, Hon'ble Minister of State Home at Valedictory Function of 90^{th} F.C.



Shri Anurag Thakur, Hon'ble Union Minister of Sports at Inaugural Function of Athletric Meet of $90^{\rm th}$ Spl. F.C.



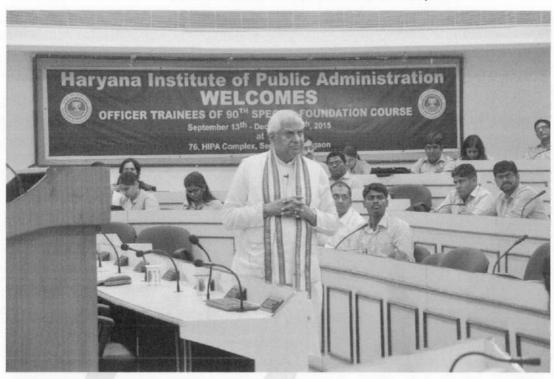
Shri Tayal, Director, NSG as Chief Guest at the Valedictory Function of Athletic Meet of $90^{\rm th}$ Spl. F.C.



Shri Y.P. Singh, DGP, Haryana



Sh. A.R. Kohli, Former Governor of Manipur



Sh. S.H. Mohan, IPS, Former DGP, Haryana



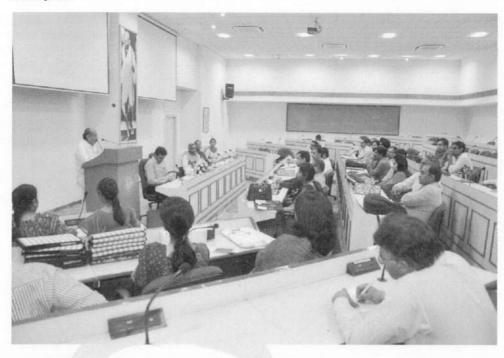
Sh. Sanjay Kothari, IAS, Secretary, DoPT



Captain Abhimanyu, Hon'ble Minister of Finance, Government of Haryana



Shri Jagdish Chopra, Political Advisor to Hon'ble Chief Minister, Government of Haryana



Shri H.S. Gill, ED Training, HSMI-HUDCO Addressing the officers of Bangladesh at HIPA HIPA



Anand Kumar. Super 30 Fame



VI HIPA CONDUCTS SAS/LAD EXAMS

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) NETWORKING WITH INSTITUTE:

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. CIPS,Hyderababd, IIM Rohtak, GAPSHAM, Delhi, NCTSR, Delhi.

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.

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.

(VIII) OUTSOURCING EXPERIMENT IN HIPA

The Landscaping Watch & Ward activities and kitchen 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.

(IX) 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	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
19	Sh. Prityush Sinha	Ex-Chief Vigilance Commissioner	Transparency
21	Mr. Habibullah	Chairman, Minorities	RTI, Minorities Welfare
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
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.
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
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
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	Dr. Sumeeta Banerji	Assistant Country Director & Head UNDP	Governance
60	Dr. (Prof.) C. Raj Kumar	Vice Chancellor O.P. Jindal Global University Sonepat	Law
61	Dr. Satbir Bedi, IAS	Joint Secretary, Deptt. of Education Ministry of Human Resource Development, GOI,	Organizational Behaviour, Psychology
62	Mr. N.C. Saxena, IAS (Retd.)	UNDP Adviser	Governance
63	Mrs. Amita Prasad,	Additional Secretary, Ministry of Environment & Forest, Gol	Environment Disaster Management Governance
64	Dr. Pradeep Sharma, IAS		Governance
65	Shri Vishvapati Trivedi, IAS	Chairman Shipping Board of India	Leadership & Governance
66	Shri Nikhil Gupta, IPS	Deputy Director, NPA, Hyderabad	Governance & Training
67	Shri R. Sudarshan	UNDP & Ford Foundation	Training Governance Soft Skills
68	Dr. C.P.Shrimali	Director, MDI, Gurgaon	Organizational Behaviour
69	Shri Harsh Kumar, IRS	Director, NIFM Faridabad	Finance
70	Mr. Piyush Gupta	Vice President, NISG	e-Governance
71	Shri Guru Prasad,	Vice President Georgia Technology Banglore	e-Governance

SUMMING UP

HIPA has consistently endeavored 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.

APPENDIX

LONG DURATION COURSES AT HIPA

cs) i	ONG DURATION COURSES ORGANI	From	То	Duration	Venue	Stakeholders/ colloboraters	Course Director	Trainees	T. Days	T,T, Days
		2							15	60
1	Foundation Training programme for IAS AC/UT (batch-2013)	18-May-15	05-Jun-15	3 Weeks	HIPA		G.V. Gupta	4		
2	Computer Basic Course and E-salary for school Principals	18-May-15	29-May-15	2 Weeks	HIPA		Devendra Singh	11	10	110
3	Foundation Training for Assistant Direct Recruits (ADRs), Gol	25-May-15	17-Jul-15	8 Weeks	HIPA	Gol	Aarti Dudeja	73	40	2920
4	Foundation Training for Assistant Direct Recruits (ADRs), GoI	20-Jul-15	11-Sep-15	8 Weeks	HIPA	Gol	Aarti Dudeja	71	39	2769
5	Institutional Course for IAS (P) Batch 2014-2016	03-Aug-15	06-Sep-15	5 Weeks	HIPA		G.V. Gupta	5	25	125
6	Capacity Building of College Teachers in ICT	24-Aug-15	04-Sep-15	2 Weeks	НІРА		R.K.Gulati	17	10	170
7	Two weeks Training Programme on Enhancing Administrative, Financial and Managerial Skills of College Principals	07-Sep-15	18-Sep-15	2 Weeks	HIPA		Rajvir Dhaka	15	10	150
8	90th Special Foundation Course	14-Sep-15	24-Dec-15	100 Days	HIPA		Devendra Singh	77	72	770
9	Capacity Building Training Programme for Public Prosecutors	28-Dec-15	08-Jan-16	2 weeks	HIPA	Public Prosecution	Ashok Vasistha	24	10	240
10	Foundation Training Programme for Assistant Sectiojn Officers (Direct Recruit)	04-Jan-16	04-Mar-16	9 Weeks	HIPA	ISTM, DOPT	R.K. Gulati	44	44	193
11	Capacity Building Training for Public Prosecutors	11-Jan-16	22-Jan-16	2 Weeks	HIPA	Prosecution Deptt	Ashok Vasistha	21	10	21
12	Capacity Building Training for Public Prosecutors	25-Jan-16	05-Feb-16	2 Weeks	HIPA	Prosecution Deptt	Rajvir Dhaka	24	10	24
13	Capacity Building Training for Public Prosecutors	C8-Feb-16	19-Feb-16	2 Weeks	HIPA	Prosecution Deptt	M,M, Alam	22	10	22
							Total	408	305	1688

SHORT DURATION COURSES AT HIPA

D) c	SHORT DURATION COURSES ORGA	From	То	Duration	Venue	Stakeholders/	Course Director	No. of	Training	Trainee
	Topic	From	10	Duration		colloboraters		Trainees	Days 5	Days 90
1	Transparency in Administration: Right to Information Act for SPIOs/ASPIOs	06-Apr-15	10-Apr-15	1 Week	HIPA		Aarti Dudeja	18		5,496
2	Incident Response System	06-Apr-15	10-Apr-15	1 Week	HIPA		Anshu Tiwari	14	5	70
3	Empowerment of Adolescent Girls and Life Skills Education	15-Apr-15	17-Apr-15	3 Days	HIPA		Rekha Shrivastava	22	3	56
4	Training Programme on "Capacity Building of District Officials in Disaster Management" –	15-Apr-15	17-Apr-15	3 Days	Mini Secretariat Karnal	FCR	FDM/AP(DM-I)	37	3	111
5	Karnal Flood & Drought Management training for Irrigation JE & SDOs at HIRMI Kurukshetra	15-Apr-15	17-Apr-15	3 Days	HIRMI Kurukshetra	In Collaboration with HIRMI	FDM/AP(DM-I)	17	3	51
6	Self Management	21-Apr-15	24-Apr-15	4 days	HIPA		Aarti Dudeja	14	4	56
7	Training Programme on "Capacity Building of District Officials in Disaster Management" – Panchkula	22-Apr-15	24-Apr-15	3 Days	DTC Panchkula	FCR	FDM/AP(DM-I)	27	3	81
8	Training programme on RTI Act for First Appellate Authority of District and State Head quarters	27-Apr-15	01-May-15	1 Week	HIPA	DOPT, GOI	Rajvir Dhaka	17	5	85
9	State Level Training Programme on Finance Management and Audit Sensitization	27-Apr-15	01-May-15	1 Week	Rohtak		Lalit Kumar	26	5	130
10	Basics of Disaster Management	27-Apr-15	01-May-15	1 Week	HIPA		Anshu Tiwari	13	5	65
11	Workshop on Preparation of District Disaster Management Plan – Ambala	05-May-15	07-May-15	3 Days	Mini Secretariat Ambala	FCR	FDM/AP(DM-I)	49	3	147
12	Training Programme on "Capacity Building of District Officials in Disaster Management" – Hisar	05-May-15	07-May-15	3 Days	DTC Hisar	FCR	FDM/AP(DM-I)	28	3	84
13	Empowering Citizens for Effective Services Delivery	11-May-15	15-May-15	1 Week	HIPA		Rajvir Dhaka	24	5	120
14	State Level Training Programme on Finance for Non-Finance Executives	11-May-15	15-May-15	1 Week	HIPA		Lalit Kumar	24	5	120
15	Flood & Drought Management training for Irrigation JE & SDOs at HIRMI Kurukshetra	12-May-15	14-May-15	3 Days	HIRMI Kurukshetra	In Collaboration with HIRMI	FDM/AP(DM-I)	16	3	48
16	Training Programme on "Capacity Building of District Officials in Disaster Management" – sonepat	13-May-15	15-May-15	3 Days	Mini Secretariat Sonepat	FCR	FDM/AP(DM-I)	39	3	117
17	Child Abuse - Child Protection Issues	25-May-15	29-May-15	1 Week	HIPA		Rekha Shrivastava	19	5	95
18	State Level Training Programme on Transition from Cash Base-cum- Single Entry to Accrual Base-cum- Double Entry System	25-May-15	29-May-15	1 Week	Rohtak		Lelit Kumar	15	5	80
19	Training Programme on "Capacity Building of District Officials in Disaster Management" – Fatehabad	25-May-15	27-May-15	3 Days	Mini Secretariat Fatehclabad	FCR	FDM/AP(DM-I)	39	3	117
20	Training Programme on "Capacity Building of District Officials in Disaster Management" – Ambala	26-May-15	28-May-15	3 Days	Mini Secretariat Ambala	FCR	FDM/AP(DM-I)	46	3	138
21	16th Mid Career Training programme in Field Administration for Bangladesh Civil Servants	04-Jun-15	04-Jun-15	1 Day	HIPA	NCGG	Manveen Kaur/ Rachna Gupta	36	1	36
22	Training Programme on "Capacity Building of District Officials in Disaster Management" – Sirsa	03-Jun-15	05-Jun-15	3 Days	Mini Secretariat Sirsa	FCR	FDM/AP(DM-I)	39	3	117
23	Flood & Drought Management training for Irrigation SDO/XENs at HIRMI Kurukshetra	03-Jun-15	05-Jun-15	3 Days	HIRMI Kurukshetra	In Collaboration with HIRMI	FDM/AP(DM-I)	16	3	48

								40	2	45
24	State Level Training Programme on Data Analysis using SPSS for research on Financial Decisions	08-Jun-15	10-Jun-15	3-Days	HIPA .	DOPT, GOI	Lalit Kumar	15	3	
25	Workshop on Preparation of District Disaster Management Plan - Nuh, Mewat	10-Jun-15	12-Jun-14	3 Days	Mini Secretariat Nuh	FCR	FDM/AP(DM-I)	54	3	162
26	Workshop on Preparation of District Disaster Management Plan - Fatehabad	15-Jun-15	17-Jun-14	3 Days	Mini Secretariat Fatehdabad	FCR	FDM/AP(DM-I)	49	3	147
27	Training Programme on "Capacity Building of District Officials in Disaster Management" –	16-Jun-15	18-Jun-14	3 Days	Mini Secretariat Kaithal	FCR	FDM/AP(DM-I)	51	3	153
28	Kaithal Two days workshop on Right to Information Act - 2005	16-Jun-15	17-Jun-15	2 Days	Mahendergarh at Namaul	RTI	Rajvir Dhaka	111	2	222
29	Continuous Quality Improvement	23-Jun-15	25-Jun-15	3 day	Panchkula		Aarti Dudeja	12	3	36
30	Training Programme on "Capacity Building of District Officials in Disaster Management" – Yamunanagar	23-Jun-15	25-Jun-15	3 Days	Mini Secretariat Yamunanagar	FCR	FDM/AP(DM-I)	53	3	159
31	Workshop on Preparation of District Disaster Management Plan - Jhajjar	29-Jun-15	01-Jul-15	3 Days	Mini Secretariat Jhajjar	FCR	FDM/AP(DM-I)	45	3	135
32	Flood & Drought Management training for Irrigation JEs / SDO at HIRMI Kurukshetra	01-Jul-15	03-Jul-15	3 Days	HIRMI Kurukshetra	In Collaboration with HIRMI	FDM/AP(DM-1)	13	3	39
33	Conflict Management	06-Jul-15	08-Jul-15	3-Days	HIPA		Rachna Gupta	14	3	42
34	Training Programme on "Capacity Building of District Officials in Disaster Management" –	07-Jul-14	09-Jul-14	3 Days	Mini Secretariat Jind	FCR	FDM/AP(DM-I)	38	3	114
35	Jind Training Programme on "Capacity Building of District Officials in Disaster Management" –	15-Jul-15	17-Jul-15	3 Days	Mini Secretariat Jhajjar	FCR	FDM/AP(DM-I)	44	3	132
36	Jhajjar State Level Training Programme on Computerized Accounting	20-Jul-15	24-Jul-15	1 week	Hisar		Lalit Kumar	17	5	85
37	Medical Response & Psychosocial Care in Disaster Situation	20-Jul-15	24-Jul-15	1 week	HIPA		Anshu Tiwari	11	5	55
38	Capacity Building of officials of Bhiwani District in Disaster Management	20-Jul-15	22-Jul-15	3 Days	Mini Secretariat Bhiwani	FCR	FDM/AP(DM-I)	61	3	183
39	Capacity Building of officials of Panipat District in Disaster Management	27-Jul-15	29-Jul-15	3 Days	Mini Secretariat Panipat	FCR	FDM/AP(DM-I)	47	3	141
40	Workshop on Preparation of District Disaster Management Plan -Sonepat	27-Jul-15	29-Jul-15	3 Days	Mini Secretariat Sonepat	FCR	FDM/AP(DM-I)	44	3	132
41	17th Mid Career Training Programme in Field Administrationfor Bangladesh Civil Servants	05-Aug-15	05-Aug-15	1 day	HIPA	NCGG	Manveen Kaur	36	1	36
42	State Level Training Programme on Computer Aided Financial Operations	03-Aug-15	07-Aug-15	1 Week	Rohtak		Lalit Kumar	22	5	110
43	Workshop on Preparation of District Disaster Management Plan - Rohtak	03-Aug-15	05-Aug-15	3 Days	Mini Secretariat Rohtak	FCR	FDM/AP(DM-1)	40	3	120
44	Training Programme on "Capacity Building of District Officials in Disaster Management" – Bhiwani	05-Aug-15	07-Aug-15	3 Days	Mini Secretariat Bhiwani	FCR	FDM/AP(DM-I)	43	3	129
45	Flood & Drought Management training for Irrigation JEs/SDO at HIRMI Kurukshetra	11-Aug-15	13-Aug-15	3 Days	HIRMI Kurukshetra	In Collaboration with HIRMI	FDM/AP(DM-I)	12	3	36
46	State Level Training Programme on Government Accounting and Financial Procedures	18-Aug-15	21-Aug-15	4 Days	HIPA		Lalit Kumar	22	4	88
47	WTO and Agriculture	19-Aug-15	21-Aug-15	3 Days	HIPA	DOPT, GOI	Manveen Kaur	1.5	3	48

								-		80
48	Appraisal of Account Keeping Software	24-Aug-15	28-Aug-15	1 week	HIPA		Divya Jyoti	16	5	80
49	18th Mid Career Training Programme in Field Administrationfor Bangladesh Civil Servants	27-Aug-15	27-Aug-15	1 day	HIPA	NCGG	Manveen Kaur	37	1	37
50	Training on Implementation of District Disaster Management Plan – Gurgaon	26-Aug-15	28-Aug-15	3 Days	HIPA	FCR	FDM/AP(DM-I)	24	3	72
51	State Level Training Programme on Online Treasury Information System and Financial MIS	02-Sep-15	04-Sep-15	3-Days	Hisar		Lalit Kumar	14	3	42
52	Incident Response System	07-Sep-15	11-Sep-15	1 Week	HIPA		Anshu Tiwari	17	5	85
53	On Job training for IFS Probationers	14-Sep-15	18-Sep-15	1 week	HIPA		Manveen kaur	1	5	5
54	19th Mid Career Training Programme in Field Administrationfor Bangladesh Civil Servants	17-Sep-15	17-Sep-15	1 day	HIPA	NCGG	Manveen Kaur	38	1	38
55	Flood and Drought Management training for Irrigation SDOs/Xens at HIRMI, Kurukshetra	16-Sep-15	18-Sep-15	3 Days	HIRMI Kurukshetra		FDM/AP(DM-I)	10	ş	30
56	State Level Training Programme on Financial	14-Sep-15	18-Sep-15	1 week	Rohtak		Lalit Kumar	17	5	85
57	Rules and Control Mechanisms Violence Against Women & Sexual Harassment	05-Oct-15	05-Oct-15	1 Day	Gurgaon		Rachna Gupta	76	1	76
58	at work place Violence Against Women & Sexual Harassment	06-Oct-15	06-Oct-15	1 Day	Gurgaon		Rachna Gupta	73	1	73
59	at work place Basics of Disaster Management	05-Oct-15	09-Oct-15	1 Week	HIPA		Anshu Tiwari	11	5	55
50	21st Mid Career Training Programme in Field	08-Oct-15	08-Oct-15	1 day	HIPA	NCGG	Manveen Kaur	32	1	32
	Administration for Bangladesh Civil Servants State Level Training Programme on Income Tax	19-Oct-15	21-Oct-15	3-Days	Rohtak		Lalit Kumar	16	3	48
61	Matters	19-Oct-15	21-Oct-15	3 Days	HIRMI	In Collaboration	FDM/AP(DM-l)	18	3	54
62	Flood & Drought Management training for Irrigation JEs/ SDOs at HIRMI Kurukshetra				Kurukshetra	with HIRMI	Lalit Kumar	18	S	90
53	State Level Training Programme on Integrated Financial Management Information System (IFMIS)	02-Nov-15	06-Nov-15	1 Week	Rontak				*392	
54	22nd Mid Career Training Programme in Field Administrationfor Bangladesh Civil Servants	05-Nov-15	05-Nov-15	1 day	HIPA	NCGG	Manveen Kaur	34	1	34
65	23rd Mid Career Training Programme in Field Administrationfor Bangladesh Civil Servants	27-Nov-15	27-Nov-15	1 day	HIPA	NCGG	Manveen Kaur	27	1	27
56	Workshop on Review of District Disaster Management Plan Panipat	02-Dec-15	04-Dec-15	3 Days	Panipat	FCR	FDM/AP(DM-I)	48	3	144
57	Workshop on Preparation of District Disaster Management Plan - Kamal	09-Dec-15	11-Dec-15	3 Days	Karnal	FCR	FDM/AP(DM-I)	45	3	135
58	Training Programme on Capacity Building of District officials in Disaster Management Plan - Ambala	15-Dec-15	17-Dec-15	3 Days	Ambala	FCR	FDM/AP(DM-I)	84	3	252
9	Training Programme on Capacity Building of District officialls in Disaster Management Plan - Nilokheri	21-Dec-15	23-Dec-15	3 Days	Nilokheri	FCR	FDM/AP(DM-I)	17	3	51
70	Flood & Drought Management training for Irrigation JEs/ SDOs at HIRMI Kurukshetra	22-Dec-15	24-Dec-15	3 Days	HIRMI Kurukshetra	In Collaboration with HIRMI	FDM/AP(DM-I)	15	3	45
'1	24th Mid Career Training Programme in Field Administrationfor Bangladesh Civil Servants	30-Dec-15	30-Dec-15	1 day	HIPA	NCGG	Manveen Kaur	23	1	23
2	State Level Training Programme on Computer Aided Financial Applications	04-Jan-16	08-Jan-16	1 Week	Rohtak		Lalit Kumar	15	5	75
	ToT for the Cutting Edge Level Functionaries		29-Jan-16	2 Days	HIPA	DOPT, ITP	Manveen Kaur	20	2	40

74	Flood & Drought Management training for Irrigation JEs/SDOs at HIRMI Kurukshetra	27-Jan-16	29-Jan-16	3 Days	HIRMI Kurukshetra	In Collaboration with HIRMI	A.K. Shrivatava/ Bhuwan Kumar	18	3	54
75	Review of District Disaster Management Plan - Yamuna Nagar	03-Feb-16	05-Feb-16	3 Days	Mini Secretariat Yamuna Nagar	FCR	A.K. Shrivatava/ Bhuwan Kumar	63	3	189
76	State Level Training Programme on Duties and Responsibilities of DDOs	01-Feb-16	05-Feb-16	1 Week	Rohtak		Lalit Kumar	30	5	150
77	Capacity Building in Disaster Management at Sonepat	01-Mar-16	03-Mar-16	3 Days	Sonepat	FCR	Bhuwan Kumar	43	3	129
78	25th Mid Career Training Programme in Field Administration for Bangladesh Civil Servants	05-Mar-16	05-Mar-16	1 day	НІРА	NCGG	Manveen Kaur	27	1	27
79	Flood & Drought Management training for Irrigation JEs/ SDOs at HIRMI Kurukshetra	14-Mar-16	16-Mar-16	3 Days	НІРА	In Collaboration with HIRMI	A.K. Shrivatava	29	3	87
80	Training Programme for Public Prosecutors	14-Mar-16	18-Mar-16	1 Week	HIPA	Prosecution Deptt.	Rajvir Dhaka	23	5	115
81	State level Training Programme on Spread sheet Modeling in Financial Decision making	28-Mar-16	30-Mar-16	3 Days	Rohtak		Lalit Kumar	16	3	48
82	Capacity Building programme for Trauma Care System Development for the state of Haryana	28-Mar-16	01-Apr-16	1 Week	HIPA	In Collaboration with HIRMI	Bhuwan Kumar	21	5	105
							Total	2482	268	7253

SEMINARS/WORKSHOPS AT HIPA

APPENDIX - C

-/-	SEMINARS/WORKSHOPS ORGANIZED	From	То	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Two clays Workshop on Effective Decision Making for IFS officers	14-Jul-15	15-Jul-15	2 Days	НГРА	MOEF	Manveen Kaur/ Rachna Gupta	19	2	38
2	Orientation workshop on Earthquake Safety	25-Jul-15	25-Jul-15	1 Day	Gurgaon	FCR	FDM/AP(DM-I)	113	1	113
3	Workshkop on e-Governance	10-Aug-15	10-Aug-15	1 Day	HIPA		Ranjiv S. Dalal	113	1	113
							Total	245	4	264

COURSES CONDUCTED UNDER "RTI PROJECT"

) I	DETAILS OF TRAINING PROGRA	From	To	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Two Days Workshop on RTI at Palwal	09-Apr-15	10-Apr-15	2 Days	Palwal	RTI Project	Rajvir Dhaka	101	2	202
2	Two days workshop on Right to Information Act - 2005	16-Jun-15	17-Jun-15	2 Days	Mahendergarh at Narnaul	RTI	Rajvir Dhaka	111	2	222
3	Training programme Right to Information Act - 2005	28-Jul-15	30-Jul-15	3 Days	HIPA	RTI	Rajvir Dhaka	61	3	183
4	Two days workshop on RTI Act at Rewari	03-Aug-15	04-Aug-15	2 days	Rewari	RTI	Rajvir Dhaka	107	2	214
5	One day workshop on RTI Act at Mewat	05-Aug-15	05-Aug-15	1 day	Mewat	RTI	Rajvir Dhaka	109	1	10
5	Two days workshop on RTI Act at Faridabadi	07-Aug-15	08-Aug-15	2 days	Faridabad	RTI	Rajvir Dhaka	154	2	30
							Total	643	12	123

COURSES CONDUCTED UNDER SEVOTTAM CELL

	DETAILS OF TRAINING PROGRAM	From	То	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of Trainees	Training Days	Traine Days
1	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	03-Jun-15	03-Jun-15	1 Day	HIPA	Sevottam Cell	M. K. Midha/ Naresh Yadav	19	1	19
2	One day Long Session on Crievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	18-Jun-15	18-Jun-15	1 Day	Palwal	Sevottam Cell	M. K. Midha/ Naresh Yadav	47	1	47
3	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	25-Jun-15	25-Jun-15	1 Day	Rohtak	Sevottam Cell	M. K. Midha/ Naresh Yadav	68	1	68
4	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	03-Jul-15	03-Jul-15	1 Day	HIPA	Sevottam Cell	M. K. Midha/ Naresh Yadav	28	1	28
5	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	25-Jul-15	25-Jul-15	1 Day	Jhajjar	Sevottam Cell	M. K. Midha/ Naresh Yadav	58	1	58
6	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	07-Aug-15	07-Aug-15	1 Day	HIPA	Sevottam Cell	M. K. Midha/ Naresh Yadav	94,11	1	11
7	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	11-Aug-15	11-Aug-15	1 Day	Faridabad	Sevottam Cell	M. K. Midha/ Naresh Yadav	91	1	91
8	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	19-Aug-15	19-Aug-15	1 Day	НІРА	Sevottam Cell	M. K. Midha/ Naresh Yadav	90	1	90
9	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	27-Aug-15	27-Aug-15	1 Day	HIPA	Sevottam Cell	M. K. Midha/ Naresh Yadav	90	1	90
0	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	31-Aug-15	31-Aug-15	1 Day	Jhajjar	Sevottam Cell	M. K. Midha/ Naresh Yadav	90	1	90
1	One day Long Session on Grievances Redressal Mechanism with Special Reference to Citizen Charter and RTI	07-Sep-15	07-Sep-15	1 Day	Faridabad	Sevottam Cell	M. K. Midha/ Naresh Yadav	50	1	50
							Total	642	11	642

COURSES CONDUCTED UNDER HUDCO

	Topic	From	То	Duration	Venue	Stakeholders/ colloboraters	Course Director	No. of Trainees	Training Days	Trainee Days
1	Workshop on TNA for Functionaries of Faridabad Municipal Corporation	15-Apr-15	15-Apr-15	1 Day	Faridabad	HUDCO	Mukesh Mathur	24	1	24
2	Workshop on TNA for Elected candidates of Faridabad Municipal Corporation	15-Apr-15	15-Apr-15	1 Day	Faridabad	HUDCO	Mukesh Mathur	4	1	4
3	Capacity Building Training Programme for Elected (women) Representatives of Haryana State	11-Jan-16	12-Jan-16	2 Days	Sonepat	HUDCO	Mukesh Mathur	32	2	64
4	PPP for Municipal Services	19-Jan-16	20-Jan-16	2 Days	HIPA	HUDCO	Mukesh Mathur	20	2	40
5	Capacity Building training Programme for Elected Women Representaives	08-Feb-16	09-Feb-16	2 Days	НІРА	HUDCO	Mukesh Mathur	12	2	24
							Total	92	8	156

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, PANCHKULA

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

S.No.	Name of Course	Duration	No. of Trainees	Training Days	Traine Days
1	Input for Enhancing Efficiency-Motivation and Attitudinal Changes (Soft & Hard Skills) (DOPT)	6-8 April,15	20	3	60
2	One day workshop on RTI Act 2005	16 April, 15	31	1	31
3	Capacity Building of District Officials in Disaster Management for Panchkula District	22-24 April, 15	27	3	81
4	Enhancing Efficiency through Women Empowerment- Soft & Hard Skills at Kaithal	4-8 May,15	107	5	535
5	Two Weeks Training Programme on "Employability Skills for Unemployed Youth" Sponsored by Centre for Entrepreneurship Development (CED)	11- 22 May,15	19	10	190
6	Training Programme for Inquiry Officers & Presenting Officers - Procedures & Rues (DOPT)	12-14 May,15	16	3	48
7	Duties & Functions of Clerks	18-22 May,2015	15	5	75
8	Capacity Building of District Officials in Disaster Management for Kurukshetra District	26-28 May,20 15	47	3	141
9	Duties & Responsibilities of DDOs & Spporting Staff for Panchkula District (DOPT)	27-29 May,2015	151	3	453
10	One day workshop on RTI Act 2005 for PWD(B&R)	5 June,2015	55	1	55
11	Office Automation Tools	8-12 June, 2015	9	5	45
12	Orientation Training Programme for Dy. Supdts/Supdts	8-12 June,2015	17	5	85
13	One day workshop on "RTI Act,2005"	10 June,2015	21	1	21
14	Efficiency & Disposal of Govt. Work – Record Management, Delay Management, Policies and Instructions Communication Skills through Noting/Drafting	15-19 June,2015	22	5	110
15	Capacity Building of District Officials in Disaster Management for Kaithal District	16-18 June, 2015	51	3	153
16	Orientation Training Programme for clerks	22 -26 June, 2015	20	5	100
17	Capacity Building of District Officials in Disaster Management for Yamunanagar District	23-25 June, 2015	53	3	159

18	One day workshop on : Service Delivery in Record Management" for Officers of Haryana Civil Sectt. At Main Sectt.	29-jun-13			Ē
19	One day workshop on "RTI Act,2005" for Local Audit	30 June,2015	31	1	31
	Daniel Daniel	01-Jul.15	33	1	33
20	One day workshop on: Service Delivery in Record Management" for Officers of Haryana Civil Sectt. at Main Sectt.				
21	One day workshop on : Service Delivery in Record Management" for Officers of Haryana Civil Sectt. at Mini Sectt.	02-Jul-15	43	1	43
22	One day workshop on : Service Delivery in Record Management" for Officers of Haryana Civil Sectt. at Mini Sectt.	09-Jul-15	20	1	20-
23	One day workshop on "RTI Act,2005" for Animal Husbandry & NRHM	21-Jul-15	32	1	32
24	Two day Computer Training on "MS Excel and Internet"	22-23 July, 2015	14	2	28
	Training Programme on "Dealing with	30-31 July,2015	11	2	22
25	Complaints/Information / Information from other sources regarding allegations against Govt. Servants-pre and post functional procedures				
26	Training Programme of Inquiry Officers and Presenting Officers - Procedure and Rules	12-13 August, 2015	19	2	38
27	One day workshop on Legislative Assembly Business in	20-Aug-15	12	1	12
28	Govt. Department Administrative Efficiency in Govt. Deptts.	24-28, August, 2015	12	5	60
29	Orientation Training Programme for Assistants & Communication Skills throght Noting / Drafting	7-11 Sept.,2015	16	5	80
30	Dealing with complaints/Information from other Sources, Allegations against Govt servants-pre and post functional procedures	16-17 Sept.,2015	9	2	18
31	Two days workshop on Respect to Papers in Govt. Departments Generation Mangement, Weeding of Records and Delay Management	29-30 Sep., 2015	10	2	20
32	One days workshop on RTI Act 2005 for FCR Office, Land Record and Health Departments	6 Oct., 2015	15	1	15
33	One days workshop on RTI Act 2005 for ASPIOs, SPIOs from Sectt., FC office, HODs, Boards & Corpn.	21 Oct., 2015	31	1	31
34	Effective Communication Skills through Noting and Drafting	2-6 Nov., 2015	16	5	80
35	t T I	2-6 Nov., 2015	13	5	65

36	Haryana Litigation policy-2010, Handling of court cases- codal Provsions & Govt. Instructions	9-10 Nov.,2015	2.1	_	
37	Duties & Functions of Clerks	16-20 Nov.,2015	17	5	85
38	Duties & Responsibilities of DDOs & Spporting Staff for Yamuna Nagar District (DOPT)	17-19 Nov.,2015`	101	3	303
39	One days workshop on RTI Act 2005 for ASPIOs, SPIOs from Sectt., FC office, HODs, Boards & Corpn.	18 Nov.,2015	26	1	26
40	One days workshop on RTI Act 2005 for Secretariat Staff	23-Nov-15	34	1	34
41	One days workshop on RTI Act 2005 for Secretariat Staff	26-Nov-15	41	1	41
42	Capacity Building of Inquiry Officers and Presenting Officers-Procedures and Rules	2-3 Dec-15	16	2	32
43	Capacity Building of District Officials in Disaster Management for Ambala District	15-17 Dec-15	84	3	252
44	MS Excel & Internet	21-22 Dec-15	31	2	62
45	Orientation Training Programme for Assistants & Communication Skills throght Noting/ Drafting	4-8 Jan-16	16	5	80
		2046	1/	1	16
46	One day workshop on RTI Act,2005	21 Jan., 2016	16	1	10
47	Duties & Responsibilities of DDOs & Spporting Staff for Kurukshetra	3-4 Feb., 2016	132	2	264
48	Induction Trg. Prog. For Cutting Edge Level Group-C Functionaries of Health Deptt. (DOPT)	8-19 Feb., 2016	37	12	444
49	Duties & Functions of Clerks	15-19 Feb,. 2016	17	5	85
50	Developing Effective Communication skills	8-11 March,2016	12	4	48
51	One day worskshop on "Record Management"	11 March,2016	12	1	12
		TOTAL	1652	153	4817

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, HISAR

(H) 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	One Week Course of Accountants/ Assistants/ Clerks of Fisheries Department	13.04.2015 to 17.04.2015	30	5	150
2	Three Days Course on "Pension & Service Matters" for the officials of Bhiwani District	15.04.2015 to 17.04.2015	47	3	141
3	One Day Workshop on "Enhanced Litigation- Defense of Court Cases" for the officials of Sirsa District	22.04.2015	25	1	25
4	One Week Course of "Responsive Administration - Role of Assistant/Dy. Supdts. In disposal of office work" for the official of Hisar District	27.04.2015 to 01.05.2015	17	5	85
5	One Day Workshop on "Reservation Policy" for the Clerks/Assistants/Dy. Supdts. of various offices of Jind District	30.04.2015	42	1	42
6	"Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the Assistants/ Clerks of Education Department Hisar District	04.05.2015 to 08.05.2015	10	5	50
7	Three days Course on "Capacity Building of District Officials in Disaster Management" for the employees of various offices of Hisar District	05.05.2015 to 07.05.2015	28	3	84
8	Three Days Course on "Efficiency through Women Empowerment" for the women employees of various offices of Fatehabad District from 13-15, May 2015 at Fatehabad.	13.05.2015 to 15.05.2015	30	3	90
9	One Week Course on "Pension & Service Matters" for the Clerks/Assistants & Dy. Supdts. of various offices of Jind District	18.05.2015 to 22.05.2015	22	5 .	110

10	Three days Course on "Capacity Building of District Officials in Disaster Management" for the employees of various offices of Fatehabad District	25.05.2015 to 27.05.2015	39	3	117
11	Two days Workshop on "Right to Information Act - 2005" for the SPIO's/APIO's/FAA's & dealing officials of Tosham & Siwani Blocks of Bhiwani District	28.05.2015 to 29.05.2015	59	2	112
12	Three days Course on "Capacity Building of District Officials in Disaster Management" for the employees of various offices of Sirsa District	03.06.2015 to 05.06.2015	36	3	117
13	Three days Course on "Duties & Responsibilities of DDO's " of Education Department of jind District	08.06.2015 to 10.06.2015	45	3	135
14	Two Weeks Course on" Employability Skills for unemployed Youths" for Hisar District	01.06.2015 to 12.06.2015	20	9	180
15	Three Days Course on "Duties & Responsibilities of DDO's" of Education Department of Fatehabad District	17.06.2015 to 19.06.2015	56	3	168
16	Three Days Course on "Duties & Responsibilities of DDOs' of Education Department" of Sirsa District	22.06.2015 to 24.06.2015	50	3	150
17	Computer Training on" MS-Word, MS-Excel, MS-PowerPoint & Internet" for the Clerks/Assistants of Education Department of Hisar District	06.07.2015 to 10.07.2015	10	5	50
18	Three Days Course on" Capacity Building of District Officials in Disaster Management" for the officials of Jind District	07.07.2015 to 09.07.2015	33	3	99
19	One Week Course on "Duties & Functions of Clerks/Assistants" of Fatehabad District	13.07.2015 to 17.07.2015	20	5	100
20	Three Days Course on" Capacity Building of District Officials in Disaster Management" for the officials of Bhiwani District	20.07.2015 to 22.07.2015	61	3	183

21	Three Days Course on" Duties & Responsibilities of DDOs' of Education Department" of Bhiwani District	27.07.2015 to 29.07.2015	26	3	78
22	One Week Course on "Complaints, Enquiries & Post Enquiry action under Punishment & Appeal Rules 1987" for the officials of various offices of Sirsa District.	03.08.2015 to 07.08.2015	32	5	160
23	Two Days Workshop on" Right to Information Act- 2005" for the SPIOs'/APIOs for Education Department of Bhiwani District	11.08.2015 to 12.08.2015	55	2	110
24	Two Days Workshop on" Right to Information Act- 2005" Principal/Headmaster (SPIOs'/APIOs) of Education Department of hisar at Hisar	19.08.2015 to 20.08.2015	37	2	74
25	Two days Workshop on "Right to Information Act - 2005" for the SPIO's/APIO's of Education Department of Sirsa & Fatehabad district at Hisar	25.08.2015 to 26.08.2015	33	2	66
26	One Week Course on "Punishment & Appeal Rules 1987" for the official of various offices of Jind District	14.09.2015 to 18.09.2015	14	5	. 70
27	One days workshop on "Enhance Litigation - Defence of Court Cases" for the official of Hisar District	29,10.2015	26	1	26
28	"Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the Principal of Education Department Hisar District	16.11.2015 to 20.11.2015	21	5	105
29	One days workshop on "Enhance Litigation - Defence of Court Cases" for the official of Jind District	8.12.2015	21	1	21
30	"Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the Assistants/ Clerks of Education Department of Hisar District	07.12.2015 to 11.12.2015	14	5	70
31	Three days Course on "Efficiency through Women Empowerment" for the women employees of Hisar District (DoPT)	15.12.2015 to 17.12.2015	26	3	78

	Total		1069	126	3671
34	12 days" Induction Training for Cutting Edge Level Functionaries" Sponsored by DoPT, Govt. of India	15.02.2016 to 26.02.2016	40	12	480
33	"Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the Clerk/ Assistant of Education Department Hisar District	08.02.2016 to 11.02.2016	13	4	52
32	Three days Course on "Efficiency through Women Empowerment" for the women employees of Sirsa District	22.12.2015 to 24.12.2015	31	3	93

COURSES CONDCUTED BY DIVISIONAL TRAINING CENTRE, ROHTAK

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

Sr. No.	Programme	Duration	No. of Trainees	No. of Training Days	Total Trainee Days	Remarks
1	Training courese on Fixation of Pay, Pension, TA Rules, GPF Rules, Reservation Policy and other Service Matters for the employees of Rohtak District.	06.04.15 to 10.04.15	35	5	175	
2	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees of Jhajjar District.	13.04.15 to 17.04.15	27	4	108	
3	Training course on Capacity Building of District Officials in Disaster Management, Karnal sponsored by Department of Revenue and Disaster Management, Haryana Govt.	15.04.2015 to 17.04.2015	37	3	111	Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.
4	Training Course on Duties and Responsibilities of DDOs for Sonipat District	21.04.15 to 24.04.15	55	4	220	
5	Two Days Workshop on Right to Information Act, 2005 at DIET, Panipat	28.04.2015 to 29.04.2015	102	2	204	Sponsored by (Govt. of India)
6	One Day Workshop on Right to Information Act, 2005 at DTC, Rohtak	01,05.2015	107	1	107	Sponsored by (Govt. of India)
7	Training course on Capacity Building of District Officials in Disaster Management, Sonipat sponsored by Department of Revenue and Disaster Management, Haryana Govt.	13.05.2015 to 15.05.2015	39	3	117	Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.
8	Employability Skills for unemployed Youths, District Rohtak	11.05.2015 to 22.05.2015	26	9	234	Sponsored by Centre for ENTREPRENEURSH IP DEVELOPMENT
9	Training course on Administrative & Financial Rules and Service Matters for Group C Employees District Jhajjar at DTC, Rohtak	25.05.2015 to 29.05.2015	22	5	110	
10	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees of Jhajjar District.	01.06.15 to 05.06.15	22	4	88	
11	Training course for Group 'C' employees on office Procedure, Pay fixation, Leave Rules and Reservation Policy.	08.06.15 to 12.06.15	21	5	105	

12	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees of Jhajjar District.	15.06.15 to 19.06.15	22	5	110	
13	Training Course for DDOs on Financial Management and Administrative Matters (Panipat District)	06.07.15 to 10.07.15	46	5	230	
14	Office Automation Tools:- Computer Training on MS-Office, e-Salary and On-Line Budgeting System for the employees of Panipat District at Rohtak	13.07.15 to 17.07.15	26	5	130	
15	Training course on Capacity Building of District Officials in Disaster Management, Jhajjar by Department of Revenue and Disaster Management, Haryana Govt.	15.07.2015 to 17.07.2015	44	3	132	Sponsored by: Department of Revenue and Disaster Management, Harring Cout
16	Training Course on Office Procedure , Purchase Procedure , Reservation Policy, Punishment & Appeal Rules and Service Matters at Gohana (Sonipat District)	20.07.15 to 24.07.15	30	5	150	
17	Training course on Capacity Building of District Officials in Disaster Management, Panipat by Department of Revenue and Disaster Management, Haryana Govt.	27.07.2015 to 29.07.2015	47	3	141	Sponsored by: Department of Revenue and Disaster Management, Haryana Govt.
18	Training course on Developing Effective Communication Skills, Right to Information Act, 2005, Pay Fixation, Reservation Policy and other Service Matters at DTC, Rohtak	10.08.2015 to 14.08.2015	40	5	200	
19	Training course on "Information Technology for effective Office Management Tools"	18.08.2015 to 21.08.2015	25	4	100	
20	Employability Skills for unemployed Youths, District Rohtak	18.08.2015 to 28.08.2015	22	9	198	Sponsored by Centre for ENTREPRENEURSH IP DEVELOPMENT
21	Two Days Workshop on Right to Information Act, 2005 at DIET, Panipat	26.08.2015 to 27.08.2015	151	2	302	Sponsored by (Govt. of India)
22	DopT Sponsored (Govt. of India) Computerised Accounting and Financial Management" for employees of Panipat & Karnal Districts	07.09.15 to 09.09.15	41	3	123	DopT Sponsored (Govt. of India)
23	DoPT (Govt. of India) Sponsored Training Course on "Capacity Building of Accountants and Accounts Personnel" Karnal Districts	21.09.15 to 24.09.15	21	3	63	DopT Sponsored (Govt. of India)
24	Two Days Workshop on Right to Information Act, 2005 at DTC, Rohtak	29.09.2015 to 30.09.2015	51	2	102	Sponsored by (Govt. of India)

25	Training course on Fixation of Pay, Pensionery Benefits, Reservation Policy and Service Matters at DTC, Rohtak	12.10.15 to 16.10.15	15	4	60	
26	Training course on DDO's on Financial Management and Administrative Matters at Rohtak	19.10.15 to 23.10.15	35	4	140	
27	DoPT (Govt. of India) sponsored training course on Public Private Partnership in Development, Purchase Procedure, Memorandum of Understanding (MoU), Contract and Cannons of Financial Proprieties at DIET, Panipat.	04.11.15 to 06.11.15	19	3	57	DopT Sponsored (Govt. of India)
28	Employability Skills for unemployed Youths, District Rohtak (CED)	16.11.15 to 27.11.15	24	9	216	Sponsored by Centre for ENTREPRENEURSE IP DEVELOPMENT (Govt. of India)
29	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees of Jhajjar District.	07.12.15 to 11.12.15	21	5	105	
30	Training Course on Duties and Responsibilities of DDOs for the employees of Jhajjar and Sonipat Districts.	14.12.15 to 18.12.15	30	5	150	
31	Office Automation Tools:- Computer Training on MS-Office , e-Salary and On-Line Budgeting System for the employees	12.01.16 to 14.01.16	19	3	57	
32	Training course for Newly Promoted Principals & Head Masters of Education Deptt. for the employees	20.01.16 to 22.01.16	26	3	78	
33	Twelve Days Induction Training Programme for Cutting- Edge-Level Government Functionaries of District Rohtak (DOPT)	08.02.2016 to 19.02.2016	35	12	420	Sponsored by DoPT (Govt. of India)
34	Twelve Days Induction Training Programme for Cutting- Edge-Level Government Functionaries of District Jhajjar (DOPT)	08.03.2016 to 19.03.2016	38	12	456	Sponsored by DoPT (Govt. of India)
	Total		1321	159	5299	