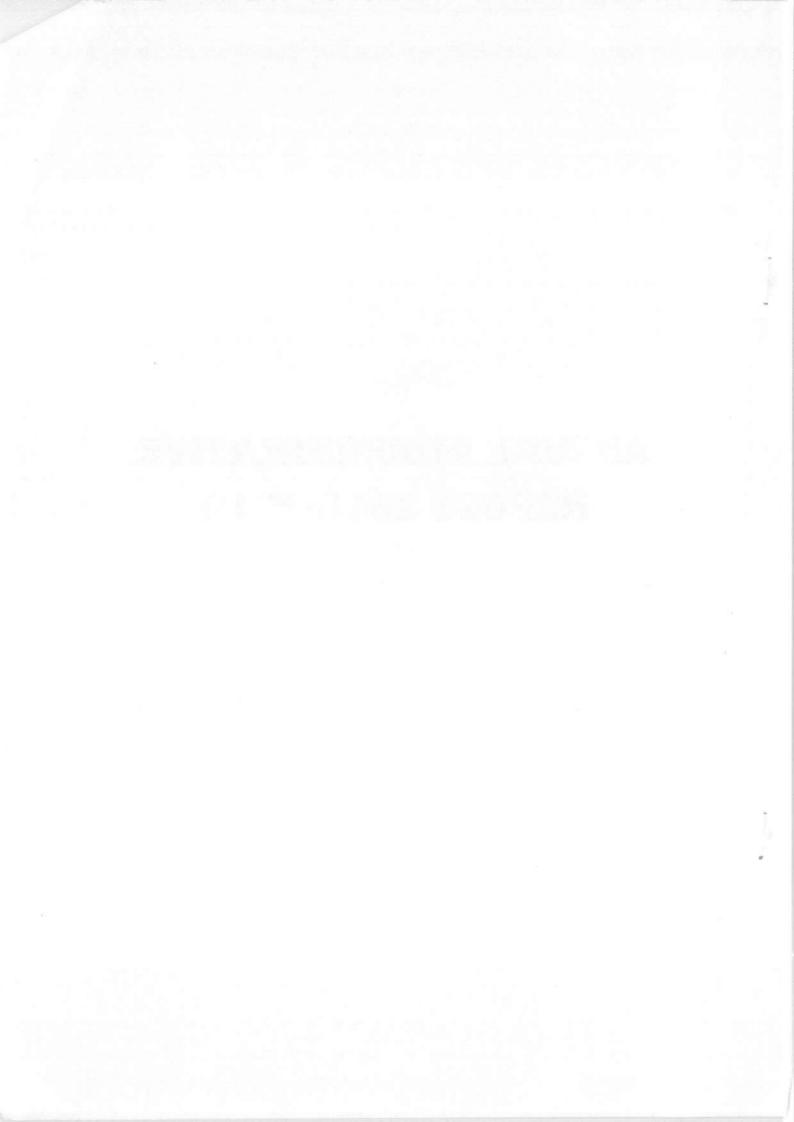
# ANNUAL ADMINISTRATIVE REPORT 2018-2019





# **VISION**

We seek to develop, strengthen and ameliorate qualities of professionalism, representativeness, 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.

HIPA



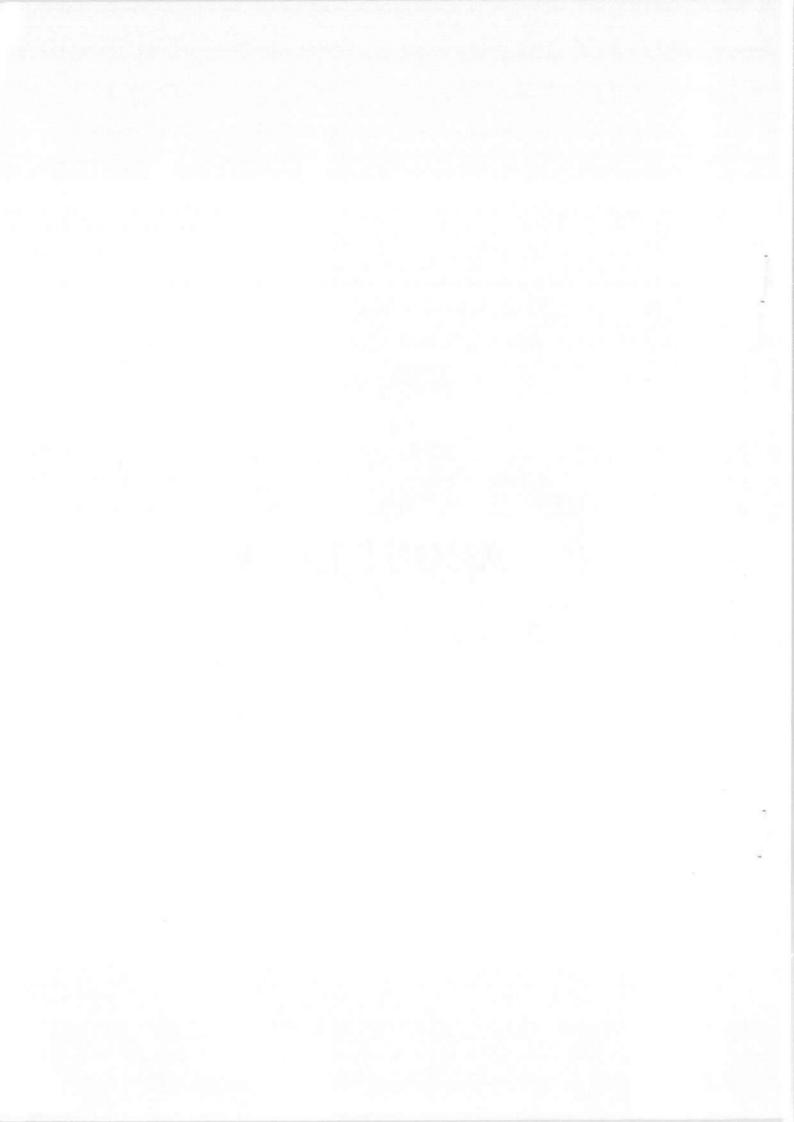
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# ABOUT HIPA

HIPA



#### I. INTRODUCTION

The Haryana Institute of Public Administration (HIPA), established by the Haryana Government on the 1<sup>st</sup> 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 56<sup>th</sup> meeting of the 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, Gurugram. The present campus of HIPA is spread in more than 7.5 acres with a lush green cover. Location wise, HIPA is just 10 kms. away from Indira Gandhi International Airport Delhi.

The building of HIPA is four storeyed with an excellent infrastructure consisting of five class-rooms equipped with modern training aids, two computer labs, a GIS lab, a spacious auditorium and a conference room.

Library & Information Centre of the Institute is equipped with a core collection of over 26,562 books in the areas 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.

1

The hostel of the institute is well-furnished and comfortable. It has a spacious dining hall and excellent indoor and outdoor sports facilities. The hostel can accommodate around 90 trainees at one time.

## 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 Divisional Centres (DTC) at Panchkula, Hisar, Rohtak and Gurugram.
- Conduct 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. Divisional Training Centre, Gurugram
- o. Excise & Taxation Training Centre, Gurugram
- 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

40	Dr. G. Prasanna Kumar, IAS (Retd.)	14.12.2016	31.03.2019
39	Sh. S.P. Gupta, IAS (Retd.)	01.11.2015	12.12.2016
38.	Sh. R.S.Dalal, IPS (Retd.)	01.11.2012	31.10.2015
37.	Sh. P.K. Mahapatra, IAS	12.04.2012	31.10.2012
36.	Mrs. Rajni Sekhri Sibal, IAS	27.06.2011	17.02.2012
35.	Sh.P.K. Gupta,IAS	09.09.2010	26.06.2011
34.	Mrs. Rajni Sekhri Sibal, IAS	04.11.2008	08.09.2010
33.	Dr. Avtar Singh, IAS	27.05.2008	02.11.2008
32.	Sh. Rajiv Sharma, IAS	30.04.2008	26.05.2008
31.	Dr. Avtar Singh, IAS	02.07.2007	29.04.2008
30.	Dr. G. Prasanna Kumar, IAS	06.03.2006	02.07.2007
29.	Dr. H.S. Anand, IAS	08.01.2002	14.02.2006

During the period under review, the Institute had the following key officers with regard to administration along with their respective tenures :

Sr. No.	Post	Name	From	То
1.	Director General	Dr. G. Prasanna Kumar, IAS (retd.)	01.04.2018	31.03.2019
2.	Additional Director	Sh. M.D. Sinha, IFS	01.04.2018	31.03.2019
3.	Joint Director	Dr. Ekta Chopra, HCS	01.04.2018	31.03.2019
4.	Senior Accounts Officer	Sh. Ravi Bhushan	01.04.2018	25.04.2018
5	Senior Accounts Officer	Sh.Darshan Rajliwal	13.06.2018	31.03.2019
6.	Principal DTC, Gurugram	Sh.Avinash Chander Sharma	01.04.2018	31.03.2019
7	Principal DTC, Panchkula	Sh. Ram Saran	01.04.2018	31.03.2019
8	Principal DTC, Hisar	Sh. DNS Chahal	01.04.2018	31.03.2019
9	Principal DTC, Rohtak	Sh. V.P. Asija	01.04.2018	31.03.2019
10	Asstt. Librarian,	Mrs. Anjula	01.04.2018	31.03.2019

	DTC, Panchkula	Kapoor		
11	Asstt. Librarian	Sh. Joginder Singh	01.04.2018	31.03.2019
12	Assistant Director (Admn.)	Mrs. Rekha	01.04.2018	31.03.2019
13	Superintendent	Sh. Maya Ram	01.04.2018	31.03.2019
14	Administrative Officer, DTC,PKL	Smt. Arvinder Uppal	01.04.2018	31.03.2019
15	Superintendent (Admn.)	Sh. Karambir Singh	01.04.2018	31.03.2019

## VI. ACADEMIC FACULTY

During the year 2018-2019 under review, the Institute had 1 Associate Professor and 10 Assistant Professors :

#### a. IN-HOUSE FACULTY

The status of the teaching faculty is as below:

Sr. No.	Post	Name	From	То	Position of Post
1.	Chief Faculty Training Coordinator	Dr. Neeraja Malik HES-I	01.04.2018	31.03.2019	Filled
2.	Associate Professor, Disaster Management	Dr. Abhay Shrivastava	01.04.2018	31.03.2019	Filled
3.	Assistant Professor, Computers	Sh. R.K. Gulati	01.04.2018	31.03.2019	Filled
4.	Assistant Professor, Public Admn.	Mrs. Aarti Dudeja	01.04.2018	31.03.2019	Filled
5.	Assistant Professor, Rural Dev.	Dr. Manveen Kaur	01.04.2018	31.03.2019	Filled
6.	Assistant Professor, MIS	Mrs. Divya Jyoti	01.04.2018	31.03.2019	Filled

7.	Assistant Professor, Behavioural Sciences	Mrs. Rachna Gupta	01.04.2018	31.03.2019	Filled
8.	Assistant Professor, Public Enterprises	Dr. Rajvir Dhaka	01.04.2018	31.03.2019	Filled
9.	Assistant Professor, Disaster Management - I	Dr. Bhuwan Kumar	01.04.2018	31.03.2019	Filled
10.	Assistant Professor, FM	Mr. Lalit Kumar	01.04.2018	31.03.2019	Filled
11.	Assistant Professor, Disaster Management - II	Dr. Anshu Tiwari	01.04.2018	31.03.2019	Filled
12.	Assistant Professor, Programming	Sh. Devender Singh	01.04.2018	31.03.2019	Filled
13.	Principal, DTC, Panchkula	Sh. Ram Saran	01.04.2018	31.03.2019	Filled
14.	Principal, DTC, Hisar	Sh.DNS Chahal	01.04.2018	31.03.2019	Filled
15.	Principal, DTC, Rohtak	Sh. V.P.Asija	01.04.2018	31.03.2019	Filled
16.	Principal, DTC, Gurugram	Sh.Avinash Chander Sharma	01.04.2018	31.03.2019	Filled

## b. FACULTY ON CONTRACT

S.No	Name of the Faculty	From	То
1.	Sh.M.K. Midha, IAS (retd.) Consultant (Sevottam Cell)	01.04.2018	31.03.2019
2.	Sh. Mohinder Kumar, IAS (retd.) Consultant Revenue	31.05.2018	31.03.2019
3.	Dr. Mukesh Mathur, Consultant (Hudco Chair)	01.04.2018	28.02.2019

4.	Sh. Ashok Vasistha, HCS (retd) Officer on Special Duty	01.04.2018	31.05.2018
5.	Sh. A.N. Dhiman, Accounts Officer	01.04.2018	31.03.2019

## VII. FINANCIAL RESOURCES

The financial resources available to HIPA during the year 2018-2019 are listed below:

#### Financial Resources: Grants & Course/Module Fees

Sr.No.	Sources of Funds	Amount (Lac) (in Rs.)
1	Grant in Aid Govt. of Haryana (Non Plan Scheme)	0
2	Grant-in-Aid Govt. of Haryana (Recurring/ Non Recurring)	17,27,00,000
3	Grant-in-Aid Govt. of Haryana, Excise & Taxation Deptt.	0
4	Conducting of Examination Fee Receipt	17,71,500
5	Training course Fee HIPA = 1,27,32,003 PKL = 000 Hisar = 10,997 RTK = 2,32,000	1,29,75,000
6	Training Courses fee from Govt. of India (DOPT)	7,29,000
7	Interest Receipt on FDR & others	1,14,536
8	Misc. Income	1,29,382
9	Hostel Staying Charges	6,96,640
10	HIPA Mess Account	7,74,498
11	RTI Receipts	708
12	Training programme fee for RTI Act	0
13	Library Membership Fee	0
14	Sale of old articles	7,897
15	Sale of old Vehicle	0
	Total	18,98,99,161

## **CENTRES AT HIPA**

HIPA has the following centres for its effective functioning:

#### (I) REVENUE TRAINING INSTITUTE

The Revenue Training Institute (RTI) was transferred to HIPA Gurugram from Ambala and made functional from September 2009. Since then Revenue Training programmes are being organized for IAS, HCS, Town Planners and other Revenue officers.



#### (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 campuses. The main campus at Gurugram specializes in 'in service' capacity building as well as foundation training programmes for the newly recruited employees. There are four regional centres at Panchkula, Rohtak, Gurugram 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

In the year 2018-19, CDM organised 42 training programmes on subjects like Emergency Medical Response & Psycho-social care in Disaster Situation, Urban Risk Management, Role of GIS in Agriculture Extension Programmes, Weather Forecasting and Early Warning for Disaster Preparedness, Management of Heat Wave, Live Stock Management in Disaster, GIS Application and Disaster Management, Flood Management, Internship programme for Disaster Management (Punjab University), Earthquake Management, Fire Safety & Management, Disaster Risk Reduction in Agriculture Sector; Climate Change and Disaster Risk Management, Drought Management, Environmental Pollution and its Health impacts, Global Warming, Climate Change and Disaster Management - Future Perspective, Special Training for Police was organised in two categories i.e. Disaster Management courses for Senior Officers and Disaster Management for Inspectors, Sub Inspectors and Asstt. Sub Inspectors. Accordingly two Disaster Management courses for Senior Officers were organised at HIPA and rest at every District Head Quarter.

Two Mock Drills on Fire and Earthquake Management were also organised in DAV Police Public School, Karnal on 25 September 2018 and DAV Police Public School, Bhondsi on 31 October 2018 in which all the students, teachers and staff participated. During the mock drill, the forces from SDRF, health department, Red Cross, fire department and civil administration were actively involved.

#### Workshops

Two workshops were organised at both National and State levels on following topics:

- One Day State Level Workshop on Environmental Pollution and its Health Impact was organised on August 24, 2018 which was attended by 41 participants.
- Two days National Level Workshop on Management Development Programme: Gender, Equity and Water Management was organised on 19-20 December, 2018, attended by 70 participants.

#### SEVOTTAM CELL

Sevottam framework is a commitment to raise the standard of public service, enhance the customer's satisfaction, provide effective and efficient services besides bringing a continuous improvement in its services, and its delivery processes. Accordingly, Sevottam cell was set up by HIPA with the following objectives:

- To build the capacity in behavioural skill and attitudinal change of the trainees of the selected departments at cutting edge level;
- To sensitize trainees/officers regarding Citizen's Charter and the related ingredients of sevottam;
- To help the trainees in framing of Citizen's Charter in consultation with the stakeholders and devising Grievances Redress Mechanism in these departments;

- To help the departments by imparting training to the participants to achieve Sevottam Certification BIS IS:15700 with the prescribed protocols; and
- 5. To identify key problem areas and to give suggestions for the prevention of the grievance

During the year 2018-19, 26 courses were conducted in which 886 officers participated including the IAS, HCS & officers from the Allied Services, Dist. Food & Supplies Controller, Excise & Taxation Officer, officers from Education Department and Municipal Corporations, Elected Representatives of Block Samitis and Assistants from Govt. of India.



#### **HUDCO CHAIR**

HIPA has re-instituted a Chair on Urban Development in collaboration with the Human Settlement Management Institute (HSMI) and Housing and Urban Development Corporation (HUDCO) for the period 2013-2019. HUDCO chair is a unique opportunity that plays significant role in capacity development process of municipal functionaries and elected councillors working with the urban local bodies (ULBs) of Haryana focusing on different aspects of urban planning and management. In addition, it examined the current status of municipal finances in the major corporation cities of the state i.e Faridabad and Gurugram and suggested ways and means to strengthen

the financial health of ULBs. A purpose-oriented-study was also conducted with the financial support from HUDCO under the Chair's programme at HIPA.

#### COMMIT

COMMIT - COMPREHENSIVE ONLINE MODIFIED MODULES ON INDUCTION TRAINING is a DoPT sponsored Capacity Building Project. It is a Blended Training Programme with the objective to improve the public service delivery system and promote Good Governance and Citizen Centricity of Administration. Under COMMIT, all newly recruited frontline state government functionaries, who received no induction training for professional and personal development in the last five years shall be covered.

The advantages of such a programme will be providing opportunities to more officers, who have had limited or no training to build up the requisite skills, knowledge and attitude.

The programme is 28 hours of blended training with 20 hours of e-learning and 9 hours of face-to-face training.

#### CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT

The Centre for Entrepreneurship Development set up in HIPA in the year 1997- 98, is a joint venture of Ministry of Micro, Small and Medium enterprises, Govt. of India and Govt. of Haryana. The basic objective of the centre is to assist the State Govt. in formulating policy and planning for Micro and Small industries and to promote entrepreneurial environment as an integrated package, with direct participation of different agencies at various levels to put the state on the map as a force in India's growing entrepreneurial eco-system.

The major activity of the center is to organize EDPs of various durations on regular basis to create new entrepreneurs by cultivating their latent qualities of entrepreneurship and in lighting them on various aspects necessary for setting up micro and small enterprises. Besides its core activity of training, it takes other supporting services like research and consultancy, extension education, publications, information sharing etc.

At present the centre in Haryana State is running an Information Technology (IT) literacy course started by HKCL (Haryana Knowledge Corporation Limited), Govt of Haryana.

#### This Course Comprises of:

- 1. Reading and understanding a highly illustrated book
- 2. e-Learning based self-learning sessions
- 3. e-Learning Revolution for All (ERA)
- 4. Providing hands-on practice sessions.
- 5. Learning facilitation by certified professionals
- Academic interactions, assessments, and collaboration
   After completing the course, the learners emerge as confident and versatile users of Information Technology.

Upon successfully completing the course, learners are awarded the Haryana State - Certificate for Information Technology, jointly certified by Haryana Board of School Education, Bhiwani & Haryana Knowledge Corporation Limited, Panchkula. 100 students have already completed this course successfully.

## FACILITIES AT HIPA

The Building of HIPA attracts visitors and participants alike. The campus is spread over 7.5 acres with a lush green cover. The campus consists of:

- 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 for the participating officers. 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.

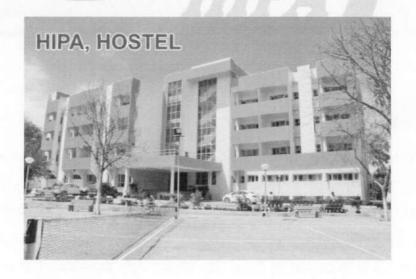


#### a. MAIN ADMINISTRATIVE & TEACHING BLOCK AT HIPA

HIPA has a four storeyed teaching and administrative building with good architecture and design. It also provides comfortable offices for the staff. It has an Auditorium and seven well- equipped classrooms with multimedia facilities. Besides, there is one Board room for the Director General on the first floor.

#### b. HOSTEL BLOCK

The hostel provides well-furnished and comfortable accommodation to cater to more than eighty trainees at a time. It has a spacious dining hall, with sitting arrangements for smaller groups. The kitchen/mess is fully equipped to serve quality meals to the participants who regularly visit the Institute for training programmes, workshops, conferences and seminars. High standards of hygiene, overall cleanliness and the quality of food is always maintained. Apart from this, there is a regular testing/servicing of water filters which have been installed in the mess area.



## (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 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 an all-round development. Trained instructors conduct the classes daily.



## (III) LIBRARY

We are committed to provide the widest possible access to information and this commitment is reflected in the range of services provided by the Library of the Institute. It is equipped with modern infrastructural facilities. Display systems of journals and arrival of new publications are very well – arranged. Over a period of time, the 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 main building of HIPA provides facilities for holding conferences, training programmes and seminars. The facilities created by this well- furnished and well- equipped Hall are so good that they are availed by outside voluntary and corporate sector also



## (V) COMPUTER LAB

HIPA has two computer labs on the second floor of the Teaching block.

All the terminals are connected with internet facility. One GIS Lab is housed on the third floor of the building. To facilitate their work, the faculty members have also been 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.

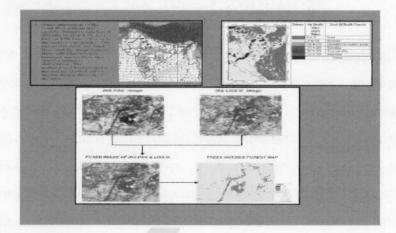
GIS allows better understanding and viewing of physical features in the given geographical conditions. It can provide quick and comparative view of hazards with disaster prone areas at risk and therefore, can demarcate areas to be safeguarded.

GIS provides spatial representation of hazards and vulnerable population on the map along with (spatial representation) 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.

- Guidance in damage assessments.
- Mapping High Risk Zones.
- Buffer areas around River to identify flood prone areas.



## VII) DISPENSARY

In view of lack of medical facilities in the campus, it was proposed that a dispensary be established in the campus. As per the decision taken in 55<sup>th</sup> meeting of Executive Council of HIPA held on 09.6.2009, a dispensary was established at the hostel of the institute.

The services of one Doctor and one Pharmacist are available every day for two hours to provide basic medical facilities to the staff of HIPA, 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 in a relevant and focused mode through effective training programmes. Sensitivity to emerging political and social concerns, modernity in thinking and re-orientation of administrative system are delivered through 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 Gurugram. A brief outline of training programmes is given as under:

#### (i) INSTITUTIONAL TRAINING PROGRAMMES

For Haryana Cadre IAS probationers and 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 Divisional Centres (DTC) at Panchkula, Hisar, Rohtak and Gurugram.

#### (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 courses on subjects sponsored by various other National and International Agencies are also conducted.

## I. DURING THE PERIOD 01.04.2018 TO 31.03.2019, HIPA CONDUCTED 390 PROGRAMMES:

**Training Courses** 

Sr. NO	Type of Courses	Number	Conducted By	No. of Trainees	Training Days	Trainee Days
1.	Long Duration Courses including Induction Courses	11	HIPA	256	250	6258
2.	Short Duration Courses – HIPA	129	HIPA	3490	484	12512
3.	Seminars/Workshops	9	HIPA	257	19	575
4.	RTI	18	RTI	819	40	1719
5.	Sevottam Cell	26	Sevottam Cell	886	30	1023
6.	HUDCO	5	HUDCO Chair	126	6	151
7.	Excise & Taxation Centre, Gurugram	6	E&TC	99	24	403
8.	COMMIT	31	DTC PKL, HISAR& ROHTAK	928	31	928
9.	Divisional Training Centre, Gurugram	25	DTC GGN	715	112	3545
10.	Divisional Training Centre, Panchkula	54	DTC, PKL	1614	267	7723
11.	Divisional Training Centre, Hisar	43	DTC, Hisar	1231	206	6108
12.	Divisional Training Centre, Rohtak	34	DTC, Rohtak	1195	161	5653
	Total	391		11616	1630	46598

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

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized **390** Training courses during 2018-2019 through which training was imparted to **11,616** officers/officials of various Government Departments/ Organizations, as compared to **355** courses during 2017-2018 in which **11,825** trainees participated.

Table showing the comparative statement of the number of courses conducted by HIPA from 2016-2017 to 2018-2019

Table -1

S.No.	Year	No. of Courses
1	2016-2017	227
2	2017-2018	355
3	2018-2019	390

Graph - 1

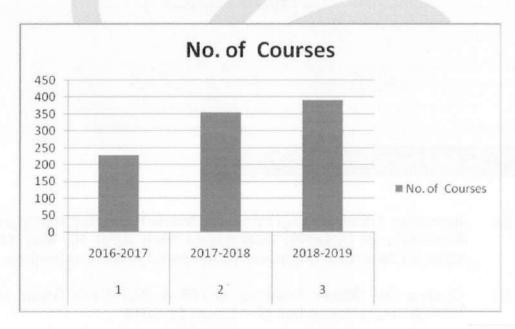
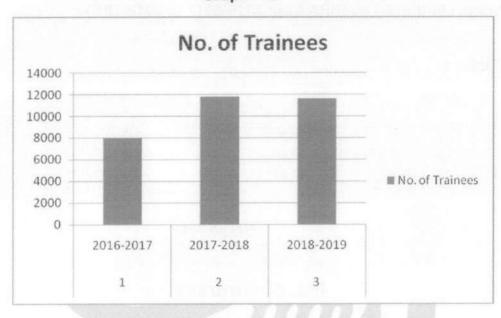


Table showing the comparative statement of the number of Trainees who attended Training Programmes from 2016-2017 to 2018-2019

Table - 2

S.No.	Year	No. of Trainees
1	2016-2017	8029
2	2017-2018	11825
3	2018-2019	11616

Graph - 2



#### II. FLAGSHIP PROGRAMMES AT HIPA

- (i) Induction Training Programme for Newly Recruited Assistant Engineers of Irrigation Department from April 16- May 15, 2018. 55 Assistant Engineers participated in the programme.
- (ii) Course For Officer Trainees of ITS & P&T BWS Group of NTIPRIT from December 17 March 29, 2019

The 15-week Foundation Course for Indian Telecommunication Service (Group A) 2014 batch and Post & Telegraph Building Works Service (Group A) officers commenced on December 17, 2018. Shri Anil Kumar Sanghi, ITS,

Senior Deputy Director General NTIPRIT was the Chief guest at the inauguration ceremony graced by Dr. G. Prasanna Kumar, IAS (Retd) Director General HIPA and senior officers of Department of Telecommunications and Haryana Institute of Public Administration. Shri M.D. Sinha coordinated the course and Dr. Neeraja Malik, Dr. Ekta Chopra, Dr. Devendra Singh and Dr. Jogender Singh were associate course coordinators.

The primary purpose of the Foundation course was to develop a passion and craving for performance in the respective field of activity and provide a well-informed and creative base on which the specializations are built. At the end of such a course the participants must be able to identify their own innovative potential and become more confident, curious and imaginative. The wide-ranging lecture sessions focused upon requisite domain knowledge, skills, work ethics and administrative acumen, placing the trainees at the centre of this learning process for an easy and effortless transition into the rigors of a realistic work regimen.

The officer trainees had an opportunity to define their interests and aspirations through extensive field visits to places of socio-cultural importance that included Sultanpur National park and Bird Sanctuary, Kurukshetra the land of Bhagvadgita, Panipat Battle memorial, Surajkund crafts mela, International Book Fair, National Museum and National Gallery of Modern Arts, New Delhi. Other experiential outings included a visit to Parliament House, Beating the Retreat ceremony, and a visit to Delhi airport-Bureau of Immigration. On their trip to National Security Guards (NSG) training academy, Manesar, the officer trainees were attached with electronic support group of NSG to have exposure to different communication technologies and strategic concepts adopted by the elite force.

As a part of learning adventure, the officer trainees had a tryst with mother nature on their visit to Mangar Bani forests. They also embarked upon a trek to 9000 ft. in Himalayas, conducted by Regional Mountaineering Cente McLeodganj. It was a stimulating experience with bounty of nature from close

quarters and an appreciation of the importance of teamwork, collaboration and physical fitness. A rural study visit was made to Mehandipur Dabodha village of Jhajjar district of Haryana to have a first-hand familiarity with the issues like rural health, education, gender, community and working of panchayat, etc.

Finally, the officer trainees came closer to discovering their sporting identity by enthusiastically participating in various events at the athletic meet held at the HIPA campus. The course concluded on March 29, 2019.

- (iii) Foundational Training Programme for Assistant Section Officers Direct Recruited from May 01 - July 13, 2018
- (iv) Training Programme for Newly Inducted Assistant Town Planners from February 18 – March 31,2019

An eight week training programme for newly Inducted Assistant Planners in Town and Country Planning Department, Haryana was conducted from February 18 to April 18, 2019. Shri Mohinder Kumar IAS (Retired), Consultant Revenue at HIPA conducted the programme and Dr. Neeraja Malik, CFTC was the Associated Course Director. It was inaugurated with an address by Dr. G. Prasanna Kumar, DG, HIPA. The programme, besides the regular town planning issues like Haryana Building Code, focussed upon the important policy paradigm related to group housing licensing and integrated licensing policy for development of commercial and residential properties. Authorities and experts from various organisations were invited to deliver lectures and interactive sessions were held on a wide array of topics relating to urban planning and development and major policy innovations by Government of India. The prominent session speakers included, Dr. G. Prasanna Kumar on Good Governance, Shri C.V. Gopinath, former Dy. Director General, BSNL on Work Culture and Ethics, Dr. Ram Sevak Sharma, Chairman TRAI on Future of ICT in Governance, Shri M.D. Sinha, IFS Additional Director HIPA on Natural Resource Conservation in Urban Planning, Ms. Urvashi Gulati, IAS (Retd.) former Chief Secretary and CIC, Haryana on Right to Information Act. Shri Sudhir Singh Chauhan, STP Gurugram and Shri R.S. Btth, DTP were other prominent resource persons.

The course included field familiarisation visits to Patwarkhana, Tehsil, DRO and SDM Offices. Sessions were held to present an overview of disaster management through hazard, risk and vulnerability mapping, application of GIS and remote sensing in urban planning and transportation.

#### (v) Wrap up Course for IAS Probationers (2016-18 batch)

Wrap up course for IAS Probationers (2016-18 batch) was organized at HIPA from April 30 – May 15, 2018. During wrap up the officer trainees were given insight on the revenue laws with the practical inputs.

#### (vi) Course for IAS Probationers (2017-19 batch)

Institutional Course for IAS Probationers (2017-19 batch) was organized at HIPA from June 18 – July 13, 2018. An effort was made to draw out experts from the non-governmental sector and leading global institutions to supplement the efforts of in-house faculty. As a result it emerged as a hub for learning and exchange of ideas from within and outside the government. The idea was not just completion of the syllabus but an effort was made to add true value addition to the lives of the young OTs. HIPA strives to inculcate good habits and human values required to lead the society from the front.

### II. SEMINARS AND WORKSHOPS

The Institute conducts seminars and workshops so as to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest. HIPA conducted the following Seminars/Workshops during 2018-2019:

- Workshop on Punjab Financial Rules July 2-4, 2018
- One Day Workshop on Environmental Pollution and its Health Impact August 24, 2018
- Workshop on Gender Sensitisation and Life Style Management August 20, 2018

- Workshop on Gender Sensitisation and Life Style Management August 21, 2018
- Workshop on Gender Sensitisation and Life Style Management September 4, 2018.
- Workshop on Gender Sensitisation and Life Style Management September 7, 2018
- Workshop on Office Procedure and Record Management December 4-6, 2018.
- Workshop on Haryana Civil Service Rules January 14-16, 2019

#### 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 (ongoing)
- (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 the best practices and a motivational set up for other districts to replicate the efforts.

#### VI HIPA CONDUCTS SAS/LAD EXAMS

HIPA has been Conducting the Departmental promotional exams for Irrigation Department and Urban Local Bodies, Govt. of Haryana for the past 10 years

#### (VII) NETWORKING WITH 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. CIPS, Hyderabad, IIM Rohtak, GAPSHAM, 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.

## (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) BEST PRACTICES AT HIPA

## (a) E-initiatives at HIPA

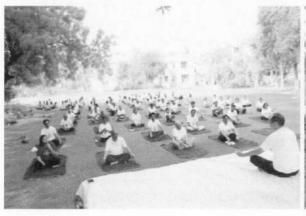
HIPA already has to its credit of being the first institute to implement E-office in a government organization in Haryana. It has also successfully implemented various e-governance initiatives like e-tendering, bio-metric attendance, Government E-market (GEM) etc. to improve the quality of Management Systems.

#### (b) Civil Services Day

The Civil Services Day of India is celebrated to appreciate the work and contribution of civil servants who run the administrative processes of the central and the state governments. The day was celebrated at HIPA on 21<sup>st</sup> April, 2018 with great enthusiasm. This date has its origin related to the year 1947 when Sardar Vallabhabhai Patel, the first Home Minister of India addressed the probationary officers at Metcalfe House, Delhi, empowering the Civil Services to adopt the true role of national service. Prof. Kaptan Singh Solanki, Hon'ble Governor of Haryana was the Chief Guest on the occasion. He highlighted the importance of Civil Services Day and related the theme with "Good Governance" and "serving the people". Other dignitaries who graced the occasion and spoke were Shri M.C. Gupta IAS (Retd.), Former Chief Secretary, Haryana and Shri Ashok Lavasa IAS (Retd.), Election Commissioner of India.

#### (c) Yoga Day

The International Yoga Day was celebrated on 21<sup>st</sup> June, 2018 in the campus of HIPA. The entire family of the Institute along with Dr. G. Prasanna Kumar and other officers were present on this occasion and performed yoga.

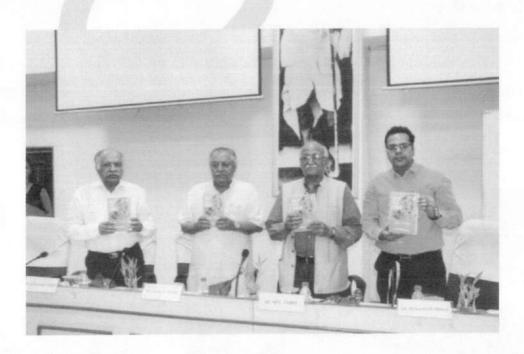




#### (d) HIPA Book Club

The Book Club is an initiative started by HIPA in collaboration with Indian Institute of Public Administration, Haryana Regional Branch. Popular books written by civil servants or relevant to administrators of Haryana are read, discussed and reviewed by book lovers on regular basis. Extracts from the book are read by the author or a member of Book Club. The book reading session is followed by a Question-Answer session.

On 31 May 2018, a Book Launch event of "Help your Child Learn Better" authored by Dr. G. Prasanna Kumar, Director General HIPA was held. Subsequent books read and discussed in the Book Club were "India and Republic of Korea: Engaged Democracies" authored by Ambassador Skand R Tayal on June 22, 2018, "Police In Democratic Societies" by Sh. Sankar Sen on July 26, 2018, 'Ramayan ki Kahani, Vigyan ki Jubani' by Smt. Saroj Bala on November 20, 2018, and 'Lessons in Practising YOGA' by Sh. Vidya Sagar Verma on December 27, 2018.



The talks on various topics were also held namely, "Living with Diabetes" by Dr Ambrish Mithal on July 10, 2018, and "Role of Agriculture in

Economic Growth of India" by Dr. Sushil Kumar Saxena on September 12, 2018.

A Seminar on the "The Role of Digital Technology in Governance" held on October 5, 2018 and Panel Discussion on "Simultaneous Elections of Lok Sabha and State Legislative Assemblies" was held on August, 24, 2018.

A Solemn function was held on August 23, 2018 to pay tributes to the former PM Shri Atal Bihari Vajpayee at HIPA Auditorium.

#### (e) SWACHH BHARAT Initiatives

Moving in the direction of fulfilling the Honorable Prime Minister's Vision of a Clean India, "Clean HIPA Green HIPA" was organized on 25.9.2018 at the Institute on Swachhata Diwas. Dr. G. Prasanna Kumar, IAS (Retd,), DG HIPA, Sh. M.D. Sinha, IFS, Additional Director, Dr. Ekta Chopra, HCS, Joint Director, Smt. Rekha Dahiya, Assistant Director (Administration) planted trees and appealed to all the staff members of HIPA to plant/adopt at least one tree, according to their convenience.





#### e) 15 August Celebration

Dr. G. Prasanna Kumar, IAS (Retd.), Director General, HIPA unfurled the flag on the occasion of 72<sup>nd</sup> Independence Day of India at HIPA. He addressed the staff of HIPA highlighting the importance of the day for all the citizens of India. The day gives us an opportunity to remember all freedom fighters who sacrificed themselves to make our lives beautiful and graceful. Today India is the largest democratic country in the world and is reaching new heights under the vision of our Hon'ble Prime Minister Sh. Narender Modi. Smt. Rekha Dahiya, Assistant Director (Administration) thanked the officers and officials of HIPA who attended the programme.

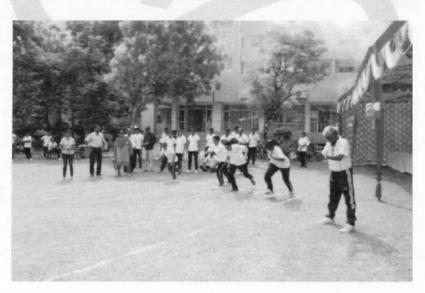


#### e) Athletic Meet

As a part of the training schedule an Athletic Meet of Assistant Section Officers was organized by HIPA on 11.7.2018 at the DG Stadium. The Athletic meet is an important event of the Foundation Course. Sh. M.D. Sinha, IFS, Additional Director was the Chief Guest on the occasion. He addressed the trainees and the audience and highlighted the importance of Sports in our lives. He encouraged the trainee officers to undertake at least one sport in their routine to keep their bodies fit and active.

As a part of the training schedule an Athletic Meet of Assistant Town Planners was organized by HIPA on 18.3.2019 wherein the participants displayed their sporting and athletic prowess. Mrs. Santosh Yadav, the First Lady to scale Mt. Everest twice was the Chief Guest. Valediction of the course was held on April 18, 2019...





#### f) Compost Pit

A compost plant has been established at HIPA which was inaugurated by DG, HIPA on 21.9.2018. Here a mixture of leaves, grass .clippings and vegetable peels are decomposed into organic fertilizer to be utilized for the plants and lawns of the campus. This is another step towards "Clean HIPA, Green HIPA". It is an initiative taken by the Institute considering the need of the hour. The Compost plant has been running successfully since its installation.





#### g) Solar Energy

Energy is the basic requirement of mankind. The challenges of climate change and global warming increasingly impact our community. Haryana has been an undisputed leader in industrial development and energy saving and to achieve energy efficiency has been one of the major objectives of the State Government. Recognizing the crucial importance of renewable energy the Haryana Institute of Public Administration, Gurugram has installed grid connected rooftop power plant having capacity of 100KWp to save the energy of the Institute. The Solar Power Plant was installed in HIPA on 7.1.2019 from the Department of Renewable Energy, Govt. of Haryana. HIPA has already saved 70,437 units in the short span of time.

#### h) Kurukshetra Visit

All the Officers/Faculty Members of HIPA attended Zero Budget Natural Farming Project at Gurukul, Kurukshetra on 26<sup>th</sup> November, 2018. It is a

practice that believes in natural growth of crops without adding any fertilizers and pesticides or any other foreign elements. His Excellency Acharya Dev Vrat, Hon'ble Governor of Himachal Pradesh shared his interesting and innovative experiences in implementing the method for successful ZBNF.

#### i) Training for Transport Department

Training entitled Capacity Building at Management and Enhancing working Efficiently " of newly recruited 263 Bus Conductors of Transport Department posted in Hisar, Bhiwani, Sirsa, Fatehabad and Charki Dadri Depots was organized in March 2019. This training was conducted in seven batches of which five were organized in March 2019.

HIPA will consistently endeavour to make significant and positive contributions for upgrading and refining the knowledge, skills and attitudes of Civil servants functioning at different levels of the State Government. The institute is always striving towards building a more transparent, responsive, efficient and accountable governance system through Training and Research.

Also HIPA soon plans to make its campus plastic free and zero waste campus.

## (X) GUEST FACULTY/EXPERTS AT HIPA

In order to give an input on specialized issues, HIPA invites guest speakers/experts of repute to deliver the talk. Some of the eminent and distinguished speakers who visited HIPA in the period April 2018 to November, 2019 are

Sr. No.	List of Faculty	Designation	Area of Interest
1	Ms. Garima Prashar	Consultant	Gender Sensitization
2	Sh. Inderjeet Mittal,	National Facilitator (DOPT)	Ethics & Values in Public Governance
3	Sister Urmil Gupta,	Director, Centre of Braham- kumaris	Personality Development , Ethics and Values, Leadership

4	Sh. Chandkiran Chhoker	NIC Faculty	National Tracking System for missing and Vulnerable Children
5	Ms. Shama Parveen Khan	Consultant, Ministry of Women and Child,	Child Sexual Abuse –POCSO Act – 2012, JJ Act
6	Sh. Ram Avtar Kaushik,	Former Principal, DTC, Gurugram	Conduct rule, Punishment and Appeal rule
7	Sh. K.K.Jalan	IAS (retd.)	IAS (retd.)
8	Sh. Yashpal Singhal, IPS(retd.)	State Information Commissioner,	Haryana
9	Sh. Rajiv Verma, retd.	Irrigation Department,	Water Command in Haryana
10	Sh. Charan Singh	Director NWFC,	Indian Meteorological Department,
11	Sh. Atama Ram Kaushik	Treasury Office, Nilokheri	Accounts
12	Sh. S.S. Rawat	Executive Engineer,	Irrigation Department, Haryana
13	Dr. V.S.Arya	Chief Scientist-SG Haryana Space Applications Centre, Hisar	GIS
14	Dr. Ramesh Hooda	Chief Scientist (Retd.), Haryana Space Applications Centre, Hisar	GIS
15	Dr. Neetu	Scientist, MNCFC, New Delhi	· Remote Sensing
16	Dr. Muzaffar Ahmad	Former Member, National Disaster Management Authority, Govt. of India, New Delhi	Disaster Management
17	Dr. Sushma Sagar	Professor of Trauma Surgery, JPN Apex Trauma Centre, AIIMS, New Delhi	· Emergency Medical Response
18	Dr. Brahmdeep Sindhu	Department of Psychiatry, Civil Hospital, Gurugram	Psycho-social Care
19	Dr. S.K. Sharma	Department of Forensic Medicine, Army College of Medical Sciences, Delhi Cantt Delhi-110095	Medico-legal Issues

20	Dr. Chandan Ghosh	Professor, Head of the Geo- Hazard Risk Management Division	Earthquake Management
21	Sh. R C Sharma	Delhi Fire Services, Connaught Place, New Delhi	Fire Management
22	Dr. Rajnish Ranjan	Vice President, Disaster Mgt., Skymet Weathers Pvt. Ltd. Noida	Flood Management     Early Warning
23	Ms Sarika	Head, Integrated Transport, WRI India, New Delhi	Transport Issues
24	Sh. Rahul Khera	Founder, Balancing Bits, Sun City, Sector-54 Gurugram	Solid Waste Management
25	Dr. Anand Sharma	Scientist F Indian Meteological Department, New Delhi	· Weather Forecasting
26	Sh. Bijender Goel	Managing Director, Terra Techcom Pvt. Ltd., New Delhi	Earthquake Warning
27	Ms. Madhu Sharma,	Director,Success Strategies for Life	Organizational Behaviour
28	Ms. Shikha Kumar Mathur,	Professor, NIFM	Public Finance
29	Prof. Om Parkash Minocha (retd.)	Professor,IIPA, New Delhi.	Public Administration
30	Sh. Trilok Chandra	Director, e-Governace Group Meity, New Delhi	e-Governance
31	Sh. Ashok Kumar Drall,	Joint Controller,C & AG,	Accounts & Audit
32	Sh. Anil Dutta Mishra	Fellow Gandhi Samriti Museum	Human Rights
33	Dr. Farhat Nasreen	Professor, Department of History & Culture Jamia Milla University	History
34	Sh. K.M.Pathi,	Professor,IIIT, Delhi.	Organizational Behaviour
35	Ms. Sudeshna Sen,	Professor, NIFM.	Finance
36	Prof. Rizwan Qaiser	Jamia Milla Islamia University, New Delhi	History

37	Ms. Sarbari Sen,	French Language	French Language
38	Sh. Manoj Shrivastava	Professor, MDI	Negotiation
39	Prof. C.P.Shrimali	Former Director, MDI	Organizational Behaviour
40	Dr. SPS Dalal	Consultant	Stress Management
41	Sh. S.Y.Quraishi IAS (retd.)	Former Chief Election Commissioner	Election/ General Administration
42	Sh. S.D.Sharma, IAS (retd.)	Fellow, Indian Institute of Social Science, Delhi	Panchayati Raj
43	Dr.Sheela Raddy,	Professor, IIPA,	Public Administration
44	Sh. Sudhir Chaudhary, IPS(retd.)	Former DGP, Haryana	Administration & Soft Skills
45	Dr. Asad Malik,	Professor, JMI University	CrPC & Other area of law
46	Profssor Ujjwal Kumar Singh,	Delhi University	Political Science
47	Prof. Susheela Kaushik	Professor, IIPA	Public Administration
48	Ms. Jyoti Mathur,	Director- Training and Capacity Building, Kailash Satyarthi Children's Foundation,	Juvenile Justice Act
49	Dr. Anil Dutta Mishra,	Former Professor Research	Ethics and Values
50	Sh. K.L.Chawla,	Ex. Chief Accounts Officer,	Purchase Procedure
51	Prof. Daisy Chauhan	Faculty MDI	Organizational Behaviour
52	Dr. Surender Paul	Director, IMD Chandigarh	Meteorology

53	Sh. S.Pasha	Jamia Milla Islamia University, New Delhi	Political Science
54	Sh. Ravi Kumar Sharma	Acccounts Officer O/o D.C. Faridabad	Pay Fixation & ACP Rules for the employees of Haryana Govt.
55	Sh. Devender Kumar	Section Officer, Public Health Department, Rewari	Provision for employees of Haryana Govt.
56	Sh. Yogesh Kumar	Section Officer O/o XEN, Panchayati Raj Narnaul	Punishment & Appeal Rules for Haryana Govt. employees
57	Dr. Swapnil Singh	Physiotherapist Sector-56, Gurugram	Physiotherapy
58	Sh. Shiv Prasad Sharma, IAS	Spl. Secretary, Finance & Planning, Managing Director CONFED Chandigarh	Conducting Elections & Handling Crisis Management
59	Sh. Chandra Prakash Tiwari	Resident Team Leader DIMTS GMCBL, Gurugram	Use of Automatic Ticketing Machine in Buses
60	Mr. V.K. Kapoor, IPS	Former D.G.P., Govt. of Haryana, Panchkula	Positive Attitude in Life
61	Professor Vidhu Mohan,	Former Head of Department Deptt. of Psychology, Punjab University, Chandigarh	Managing Self
62	Mr. Amitabh Kumar	Head Media & Communication Centre for Social Research, New Delhi	Gender Sensitivity
63	Mr. Vikram Sheoran	Media & Communication Centre for Social Research, New Delhi	Gender Sensitivity
64	Ms. Pratishtha Arora	Project Coordinator, Centre for Social Research, Plot Not.2 Nelson Mandela Marg, Vasant Kunj, New Delhi	Gender and Sex-Sociological Concepts & Constructs
65	Ms. Kamlesh Premi	Senior Counselor, Centre for Social Research, Plot Not.2 Nelson Mandela Marg, Vasant Kunj, New Delhi	Sexual Harassment & Law and its Redressal Mechanisms
66	Sh. Ganga Ram	Superintendent O/o GM, Haryana Roadways, Gurugram	Behavioural Aspect for the Employees of Transport Department

67	Sh. Kripal	Inspector O/o GM, Haryana Roadways, Gurugram	General Service Rules for the Employees of Haryana Govt.
68	Sh. Hukam Chand	Inspector O/o GM, Haryana Roadways, Gurugram	General Service Rules for the of Haryana Govt. Employees
69	Sh. Rajbir	Traffic Manager O/o GM, Haryana Roadways, Gurugram	Punching of Tickets in Buses
70	Sh. Akhilesh Kumar Gupta	Lecturer, First Aid & Home Nursing Red Cross Society, Gurugram	Safety/First Aid
71	Dr. M. P. George	Sr. Scientist, Delhi Pollution Control Board, Delhi	Air Pollution & Water Pollution
72	Prof. Parteek Sharma	Professor & Dean, Department of Energy and Environment TERI University, New Delhi	Air Pollution Modelling
73	Prof. Suresh Jain	Professor, Department of Energy and Environment TERI University, New Delhi	Environment Pollution
74	Prof. Rakesh Mahrotra	Professor, Delhi Technical University Delhi	Environment Pollution
75	Prof. Arun Kansal	Professor, Department of Regional Water Studies TERI University, New Delhi	Environment Pollution
76	Sh. S. Narayanan, IFS	Member Secretary Haryana Pollution Control Board Sector-11/6, Panchkula	Environment Pollution
77	Sh. A. K. Sen Gupta	Deputy Advisor (Retd.), Ministry of Drinking Water & Sanitation, Gol, CGO Complex Lodhi Road, New Delhi – 110003	Water Pollution
78	Dr. Amit Tuteja	Sr. Disaster Management Specialist, In-Charge, Disaster Risk Reduction and Climate Change Adaption Division Knowledge Links	Disaster Management
		Head Office:KA-54, First Floor, Kausgambi, Ghaziabad	

79	Sh. Shashikant Chopde	Associate, ISET (USA) New Delhi	Disaster Management
80	Prof. Hina Zia	Professor & Dean, Faculty of Architecture and Ekistics, Jamia Millia Islamia, New Delhi	Climate Change & Urban Planning
81	Dr. Aakash Shrivastava	Joint Director and Head, Climate Change and Health, NCDC, Sham Nath Marg, New Delhi	Climate Change and Health
82	Dr. Ajay Raghava	Deputy Director Climate Change Division, Ministry of Environment, Forest and Climate Change, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003	Climate Change Policy
83	Dr. R. S. Bana	Scientist (SS) Division of Agronomy IARI, New Delhi-110012	Agriculture
84	Dr. Charan Singh	Scientist-F Indian Meteorological Department Lodhi Road, New Delhi	Meteorology
85	Dr. Subhash Chander	Prof. cum Principle Scientist Division of Entomology IARI, PUSA, New Delhi-110012	Agriculture
86	Dr. Sunil Kumar Dubey	Assistant Director, Mahalanobis National Crop Forecast Centre, (Ministry of Agriculture & Farmers Welfare), Govt. of India, New Delhi	Crop Forecasting
87	Dr. Shashi Bhalla	Principal Scientist, Agricultural Entomology, Priority Setting, Monitoring and Evaluation, National Bureau of Plant Genetic Resources, N.Delhi	Agro Terrorism
88	Sh. Karan Choudhary	Assistant Director, Mahalanobis National Crop Forecast Centre, (Ministry of Agriculture & Farmers Welfare), Govt. of India, New Delhi	Crop Forecasting
89	Dr. Ranjeet Singh	DDGM/Scientist-F Indian Meteorological Department Lodhi Road, New Delhi	Meteorology

90	Dr. A.K. Mishra	Principal Scientist & Incharge, ATIC, NDRI, Karnal	Veterinary
91	Dr. Sohanvir Singh	Principal Scientist, NDRI, Karnal	Veterinary
92	Dr. D.K. Verma	Technical Expert, IWMP, Vikas Sadan, Gurugram	Watershed Management
93	Col. Sanjay Shrivastava	Disaster and Climate Change Expert, Member Multi Hazard Risk Warning, ISRO, Gol, New Delhi	Disaster Management
0.1	D DI "		Environmental Law
94	Dr. Bharti	Associate Professor,	Environmental Law
		National Law University, Delhi	Facility and the same
95	Er. R. N. Malik	Engineer-in-Chief (Retd.) Public Health State,	Environmental Issues
		Faculty Member, Manav Rachna University, Faridabad	
96	Dr. Arun Kumar	Assistant Professor,	Environmental Issues
	Srivastava	School of Environmental Sciences, Jawahar Lal Nehru University, New Delhi	
97	Dr. Gaurav	Assistant Professor,	Environmental Law
		Department of Policy Studies, TERI School of Advanced Studies, New Delhi	
98	Prof. S. K. Neogy	Professor,	Data Management
	50.000-000 (0.000 )	Faculty Block, Indian Statistical Institute,	
		7, S.J.S. Sansanwal Marg, New Delhi-110016	
99	Dr. Dipti Dubey	Research Associate, Faculty Block, Indian Statistical Institute, 7, S.J.S. Sansanwal Marg, New	Data Management
		Delhi-110016	
100	Dr. Angel Rajan Singh	Assistant Professor	Emergency Medical Services
		National Cancer Institute,	
		AIIMS, New Delhi	
101	Dr. Divya Kirti Ahuja	Medical Officer,	Emergency Medical Services
		Govt. Civil Hospital, Bhiwani	100
102	Dr. Kulwant Singh	CEO, 3R WASTE Foundation I Urban Policy, WASH and Mobility Specialist I 128, National Media Centre, NH-8, Gurugram	Waste Management

103	Cdr. Ashok Bijalwan	Vice President,	Plastic Waste Management
100	Sa., Autor Sijalwan	RAYS Enserv, A-21, Sector-21, Noida	The state was a second of the
104	Prof. (Ms.) Shyamala Mani	Professor,	Urban Waste Management
		National Institute of Urban Affairs Core 4 B, I &II Floor, India Habitat Centre	
		Lodhi Road New Delhi 110003	
105	Sh. Anupam Kulshrestha	Dy. CAG,(Retd.) & Director,	Audit & Accounts
		National Institute of Audits and Accounts, New Delhi	
106	Sh. S.K Singh	Director (MU),	Financing Waste
		NITI Aayog, Gol, New Delhi	Management
107	Dr. Suneel Pandey	Senior Fellow & Director	Waste Management
		The Energy & Resources Institute, India Habitat Center, Lodi Road, New Delhi.	
108	Sh. Suresh Singh	Divisional Fire Officer (Retd.)	Fire
	A A STATE OF THE S	Delhi Fire Services	
109	Dr. Raman Chawla	Scientist 'E', CBRN Defence, INMAS, Delhi	Chemical, Biological, Radiological and Nuclear Disaster
110	Dr. Himanshu Ojha	Scientist 'D', CBRN Defence, INMAS, Delhi	Chemical, Biological, Radiological and Nuclear Disaster
111	Dr. Arpita Gupta	Scientist 'E' National Informatics Centre,	Geographic Information System
		A Block CGO Complex, Lodhi Road, New Delhi	
112	Prof. Usha Tandon	Professor & Dean,	Environmental Law
		Campus Law Centre, Faculty of Law University of Delhi, Chhatra Marg (North Campus), Delhi – 110007	
113	Prof. Furqan Ahmad	Professor	Environmental Law
		The Indian Law Institute,	
		Bhagwan Das Road, New Delhi-110001	
114	Dr. Dipankar Saha	Scientist 'E' & In-Charge, Air Lab Central Pollution Control Board,	Air Pollution
		Ministry of Environment Forest & Climate Change, Gol,	

115	Dr. Prashant Gargava	AD & Head, AQM Div	Air Pollution
		Central Pollution Control Board,	
		Ministry of Environment Forest & Climate Change, Gol,	
		New Delhi	
116	Prof. V. Subramaniam	Professor (Retd.),	Environmental Issues
		School of Environment Science, Jawaharlal Nehru University, New Delhi	
117	Dr. R.M. Bhardwaj	Scientist 'E' & DH	Water Pollution
		Central Pollution Control Board,	
		Ministry of Environment Forest & Climate Change, Gol, New Delhi	
118	Dr. Aditya Sharma	Scientist 'D', IT Division,	Air Pollution
		Central Pollution Control Board,	
	L. Gradhs	Ministry of Environment Forest & Climate Change, Gol,	
		New Delhi	
119	Dr. Mohammad Asad	Assistant Professor	Constitutional Law
	Malik	Jamia Millia Islamia,	
		Jamia Nagar, New Delhi- 110025	
120	Dr. Suraj Chawla	Associate Professor,	Environment and Health
		Department of Community Medicine, SHKM Govt. Medical College Nalhar, Nuh	
121	Dr. Kaushik Sarkar	India Technical Lead   Malaria No More	Environment and Health
		Settlor cum Trustee   Malaria Elimination Trust	
		Indep Consultant   Medicines for Malaria Venture	
		Member, IPHA Young Scientist Member, ESCMID	
122	Dr. Navjot Kaur	MBBS, MS (ENT), DNB	Environment and Health
122		HCMS-I (General hospital, Ambala City)	
		Assistant Professor	Environment and Health
123	Dr. Madhur Verma	71001010111111010000	

124	Dr. Sanjay Narula	Sr. Medical Officer,	Medical Administration
		Civil Hospital, Gurugram	
125	Dr. Ramnika Aggarwal	Associate Professor	Environment and Health
		Deptt. Of Community Medicine, Kalpana Chawla Govt. Medical College, Karnal	
126	Dr. Neeraj Yadav	Deputy Medical Superintendent, Civil Hospital, Gurugram	Medical Administration
127	Dr. Himanshu Garg	Pulmonologist,Artemis Hospital, Gurugram	Environment and Health
128	Dr. Indu Bansal	Sr. Consultant & Unit Head, Radiation and Oncologist, Artemis Hospital, Gurugram	Environment and Health
129	Er. T.N. Gupta	Director General (Retd.), BMTPC, Govt. of India, New Delhi-110003	Safe Construction
130	Dr. Munish Kumar Bhardwaj,	Associate Professor, Department of Civil Engineering, Indira Gandhi National Open University, Saket, New Delhi	Earthquake Technology
131	Sh. R.C. Sharma	Former Director, Delhi Fire Services	Fire Expert
132	Sh. M.K. Chattopadhya	Divisional Officer Delhi Fire Services, New Delhi.	Fire Expert
133	Sh. B. S. Yadav	Senior Manager (Fire Safety), Hero Honda, Jaipur Highway Road, Gurugram	Fire Expert
134	Er. Sharad Chandra	Director, Flood Forecast Management Central Water Commission, Sewa Bhawan, RK Puram, New	Flood Management
135	Er. Rajeev Bansal	Delhi Chief Engineer (CADA)	Flood Management
		Irrigation & Water Resource Department Sinchai Bhawan, Panchkula	
136	Sh. Hansen T. Prem	DM Project Manager, World Animal Protection,	Veterinary
		New Delhi	
137	Sh. B.P. Yadav	Scientist-F	Meteorology
		Dy. Director General, IMD,  Mausam Bhawan, Lodi Road,  New Delhi	

138	Dr. Sultan Singh	Senior Scientist-SG	Remote Sensing and
		Haryana Space Applications Centre, Hisar	Geographic Information System
139	Dr. K.E. Mothi Kumar	Senior Scientist-SG (Forest)	Remote Sensing and
		Haryana Space Applications Centre, Hisar	Geographic Information System
140	Dr. Monika Gupta	Senior Research Officer,	Veterinary
		NDMA, MHA, Govt. of India,	
		New Delhi	
142	Sh. K. M. Singh, IPS	Ex. Member,	Veterinary
	(Retd.)	National Disaster Management Authority,	
		(Govt. of India), NDMA Bhawan,	
143	Sh. Vikrant Mahajan	CEO,	Disaster Management
		Sphere-India, 9-10 Bhai Vir Singh Marg, Op. Cole Market, New Delhi	
144	Dr. J.S. Yadav	Principal Scientist,	Agro-Meteorology
		Regional Research Station,	
	400000	Bawal, Rewari	
145	Dr. Subhash Chander	Scientist 'F'	Meteorology
	Bhan	Agromet Advisory Service Division, India Meteorological Department, Ministry of Earth Sciences,	
		Govt. of India,	
		New Delhi-110003	

## SUMMING UP

HIPA has consistently endeavoured to make significant changes in the functioning of Civil Servants 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 coaching and guidance. 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.





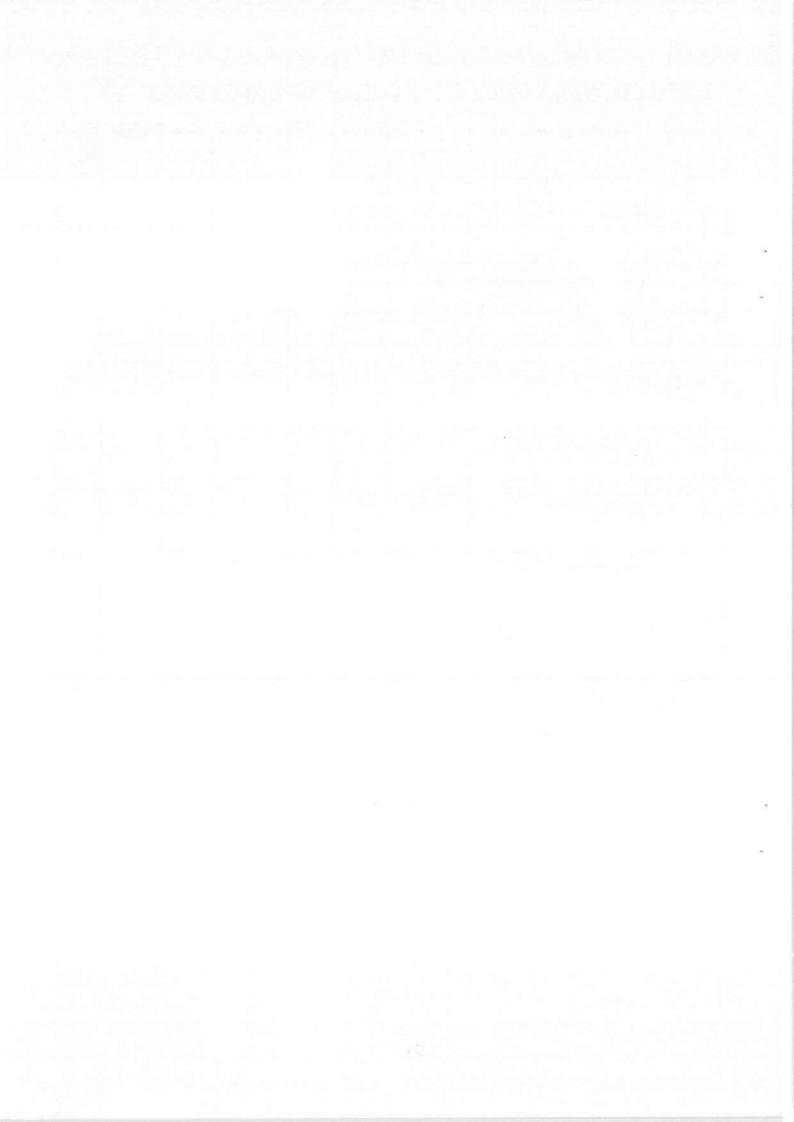
# LONG DURATION COURSES AT HIPA

HIPA



## LONG DURATION COURSES ORGANIZED AT HIPA (MAIN WING)

Sr. No.	Faculty Code	Title of the Training Programme	Date	Duration	Venue	Stakeholders/ colloboraters	Trainees	Trg. Days	Total Trainee Days
1	OSD/FCS-1 /FCS-3	Induction Training Programme for newly recruited Assistant Engineers of Irrigation Department	April 16-May 15, 218	1 Month	HIPA	Irrigation Department	55	21	1155
2	FCS-3	Computer Basic Course, e-Governance, Digital India and e-Office (Electronic File System i.e. Paperless Office ) for School Principals/Lectures	April 23- May 04,2018	10	HIPA		20	10	200
3	FRD	Wrap-up Session for IAS	April 30- May 28, 2019	1 Month	HIPA		3	11	33
4	FPA-1/ FCS2/FDM2	Foundation Training Programme for ASOs (Direct Recruited)	May 01- July 13, 2018	3 months	НІРА	DoPT, ISTM	41	53	2173
5	FCS-3	Computer Basic Course, e-Governance, Digital India and e-Office for Principals	May 14-25,2018	10	НГРА		25	10	250
6	CR/FRD	Institutional Trainig Programme for IAS Probationers 2017 Batch	June 18- July 13, 2018	4 weeks	Hisar		3	20	60
7	FBS	Capacity Building Training Programme for Chairpersons/ Members of Child Welfare Committee	Sept. 24- Oct. 5, 2018	10	HIPA	Department of Child Welfare	29	10	290
8	FRD	Capacity Building Programme for Chair Persons/Members of Child Welfare Committee	October 08-19, 2018	10	HIPA		21	10	210
9	Addl.Dir. Jt.Dir., CFTC, FCS-3,	Foundation Course for Officer Trainees of ITS and P&T BWS Group of NTIPRIT	Dec. 18, 2018- March 29, 2019	3 months	HIPA	Telecommunicatti on Deptt.	17	70	1190
10	FRD	Training Need Analysis (TNA)	February 02-09, 2019	8	HIPA	DOPT, GOI	23	8	184
11	Consult. Revenue, CFTC	Training Programme for Newly Inducted Assistant Town Planners	February 18- March 31, 2019 (Feb.18 to Apr. 18, 2019)	27	HIPA	Telecommunicatti on Deptt.	19	27	513
						Total	256	250	6258



## SHORT DURATION COURSES AT HIPA

HIPA



		SHORT DURATION C	OURSES OR	GANIZED	AT HIP	A (MAIN WI	NG)		
Sr. No.	Faculty Code	Title of the Training Programme	Date	Duration	Venue	Stakeholders/ colloboraters	Trainees	Trg. Days	Total Trainee Days
1	FFM	One week course on Accounts Administration and Prevention of Mal practices	April 02-06,2018	5	Rohtak		25	5	125
2	FBS	Three Days Training on J.J. Act., 2015	April 04-06,2018	3	HIPA	Women & Child Dev. Deptt.	28	3	84
3	FCS-3	Capacity Building Training programme on e-Governance and its applications	April 09-11,2018	3	HIPA	DOPT	16	3	48
4	FFM	Effective Financial Administration Through Information Technology	April 09-11, 2018	3	Hisar		24	3	72
5	FDM-II	Medical Response & Psychosocial Care in in Disaster Situation	April 09-13, 2018	5	HIPA		23	5	115
6	FRD	Three Days Training on J.J. Act., 2015	April 11-13, 2018	3	НІРА	Women & Child Dev. Deptt.	26	3	78
7	FDM-I	Water & Air Quality monitoring, Sampling, Analysis and Data Management	April 16-20, 2018	5	НІРА	Department of Enviornment, Govt. of Haryana	17	5	85
8	Head, FDM	Management of Heat wave	April 16-20, 2018	5	НІРА	Department of Enviornment, Govt. of Haryana	78	5	390
9	FFM	Effective Financial Administration through Ethics and Human Values	April 24-26, 2018	3	НІРА		18	3	54
10	FBS	Administrative and Financial Skills for Assistant Professors of Higher Education	April 30 - May 04, 2018	5	НІРА	Higher Education Deptt.	28	5	140
11	FCS-2	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	April 30 - May 04, 2018	5	HIPA		18	5	90
12	Head, FDM	Training Programme for Police on Disaster Management	May 2-3, 2018	2	НІРА	Department of Revenue & Disaster Management,	24	2	48
13	FFM	Purchase Procedures (GeM and e- Procurement) and Combating Corruption	May 02-04, 2018	3	Rohtak	Govt. of HR	24	3	72
14	FDM-I	Environmental Data, Interpretation, Compilation, analysis, Presentation and Reporting- Hands on Training and Case studies	May 07-11, 2018	5	НІРА	Department of Enviornment, Govt. of Haryana	15	5	75
15	FCS-1	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	May 07-11, 2018	5	HIPA	Deptt. of Women & Child	15	5	75

16	FFM	Systematic Solutions to Corruption and Purchase Procedures (GeM and e- Procurement)	May 07-09, 2018	3	Hisar	DoPT	23	3	69
17	FBS	Administrative and Financial Skills for Assistant Professors of Higher Education	May 07-11, 2018	5	HIPA	Higher Education Deptt.	36	5	180
18	Head, FDM	Training Programme for Police on Disaster Management	May 10-11, 2018	2	Bhondsi	Department of Revenue & Disaster Management, Govt. of HR	30	2	60
19	FFM	Government Accounting and Audit Mechanisms	May 14-16, 2018	3	Rohtak		31	3	93
20	Head, FDM	Live Stock Management in Disaster	May 14-18, 2018	2	НІРА	Department of Revenue & Disaster Management, Govt. of HR	21	5	105
21	FRD	Administrative and Financial Skills for Assistant Professors of Higher Education	May14-18, 2018	5	HIPA	Higher Education Deptt.	34	5	170
22	FCS-1	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	May 14-18, 2018	5	HIPA		18	5	90
23	FRD	Administrative and Financial Skills for Assistant Professors of Higher Education	May 21-25, 2018	5	HIPA	Higher Education Deptt.	32	5	160
24	Head, FDM	GIS Application and Disaster Management	May 21-25, 2018	5	НІРА	Department of Revenue & Disaster Management, Goyt, of HR	15	5	75
25	FCS-2	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	May 21-25, 2018	5	HIPA	Deptt. of Women & Child	19	5	95
26	FDM-I	Drought Management	May 21-25 , 2018	5	HIPA	Department of Revenue & Disaster Management,	26	5	130
27	FPA-1	Ethics and values in Administration	May 21-25 , 2018	5	DTC, PKL		10	5	50
28	FDM-I	Disaster Risk Reduction in Agriculture Se	May 28- June 01, 2018	5	HIPA	Department of Revenue & Disaster Management, Govt. of HR	21	5	105
29	FRD	Administrative and Financial Skills for Assistant Professors of Higher Education	May 28 - June 01, 2018	5	HIPA	Higher Education Deptt.	34	5	170
	FFM	Financial Analysis Using MS-Excel	June 04-06, 2018	3	Hisar		31	3	93

31	FCS-1	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	June 04-08, 2018	5	HIPA	Deptt. of Women & Child	15	5	75
32	FCS-3	Capacity Building Training programme on e-governance and its implications	June 11-13, 2018	3	HIPA		15	3	45
33	Head, FDM	Flood Management	June 11-15, 2018	5	HIPA		42	5	210
34	FCS-2	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	June 11-15, 2018	5	НІРА	Department of Women & Child Development	18	5	90
35	CFTC	Administrative and Financial Skills for Assistant Professors of Higher Education	June 11-15, 2018	5	DTC, PKL	Higher Education Deptt.	35	5	175
36	FFM	Functional Efficiency in Office Procedures and Financial Management	June 18-20, 2018	3	Hisar		24	3	72
37	FFM	Efficiency in Administration and Financial Procedures	June 25-27, 2018	3	Rohtak		24	3	72
38	FDM-I	Climate Change and Disaster Risk Management	June 25-29, 2018	5	HIRMI		20	5	100
39	FPA-1	Continuous Quality Improvement for Class - 3	June 26-29, 2018	4	DTC, PKL		15	4	60
40	Head, FDM	Training Programme for Police on Disaster Management	July 02-03 2018	2	Sirsa	Department of Revenue & Disaster Management, Govt. of HR	30	2	60
41	FCS-1	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	July 02-06, 2018	5	HIPA	Deptt. of Women & Child	17	5	85
42	FDM-I	Environment Pollution and its Health Impact	July 04-06, 2018	3	НІРА		20	3	60
43	Head, FDM	Training Programme for Police on Disaster Management	July 05-06, 2018	2	Charkhi Dadri	Department of Revenue & Disaster Management, Govt. of HR	38	2	76
44	FCS-2	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	July 09-13, 2018	5	HIPA	Deptt. of Women & Child	14	5	70
45	Head, FDM	Training Programme for Police on Disaster Management	July 11-12 , 2018	2	Fatehabad	Department of Revenue & Disaster Management, Govt. of HR	32	2	64
46	Head, FDM	Earthquake Management	July 16-20, 2018	5	HIPA	Department of Revenue & Disaster Management, Goyt, of HR	41	5	205

47	FDM-I	Environment Management	July 16-20, 2018	5	HIPA	Deprt. Of Environment, GoH	28	5	140
48	FCS-2	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	July 16-20, 2018	5	HIPA	Deptt. of Women & Child	17	5	85
49	FCS-3	Computer Basic Course, e-governance, diginal India, e-Office through GeM	July 16-20, 2018	5	НІРА		24	5	120
50	FCS-1	Capacity Building in information and communication technology (ICI) for professional efficiency for the supervisor of Child Development.	July 23-27, 2018	5	НІРА	Deptt. of Women & Child	19	5	95
51	FFM	Duties of DDOs in Taxation Matters (Income Tax and Goods and Services Tax)	July 23-25, 2018	3	Rohtak	DOPT	26	3	78
52	FDM-I	Air and Water Quality Index with respect to all parameters – National/ Haryana Scenario	July 25-27 , 2018	3	HIPA		14	5	70
53	FRD/FBS/D TCGGN	Capacity Building of Customer Service Agent - (CSA) i.e. Conductors & Managers of City Bus Services (1st Batch)	July 30-31, 2018	2	HIPA	GMDA	42	2	84
54	FCS-1	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	July 30-Aug. 03, 2018	5	НІРА	Deptt. of Women & Child	13	5	65
55	FFM	Managerial Finance and Control Mechanisms	August 01-03, 2018	3	Rohtak		25	3	75
56	Head, FDM	Live Stock Management in Disaster	August 06-10, 2018	5	HIPA	Department of Revenue & Disaster Management, Govt. of HR	22	5	110
57	FRD/FBS/D TCGGN	Capacity Building of Customer Service Agent - (CSA) i.e. Conductors & Managers of City Bus Services (1st Batch)	August 09-10, 2018	2	HIPA	GMDA	34	2	68
58	FFM	Accounts Administration using Accrual- cum-Double Entry System	August 13-17, 2018	4	Hisar		25	4	100
59	FCS-2	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	August 13-18, 2018	5	НІРА	Deptt. of Women & Child	19	5	95
60	Head, FDM	Training Programme for Police on Disaster Management	August 20-21 , 2018	2	Kaithal	Department of Revenue & Disaster Management, Govt. of HR	22	2	44
61	FCS-3	Computer Basic Course, e-Governance, Digital India and e-Office (Electronic File System i.e. Paperless Office ) for School Principals/Lectures	August 20-24, 2018	5	HIPA		14	5	70
62	FPA-2	Panel Discussion on Simultaneous Election of Lik Sabha and Vidhan Sabha collaboration with JIPA	August 24, 2018	1	HIPA	ПРА	70	1	70

63	Head, FDM	Fire Safety Management	August 27-31, 2018	5	HIPA	Department of Revenue & Disaster Management, Govt. of HR	25	5	125
64	FCS-2	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	August 27-31, 2018	5	HIPA		21	5	105
65	FCS-1	Capacity Building in information and communication technology (ICT) for professional efficiency for the supervisor of Child Development.	August 27-31, 2018	5	HIPA		24	5	120
66	FDM-1	Global Warming, Climate Change and Disaster Management - Future Prospective	August 27-31, 2018	5	HIPA	Spon. By Environment and Climate Change	23	5	115
67	FFM	Participatory Financial Administration by DDOs and Accounts Personnel	August 28-30, 2018	3	Rohtak		23	3	69
68	FDM-I	Risk Management in Chemical Industries of Haryana – Hands-on- Training	September 03-07, 2018	5	НІРА	Department of Revenue & Disaster Management, Govt. of HR	14	5	70
69	FFM	e-Finance Applications using Integrated Financial Management Information System (IFMIS)	September 04-06, 2018	3	Hisar		27	3	81
70	Head, FDM	Training Programme for Police on Disaster Management	September 05-06, 2018	2	Panipat	Department of Revenue & Disaster Management, Govt. of HR	17	2	34
71	FCS-1	Ethics and Values in Public Governance	September 05-07, 2018	3	HIPA	DOPT	23	3	69
72	FRD	WTO and Agriculture	September 05-07, 2018	3	HIPA	DOPT	15	3	45
73	FDM-I	Environmental Legislations, Interpretation, Enforcement, Legal and Statutory Requirements – Case Studies	September 10-14 , 2018	5	HIPA	Department of Enviornment, Govt. of Haryana	10	5	50
74	FDM-II	Urban Risk Management	September 10-14, 2018	5	Regional Institute of Panchayati Raj & Community Dev.Bhiwan i	Department of Revenue & Disaster Management, Govt. of HR	13	5	65
75	FFM	Accounts Administration and Efficiency through Government Process Re- engineering	September 17-19, 2018	3	Rohtak		28	3 ÷	84
76	FCS-3	Computer Basic Course, e-Governance, Digital India and e-Office (Electronic File System i.e. Paperless Office ) for School Principals/Lectures	September 17-21, 2018	5	НІРА		16	5	80
77	CFIC	General Services & Financial Rules for Haryana Govt. Employees	September 17-21, 2018	5	HIPA		30	5	150
78	CFTC/ Jt. Director	Five "One Day" training programmes on "Gender Sensitization and Personality Refinement"	Septmber 24, 25, 26, 27 & 28, 2018 (One day each)	5	НІРА	Transporot Department	98	5	490
79	Head, FDM	Training Programme for Police on Disaster Management	September 26-27, 2018	2	Kurukshetra	Department of Revenue & Disaster Management, Goyt, of HR	22	2	44

80	FFM	One Week Course on Financial Analysis and Presentation Skills	October 01-05, 2018	4	Rohtak		23	4	92
81	FCS-1	Capacity Building in MCTS (Missing Child Tracking System) for DCPOs of Women and Child Development		3	HIPA	Deptt. of Women & Child	19	3	57
82	CFIC/ Jt. Director	Gender Sensitization and Sexual Harassment at Workplace for Police Officers/Officials	October 11-12, 2018	2	HIPA	Police Deptt.	23	2	46
83	FCS-3	Capacity Building Training programme on e-Governance and its applications for CAO and AO	October 15-17, 2018	3	HIPA	DOPT	18	3	54
84	FFM	Managerial Competence in Financial Management	Ocotber 15-18, 2018	4	Hisar		22	4	88
85	FFM	e-Finance Applications using Integrated Financial Management Information System (IFMIS)	October 22-24, 2018	3	HIPA		16	3	48
86	FFM	e-Finance Applications using Integrated Financial Management Information System (IFMIS)	October 29-31, 2018	3	HIPA		27	3	81
87	Head FDM	Training programme for police on Disaster Management	November 05-06, 2018	2	HIPA	Department of Revenue & Disaster Management, Govt. of HR	21	2	42
88	FBS/ FRD	Induction Training Programme for Newly Appointed Assistant Professors of Higher Education	November 12-16, 2018	5	HIPA		29	5	145
89	FFM	One Week Course on Contract Management and Procurement Procedures	November 12-16, 2018	5	Hisar		39	5	195
90	FRD	Capacity Building of Customer Service Agent - (CSA) i.e. Conductors & Managers of City Bus Services (1st Batch)	November 13-14, 2018	2	HIPA	GMDA	62	2	124
91	FRD/FBS	Induction Training Programme for Newly Appointed Assistant Professors of Higher Education	November 19-23, 2018	5	Gurugram	Department of Higher Education	28	5	140
92	FDM-I	Training on Disaster Management for Police Department	November 20-21, 2018	2	Bhiwani		47	2	94
93	Head, FDM	Livestock Management in Disaster	November 26-30, 2018	5	HIPA		33	5	165
94	FBS/ FRD	Induction Training Programme for Newly Appointed Assistant Professors of Higher Education	November 26-30, 2018	5	HIPA	Department of Higher Education	22	5	110
95	FCS-2	Principals/Headmasters/Mistress and Teachers of Secondary Education	November 26-30, 2018	5	HIPA	Deptt. of Secondary Education	10	5	50
96	FFM	One Week Course on Noting, Drafting, e Office, and Service Rules	November 26-30, 2018	5	Rohtak		32	5	160
97	FDM-I	Training on Disaster Management for Police Department	November 28-29, 2018	2	Jind		24	2	48
98	Head, FDM	Disaster Risk Reduction in Agriculture Sector	December 03-07, 2018	5	HIPA		13	5	65
99	FBS/ FRD	Induction Training Programme for Newly Appointed Assistant Professors of Higher Education	December 03-07, 2018	5	HIPA	Department of Higher Education	29	5	145
100	Head, FDM	Training Programme for Police on Disaster Management	December 05-06, 2018	2			26	2	52

			27						
101	FFM	Purchase Procedures including e- Procurement and Government e- Marketplace (GeM)	December 10-12, 2018	3	Rohtak	DOPT	22	3	66
102	Head, FDM	Training on Disaster Management for Police Department	December 12-13, 2018	2	Mewat		34	2	68
103	FDM-II	Role of GIS in Agriculture	December 10-14, 2018	5	НІРА		22	5	110
104	FBS	Induction Training Programme for Newly Appointed Assistant Professors of Higher Education	December 10-14, 2018	5	НІРА	Department of Higher Education	26	5	130
105	FFM	Online Budgeting, Tendering, and Financial Control	December 17-19, 2018	3	Hisar		34	3	102
106	FBS, FRD	Induction Training Programme for Newly Appointed Assistant Professors of Higher Education	December 17-21, 2018	5	HIPA	Department of Higher Education	17	5	85
107	FDM-I	Management Development Prog. On Gender Equality & Water manage-ment	December 19-20, 2018	2	HIPA		70	2	140
108	FRD	Capacity Building of BDPOs in terms of Administrative Excellence	December 17-21, 2018	5	HIPA		13	5	65
109	FFM	Audit Sensitization and Systematic Solutions to Corruption	January 01-03, 2019	3	Rohtak		36	3	108
110	Head, FDM	Training on Disaster Management for Police Department	January 02-03, 2019	2	Rewari	Police Deptt.	30	2	60
111	Head, FDM	Training on Disaster Management for Police Department	January 9-10, 2019	2	Sonepat		60	2	120
112	CFTC, Jt. Dir.	Training Programme on Residential Certificate Programme of Assistant Returning Officers	Jan.14-17,2019	4	HIPA	Election Deptt.	41	4	164
113	Head, FDM	Training on Disaster Management for Police Department	January 16-17, 2019	2	Jhajjar		60	2	120
114	CFTC, Jt. Dir.	Trainng Programme on Residential Certificate Programme of Assistant Returning Officers	Jan.18-21,2019	4	НІРА	Election Deptt.	38	4	152
115	Head, FDM	Training on Disaster Management for Police Department	January 21-22, 2019	2	HIPA		15	2	30
116	FFM	Economic Offences, Financial Control and e-Governance	January 28 - 30, 2019	3	Rohtak		28	3	84
117	CFTC, Jt. Dir.	Training Programme on Residential Certificate Programme of Assistant Returning Officers	Jan.28-31,2019	3	HIPA	Election Deptt.	38	4	152
118	Head, FDM	Training on Disaster Management for Police Department	January 30-31, 2019	2	Rohtak	Department of Revenue & Disaster Management, Govt. of HR	24	2	48
119	FDM-2	Weather Fore-casting and Early warning for Disaster Preparedness	February 11-13, 2019	3	HIPA		18	3	54
120	FFM	One Week Course on Accounts Administration and investigation of Economic Crimes	February 11-15, 2019	5	Hisar		28	5	140
121	FFM	Inventory Management Including Store Purchase Rules	February 25-27, 2019	3	Hisar		24	3	72
122	CFTC/ PDTC GGN	Training Programme for Newly Recruited Employees of Transport Department on Capacity Building, Behavioural Management & Enhancing Working Efficiency	March 11-12 , 2019	2	НІРА	Transport Department	36	2	72

124	CFTC/ PDTC	Modeling and Presentation Skills  Training Programme for Newly	March 13-14 , 2019	2	HIPA	Transport	38	2	76
	GGN	Recruited Employees of Transport Department on Capacity Building, Behavioural Management & Enhancing Working Efficiency				Department			
125	CFTC/ PDTC GGN	Training Programme for Newly Recruited Employees of Transport Department on Capacity Building, Behavioural Management & Enhancing Working Efficiency	March 18-19 , 2019	2	HIPA	Transport Department	30	2	60
126	CFTC/ PDTC GGN	Training Programme for Newly Recruited Employees of Transport Department on Capacity Building, Behavioural Management & Enhancing Working Efficiency	March 25-26 , 2019	2	HIPA	Transport Department	39	2	78
127	CFTC	Capacity Building for Elected Women Councillors	March 27, 2019	1	HIPA		15	1	15
128	CFTC/ PDTC GGN	Training Programme for Newly Recruited Employees of Transport Department on Capacity Building, Behavioural Management & Enhancing Working Efficiency	March 27-28 , 2019	2	HIPA	Transport Department	38	2	76
129	FRD	Mentoring Skills	March 27-29 , 2019	3	HIPA	DOPT	33	3	99
						Total	3490	484	12512

## SEMINARS/WORKSHOPS AT HIPA





								APPENDIX	-C
		WORKSHO	OPS/SEMIN THIPA (MA			ANIZED			
Sr. No.	Faculty Code	Title of the Training Programme	Date	Duration	Venue	Stakeholders/ colloboraters	Trainees	Trg. Days	Total Traine Days
1	FFM	Workshop on Punjab Financial Rules	July 02-04, 2018	3	Rohtak		24	3	72
2	FFM	Workshop on Taxation Matters (Income Tax Computation and submission of e- TDS)	July 09-11, 2018	3	Hisar		33	3	99
3	CFTC	Gender Sensitization and Life style Management	August 20, 2018	1	HIPA	1	19	1	19
4	CFTC	Gender Sensitization and Life style Management	August 21, 2018	1	HIPA		20	1	20
5	FDM-I	One Day Workshop on Environmental pollution and its Health impacts"	August 24, 2018	1	НІРА	Department of Enviornment, Govt. of Haryana	40	1	40
6	CFTC	Training programme on Gender Sensitization and lifestyle management	September 04,2018	1	HIPA		15	3	45
7	CFTC	Training programme on Gender Sensitization and lifestyle management	September 7,2019	1	НІРА		19	1	19
8	FFM	Workshop on Office Procedures and Record Management	December 04-06, 2018	3	Hisar		52	3	156
9	FFM	Workshop on Haryana Civil Service Rules	Jan.uary 14-16, 2019	3	Hisar		35	3	105
						Total	257	19	575



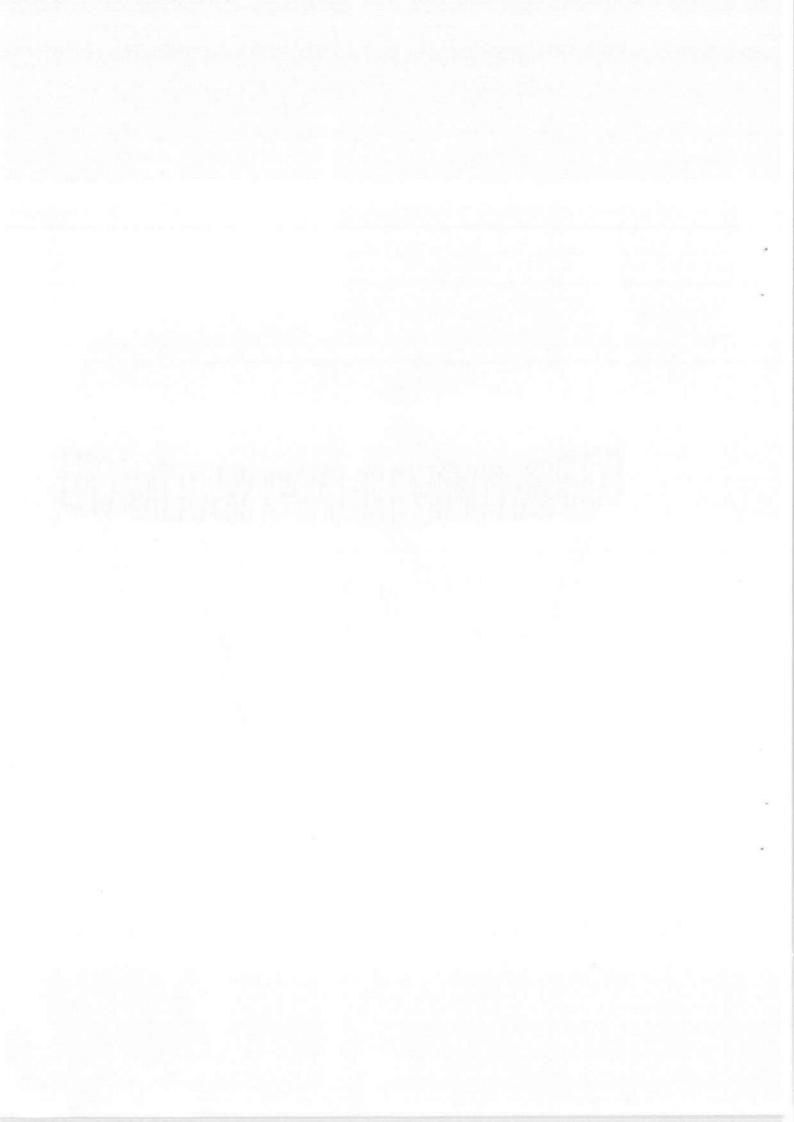
## COURSES CONDUCTED UNDER RTI PROJECT



								APPENDIX	-D
		DETAILS C	OF TRAINI						
r.No.	Faculty Code	Title of the Training Programme	Date	Duration	Venue	Stakeholders/ colloboraters	Trainees	Trg. Days	Total Trainee Days
1	FPA-1	Transparency in Administration: Right to Information Act	April 23-27, 2018	5	DTC, PKL		19	5	95
2	FPA-2	Two Day Workshop on RTI	May 01-02, 2018	2	Palwal	RTI	79	2	158
3	FPA-2	Two Day Workshop on RTI	May 07-08, 2018	2	Narnaul	RTI	67	2	134
4	FPA-2	Two Days Programme on RTI to Information Act for Jhajjar District	May 16-17, 2018	2	Jhajjar		79	2	158
5	FPA-2	Right to InformationAct for Police Officers	June 13-14, 2018	2	HIPA	Police Deptt.	36	2	72
6	FPA-2	Training Programme on Right to Information Act for Animal Husbandry Deptt.	July 16-18, 2018	3	HIPA	Animal Husbandry Deptt.	18	3	54
7	FPA-2	Two Day Workshop on RTI -2005 for SPIOs and ASPIOs for the Police Deptt.	July 23-24, 2018	2	HIPA	Police Deptt.	31	2	62
8	FPA-2	Two Day Workshop on RTI -2005 for SPIOs and ASPIOs for the Police Deptt.	July 26-27, 2018	2	HIPA	Police Deptt.	26	2	52
9	FPA-2	Training Programme on RTI for Police Deptt.	August 02, 2018	1	Madhuban	RTI	32	1	32
10	FPA-2	Two Day Workshop on RTI	September 10- 11, 2018	2	HIPA	RTI	74	2	148
11	FPA-2	Trailing of Trainers Programme on RTI	October 15-17, 2018	2	HIPA	RTI	38	3	114
12	FPA-2	Two Days Training Programme on RTI for SPIOs and APIOs of Gurugram District	November 19- 20, 2018	2	Gurugram		20	2	40
13	FPA-2	Two days workshop on RTI for the Police Department, Haryana organised by HIPA in collaboration with Haryana Police Akademy, Madhuban	December 22- 23, 2018	2	HIPA		41	2	82
14	FPA-2	Two Days Programme on RTI to Information Act for PGIMS Rohtak	February 07-08, 2019	2	HIPA		107	2	214
15	FPA-2	Training Programme on RTI	March 05-06, 2019	2	НІРА		46	2	92
16	FPA-2	Training Programme on RTI	March 07-08, 2019	2	НІРА		46	2	92
17	FPA-2	Workshop on RTI at DTC Panchkula	March 18-19 , 2019	2	Panchkula		30	2	60

18	FPA-2	Two days training Programme on RTI for FAAs of the Police Department of Haryana in collaboration with HPA	March 28-29 , 2019	2	Madhuban, Karnal		30	2	60
						Total	819	40	1719

## COURSES CONDUCTED UNDER SEVOTTAM CELL



and the same			
		APPENDIX-E	

#### DETAILS OF TRAINING PROGRAMMES CONDUCTED UNDER "SEVOTTAM CELL"

S.No.	Name of the Course	Duration	Venue	No. of Participants	Days	Trg. Days
1	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for the patwari of Distrct Rohtak	5.4.2018	DTC, Rohtak	32	1	32
2	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for newly recruited engineers of Irrigation Department	19.04.2018- 20.04.2018	HIPA	55	2	110
3	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for the official of Bhondsi Jail at Bhondsi Jail, Gurugram	15.05.2018 to 16.05.2018	Bhondsi Jail, Ggn	18	1	18
4	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for Panchayat Deptt. at Nuh	17.5.2018	Nuh	45	1	45
5	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for New recruited clerks of Revenue Department	13.06.2018	Faridabad	39	1	39
6	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for the officials of Panipat District at Panipat	21.06.2018	DIET, Panipat	42	1	42
7	Quality Management System/Good Governance Leading to Sevottam & Right to Service Act for the officials of Rohtak District	16.07.2018 to 17.07.2018	DTC, Rohtak	46	2	92
8	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for newly recruited clerks of ITI Department	02.08.2018	HIPA, Gurgaon	39	1	39
9	Quality Management System/Good Governance Leading to Sevottam & Right to Service Act for the officials of Rohtak District	07.08.2018	DTC, Rohtak	22	1	22
10	Internal Audit Programme for HIPA Internal Auditors	28.08.2018	HIPA	4	1	4
11	Internal Audit Programme for HIPA Internal Auditors	30.08.2018	HIPA	4	1	4
12	Internal Audit Programme for HIPA Internal Auditors	31.08.2018	HIPA	4	1	4
13	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for DEO Officers, Faridabad	19.09.2018	Faridabad	67	1	67

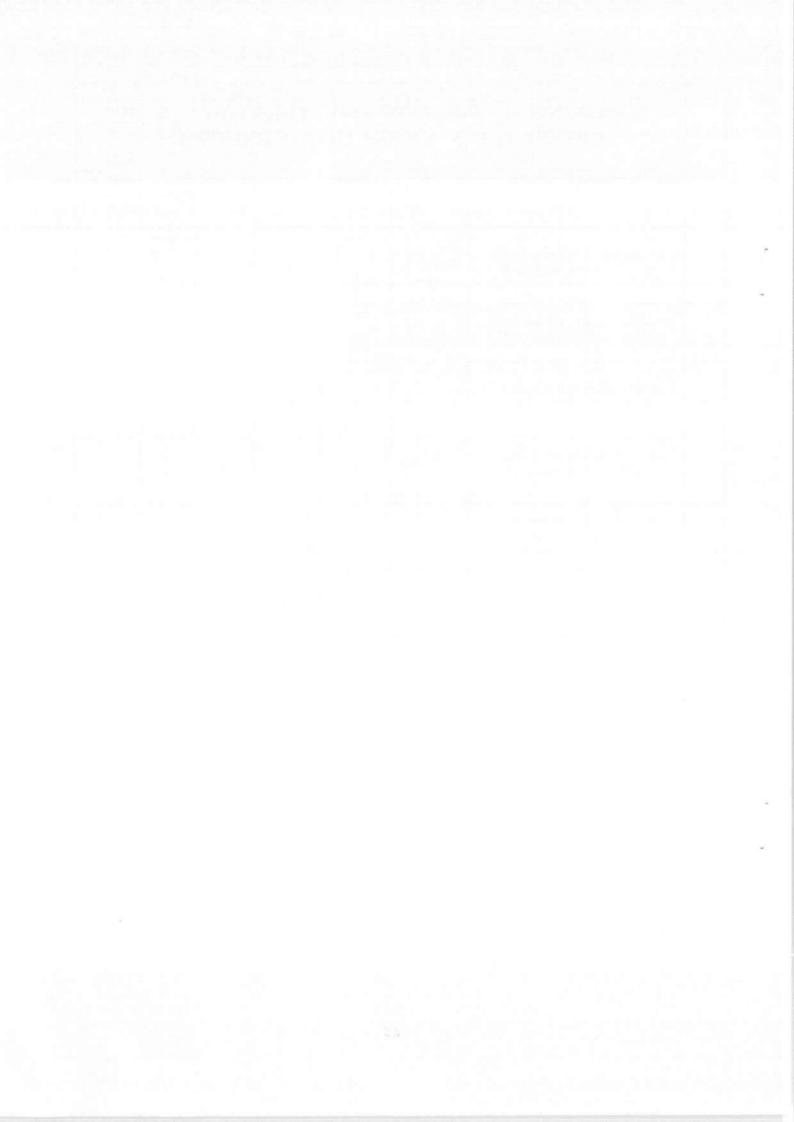
14	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for Officers of Education Department, Gurugram	26.9.2018	HIPA	19	1	19
15	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for Patwari at DTC, Rohtak	3.10.2018	DTC, Rohtak	23	1	23
16	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for Educational Officer, Panipat	5.10.2018	Panipat	60	1	60
17	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Information Act for Rewari District	28.11.2018	Rewari	24	1	24
18	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for Educational Officer, Sonipat Distrct	12.12.2018	Ganaur	23	1	23
19	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for Educational Officer, Jhajjar District	26.12.2018	Jhajjar	76	1	76
20	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for Officer Trainees of ITS & P&T BWS Group-A	24.01.2019 to 25.01.2019	HIPA	16	2	32
21	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for the officials of Jhajjar District at Govt. College for Women, Bahadurgarh	13.02.2019	Bahadurgarh	35	1	35
22	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Capacity Building at SCERT, Gurugram	21.02.2019	SCERT Gurugram	59	1	59
23	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 at Bahadurgarh	22.02.2019	Bahadurgarh	46	1	46
24	Grievance Redressal Mechanism and Capacity Buidling of the Government Functionaries and Elected Representatives of PRIs	28.02.2019	BDPO Office, Tauru	46	1	46
25	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 at DTC, Rohtak	13.3.2019	DTC, Rohtak	22	1	22
26	Quality Management System/Good Governance Leading to Citizen Charger for Asstt. Town Planner, Haryana	29.03.2019 & 01.04.2019	HIPA, Gurgaon	20	2	40
			Total	886	30	102

## COURSES CONDUCTED UNDER HUDCO





						APPEND	IX-F
	TRAINING PROUNDER HUE						2019
S.No	Title of the Training Programme	Date	Duration	Venue	Trainees	Trg. Days	Total Trainee Days
1	Capacity Building for Women Elected Representatives of Haryana state	April 26-27, 2018	2	HIPA	25	2	50
2	Capacity Building for Women Elected Representatives of Haryana state	11-Jul-18	1	Bhiwani	29	1	29
3	Capacity Building for Women Elected Representatives of Haryana state	Sept. 20, 2018	1	Jind	38	1	38
4	Capacity Building for Women Elected Representatives of Haryana state	Oct. 25, 2018	1 day	HIPA	16	1	16
5	Capacity Building for Women Elected Representatives of Haryana state	20-Dec-18	1 day	Municipal Corporation Fridabad/ Sonepat	18	1	18
				Total	126	6	151



## COURSES CONDUCTED UNDER COMMIT



APPENDIX-G

#### TRAINING PROGRAMMES FOR THE YEAR 2018-2019 UNDER COMMIT

S.No.	Name of Course	Duration	No. of Day	No. of Participants	No. of Trainee Days
1	Programme on COMMIT sponsored by DoPT (Govt. of India)	24-May-18	1	50	50
2	Programme on COMMIT sponsored by DoPT (Govt. of India)	29-May	1	38	38
3	Programme on COMMIT sponsored by DoPT (Govt. of India)	19 June,2018	1	45	45
4	Programme on COMMIT sponsored by DoPT (Govt. of India)	22June,2018	1	41	41
5	Programme on COMMIT sponsored by DoPT (Govt. of India)	6 July,2018	1	31	31
6	Programme on COMMIT sponsored by DoPT (Govt. of India)	28 July, 2018	1	43	43
7	Programme on COMMIT sponsored by DoPT (Govt. of India)	16 Aug., 2018	1	33	33
8	Programme on COMMIT sponsored by DoPT (Govt. of India)	24 Aug, 2018	1	19	19
9	Programme on COMMIT sponsored by DoPT (Govt. of India)	28 Sept.,2018	1	28	28
10	Programme on COMMIT sponsored by DoPT (Govt. of India)	29 Oct.,2018	1	25	25
11	Programme on COMMIT sponsored by DoPT (GOI)	16 Nov,2018	1	20	20
12	One day training on Comprehensive online modified module for Induction Training (COMMIT)	18.06.2018	1	32	32
13	One day training on Comprehensive online modified module for Induction Training (COMMIT)	19.07.2018	1	34	34

14	One day training on Comprehensive online modified module for Induction Training (COMMIT)	25.07.2018	1	48	48
15	One day training on Comprehensive online modified module for Induction Training (COMMIT)	20.09.2018	1	25	25
16	One day training on Comprehensive online modified module for Induction Training (COMMIT)	25.10.2018	1	33	33
17	One day training on Comprehensive online modified module for Induction Training (COMMIT)	26.10.2018	1	41	41
18	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at DTC, Rohtak	12.04.2018	1	12	12
19	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at DTC, Rohtak	11.05.2018	1	28	28
20	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Jhajjar	30.05.2018	1	34	34
21	Induction Training Programme for Comprehensive Online-Modified Modules (COMMIT) at DTC, Rohtak	11.06.2018	1	40	40
22	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at DIET, Panipat	22.06.2018	-1	46	46
23	Induction Training Programme for Comprehensive Online-Modified Modules (COMMIT) at Rohtak	11.07.2018	1	30	30
24	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Rohtak	08.08.2018	1	22	22
25	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Rohtak	14.09.2018	1	14	14
26	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Gohana	21.09.2018	1	22	22
27	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Govt. College, Jhajjar	28.09.2018	1	12	12
28	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Karnal	17.10.2018	1	28	28
29	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Panipat	16.11.2018	1	30	30
30	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Assandh	22.11.2018	1	14	14
31	Induction Training Programme for comprehensive Online-Modified Modules (COMMIT) at Rohtak	09.01.2019	1	10	10
		Total	31	928	928

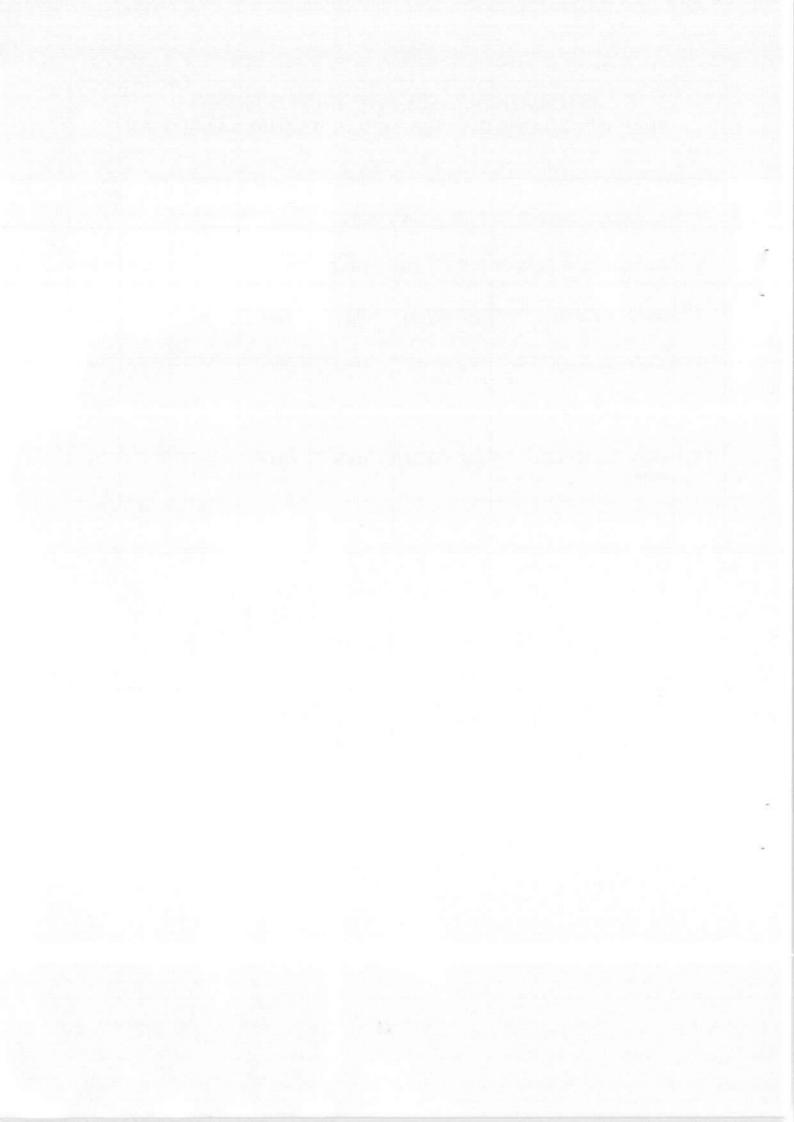
# COURSES CONDUCTED AT EXCISE & TAXATION TRAINING SCHOOL



			APPENDIX-I	4

### TRAINING PROGRAMMES FOR THE YEAR 2018-2019 AT EXCISE AND TAXATION TRAINING SCHOOL, HIPA, GURUGRAM

Sr.No.	Title of the Training Programme	Date	Duration	Venue	Trainees	Trg. Days	Total Trainee Days
1	Refresher Course on GST for E.T.Os	May 22-25, 2018	4 Days	HIPA	15	4	60
2	Refresher Course on GST for E.T.Os	June 05-08, 2018	4 Days	HIPA	17	4	68
3	Refresher Course for E.T.Os	July 10-13, 2018	4 Days	HIPA	18	4	72
4	Refresher Course on GST for E.T.Os	August 06-10, 2018	4 Days	HIPA	19	5	95
5	Refresher Course on GST for E.T.Os	September 12-14, 2018	3 Days	HIPA	12	3	36
6	Refresher Course for Taxation Inspectors	Sept. 25-28, 2018	4 Days	HIPA	18	4	72
				Total	99	24	403



# COURSES CONDUCTED AT DIVISIONAL TRAINING CENTRE, GURUGRAM



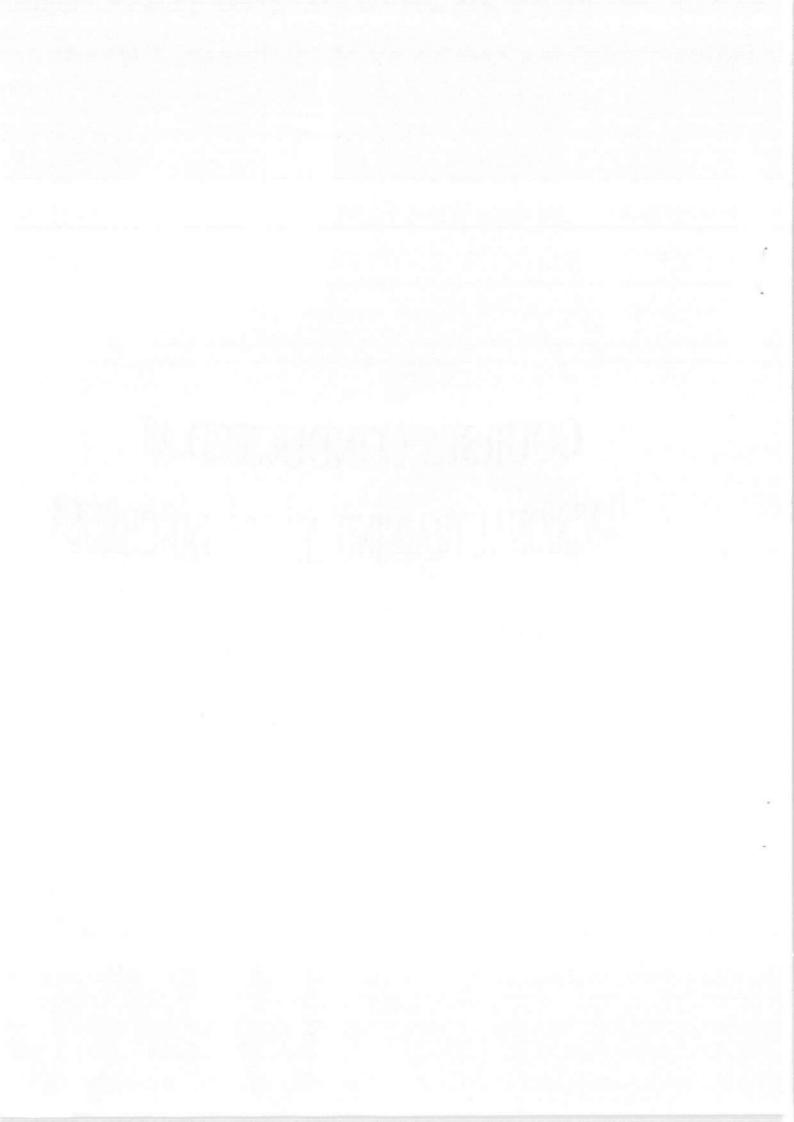
						APPENI	DIX-I
2410	Courses and Seminars/Worksh	ops conducted Gurugram	at the D	ivisiona	l Traini	ng Cei	ntre,
r. N	Title of the Training Programme	Date	Duration	Venue	Trainees	Trg. Days	Total Trainee Days
1	Capacity Building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules. TA Rules, Cash Book writing, Online budgeting e-grass amd e-payment, Ethics, Conduct Rules, etc.	April 04-06, 2018	3	Faridabad	51	3	153
2	Duties and Responsibilities regardimg Financial Rules & Civil Service Rules, Pensionary Benefits, RTI, New Pension Scheme, Income Tax/TDS, Grievances Redressal, etc.	April 11-13, 2018	3	Palwal	45	3	135
3	Capacity Building of Group C employees of the Revenue Department	April 16-20, 2018	5	Narnaul	22	5	110
4	Planning and Preparation of Retirement Pensionary Benefit Admissibile and Future investment thereof Health Planning, Stress Management and Contribution towards Society after retirment	April 24-26, 2018	3	Nuh	23	3	69
5	Orientation course for Group-C employees and Steps for increasing efficiency in service matters, New Pension Scheme, Income Tax- TDS & Online working related to Treasury Functioning, etc.	May 08-10, 2018	3	Rewari	41	3	123
6	Duties and Responsibilities regarding Financial Rules & Civil Service Rules, Pensionary Benefits, RTI, New Pension Scheme, Income Tax/TDS, Grievances Redressal, etc.	May 15-17, 2018	3	Narnaul	45	3	135
7	Planning and Preparation of Retirement Pensionary Benefit Admissibile and Future investment thereof Health Planning, Stress Management and Contribution towards Society after retirment	May 22-24, 2018	3	Faridabad	34	3	102
8	Induction Training Programme for Newly Recruited Clerks for Revenue Department	June 4-15,2018	10	HIPA	43	10	430
9	Induction Training programme for GMDA	June 19-23,2018	5	HIPA	22	5	110
0	Induction Trainng programme (part-II) for Group C employees for Excise and Taxation Department	June 25- July 04,2018	10	Faridabad	34	10	340

11	Induction Training Programme for Group "C"employees of ITI	July 23-August 18, 2018	45	HIPA	45	18	810
12	Capacity Building training programme for Group "C"employees	June 05-11, 2018	5	Narnaul	26	5	130
13	Planning and Preparation of Retirement Pensionary Benefit Admissibile and Future investment thereof Health Planning, Stress Management and Contribution towards Society after retirment	Sept. 25-27, 2018	3	Palwal	24	3	72
14	Duties and Responsibilities of DDOs regarding Financial Rules & Civil Service Rules.	Oct. 15-19, 2018	4	Rewari	22	4	88
15	Duties and Responsibilities regarding Financial Rules & Civil Service Rules, Pensionary Benefits, RTI, New Pension Scheme, Income Tax/TDS, Grievances Redressal, etc.	Nov. 26-29, 2018	4	Rewari	24	4	96
16	Capacity Building for Group 'C' Employees on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules. TA Rules, Cash Book writing, Online budgeting e-grass amd e-payment, Ethics, Conduct Rules, etc.	December 4-6, 2018	3	HIPA	18	3	54
17	Planning and Preparation of Retirement Pensionary Benefit Admissibile and Future investment thereof Health Planning, Stress Management and Contribution towards Society after retirment	December 19-21, 2019	3	Narnaul	25	3	75
18	Duties and Responsibilities regarding Financial Rules & Civil Service Rules, Pensionary Benefits, RTI, New Pension Scheme, Income Tax/TDS, Grievances Redressal, etc.	February 25-27, 2019	3	HIPA	18	3	54
19	Capacity Building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules. TA Rules, Cash Book writing, Online budgeting e-grass amd e-payment, Ethics, Conduct Rules, etc.		3	HIPA	19	3	57
20	Orientation course for Group-C employees and Steps for increasing efficiency in service matters, New Pension Scheme, Income Tax- TDS & Online working related to Treasury Functioning, etc.	March 05-07, 2019	3	Rewari	20	3	60
				1			

21	Duties and Responsibilities regarding Financial Rules & Civil Service Rules, Pensionary Benefits, RTI, New Pension Scheme, Income Tax/TDS, Grievances Redressal, etc.	March 05-07, 2019	3	Rewari	22	3	66
22	Capacity Building for Group 'C' Employees on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules. TA Rules, Cash Book writing, Online budgeting e-grass amd e-payment, Ethics, Conduct Rules, etc.	March 25-27, 2019	3	Tauru	20	3	60
23	Duties and Responsibilities regarding Financial Rules & Civil Service Rules, Pensionary Benefits, RTI, New Pension Scheme, Income Tax/TDS, Grievances Redressal, etc.	March 25-27, 2019	3	Tauru	24	3	72
24	Orientation course for Group-C employees and Steps for increasing efficiency in service matters, New Pension Scheme, Income Tax- TDS & Online working related to Treasury Functioning, etc.	March 27-29, 2019	3	Rewari	24	3	72
25	Duties and Responsibilities regarding Financial Rules & Civil Service Rules, Pensionary Benefits, RTI, New Pension Scheme, Income Tax/TDS, Grievances Redressal, etc.	March 27-29, 2019	3	Rewari	24	3	72
				Total	715	112	3545



## COURSES CONDUCTED AT DIVISIONAL TRAINING CENTRE, PANCHKULA



		APPENDIX-J

### Courses and Seminars/Workshops organised at the Divisional Training Centre, Panchkula

S.No.	Name of Course	Duration	No. of Day	No. of Participants	No. of Trainee Days
1	Office Procedure - A tools of Efficiency & Communication Skills	02-06 April, 2018	5	11	55
2	Induction Training Programme for clerks of FCR's Office (First Batch)	2-13 April,2018	10	29	290
3	Office Automation & Tools	9-13 April,2018	5	17	85
4	Induction Training Programme for clerks of FCR's Offic (Second Batch)	16 - 27 April, 2018	10	30	300
5	Two days workshop on Haryana Civil Service Rules, 2016 on Leave Rules & TA Rules	16 - 17 April, 2018	2	15	30
6	Duties & Functions of Clerks	23 -27 April, 2018	5	24	120
7	Induction Training Programme for clerks of FCR's Office (3rd Batch)	30 April -11 May, 2018	10	15	150
8	Training Programme for DDO's at Y.Nagar	2-3 May, 2018	2	107	214
9	Capacity Building of Assistants dealing with Administrative Matters	7-11 May, 2018	5	18	90
10	Enhancing Efficiency through women Empowerment	14-18 May,2018	5	18	90
11	Induction Training Programme for Newly recruited clerks of DC's office of Ambala Division(Ist Batch)	14 -25 May, 2018	9	50	450
12	Two days Computer Training on "MS Excel and MS World"	22-23 May,2018	2	13	26
13	Induction Training Programme for Newly recruited clerks of Police Department at Police Line, Moginand	21 May to 1st June, 2018	9	38	342

14	Orientation Training Programme for Dy.Supdts/Supdts	4-8 June,2018	5	10	50
15	Two days workshop on Haryana Civil Service Rules, 2016, Govt. Policies for welfare of Govt. Employes,NPSand Ex-gratia	6-7June,2018	2	78	156
16	Induction Training Programme for Newly recruited clerks of Police Department at Police Line, Moginand	11 -22 June, 2018	9	45	405
17	One day Workshop on "RTI Act,2005" for Secondary Education and Aid Control Societies,Haryana	12 June,2018	1	27	27
18	Administrative Efficiency in Govt. Department	18-22 June,2018	5	18	90
19	Induction Training Programme for Newly recruited clerks of DC's office of Ambala Division(2nd Batch)	18-29 June,2018	8	41	328
20	One day Workshop on "Record Management and Record Retention Schedule"	26 June,2018	1	24	24
21	Induction Training Programme for Newly recruited clerks of DC's office of Ambala Division(3rd Batch)	2-13 July,2018	9	31	279
22	Two days worshop on " Duties & responsibilities of DDOs and supporting staff including online budget and e.payment" at D.C. Office Panchkula	11-12 July,2018	2	95	190
23	Office Procedure - A tools of Efficiency & Communication Skills	16-20 July,2018	5	21	105
24	Induction Training Programme for Newly recruited clerks of SDIT Department (Four Week)	16July to 10 Aug.,2018	19	43	817
25	Two days workshop on "Haryana Civil Services (GPF) Rules, 2016 (Rules 1-62) & Policy on loan and advances admissible to Haryana Govt. Employees – Practical Exercise	1 to 2 Aug.,2018	2	14	28
26	Duties & Functions of Clerks	6-10 Aug.,2018	5	32	160
27	Induction Training Prog for newly recruited clerks of Employment Department	6 to 16 Aug.2018	9	33	297

28	One day workshop on RTI Act, 2005	16 Aug., 2018	1	11	11
29	Induction Training Prog for newly recruited clerks of Excise & Texation Department	21 Aug to 31 Aug, 2018	9	19	171
30	Enhancing Efficiency through women Empowerment-Soft & Hard Skills at Kurukshetra	27-31 Aug,2018	5	65	325
31	Training Programme for Pos/Iqsunder P& A Rules	20-21 Sept.,2018	2	14	28
32	Capacity Building of Assistants dealing with Administrative Matters	24-28 Sept.,2018	5	14	70
33	Induction Training Programme for clerks of Sectt(Ist Batch)	24- 6 Oct.,2018	9	28	140
34	One day workshop on Record Management & Record Retention Schedule and Information Management	4 Oct, 2018	1	19	19
35	Induction Training Programme for clerks of Sectt(2nd Batch)	8-17 Oct, 2018	8	25	200
36	Transparency in Administration - RTI Act, 2005	9 Oct, 2018	1	69	69
37	Two days workshop on "GPF and Loans & Advances	15-16 Oct.,2018	2	12	24
38	Induction Training Programme for clerks of Sectt(3rd Batch)	22-31 Oct,2018	7	26	182
39	Office Automation & Tools	22-26 Oct,2018	5	32	160
40	Orientation Training Programme for Assistants	12-16 Nov,2018	5	26	130
41	Induction Training Programme for clerks of Sectt(4th Batch)	12-22 Nov,2018	8	20	160
42	One day workshop on 'legislative Assembly Business"	14 Nov, 2018	1	14	14

43	Training Programme for IOs/POs -Procedures and Rules	27-28 Nov,2018	2	10	20
44	Orientation Training Programme for Supdts/Dy. Supdts	3-7 Dec,2018	5	13	65
45	Office Procedure - A tools of Efficiency & Communication Skills	10-14 Dec.,2018	5	13	65
46	One day workshop on Income Tax Matters	26.12.2018	1	13	13
47	Office Automation & Tools	7-11 Jan.,2019	5	28	140
48	Administrative Efficiency in Govt. Department	14-18Jan,2019	5	14	70
49	Two days workshop on "HCS(Pension) Rules2016 andWelfare scheme for Govt. Employees& their family members, Ex-gratia- Compassionate Financial Assistants	22-23 Jan.,2019	2	13	26
50	"Inputs for Enhancing Efficiency – Motivational & Attitudinal Change (Hard & Soft Skills)" 5.2.2019 to 7.2.2019	5 - 7 Feb. 2019	3	23	69
51	Duties & Functions of Clerks	5-8 March, 2019	4	26	104
52	Transparency in Administration - RTI Act, 2005	19 March, 2019	1	90	90
53	Two days training programme on Capacity Building Behavioral Management & Enhancing Efficiency	26 to 27 Mar., 2019	2	34	68
54	Two days training programme on Capacity Building Behavioral Management & Enhancing Efficiency	28 to 29 Mar., 2019	2	46	92
	Total		267	1614	7723

## COURSES CONDUCTED AT DIVISIONAL TRAINING CENTRE, HISAR

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## Courses and Seminars/Workshops organised at the Divisional Training Centre, Hisar

Sr. No.	Name of training course	Duration	Number of Participants	Number of Training Days	Number of Trainee Days
1	One Week Orientation Course on "Pay Fixation, Pension Revision and Service Matters" for the employees of various offices of Hisar District	09.04.2018 to 13.04.2018	23	5	115
2	One Week Orientation Course on "Pay Fixation, Pension Revision and Service Matters" for the employees of various offices of Bhiwani and Charkhi Dadri Districts	23.04.2018 to 27.04.2018	21	5	105
3	Training on "Pay Fixation, Pension Revision and Service Matters" of various offices of Jind district at Hisar.	30.04.2018 to 04.05.2018	51	5	255
4	One Week Orientation Course on "Pay Fixation, Pension Revision and Service Matters" for the employees of various offices of Fatehabad district	07.05.2018 to 11.05.2018	32	5	170
5	One Week Orientation Course on "Pay Fixation, Pension Revision and Service Matters" for the employees of various offices of Sirsa district	14.05.2018 to 18.05.2018	67	3	201
6	Training on "MS Word, MS Excel, Power Point & Internet for the employee of various offices of Hisar district at Hisar.	21.05.2018 to 25.05.2018	18	5	90
7	Training on "Duties & Responsibilities of DDOs" of Education Department of Hisar District .	22.05.2018 to 24.05.2018	20	3	60
8	Training on "Duties & Responsibilities of DDOs of Bhiwani district from 30.05.2018 & 01.06.2018 at Hisar.	30.05.2018 to 01.06.2018	29	3	87
9	Two Week Induction Training for newly recruited Clerks of D.C. office, Sirsa from 04.06.2018 & 15.06.2018 at Sirsa.	04.06.2018 to 15.06.2018	32	9	288
10	Training on "Duties & Responsibilities of DDOs of Jind district at Hisar.	06.06.2018 to 08.06.2018	29	3	87

11	Training on "Duties & Responsibilities of DDOs of Fatehabad district at Hisar.	12.06.2018 to 14.06.2018	28	3	84
12	Training on "Efficiency through Women Empowerment" of Hisar Division at Hisar.	25.06.2018 to 27.06.2018	20	3	60
13	One Week Office Automation Tools "Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the employees of various office of Jind district	02.07.2018 to 06.07.2018	19	5	95
14	Training on "Responsive Administration - Role of office staff in disposal office work and service matters for the employees of various offices of Hisar distric at Hisar.	02.07.2018 to 06.07.2018	22	5	110
15	Two Week Induction Training for newly recruited Clerk of Hisar Division and Education Department of Hisar District at Hisar.	09.07.2018 to 20.07.2018	34	8	272
16	Training on "Responsive Administration - Role of Office Staff in disposal of Office Work and Service Matters" for the officials of Bhiwani district at Hisar.	16.07.2018 to 20.07.2018	32	5	160
17	Training on "Efficiency through Women Empowerment" of Hisar Division at Hisar.	23.07.2018 to 27.07.2018	17	3	51
18	Four week Induction Training for Newly Recruited Clerks of Skill Development & Industrial Training Department, Haryana (23.07.2018 to 17.08.2018)	23.07.2018 to 17.08.2018	48	17	816
19	Training on "Efficiency through Women Empowerment" of Hisar Division at Hisar.	01.08.2018 to 03.08.2018	27	3	81
20	Responsive Administration Role of office staff in disposal of office work and service matters for employees of Fatehabad district	06.08.2018 to 10.08.2018	25	5	125
21	One Week Office Automation Tools "Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the employees of various office of Bhiwani district	27.08.2018 to 31.08.2018	37	5	185
22	Responsive Administration Role of office staff in disposal of office work and service matters for employees of Sirsa district	27.08.2018 to 31.08.2018	49	5	245
23	Training on "Duties and Responsibilities of DDOs" for the employees of various offices of Hisar district at Hisar.	05.09.2018 to 07.09.2018	40	3	120

24	Two Week Induction Training for newly recruited Clerk of Hisar Division at Hisar.	10.09.2018 to 21.09.2018	25	10	250
25	Training on Duties & Responsibilities of DDOs of Bhiwani District at Bhiwani.	17.09.2018 to 21.09.2018	39	5	195
26	Training on Complaints Enquiries and Post Enquiry action under Punsihment & Appeal Rules for the employees of various offices of Sirsa District	24.09.2018 to 28.09.2018	22	5	110
27	Three Days Training Programme on Duties and Responsibilities for DDOs of Jind District at Hisar	03.10.2018 to 05.10.2018	34	3	102
28	Training on "Complaints Enquiries and Post Enquiry action under Punishment & Appeal Rules" for the employees of various offices of Dadri district at Dadri	15.10.2018 to 17.10.2018	35	3	105
29	Training on Duties & Responsibilities of DDOs of Fatehabad District at Hisar.	15.10.2018 to 17.10.2018	22	3	66
30	Training on "Duties and Responsibilities of DDOs" of various offices of Sirsa district at Sirsa	29.10.2018 to 31.10.2018	22	3	66
31	One Week Office Automation Tools "Computer Training on MS Word, MS Excel, MS PowerPoint & Internet" for the employees of various office of Fatehabad district at Hisar	26.11.2018 to 30.11.2018	28	5	140
32	One Week Course on "Complaints Enquiries and Post Enquiry action under Punishment & Appeal Rules - 2016" for the employees of Jind district	26.11.2018 to 30.11.2018	20	5	100
33	One Week Course on "Complaints Enquiries and Post Enquiry action under Punishment & Appeal Rules - 2016" for the employees of Fatehabad district at DTC, Hisar	03.12.2018 to 07.12.2018	35	5	175
34	One Week Course on "Complaints Enquiries and Post Enquiry action under Punishment & Appeal Rules – 2016 and other issues" for the employees of Bhiwani District at DTC, Hisar	11.12.2018 to 15.12.2018	18	5	90
35	One Week Course on "Duties and Responsibilities of Employees" for the employees of Hisar District at Hisar	17.12.2018 to 21.12.2018	26	5	130
36	Training on "Duties and Responsibilities of DDOs of Sirsa District at Hisar.	07.01.2019 to 09.01.2019	27	3	81

		Total	1231	206	6108
43	Two days training for newly recruited conductors of Hisar Division on "Capacity Building, Behavioural Management and Enhancing working efficiency	18.03.2019 to 19.03.2019	34	2	68
42	Office Automation Tool - Computer Training on MS Word, MS Excel, Power Point Presentation and Internet for the Employees of Sirsa and Fatehabad Districts	11.03.2019 to 15.03.2019	20	5	100
41	Efficiency through Women Empowerment for the Women employees of Hisar Division	06.03.2019 to 08.03.2019	26	3	78
40	One Week Course on "Duties and Responsibilities of Employees" for Sirsa District at Hisar	04.02.2019 to 08.02.2019	19	5	95
39	One Week Course on "Duties and Responsibilities of Employees" for Jind District at DTC, Hisar	04.02.2019 to 08.02.2019	16	5	80
38	One Week Course on "Duties and Responsibilities of Employees" for the employees of Fatehabad District	28.01.2019 to 01.02.2019	19	5	95
37	One Week Course on "Complaints, Enquiries and Post Enquiry action under Punishment & Appeal Rules-2016 and other Service Matters" for the employees of Hisar	07.01.2019 to 11.01.2019	24	5	120

## COURSES CONDUCTED AT DIVISIONAL TRAINING CENTRE, ROHTAK

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APPENDIX-L

## Courses and Seminars/Workshops organised at the Divisional Training Centre, Rohtak

Sr. Vo.	Programme	From	То	No.	of Days	No. of Participants	Trainee Days
1	One Day Training Programme on Quality Management System, Good Governance Leading to Sevottam & Right to Service Act for the Officials of District Rohtak	05.04	4.2018		1	32	32
2	Training Course on Human Resource Management System (HRSM), GeM, e- Salary & Pensionary Benefits & Service Matters at DTC, Rohtak	09.04.2018	13.04.2018		5	36	180
3	Legal Awareness Programme for SC/ST beneficiaries at DTC, Rotak	09.04.2018	11.04.2018		3	47	141
4	Training Course on Duties & Responsibilities of DDOs at Jhajjar	17.04.2018	20.04.2018		3	22	66
5	Training Course on Fixation of Pay, Leave Rules and Pension Rules as per revised Civil Services Rules, 2016 at Rai (Sonipat)	23.04.2018	27.04.2018		5	35	175
6	Two Days Workshop on Right to Information Act	08.05.2018	09.05.2018		2	96	192
7	Training Course on Commercial Accounting System, Cash Flow Technology, Performance Budgeting at Karnal	16.05.2018	18.05.2018		3	28	84
8	Training Course on Administrative Efficiency in Govt. Departments, Haryana Civil Services Rules, New Pension Scheme, Loans & Advances	23.05.2018	25.05.2018		3	39	117
9	Induction Training Programme for Newly Recruited Clerks of Police Department at DTC, Rohtak	04.06.18	15.06.18		10	40	400
10	Training course for "Entrepreneurship Development Training Programmme for SC/ST Candidates of District Rohtak for 4 weeks."	01.06.2018	30.06.2018		20	35	700
11	Training Course on Capacity Building of Officials dealing with Administrative and Financial Matters at Panipat	20.06.2018	22.06.2018		3	49	147
12	Four Weeks Induction Training Programme for newly recruited Clerks of Skills Development and Industrial Training Department Haryana, Rohtak	02.07.2018	27.07.2018		20	47	940

13	Training Programme on Income Tax and Service Matters at Sonipat	18.07.2018	20.07.2018	3	29	87
14	Two Weeks Induction Training Programme for newly recruited Clerks of the Department of Employment, Haryana, Rohtak	06.08.2018	17.08.2018	9	22	198
15	Training Course on Financial Management , Pay Fixation , Leave Rules Pension Rules at Meham	20.08.18	24.08.18	4	23	92
16	Training Programme on Human Resource Managemetn System (HRMS), GeM, e- Salary, Pensionary Benefits and Service Matters	10.09.2018	14.09.2018	5	22	110
17	Training Programme on Punishment & Appeal Rules, Conduct Rules and Civil Services Rules 2016 at Gohana	17.09.2018	21.09.018	5	35	175
18	Training Programme on General Conditions of Service, Maintenance of Service Book, Leave Rules, Fixation of Pay and Purchase Procedure at Govt. College, Jhajjar	26.09.2018	28.09.2018	3	31	93
19	Induction Training Programme on Fixation of Pay, Leave Rules and Financial Matters at Karnal	15.10.18	17.10.18	3	35	105
20	Training Programme on e-Governance & Information and Technology, e-salary and HRMS, GeM and Service Matters	29.10.18	02.11.18	5	35	175
21	Training Programme on Fixation of Pay, General Conditions os Service and Pensionary benefits at DIET, Panipat	12.11.18	16.11.2018	5	30	150
22	Training Programme on Office Procedure, HRMS, GeM and Service Matters at BDPO Office, Assandh	19.11.18	22.11.2018	4	26	104
23	Training Programme on General Conditions of Service, Leave Rules, Conduct Rules and Service Matters at DTC, Rohtak	05.12.18	07.12.18	3	26	78
24	Training Programme on Duties & Responsibilities of DDOs, Financial Rules and Service Matters at Ganaur	10.12.18	14.12.2018	5	26	130
25	Training Programme on General Conditions of Service, Leave Rules, Conduct Rules and Service Matters at DTC, Rohtak	18.12.2018	19.12.2018	2	26	52
26	Training Programme on General Conditions of Service, Leave Rules, Conduct Rules and Service Matters at DTC, Rohtak	03.01.19	04.01.2019	2	32	64
27	Training Programme on HRMS GeM, e- Salary and Service Matter at DTC, Rohtak	16.01.2019	18.01.19	3	32	96

28	Two Days Workshop on Right to Information Act	07.02.19	08.02.19	2	107	214
29	Training course on General Conditions of Service, Maintenance of Service Book, Leave Rules, Fixation of Pay and Income Tax Matters at Bahadurgarh	11.02.19	15.02.2019	5	40	200
30	Training Programme on Office Procedure, HRMS, GeM and Service Matters at Gharaunda	05.03.19	08.03.19	4	27	108
31	Training Programme on HRMS, GeM, e- salary and Service Matters at DTC, Rohtak	11.03.19	15.03.19	5	26	130
32	Two days training programe on for newly recruited Conductors of Transport Department on Capacity Building Behaviouarl Management & Ehanancing Working Efficiency	11.03.19	12.03.19	2	10	20
33	Two days training programe on for newly recruited Conductors of Transport Department on Capacity Building Behaviouarl Management & Ehanancing Working Efficiency	13.03.19	14.03.19	2	24	48
34	Two days training programe on for newly recruited Conductors of Transport Department on Capacity Building Behaviouarl Management & Ehanancing Working Efficiency	18.03.19	19.03.19	2	25	50
				161	1195	5653

