

2019 - 2020

VISION

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



From the Director General's Desk.....

TRAINING FOR ALL to ensure SERVICE TO ALL

Haryana Institute of Public Administration (HIPA) envisions itself as an instrument to support the realization of citizen centric, responsive and good governance goal of the Government of Haryana.

HIPA is presenting its Annual Administrative Report for 2019-20 with a sense of pride and privilege. Apart from building strong capacities of nearly 9000 government officials on areas of their demand and choice, HIPA has been able to establish the tradition of the Joint Foundation Course of Haryana Civil Services Officers (Executive Branch) and Allied Services. It successfully conducted this course from January-March 2020. HIPA has tried to build lifelong foundation for strong and supportive relations among the newly inducted officers. Hon'ble Chief Minister, in his Valedictory address, shared the three-fold mantra of Integrity, Involvement and Innovation to young officers.

HIPA proposes to carry the same spirit in all the training programmes of capacity building for the policy makers in government, including elected members of Panchayati Raj Institutions, Urban Local Bodies, Cooperatives and government officials of all levels responsible for providing services to citizens of Haryana.

HIPA ensures an effective induction training to all newly recruited officials of different categories and will also arrange periodic in-service training to keep them updated and motivated. Technology is rapidly entering all walks of life. HIPA will ensure that policy makers are suitably exposed to the latest business/governance practices and will support in acquiring such skills.

It will use modalities of classroom training, virtual training and self-learning modules. This would allow re-skilling of government staff in this age of technology. Each programme has an assessment system at the end of the training which leads to certification of the skills acquired. The programmes include sessions for self-improvement, ethical behaviour and stress management. Value based education along with yoga and physical fitness are mandatorily imparted to trainees for their personality development.

HIPA has undertaken sensitization, awareness generation and motivational programmes for key state functionaries and opinion makers, aimed at promoting right work ethic, value system and a sense of pride in the fact, that they are part of the governance structure of Haryana-a state which has established itself as a top destination to work and live in.

HIPA is also promoting a knowledge network which serves as 'one stop solution' for administrators and officials to address queries which arise in their day to day work in respect of government rules, procedures and guidelines. The network will also serve as a repository of suggestions for making government programmes more effective. The output of this knowledge network would be shared with relevant departments/ organizations which may further use it for administrative re-engineering. In due course, it will emerge as the Knowledge Resource Centre' for Haryana government.

It aims to focus on quality, gender, e-Governance, employment and environment as major themes for supporting good governance in the state in coming years.

It is the endeavour of HIPA to help government departments promote transparent and efficient working so that ease of living becomes a reality for every resident of Haryana.



SURINA RAJAN
Director General, HIPA

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The Haryana Institute of Public Administration (HIPA), established by the Haryana Government on the August 01, 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.

An amendment was made in the Memorandum of Association (MoA) at the Fifty-sixth Meeting of the Executive Council of HIPA held on October 14, 2009 that ***“the name of the Society shall be The Haryana Institute of Public Administration: A Centre of Good Governance.”***

Vision and Mission

We need to develop, strengthen and upgrade qualities of professionalism, responsiveness, integrity and courage among 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.

Objectives

The objective of the Institute is to enhance administrative efficiency and effectiveness by capacity building through training, research and consultancy to meet the emerging needs of administration and governance in the state

Organizational Setup

The Haryana Institute of Public Administration is the 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 the best practices in governance.

During the period under review, the Institute had the following key officers.

Director General

Dr. G. Prasanna Kumar IAS (Retd.) *Up to December 02, 2019*

Smt. Surina Rajan IAS (Retd.) *Since December 02, 2019*

Additional Director

Shri M.D. Sinha IAS

Additional Director

Mrs. Anita Yadav IAS

Since March 01, 2020

Joint Director

Dr. Ekta Chopra, HCS

Assistant Director (Administration)

Smt. Rekha Dahiya

Assistant Librarian

Dr. Jogender Singh

Principal DTC, Gurugram

Shri Avinash Chander Sharma

Principal DTC, Panchkula

Shri Ram Saran

Principal DTC, Hisar

Shri D.N.S.Chahal

Principal DTC, Rohtak

Shri V.P. Asija

Senior Administrative Officers

Senior Account Officer

Shri Darshan Rajliwal

Accounts Officer

Shri Gulshan Kumar

Superintendent

Shri Maya Ram

Asstt. Librarian DTC, Panchkula

Smt. Anjula Kapoor

Administrative Officer, DTC, Panchkula

Smt. Arvinder Uppal

FACULTY

The Institute endeavors to realize the objective of achieving excellence in training, research and consultancy on the strength its qualified and dedicated faculty in the niche areas. Besides training and motivational mentoring of training participants, the faculty engages itself in germane research to keep abreast with the latest developments in their respective disciplines and partakes in field studies for imparting value addition to their capacity building endeavour. Each faculty functions with considerable autonomy and flexibility and is responsible for designing, developing and carrying out training programmes, research and consultancy. Besides the permanent core faculty of well-qualified and experienced members, subject specialists and management experts are invited as guest faculty from time to time. During the year 2019-2020 under review, the Institute had one Associate Professor and ten Assistant Professors:

Dr. Neeraja Malik HES-I	<i>Chief Faculty Training Coordinator</i>
Dr. Abhay Shrivastava	<i>Associate Professor, Disaster Management</i>
Shri R.K. Gulati	<i>Assistant Professor, Computers</i>
Smt. Aarti Dudeja	<i>Assistant Professor, Public Administration</i>
Dr. Manveen Kaur	<i>Assistant Professor, Rural Development</i>
Smt. Divya Jyoti	<i>Assistant Professor, MIS</i>
Dr. Rachna Gupta	<i>Assistant Professor, Behavioural Sciences(on long leave)</i>
Dr. Rajvir Dhaka	<i>Assistant Professor, Public Administration</i>
Dr. Bhuwan Kumar	<i>Assistant Professor, Disaster Management</i>
Dr.Lalit Kumar	<i>Assistant Professor, Financial Management</i>
Dr. Anshu Tiwari	<i>Assistant Professor, Disaster Management</i>
Dr. Devendra Singh	<i>Assistant Professor, Programming</i>

Consultants

Shri M.K. Midha IAS (Retd.), Consultant Sevottam Cell
Shri Mohinder Kumar IAS (Retd.), *Consultant Revenue*
Shri Sunil Dutt, *Documentation Officer*

ACADEMIC CENTRES

Research and training of the Institute are undertaken through the following dedicated Centres focused upon specific areas of development and functional administration:

- (I) Revenue Training Institute
- (ii) Centre for Disaster Management
- (iii) Sevottam Cell
- (iv) RTI Cell
- (v) Centre for Entrepreneurship Development
- (vi) Excise & Taxation Training Centre, Gurugram
- (vii) COMMIT

Divisional Training Centres

Four divisional training centres are functional for training and skill development across the various levels of the administrative hierarchy as per the State Training Plan:

- (I) Divisional Training Centre, Panchkula
- (ii) Divisional Training Centre, Hisar
- (iii) Divisional Training Centre, Rohtak
- (iv) Divisional Training Centre, Gurugram

The main campus at Gurugram specializes in foundational (Induction) training programs for the newly recruited employees and 'in-service' capacity building courses. The regional centres ensure that HIPA reaches out to a large number of participants close to their place of work.

MAJOR ACTIVITIES OF THE INSTITUTE

With its mandated role to enhance efficiency and effectiveness in administration through training, research and consultancy, the Institute undertakes activities in the following major categories:

- a. Capacity Building
- b. Research and Consultancy
- c. Seminars/ Workshops/ Conferences
- d. Publications
- e. Extra-curricular

Capacity Building through Training

The Institute organizes training programmes in diverse areas and disciplines including Public Administration, Behavioral Sciences, Economic and Development Planning, Sociology, Rural Development, Revenue and Law. Over 300 training programmes are conducted every year catering to the capacity building needs of over eight thousand personnel drawn from various government departments and agencies.

Core Areas of capacity building

- ☐ Good Governance
- ☐ Revenue
- ☐ Financial Management
- ☐ ICT
- ☐ Disaster Management
- ☐ Human Resource Management
- ☐ Local Self- Governance
- ☐ Environment
- ☐ Entrepreneurship

The Training Programs of varying period and focus are conducted by the Institute which can be mainly categorized as:

Long-term Training:

Foundation Courses
Induction Training

Short-term Training:

In-service and Career Development Training
Training of Trainers

AN OVERVIEW OF THE MAJOR TRAINING PROGRAMMES

In the year under review, the Institute conducted following major training programmes.

FOUNDATION COURSES

First Joint Foundation Course (JFC) for HCS Officers and other Allied Services

For the first time, HIPA conducted a Joint Foundation Course for HCS officers and other Allied services from January 27 to March 16, 2020. The Chief Secretary of Haryana, Mrs. Keshni Anand Arora, while inaugurating the programme congratulated the trainee officers for joining these prestigious services and highlighted the features of the course which seek to foster qualities of professionalism, responsiveness, integrity and fortitude amongst civil servants. A total of 137 officer trainees comprising of HCS officers, Deputy SPs, ETOs, Assistant ETOs, DFSOs, Tehsildars and BDPOs among others attended the Joint Foundation Course.



Shri Manohar Lal Khattar, Hon'ble Chief Minister, Haryana was the Chief Guest at the Valedictory function on March 16, 2020. He motivated the officers to work hard for the welfare of the people, to bring transparency and corruption-free governance in the state.

The Foundation Course is a structured capacity building exercise to familiarize the new entrants to the state civil services with the administrative, political, social, cultural and economic scenario in the state and at the national level. The objective of the course is to create an informed awareness about the real-time situations in which these officer trainees will have to function once they are inducted into their respective services. It lays foundation to the specialised training in the respective fields in their next phase.



Seven weeks of the programme are committed to imparting knowledge and skills required for day-to-day working in various areas. In addition, it builds a camaraderie among the officer trainees for their collaborative work in their professional and personal lives.

Several approaches and procedures were used to deliver the training instructions to support and embed learning process in this foundation course. These mainly comprised of:

- Lectures
- Panel Discussions
- Group Discussion/ Tutorials
- Mentoring
- Field Visits
- Planned Reading

Distinguished Guest Speakers who interacted with the officer-trainees included:

Mrs. Keshani Anand Arora IAS Chief Secretary Government of Haryana	Shri Prakash Kumar IAS CEO, GSTIN, Government of India
Shri Vivek Atrey IAS Trainer and Motivational Speaker Chandigarh	Shri Ashok Lavasa IAS Election Commissioner of India
Shri A.K. Dubey IAS (Retd.) Former Secretary, Government of India	Shri P.K. Mahapatra IAS (Retd.) Former Additional Chief Secretary, New and Renewable Energy Government of Haryana
Shri M.C. Gupta IAS (Retd.) Former Chief Secretary, Government of Haryana	Shri Anil Malik IAS Additional Secretary Ministry of Home Affairs Government of India
Shri Rakesh Gupta IAS Incharge, C.M Good Governance Cell & Nodal Officer, <i>Beti Bachao Beti Padao</i> Government of Haryana	Shri Anindo Majumdar IAS Secretary CVC Government of India
Shri T.C. Gupta IAS Additional Chief Secretary Department of Power Government of Haryana	Shri Durga Shankar Mishra IAS Secretary, Ministry of Housing and Urban Affairs Government of India
Shri Vikas Gupta IAS Director General Fiscal Management Institute of Haryana	Shri T.V.S.N Prasad IAS Additional Chief Secretary Finance Government of Haryana
Shri Mukesh Jain IPS Additional DG Security and Coordination MP Bhawan, New Delhi	Dr. S.Y. Quraishi IAS (Retd.) Former Chief Election Commissioner of India
Shri K.K. Jalan IAS (Retd.) Former Secretary, MSME Government of India	Shri P. Raghvendra Rao IAS Secretary, Ministry of Chemicals and Petrochemicals Government of India
Shri Sumit Jerath IAS Special Secretary, Cabinet Secretariat Government of India	Dr. Kanta Singh Country Programme Manager UNWOMEN, New Delhi
Shri Vivek Joshi IAS Registrar General of India New Delhi	Shri Pradeep Singh IAS Former Director, ISB Mohali, Punjab
Shri S. Gopal Krishnan IAS Additional Secretary, MEITY Government of India	Shri Vinay Pratap Singh IAS Commissioner, Municipal Corporation Gurugram

Mentorship

Services of the following distinguished members of civil services were obtained as mentors. The batch of 137 officers was divided in 14 groups. Mentorship method brought the young trainees under wings of retired seniors to equip them with a core set of values, skills and knowledge that will help in their respective careers.

1. Dr. H.S. Anand IAS
2. Shri M.D. Asthana IAS
3. Shri Bansal IFS
4. Smt. Anita Chowdhary IAS
5. Shri R.S. Dalal IPS
6. Smt. Promilla Issar IAS
7. Shri K.K. Jalan IAS
8. Dr. G. Prasanna Kumar IAS
9. Shri P.K. Mahapatra IAS
10. Shri A.N. Prasad IFS
11. Shri Anil Razdan IAS
12. Shri S.P. Sharma IAS
13. Shri Mehtab Singh IAS
14. Shri N.C. Wadhwa IAS

STUDY VISITS

Field Visit

The training initiative was interspersed with visits to several states, institutions and establishments to develop a sentience about these places in their real-time setting.

The officer trainees were sent on study visits to various states of India for exposure to the best practices in the respective states. For this purpose, the group was divided into four sub-groups. Each group was accompanied by a faculty :

Group A - was sent to Guwahati in Assam

Group B - was sent to Karnataka

Group C - was sent to Telengana and Andhra Pradesh

Group D - was sent to West Bengal

Local Visit

The following short visits were arranged for the officer trainees to give them multisensory learning experience :

Half day visit to President House

Surajkund Mela

National Museum

Mr. Abhiraj CEO, *Urban Clap*

Mr. Deep Kalra CEO *Make my trip*

Dr. Sunil Shekhawat Regional Lead, NASCOM

Mr. Anand Kumar of *Super 30* fame

Ms. Latika Thukral and team from '*I am Gurgaon*' an NGO

Study Visit to SHGs

The participants interacted with the real beneficiaries and leader of self-help groups from Mewat region and apprised themselves with the working of the SHGs and the grassroots level members' experience in this social micro-financing initiative.

Athletic Meet

An athletic Meet was held on 14th March 2020, to keep the excitement component alive. There were matches of tennis, badminton, squash, carom and table tennis where the officer trainees participated enthusiastically, in a big number. They demonstrated not only their physical abilities but their competitive spirit also.

Trek

To add true value addition to the lives of young officer trainees, they were also prepared to take the challenges of the long and short treks. They were sent to Manger Trek. Besides serving as a great platform for friendship and team building, the trek helped them to explore nature.

Extracurricular Activities

Officer trainees were encouraged to take up extracurricular activities to cultivate in-depth interest in hobbies of their choice. They participated in the activities of various clubs and societies, created in HIPA, in order to express their creative potentials.

A cultural evening was arranged for all to show their hidden talents. It was enjoyed and appreciated by all.

The Foundation Course for Officer Trainees of ITS & P&T BWS Group “A” sponsored by the National Telecommunications Institute for Policy Research, Innovation and Training (NTPRIT) from April 08 to July 19, 2019 was directed by Dr. Abhay Shrivastava, Dr. Bhuwan Kumar and Dr. Anshu Tiwari.

Intensive interactions were held through classroom lectures by domain experts and authorities. During foundation training an effort is made to cover inputs which are focused at general functional aspects for service sector officers. Panel discussions were held for enriching knowledge, understanding and experience of participants in the classroom situation. These discussions facilitated scope for interplay of expressions on the topic under discussion.

Both curricular as well as co-curricular inputs covered the course curriculum. Curricular activities made an integral part of the over-all structured learning and instructional component of the course.

Other activities during the Foundation Course

A one-week Trek to Dharamshala, Triund and Palampur in Himachal Pradesh was arranged from June 09 to June 15, 2019 as a part of ice-breaking exercise among the trainee officers. Besides trekking, Officer Trainees were provided the experience of camping, paragliding, art of survival and leadership in adverse climatic situations. The bonding among the trek group members instilled a sense of common purpose and determination through mutual cooperation, moral, mental and physical support. It helped them indulge in friendships beyond a professional level and brought them close to nature.

Athletic Meet

During the Foundation Course for Officer Trainees of ITS & P&T BWS Group “A” officers, from 08 April to 19 July 2019, the sports tournaments and games were organized. The participants presented their skills and won various prizes in Badminton, Table Tennis (Single & Doubles), Carom Board and Chess tournaments. All the sports equipments and infrastructure were made available for the successful conduct of these activities. Fun game like Tug-of- War, after dividing the participants in two teams, was also conducted. The day was full of happy activities and spirit of sportsmanship.

Cultural Events

To develop and promote the understanding of Indian culture among the officers and trainees, a performance by Pt. Abhay Rustam Sapuri, the renowned Santoor exponent was organized on 08 July 2019 with Society for Promotion of Indian Classical Music and Culture Amongst Youth

(SPICMACAY), Gurugram Chapter. Pandit Sapuri is the youngest classical musician to compose and conduct orchestras and folk & Sufi music ensembles, and has also been the youngest recipient of almost all the awards he has received in recognition of his outstanding contribution and achievements in the field of music. Participants learnt about the basics of playing santoor and the various classical ragas played on different timings and season. The programme was highly appreciated by the audience and guests who were invited to witness this special evening.

A cultural evening was also organized for the participants where they performed solo, couple and group dances, jokes, songs etc. All OTs actively participated in the programme and cherished the moments together. The event was followed by dinner.

Foundation Course for Officer Trainees of ITS & P&T BWS Group (3rdBatch) **July 29 – November 08, 2019**

The three-month Foundation Course for Office Trainees of ITS & P&T BWS Group “A” was inaugurated on July 29, 2019. The Course, sponsored by the National Telecommunications Institute for Policy Research, Innovation and Training, concluded on November 08. It was coordinated by Mr. R.K. Gulati with Dr. Manveen Kaur and Mrs. Divya Jyoti as associate course coordinators.

• Sports Day

The Sports Day for the officer trainees of ITS & P&T BWS Group 'A' of NTIPRIT was conducted on 07th November, 2019. Almost 36 OTs participated in various sports/ games like 100 mts. Race, Long jump, Sack race, Lemon in Spoon race etc. The events were separately conducted for men and women OTs. DG HIPA Dr. G. Prasanna Kumar gave away the prizes.

Foundation Course for AEEs

A three-week Foundation Course for AEEs from the Haryana State Pollution Control Board (HSPCB) was conducted by Sh. M.D. Sinha, Additional Director HIPA, Dr. Abhay Shrivastava and Dr. Bhuwan Kumar. The course sponsored by the HSPCB, Government of Haryana, was held at HIPA Gurugram from September 02 to 20, 2019.

Foundation Course for ASOs

The Course sponsored by ISTM was conducted from March 02-June 09, 2020. It was directed by Dr. Neeraja Malik, CFTC and Dr. Ekta Chopra, Joint Director was the associate course coordinator. But due to spread of Covid 19, the FTP had to be suspended after 20.3.2020.

Induction Training for Assistant Town Planners

Training Programme for Newly Inducted Assistant Town Planners was conducted from February 18–April 19, 2019. It continued from April 01 to April 19, 2019 during this financial year.

HCS Training

Training for HCS (OTs) was organized at HIPA from October 15 to January 31, 2020. The Programme was directed by Shri Mohinder Kumar IAS (Retd.) and Dr. Manveen Kaur, FRD and Principal, DTC Panchkula were the Associate Course Coordinators.

Training Programme for HCS/Tehsildars

Training Programme for HCS/ Tehsildars is being conducted in HIPA from March 17- January 2021. The Programme is being directed by Shri Mahender Kumar IAS (Retd.) and Dr. Neeraja Malik, CFTC and Dr. Ekta Chopra, Joint Director are the associate course coordinators.

Wrap-up Course for IAS Probationers (2017Batch)

Wrap-up course for IAS Probationers (2017 Batch) was organized at HIPA from April 29 – May 17, 2019. During this programme, the officer trainees were given insight on the revenue laws with the practical inputs.

Institutional Course for IAS Probationers (2018Batch)

Institutional Course for IAS Probationers (2018 Batch) was organized at HIPA from June 03 – 28, 2019. 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.

Other Induction Training Courses

- Training Programme for Newly Inducted Assistant Town Planners - **18.2.2019 to 16.4.2019**
- Induction Training Programme for Newly Appointed Assistant Professors - **13.5.2019 to 15.5.2019**

- Induction Training Programme for Newly Appointed Assistant Professors - **24.6.2019 to 28.6.2019**
- Induction course on Administrative Procedures, Civil Service Rules, Financial Rules, e-office etc. - **19.8.2019 to 23.8.2019**
- Supervisory Development Programme (for newly recruited Group Instructors) - **02.9.2019 to 06.9.2019**
- Induction Training Programme for Newly Inducted Junior Engineers in Town and Country Planning- **09.10.2019 to 09.11.2019**
- Induction Training Programme for Newly Inducted Junior Engineers in Town and Country Planning- **09.10.2019 to 09.11.2019**
- Induction Course on Administrative Procedures, Civil Service Rules, Financial Rules, e-office for the Non-teaching employees of JC Bose University Course Director(s) - **04.11.2019 to 08.11.2019**

TOT on HIV/ AIDS Awareness

The causes and the consequences of HIV need a multi-sectoral coordination to achieve the target of fighting against this epidemic. A one-day Training of Trainers (TOT) on Mainstreaming of HIV Prevention Activities/ AIDS Awareness in collaboration with Haryana State AIDS Control Society, Haryana was conducted on 19 June, 2019. The entire faculty of HIPA was sensitized through this programme so that the same message can be delivered in the regular training courses held at the institute.

**Training of Master Trainers for Census of India 2021**

A Pre-Test training of 30 Master Trainers for the first phase of Census (House Listing and Housing Census) was conducted at HIPA in collaboration with the office of the Registrar General and Census Commissioner, India from 03rd-11th June 2019. The course was an important prelude to conducting the Census in 2021, vital for planning the development of the country.

Other ToT Programmes:

- Divisional Level ToT Programme for Eco-club members on Environmental Conservation (Ambala Division) - **08.4.2019 to 12.4.2019**
- Training of Master Trainers for the Pre-test of Census of India 2021 - **03.6.2019 to 11.6.2019**
- Training of Trainers (ToT) in Financial and Administrative Skills for Senior Lecturers of DIET - **01.7.2019 to 05.7.2019**

- Training of Trainers (ToT) in Financial & Administrative Skills for Senior Lecturers of DIET -
15.7.2019 to 19.7.2019
- One Week Residential Training of Master Trainers for Phase-I of Census of India-2021 -
18.11.2019 to 23.11.2019
- Refresher Training of Master Trainers for Census-2021 - **28.02.2020**

- Capacity Building on Civil Services Rules, i.e. Pay Fixation, GIS, Medical etc. - **08.4.2019 to 12.4.2019**
- Inventory Management including Purchase through e-procurement & government e-marketplace (GeM) - **09.4.2019 to 11.4.2019**
- Capacity Building in Information & Communication Technology for Professional Efficiency - **15.4.2019 to 19.4.2019**
- One Day Workshop on RTI - **18.4.2019**
- Workshop on Resource Management System HRMS - **18.4.2019**
- Capacity Building Training Programme on e-Governance and its applications - **22.4.2019 to 24.4.2019**
- Flood Management - **29.4.2019 to 05.3.2019**
- Orientation Course for Group 'C' Employees & Steps for Increasing Efficiency in Service Matters, New Pension Scheme, Income Tax/e-TDS & online working related to treasury functioning etc. - **01.5.2019 to 03.5.2019**
- Environmental Pollution & its Health Impact - **13.5.2019 to 15.5.2019**
- Workshop on e-TDS (Tax Deduction at Source) - **17.5.2019**
- Capacity Building Training Programme on e-Governance and its Applications - **15.5.2019 to 17.5.2019**
- Income Tax Matters & Drawing & Disbursing Officers - **20.5.2019 to 22.5.2019**
- Solid and Liquid Waste Management - **20.5.2019 to 24.5.2019**
- Workshop on Inventory Management System Using Tally - **03.6.2019**
- Workshop on Online Budgeting for DDOs - **24.6.2019**
- Capacity Building in Information and Communication - **08.7.2019 to 12.7.2019**
- Duties and Responsibilities regarding Financial Rules & Civil Services Rules, Pensionary Benefits, RTI, New Pension Scheme, Income Tax/e-TDS, Grievance Redressal etc. - **08.7.2019 to 12.7.2019**
- Duties of DDOs in Taxation matters including Income Tax and Goods and Service Tax (DoPT) - **08.7.2019 to 10.7.2019**
- Capacity Building in (ICT) for Professional Efficiency - **22.7.2019 to 26.7.2019**

- Capacity Building Training Programme for Chairpersons and Members of Child Welfare Committee - **22.7.2019 to 26.7.2019**
- Capacity Building Training Programme on e-Governance, HRMS and e-Salary for Principals & Lecturers - **22.7.2019 to 26.7.2019**
- Gender Sensitization training for the Drivers and Conductors of State Transport from the Gurugram Depot - **08.7.2019 to 12.7.2019**
- Workshop on 24Q Quarterly e-TDS Return - **01.8.2019**
- Planning & Preparation of Retirement Pensionary Benefits admissible and future investment thereof Health Planning, Stress Management & Contribution towards society after retirement - **05.8.2019 to 07.8.2019**
- Workshop on e-Challan and Digital Payments - **08.8.2019**
- Workshop on Using Spreadsheets for Financial Operations - **09.8.2019**
- Training of Public Prosecutors - **19.8.2019 to 30.8.2019**
- Disposal of Store items and records - **09.9.2019 to 11.9.2019**
- Good Governance & Sustainable Development Goals - **03.10.2019 to 04.10.2019**
- Computer MS-Office Operational Guidelines - **07.10.2019 to 11.10.2019**
- Contract Management including Outsourcing Policy - **29.10.2019 to 31.10.2019**
- Financial Rules for Purchase & Disposal of Store - **13.11.2019 to 15.11.2019**
- Training Programme for Police on Disaster Management - **14.11.2019 to 15.11.2019**
- Industrial & Chemical Disaster Management - **02.12.2019 to 06.12.2019**
- Two Weeks Training Programme for Public Prosecutors - **06.01.2020 to 17.01.2020**
- Accounting & Finance through MS-Excel Software - **06.01.2020 to 08.01.2020**
- Geospatial Technologies for Civil Service Officers - **20.01.2020 to 25.01.2020**
- Urban Risk Reduction (DoPT) - **18.02.2020 to 20.02.2020**
- Safe Construction (DoPT) - **18.3.2020 to 20.3.2020**
- e-Finance Applications in Government - **16.3.2020 to 18.3.2020**

Centre for Disaster Management

Disaster risks in Haryana are compounded by increasing vulnerabilities related to changing demographic and socio-economic conditions, unplanned urbanization, development in high risk zones, environmental degradation, climate change, geological hazards, epidemics and pandemic. All these contribute to a situation where disasters seriously threaten Haryana's economy, its population and developments. The Government of Haryana has brought about a change in the approach to disaster management from a relief- centric to a holistic and integrated approach covering the entire gamut of disaster management (Prevention, Mitigation, Preparedness, Response, Relief, Reconstruction and Rehabilitation). The approach is based on the conviction that development cannot be sustainable unless disaster mitigation is built in the development process. The disaster mitigation is basically a series of efforts to reduce disaster risk through physical development, awareness and capacity building. Awareness and Capacity Building is an ongoing process that equips officers and employees of the Government departments, PSUs, ULBs, PRIs and other stakeholders including communities to perform their functions in a better manner especially during a crisis/ disaster.

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, the Sevottam Cell was set up at HIPA.

In addition to the above, Sevottam Compliant Citizen's Charters have been drafted by Sevottam Training Cell and have been sent to the concerned departments for their consideration, updating and fine tuning keeping in view the recent initiatives and innovations of the departments and also the available feedback from the clients in respect to the following departments:

- I. Department of Social Justice & Empowerment
- II. Department of Food, Civil Supplies & Consumer Affairs
- III. Department of Excise & Taxation
- IV. Department of Panchayat & Rural Development.
- V. Department of Animal Husbandry & Dairying, Haryana
- VI. Department of Science & Technology
- VII. Department of Horticulture.

- VIII. Haryana Institute of Public Administration
- IX. Department of Prisons & Model District Jail, Bhondsi, Gurugram
- X. Department of Town & Country Planning and Architecture
- XI. Haryana Urban Development Authority (HUDA), now Haryana Shahari Vikas Pradhikaran
- XII. Department of Women & Child Development
- XIII. Department of Agriculture, now Agriculture and Farmers' Welfare Department
- XIV. State Council of Education and Research Training, Gurugram
- XV. Government Senior Secondary Schools at Bhambheva, Jahangirpuri, Kheri Khummari and Jhaaenn of Jhajjar District, Haryana

Similarly, the preparation of the Sevottam Compliant Citizen's Charters for the Department of Treasuries & Accounts, Police Department, Haryana, Health Department and Municipal Corporations of Gurugram, Faridabad, Rohtak, Karnal & Sonipat also are close to finalisation.

The Sevottam Training Cell of HIPA has collaborated with National Institute of Training for Standardization, BIS, Noida for BIS:15700 Certification. Process is already on to make the following organizations and departments worth Sevottam Certification BIS: 15700.

- Haryana Institute of Public Administration, Gurugram
- SCERT, Gurugram
- District Model Jail, Bhondsi, Gurugram
- Municipal Corporations of Gurugram, Faridabad, Rohtak, Karnal and Sonipat

COMMIT - Comprehensive Online Modified Modules on Induction Training

It 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.

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, Government of India and Government 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 centre 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 is running an Information Technology (IT) literacy course started by HKCL (Haryana Knowledge Corporation Limited), Government 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
6. 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. 33 students have already completed this course successfully.

CAPACITY BUILDING OUTCOME AT A GLANCE

331 Programmes were conducted during April 01, 2019 to March 31, 2020 :

S.No.	Type of Courses	No. of Courses	Conducted at	No. of Trainees
1.	Long Duration Courses including Induction Courses	21	HIPA	648
2.	Short Duration Courses – HIPA	98	HIPA	2742
3.	Seminars/ Workshops	24	HIPA	803
4.	Sevottam Cell	22	Sevottam Cell	1001
5.	ULBs	2	ULBs	48
6.	Divisional Training Centre, Gurugram	25	DTC, Gurugram	615
7.	Divisional Training Centre, Panchkula	55	DTC, Panchkula	1349
8.	Divisional Training Centre, Hisar	48	DTC, Hisar	1414
9.	Divisional Training Centre, Rohtak	36	DTC, Rohtak	1297
	Total	331		9917

On a comparative plan, it is pointed-out that the Haryana Institute of Public Administration organized **331** Training courses during 2019-20, through which training was imparted to **9917** officers/ officials of various Government Departments/ Organizations, as compared to **391** courses during 2018-2019 in which **11,616** trainees participated.

Table –I : Comparative statement of the number of courses from 2017-18 to 2019-20

S.No.	Year	No. of Courses
1	2017-18	355
2	2018-19	391
3	2019-20	331

Table II: Comparative statement of the number of Trainees in the previous two years
(2017-18 to 2019-20)

S.No.	Year	No. of Trainees
1	2017-18	11,825
2	2018-19	11,616
3	2019-20	9917

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.

At present, the following projects are underway at HIPA:

- (i) Access to Information - Project on RTI, funded by DoPT –UNDP (ongoing)
- (ii) Sevottam Cell at HIPA sponsored by Department of Administrative Reforms and Public Grievances, Government of India.
- (iii) 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.

To achieve the mandated objectives of the Institute the faculty contributes through training, research and consultancy in a large number of applied area within the broad specialization of their discipline. The academic contribution is mainly through customized long and short term training for enhancing professional efficiency through Information and Communication Technology, IT application in governance, service delivery and process reforms. It also covers MIS applications for areas like HRM, e-Office and GEM etc. The faculty has developed internal capacities in the emerging areas of social, economic and administrative concerns including environment, renewable and alternative sources of energy, and emerging trends in Indian and global administrative innovations, democratic decentralization, multi-level planning, grassroots level development administration, etc.

The faculty have carved a niche for themselves in the highly incipient areas like geo-spatial technology, safe construction, industrial and chemical disaster management, solid and liquid waste management, urban risk reduction, emergency medical response and psycho-social care in disaster situation. Our faculty have developed specialized courses for civil services at various levels for capacity building in ethics and values in administration, continuous quality improvement and transparency in administration through right to information and sevottam modules. An addition to conducting internal courses the faculty is much sought after in peer organisations of national repute for training sessions and lectures in their domain expertise.

There is substantial academic recognition to the credit of HIPA faculty through publications of serial and monographs, case studies and research papers in the journals of national and international standing. They have been contributing to academic deliberations in various national and regional level seminars, symposia and workshops etc. in the Institute and other parts of the country.

Some of the important research papers presented at the seminars and published in the periodicals included — *Leadership Skills; Emerging Trends in Global & Indian Political, Business, Religious Leadership; Skill Development in Haryana; Societal Contributions and Consequences in crime analysis; Bio-Medical Waste Management; Smog and Deteriorating Life; Pattern Recognition Inventory Model Using Soft Computing Techniques; Gram Panchayat Development Plan, Sustainable Rural Governance for Sustainable Development; Constitutional Safeguard for Women Security; Waste Water Governance; Women and Higher Education etc.*

Case Studies in Governance and Innovation included *The Earth Saviours Foundation: An Internationally recognized NGO; Waste Water Governance - A Case study of Baindi Village; Direct Benefit Transfer (DBT) of Financial Assistance; Thari Pension Thare Pass etc.*

Select research based studies conducted by the HIPA faculty in the year under review included : Use of Information Technology-Case of GMDA, Broadband Connectivity in Rural Haryana Issues and Challenges (A case Study of Ambala District); **Role of IT in Improving the Service Delivery - A Case Study of Municipal Corporation, Gurugram;** Doubling Farmers' Income in Haryana: Issues And Concerns, ; Meeting the Challenge of Effective Service Delivery to Citizen through Technology: SARAL Portal, Haryana etc.

The Institute conducts seminars and workshops to facilitate frequent interaction among the administrators, academicians and professionals on various subjects of interest. HIPA conducted the following Seminars/ Workshops during the period under review:

Seminar on Future of ICT in Governance

A half-day seminar on the Future of ICT in Governance was organized at HIPA in collaboration with Haryana regional branch of Indian Institute of Public Administration on April 10, 2019. Dr. Ram Sevak Sharma IAS (Retd.), Chairman of Telecommunications Regulatory Authority of India (TRAI) was the Chief Guest and the keynote Speaker. The event was presided over by the Chairman of Haryana Regional Branch of IIPA Shri M.C. Gupta IAS (Retd.), former Secretary to Government of India and former Chief Secretary, Haryana. Dr. G. Prasanna Kumar IAS (Retd.) Director General, HIPA delivered the welcome address. Dr. Charu Malhotra, Associate Professor, IIPA presented a paper on the theme. It was attended by the training participants, faculty of HIPA and the members of the Regional Branch in a large number.



Two-day Workshop on Good Governance and Sustainable Development Goals

The Institute of Public Administration, in collaboration with Indian Institute of Public Administration, Haryana Regional Branch organized a two-day workshop on Good Governance and Sustainable Development Goals on October 03 & 04, 2019 at HIPA, Gurugram. The workshop was organized with an objective to provide a platform to the practitioners, academicians and administrators to learn from the Best practices, sharing of various SDG driven initiatives with Good Governance. The workshop was attended by members of IIPA Haryana Regional Branch (HRB), Haryana Development Forum, retired and serving officers of Centre and State of Haryana, trainees and Faculty of HIPA along with students from Government College for Women, Sector 14 and Dronacharya Government College, Gurugram. Dr. Rajvir Dhaka & Dr. Manveen Kaur coordinated the workshop. Dr. G Prasanna Kumar, Director General HIPA & Vice Chairman, IIPA (HRB)

delivered the welcome address and briefed the participants about the importance of the workshop. Dr. Prasanna Kumar, quoting Gandhiji's famous talisman, told the youngsters that they now have a new talisman, the SDGs. Shri M.C. Gupta IAS (Retd), former Chief Secretary to Government of Haryana and currently Chairman, IIPA, HRB stressed that adoption of SDGs is a transformative change and the most significant initiative to eradicate poverty. Presenting the concept paper on Good Governance and UN Sustainable Development Goals, Dr. C. Sheela Reddy, Professor, IIPA, highlighted the aspects of MDGs and SDGs and differentiated responsibilities associated with these. She explained the way governance could be integrated into SDGs by adopting Whole of Government Approach 2030 Agenda that has to be embraced holistically. She also articulated the related challenges and laid out recommendations for the road ahead. The first day of the workshop was focused on a common thematic area of SDG and Good Governance. Further, the workshop highlighted the four SDGs out of 17 SDG i.e. Poverty, Gender, Education and Health. The workshop initiated with the focused discussion on Achieving Sustainable Development Goals through Good Governance – National Perspective. Dr. P. K. Anand IAS, Consultant at RIS, Delhi and keynote speaker of the session highlighted the need for developing an effective government within a democratic system. Shri M.C. Gupta and Dr. G. Prasanna Kumar moderated the session. Other presentations included Gender Equality Achievements, Gaps and Future Challenges by Dr. Santosh, Statistical Advisor from Ministry of Women and Child Development (MWCD), Government of India. The UN perspective on Gender was presented by Ms. Radhika Mathur and Ms. Abhiruchi. Health for All by 2030- An Indian Perspective (the SDG-3) was presented by Dr. V.K. Srivastava, EX C.D., Ministry of Health and Family Welfare, Government of India; Approach to Quality Equity and Inclusion in Education – A Road to Sustainable Development by Prof. K. Ramachandran, a renewed Educationist, Professor at National University of Education and Planning (NUEPA) Delhi; and End of Poverty in all its forms everywhere by Prof. Shahid Ahmad from Jamia Millia Islamia (N.Delhi). The first session of the second day Localizing the Sustainable Development Goals, saw Shri Sanjay Pant, Director, Social Statistics Division, Ministry of Statistics and Planning, highlight the transition from “MDGs to SDGs” and the road map for achieving the SDG by using indicators to measure and monitor the progress. Shri Tarun Ahuja spoke on Awareness Generation and Capacity Building Lead from Haryana's SDGCC (Sustainable Development Goals Coordinator Centre of UN) and Swaran Jayanti Haryana Institute of Fiscal Management, presented an overview about SDG, State Level Indicators and their outcome. Ms. Divya Jyoti (Faculty member, HIPA) proposed a vote of thanks to all the dignitaries and participants for making the workshop success as an event of national importance.

Seminar on Air Pollution in NCR: Causes & Remedies

The Institute in collaboration with Indian Institute of Public Administration (IIPA), Haryana Regional Branch and Haryana Pollution Control Board organized a Seminar on “Air Pollution in NCR: Causes & Remedies” on December 02, 2019. Dr. C.K. Varshney, the eminent environmentalist spoke about the challenges in ecology and environment conservation.

Shri M.C. Gupta, Chairman of the IIPA Haryana Regional Branch and former Chief Secretary Haryana, delivered the keynote address. Dr. G. Prasanna Kumar, DG Haryana Institute of Public Administration presided over the proceedings. The Seminar was coordinated by Dr. Rajvir S. Dhaka. The experts attending the seminar were unanimous on the view that the recent escalation in the pollution levels is alarming which calls for a long-term strategic policy intervention aimed at reducing air pollution at the source which could also support a nation-wide vision for sustainable development. The participants in this programme represented Farmers, Industrialists, Common Citizens & other stakeholders. The workshop also highlighted the action area and focused on the policy guidance through panel discussions and consultation by experts.

Lecture by Prof. Dai-Yeun-Jeong, Director, Asia Climate Change Education Centre

Prof. Dai-Yeun-Jeong, Director, Asia Climate Change Education Centre, Jeju, South Korea and an emeritus Professor at Jeju National University, South Korea delivered a lecture on 09.12.2019 on “How to Overcome the Limitation Inheritance in Sustainable Development”. His lecture was attended by Director General, Additional Director, Faculty members and officials of HIPA. DG, HIPA Mrs. Surina Rajan welcomed Prof. Jeong with memento and a bouquet of flowers. Dr. Rajvir Dhaka introduced Prof. Jeong. In his address, he discussed the effects of Industrial Revolution in 18th century world over nature. He also spoke about the implications of sustainable developments on the emergence process of economy, social sciences and international organizations in the 20th century. He emphasized on the debates on Sustainable Developments in 1990s, the inherent limitations in sustainable development and also ways to overcome them. Prof. Jeong expressed his keen desire for better coordination with HIPA and Asia Climate Change Education Centre on the issues of Climate Change and other governance related issues.

Other major events included:

- *Holistic Development & Marketing the Unmarked.*
- *Holistic Development of Villages- Marketing the Unmarked.*
- *Workshop on Economic Offences*
- **Workshop on e-Procurement in Government.**
- **Workshop on Best Practices, Success Stories and *Suo Moto* Disclosures.**

For enhancing the quality of the training programmes, Faculty Development and improving the functioning of the government functionaries, HIPA has signed MoUs with various leading Training Institutes and Organizations like Chandigarh Administration, GAPSHAM, Delhi, The National Institute for Entrepreneurship and Small Business Development (NIESBUD), IIIDEM and Rambhau Mahalgi Prabodhini (RMP).

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

The Revenue Training Institute

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



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.

HIPA Book Club

Haryana Institute of Public Administration in collaboration with IIPA, Haryana Regional Branch has formed a Book Club. This book club is to organize book reading sessions and discussion on the books related to the latest issues on Governance or some other great significance for the society. This book club has organized many book club events wherein the author is invited to read out the main highlights of the book. The author streamlines how the book and the issues raised in the book could be utilized or adopted for better governance and use of the public. The reading of the book by the author is followed by question-answer sessions which are responded by the author himself and sometime even by the panel of experts forum for the event. The proceedings of the club are organized in a proper seminar-like manner so that it could be a serious activity. The Book club recently organized a few events. In each of these events, about 100 participants were always present. The activities have been appreciated by the participants and everyone present there. The Director General, HIPA and the Chairman, IIPA, Haryana Regional Branch played a key role in organizing these events.

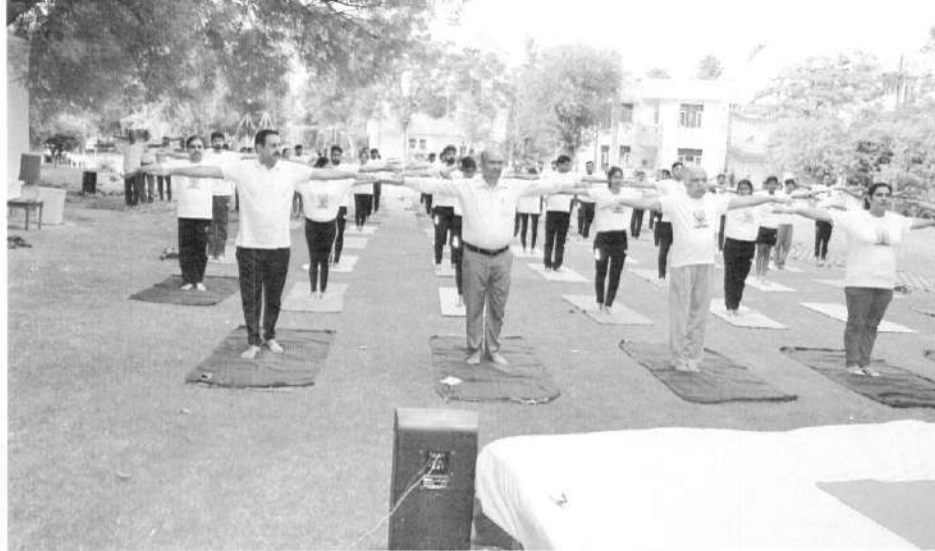
A Book Reading Session was organized at Haryana Institute of Public Administration (HIPA), Gurugram in collaboration with Indian Institute of Public Administration (IIPA), Haryana Regional Branch by Sh. Deepak Gupta IAS (Retd.) Former Chairman, UPSC on his recent book "The Steel Frame – A History of the IAS" on 30th July 2019.

Publication of Case Studies Volume

A compilation of case studies by the faculty members of the Institute entitled, Case Studies in Governance and Innovation was released on December 02 in the Gandhi Hall. The volume edited by the former Director General Dr. G. Prasanna Kumar contains eleven case studies on social, administrative, governance and service delivery innovations.

Yoga Day

The International Yoga Day was celebrated on 21st June 2019 in the campus of HIPA. The entire HIPA family including Dr. G. Prasanna Kumar & other officers were present on this occasion and everyone performed yoga. HIPA has been sincerely and constantly working on making its campus plastic-free and zero-waste campus.



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 and efficient governance system through Training and Research.

ENVIRONMENT AND CONSERVATION

Plantation Drive

Plantations are a part of regular events happening at HIPA. The ITS OTs did plantation in the presence of DG HIPA Dr. G. Prasanna Kumar on 19th July 2019. The drive was further taken



Compost Pit

A compost plant was established at HIPA which was inaugurated by the DG 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.



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, 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 07.1.2019 from the Department of Renewable Energy, Government of Haryana. HIPA has already saved 70,437 units in a short span of time.

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.

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

The Library & the Information Centre of the Institute are equipped with a core collection of over 26,562 books pertaining to 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-work.

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.

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 General's residence
- Residential flats for faculty and other staff
- Academic area, comprising of a Seminar room, Auditorium, Class rooms and Computer labs etc.

The HIPA Complex provides round the clock service. It has well-furnished and work friendly rooms, a Conference Hall, an Auditorium, working areas 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.

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

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 are always maintained. Apart from this, there is a regular testing/ servicing of water filters which have been installed in the mess area.

WELLNESS AND SPORTS

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.

LIBRARY

The Institute is 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 updated collection of documents including books, periodicals, technical and research reports, modules etc.

Air-conditioned reading hall of the library provides perfect atmosphere catering to the needs of the research scholars, faculty and participants of various training courses. Most of the library-functions and services are computerized.

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 impeccable that they are availed by outside voluntary and corporate sectors also.

ICT AND COMPUTER LABS

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, all faculty members have been provided computer & printer facilities with internet in their respective offices.

ARCGIS-ARCEDITOR FACILITY

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 Rivers to identify flood prone areas.

MEDICAL FACILITY >>

In view of the importance of medical facilities in the campus, it was proposed that a dispensary for the inmates, be established within the complex. As per the decision taken in the 55th 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 everyday for two hours to provide basic medical facilities to the staff of HIPA, their families and the participants.



FORMER DIRECTORS AND DIRECTOR GENERALS

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	To
1.	Sh. L.M. Jain IAS	16.8.1983	05.01.1984
2.	Sh. K.K. Sharma IAS	01.02.1984	31.5.1984
3.	Sh. K.K. Sharma IAS	01.6.1984	22.4.1985
4.	Sh. L.M. Jain IAS	22.4.1985	01.5.1985
5.	Sh. K.K. Sharma IAS	04.5.1985	16.12.1985
6.	Sh. L.M. Jain IAS	17.12.1985	04.3.1986
7.	Sh. K.K. Sharma IAS	04.3.1986	28.01.1987
8.	Sh. R.S. Mann IAS	28.01.1987	29.6.1987
9.	Mrs. Asha Sharma IAS	20.7.1987	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	19.6.1989
14.	Sh. K.K. Sharma IAS	19.6.1989	13.12.1989
15.	Mrs. Meenaxi Anand Choudhary IAS	13.12.1989	27.02.1990
16.	Mrs. Padmini Desikachar IAS	28.02.1990	12.6.1990
17.	Mrs. Rajni Razdan IAS	13.6.1990	07.01.1991
18.	Sh. J.K. Duggal IAS	07.01.1991	01.8.1991
19.	Dr. Tarsem Lal IAS	01.8.1991	11.01.1992
20.	Sh. Prem Prashant IAS	16.02.1992	27.4.1992
21.	Mrs. Promilla Issar IAS	27.4.1992	22.6.1992
22.	Sh. Prem Prashant IAS	22.6.1992	02.4.1997

23.	Smt. Umesh Nanda IAS	02.4.1997	02.11.1998
24.	Sh. Tirlochan Singh IAS (Retd)	02.11.1998	16.8.1999
25.	Sh. Bhagwati Parsad IAS	18.8.1999	12.10.1999
26.	Dr.G.Prasanna Kumar IAS	12.10.1999	23.3.2001
27.	Sh. Shiv Raman Gaur IAS	30.4.2001	07.10.2001
28.	Sh. L.S.M. Salins IAS	08.10.2001	08.01.2002
29.	Dr. H.S. Anand IAS	08.01.2002	14.02.2006
30.	Dr. G. Prasanna Kumar IAS	06.3.2006	02.7.2007
31.	Dr. Avtar Singh IAS	02.7.2007	29.4.2008
32.	Sh. Rajiv Sharma IAS	30.4.2008	26.5.2008
33.	Dr. Avtar Singh IAS	27.5.2008	02.11.2008
34.	Mrs. Rajni Sekhri Sibal IAS	04.11.2008	08.9.2010
35.	Sh. P.K.Gupta IAS	09.9.2010	26.6.2011
36.	Mrs. Rajni Sekhri Sibal IAS	27.6.2011	17.02.2012
37.	Sh. P.K. Mahapatra IAS	12.4.2012	31.10.2012
38.	Sh. R.S.Dalal IPS (Retd.)	01.11.2012	31.10.2015
39.	Sh. S.P. Gupta IAS (Retd.)	01.11.2015	12.12.2016
40.	Dr. G. Prasanna Kumar IAS (Retd.)	14.12.2016	02.12.2019
41.	Mrs. Surina Rajan IAS (Retd.)	02.12.2019	Till date

Financial Resources: Grants & Course/ Module Fees

Sr.No.	Sources of Funds	Amount (Rs.)
1	Grant in Aid Government of Haryana (Non Plan Scheme)	0
2	Grant-in-Aid Government of Haryana (Recurring/ Non Recurring)	22,90,00,000
3	Grant-in-Aid Government of Haryana, Excise & Taxation Department.	0
4	Conducting of Examination Fee Receipt	11,50,000
5	Training course Fee HIPA = Rs. 68,74,912 Panchkula = Rs. 2,48,000 Hisar = Rs. 1,11,707 Rohtak = Rs. 5,000	72,39,619
6	Training Courses fee from Government of India (DoPT)	23,67,000
7	Interest Receipt on FDR & others	1,69,505
8	Miscellaneous Income	2,61,827
9	Hostel-Stay Charges	2,68,166
10	HIPA Mess Account	2,97,354
11	RTI Receipts	11160
12	Training programme fee for RTI Act	40,78,000
13	Library Membership Fee	2200
14	Sale of old articles	0
15	Sale of old vehicles	0
	Total	24,48,44,831

EMINENT EXTERNAL RESOURCE PERSONS ASSOCIATED WITH 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 from April 2019 to March 2020:

NAME	Designation/ Affiliation	Area of Interest
Ms. Garima Prashar	Consultant	Gender Sensitization
Sh. Inderjeet Mittal	National Facilitator (DoPT)	Ethics & Values in Public Governance
Sister Urmil Gupta	Director, Centre of Brahma Kumaris	Personality Development, Ethics and Values, Leadership
Sh. Chandkiran Chhoker	NIC Faculty	National Tracking System for Missing and Vulnerable Children
Ms. Shama Parveen Khan	Consultant, Ministry of Women and Child	Child Sexual Abuse – POCSO Act – 2012, JJ Act
Sh. Ram Avtar Kaushik	Former Principal, DTC, Gurugram	Conduct rules, Punishment and Appeal rules
Sh. K.K.Jalan	IAS (retd.)	IAS (retd.)
Sh. Yashpal Singhal IPS (Retd.)	State Information Commissioner	Haryana
Sh. Rajiv Verma (retd.)	Irrigation Department	Water Command in Haryana
Sh. Charan Singh	Director NWFC	Indian Meteorological Department
Sh. Atama Ram Kaushik	Treasury Office, Nilokheri	Accounts
Sh. S.S. Rawat	Executive Engineer	Irrigation Department, Haryana

Dr. V.S. Arya	Chief Scientist-SG Haryana Space Applications Centre, Hisar	GIS
Dr. Ramesh Hooda	Chief Scientist (retd.), Haryana Space Applications Centre, Hisar	GIS
Dr. Neetu	Scientist, MNCFC, New Delhi	Remote Sensing
Dr. Muzaffar Ahmad	Former Member, National Disaster Management Authority, Government of India, New Delhi	Disaster Management
Dr. Sushma Sagar	Professor of Trauma Surgery, JPN Apex Trauma Centre, AIIMS, New Delhi	Emergency Medical Response
Dr. Brahmdeep Sindhu	Department of Psychiatry, Civil Hospital, Gurugram	Psycho-social Care
Dr. S.K. Sharma	Department of Forensic Medicine, Army College of Medical Sciences, Delhi Cantt, Delhi-110095	Medico-legal Issues
Dr. Chandan Ghosh	Professor, Head of the Geo-Hazard Risk Management Division	Earthquake Management
Sh. R. C. Sharma	Delhi Fire Services, Connaught Place, New Delhi	Fire Management
Dr. Rajnish Ranjan	Vice President, Disaster Management, Skymet Weathers Pvt. Ltd. Noida	- Flood Management - Early Warning
Ms Sarika	Head, Integrated Transport, WRI India, New Delhi	Transport Issues
Sh. Rahul Khera	Founder, Balancing Bits, Sun City, Sector-54 Gurugram	Solid Waste Management
Dr. Anand Sharma	Scientist at Indian Meteorological Department, New Delhi	Weather Forecasting

Sh. Bijender Goel	Managing Director, Terra Techcom Pvt. Ltd., New Delhi	Earthquake Warning
Ms. Madhu Sharma	Director, Success Strategies for Life	Organizational Behaviour
Ms. Shikha Kumar Mathur	Professor, NIFM	Public Finance
Prof. Om Parkash Minocha (retd.)	Professor, IIPA, New Delhi.	Public Administration
Sh. Trilok Chandra	Director, e Governance Group Meity, New Delhi	e-Governance
Sh. Ashok Kumar Drall	Joint Controller, C & AG	Accounts & Audit
Sh. Anil Dutta Mishra	Fellow, Gandhi Samriti Museum	Human Rights
Dr. Farhat Nasreen	Professor, Department of History & Culture, Jamia Millia University	History
Sh. K.M.Pathi	Professor, IIIT, Delhi.	Organizational Behaviour
Ms. Sudeshna Sen	Professor, NIFM	Finance
Prof. Rizwan Qaiser	Jamia Millia Islamia University, New Delhi	History
Ms. Sarbari Sen	French Language	French Language
Sh. Manoj Shrivastava	Professor, MDI	Negotiation
Prof. C.P.Shrimali	Former Director, MDI	Organizational Behaviour
Dr. SPS Dalal	Consultant	Stress Management

Sh.S.Y.Quraishi IAS (retd.)	Former Chief Election Commissioner	Election/ General Administration
Sh. S.D.Sharma IAS (retd.)	Fellow, Indian Institute of Social Sciences, Delhi	Panchayati Raj
Dr.Sheela Reddy	Professor, IIPA	Public Administration
Sh. Sudhir Chaudhary IPS (retd.)	Former DGP, Haryana	Administration & Soft Skills
Dr. Asad Malik	Professor, JMI University	CrPC & other areas of Law
Professor Ujjwal Kumar Singh	Delhi University	Political Science
Prof. Susheela Kaushik	Professor, IIPA	Public Administration
Ms. Jyoti Mathur	Director- Training and Capacity Building, Kailash Satyarthi Children's Foundation	Juvenile Justice Act
Dr. Anil Dutta Mishra	Former Professor Research	Ethics and Values
Sh. K.L.Chawla	Ex. Chief Accounts Officer	Purchase Procedure
Prof. Daisy Chauhan	Faculty MDI	Organizational Behaviour
Dr. Surender Paul	Director, IMD Chandigarh	Meteorology
Sh. S.Pasha	Jamia Millia Islamia University, New Delhi	Political Science
Sh. Ravi Kumar Sharma	Accounts Officer O/o D.C. Faridabad	Pay Fixation & ACP Rules for the employees of Haryana Government

Sh. Devender Kumar	Section Officer, Public Health Department, Rewari	Provision for employees of Haryana Government
Sh. Yogesh Kumar	Section Officer O/o XEN, Panchayati Raj, Narnaul	Punishment & Appeal Rules for Haryana Government employees
Dr. Swapnil Singh	Physiotherapist Sector-56, Gurugram	Physiotherapy
Sh. Shiv Prasad Sharma IAS	Special Secretary, Finance & Planning, Managing Director CONFED, Chandigarh	Conducting Elections & Handling Crisis Management
Sh. Chandra Prakash Tiwari	Resident Team Leader DIMTS GMCBL, Gurugram	Use of Automatic Ticketing Machine in Buses
Mr. V.K. Kapoor IPS	Former D.G.P., Government of Haryana, Panchkula	Positive Attitude in Life
Prof. Vidhu Mohan	Former Head of Department, Department of Psychology, Punjab University, Chandigarh	Managing Self
Mr. Amitabh Kumar	Head Media & Communication Centre for Social Research, New Delhi	Gender Sensitivity
Mr. Vikram Sheoran	Media & Communication Centre for Social Research, New Delhi	Gender Sensitivity
Ms. Pratishtha Arora	Project Coordinator, Centre for Social Research, Plot No.2, Nelson Mandela Marg, Vasant Kunj, New Delhi	Gender and Sex- Sociological Concepts & Constructs

Ms. Kamlesh Premi	Senior Counselor, Centre for Social Research, Plot No.2, Nelson Mandela Marg, Vasant Kunj, New Delhi	Sexual Harassment & Law and its Redressal Mechanisms
Sh. Ganga Ram	Superintendent O/o GM, Haryana Roadways, Gurugram	Behavioural Aspect for the Employees of Transport Department
Sh. Kripal	Inspector O/o GM, Haryana Roadways, Gurugram	General Service Rules for the Employees of Haryana Government
Sh. Hukam Chand	Inspector O/o GM, Haryana Roadways, Gurugram	General Service Rules for the Haryana Government Employees
Sh. Rajbir	Traffic Manager O/o GM, Haryana Roadways, Gurugram	Punching of Tickets in Buses
Sh. Akhilesh Kumar Gupta	Lecturer, First Aid & Home Nursing Red Cross Society, Gurugram	Safety/ First Aid
Dr. M. P. George	Senior Scientist, Delhi Pollution Control Board, Delhi	Air Pollution & Water Pollution
Prof. Parteek Sharma	Professor & Dean, Department of Energy and Environment TERI University, New Delhi	Air Pollution Modelling
Prof. Suresh Jain	Professor, Department of Energy and Environment TERI University, New Delhi	Environment Pollution
Prof. Rakesh Mahotra	Professor, Delhi Technical University, Delhi	Environment Pollution

Prof. Arun Kansal	Professor, Department of Regional Water Studies TERI University, New Delhi	Environment Pollution
Sh. S. Narayanan IFS	Member Secretary Haryana Pollution Control Board Sector-11/6, Panchkula	Environment Pollution
Sh. A. K. Sen Gupta	Deputy Advisor (retd.), Ministry of Drinking Water & Sanitation, GoI, CGO Complex, Lodhi Road, New Delhi – 110003	Water Pollution
Dr. Amit Tuteja	Sr. Disaster Management Specialist, In-Charge, Disaster Risk Reduction and Climate Change Adaption Division Knowledge Links Head Office:KA-54, First Floor, Kaushambi, Ghaziabad	Disaster Management
Sh. Shashikant Chopde	Associate, ISET (USA) New Delhi	Disaster Management
Prof. Hina Zia	Professor & Dean, Faculty of Architecture and Ekistics, Jamia Millia Islamia, New Delhi	Climate Change & Urban Planning
Dr. Aakash Shrivastava	Joint Director and Head, Climate Change and Health, NCDC, Sham Nath Marg, New Delhi	Climate Change and Health
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

Dr. R. S. Bana	Scientist (SS) Division of Agronomy IARI, New Delhi-110012	Agriculture
Dr. Charan Singh	Scientist-F Indian Meteorological Department Lodhi Road, New Delhi	Meteorology
Dr. Subhash Chander	Prof. cum Principal Scientist Division of Entomology IARI, PUSA, New Delhi- 110012	Agriculture
Dr. Sunil Kumar Dubey	Assistant Director, Mahalanobis National Crop Forecast Centre, Ministry of Agriculture & Farmers Welfare, Government of India, New Delhi	Crop Forecasting
Dr. Shashi Bhalla	Principal Scientist, Agricultural Entomology, Priority Setting, Monitoring and Evaluation, National Bureau of Plant Genetic Resources, N.Delhi	Agro Terrorism
Sh. Karan Choudhary	Assistant Director, Mahalanobis National Crop Forecast Centre, Ministry of Agriculture & Farmers Welfare, Government of India, New Delhi	Crop Forecasting
Dr. Ranjeet Singh	DDGM/Scientist-F Indian Meteorological Department Lodhi Road, New Delhi	Meteorology
Dr. A.K. Mishra	Principal Scientist and Incharge, ATIC, NDRI, Karnal	Veterinary

Dr. Sohanvir Singh	Principal Scientist, NDRI, Karnal	Veterinary
Dr. D.K. Verma	Technical Expert, IWMP, Vikas Sadan, Gurugram	Watershed Management
Col. Sanjay Shrivastava	Disaster and Climate Change Expert, Member Multi Hazard Risk Warning, ISRO, GoI, New Delhi	Disaster Management
Dr. Bharti	Associate Professor, National Law University, Delhi	Environmental Law
Er. R. N. Malik	Engineer-in-Chief (Retd.) Public Health State, Faculty Member, Manav Rachna University, Faridabad	Environmental Issues
Dr. Arun Kumar Srivastava	Assistant Professor, School of Environmental Sciences, Jawaharlal Nehru University, New Delhi	Environmental Issues
Dr. Gaurav	Assistant Professor, Department of Policy Studies, TERI School of Advanced Studies, New Delhi	Environmental Law
Prof. S. K. Neogy	Professor, Faculty Block, Indian Statistical Institute, 7, S.J.S. Sansanwal Marg, New Delhi-110016	Data Management
Dr. Dipti Dubey	Research Associate, Faculty Block, Indian Statistical Institute, 7, S.J.S. Sansanwal Marg, New Delhi-110016	Data Management

Dr. Angel Rajan Singh	Assistant Professor National Cancer Institute, AIIMS, New Delhi	Emergency Medical Services
Dr. Divya Kirti Ahuja	Medical Officer, Government Civil Hospital, Bhiwani	Emergency Medical Services
Dr. Kulwant Singh	CEO, 3R WASTE Foundation I Urban Policy, WASH and Mobility Specialist I 128, National Media Centre, NH- 8, Gurugram	Waste Management
Cdr. Ashok Bijalwan	Vice President, RAYS Enserv, A-21, Sector- 21, Noida	Plastic Waste Management
Prof. (Ms.) Shyamala Mani	Professor, National Institute of Urban Affairs Core 4 B, I & II Floor, India Habitat Centre Lodhi Road, New Delhi 110003	Urban Waste Management
Sh. Anupam Kulshrestha	Dy. CAG (retd.) & Director, National Institute of Audits and Accounts, New Delhi	Audit & Accounts
Sh. S.K Singh	Director (MU), NITI Aayog, GoI, New Delhi	Financing Waste Management
Dr. Suneel Pandey	Senior Fellow & Director The Energy & Resources Institute, India Habitat Centre, Lodhi Road, New Delhi.	Waste Management
Sh. Suresh Singh	Divisional Fire Officer (retd.) Delhi Fire Services	Fire
Dr. Raman Chawla	Scientist 'E', CBRN Defence, INMAS, Delhi	Chemical, Biological, Radiological and Nuclear Disaster
Dr. Himanshu Ojha	Scientist 'D', CBRN Defence, INMAS, Delhi	Chemical, Biological, Radiological and Nuclear Disaster

Dr. Arpita Gupta	Scientist 'E' National Informatics Centre, A Block CGO Complex, Lodhi Road, New Delhi	Geographic Information System
Prof. UshaTandon	Professor & Dean, Campus Law Centre, Faculty of Law University of Delhi, Chhatra Marg (North Campus), Delhi – 110007	Environmental Law
Prof. Furqan Ahmad	Professor The Indian Law Institute, Bhagwan Das Road, New Delhi-110001	Environmental Law
Dr. Dipankar Saha	Scientist 'E' & In-Charge, Air Lab Central Pollution Control Board, Ministry of Environment Forest & Climate Change, GoI, New Delhi	Air Pollution
Dr. Prashant Gargava	AD & Head, AQM Div Central Pollution Control Board, Ministry of Environment Forest & Climate Change, GoI, New Delhi	Air Pollution
Prof. V. Subramaniam	Professor (Retd.), School of Environment Science, Jawaharlal Nehru University, New Delhi	Environmental Issues
Dr. R.M. Bhardwaj	Scientist 'E' & DH Central Pollution Control Board, Ministry of Environment Forest & Climate Change, GoI, New Delhi	Water Pollution

Dr. Aditya Sharma	Scientist 'D', IT Division, Central Pollution Control Board, Ministry of Environment Forest & Climate Change, Gol, New Delhi	Air Pollution
Dr. Mohammad Asad Malik	Assistant Professor Jamia Millia Islamia, Jamia Nagar, New Delhi- 110025	Constitutional Law
Dr. Suraj Chawla	Associate Professor, Department of Community Medicine, SHKM Government Medical College, Nalhar, Nuh	Environment and Health
Dr. Kaushik Sarkar	India Technical Lead Malaria No More Settlor cum Trustee Malaria Elimination Trust Indep Consultant Medicines for Malaria Venture Member, IPHA Young Scientist Member, ESCMID	Environment and Health
Dr. Navjot Kaur	MBBS, MS (ENT), DNB HCMS-I General hospital, Ambala City	Environment and Health
Dr. Madhur Verma	Assistant Professor Department Of Community Medicine, Kalpana Chawla Government Medical College, Karnal	Environment and Health
Dr. Sanjay Narula	Senior Medical Officer, Civil Hospital, Gurugram	Medical Administration
Dr. Ramnika Aggarwal	Associate Professor Department of Community Medicine, Kalpana Chawla Government Medical College, Karnal	Environment and Health

Dr. Neeraj Yadav	Deputy Medical Superintendent, Civil Hospital, Gurugram	Medical Administration
Dr. Himanshu Garg	Pulmonologist, Artemis Hospital, Gurugram	Environment and Health
Dr. Indu Bansal	Senior Consultant & Unit Head, Radiation and Oncologist, Artemis Hospital, Gurugram	Environment and Health
Er. T.N. Gupta	Director General (Retd.), BMTPC, Government of India, New Delhi-110003	Safe Construction
Dr. Munish Kumar Bhardwaj	Associate Professor, Department of Civil Engineering, Indira Gandhi National Open University, Saket, New Delhi	Earthquake Technology
Sh. R.C. Sharma	Former Director, Delhi Fire Services	Fire Expert
Sh. M.K. Chattopadhyaya	Divisional Officer Delhi Fire Services, New Delhi.	Fire Expert
Sh. B. S. Yadav	Senior Manager (Fire Safety), Hero Honda, Jaipur Highway Road, Gurugram	Fire Expert
Er. Sharad Chandra	Director, Flood Forecast Management, Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi	Flood Management
Er. Rajeev Bansal	Chief Engineer (CADA) Irrigation & Water Resource Department, Sinchai Bhawan, Panchkula	Flood Management

Sh. Hansen T. Prem	DM Project Manager, World Animal Protection, New Delhi	Veterinary
Sh. B.P. Yadav	Scientist-F Dy. Director General, IMD, Mausam Bhawan, Lodhi Road, New Delhi	Meteorology
Dr. Sultan Singh	Senior Scientist-SG Haryana Space Applications Centre, Hisar	Remote Sensing and Geographic Information System
Dr. K.E. Mothi Kumar	Senior Scientist-SG (Forest) Haryana Space Applications Centre, Hisar	Remote Sensing and Geographic Information System
Dr. Monika Gupta	Senior Research Officer, NDMA, MHA, Government of India, New Delhi	Veterinary
Sh. K. M. Singh IPS (Retd.)	Ex. Member, National Disaster Management Authority (Government of India), NDMA Bhawan	Veterinary
Sh. Vikrant Mahajan	CEO, Sphere-India, 9-10 Bhai Vir Singh Marg, opposite Cole Market, New Delhi	Disaster Management
Dr. J.S. Yadav	Principal Scientist, Regional Research Station, Bawal, Rewari	Agro-Meteorology
Dr. Subhash Chander Bhan	Scientist 'F' Agromet Advisory Service Division, India Meteorological Department, Ministry of Earth Sciences, Government of India, N.Delhi- 110003	Meteorology

LONG DURATION COURSES ORGANIZED BY HIPA FOR THE YEAR 2019 - 20

Sr. No.	Faculty Code	Title of the Training Programme	Date	Duration	Stakeholders/ Collaborators	No. of Trainees
1	Consultant Revenue	Training Programme for Newly Inducted Assistant Town Planners	April 01-19, 2019 Feb.- April, 2019 (3 months)	3 Weeks	Department of Town & Country Planning, Haryana	19
2	Head, FDM	Foundation course for Officer Trainees of Indian Telecom Services (ITS) Group-A and P&T BWS Group-A	April 08-July 19, 2019 (3 months)	3 months	Tele Communication Department	35
3	Consultant Revenue	Wrap up Programme for IAS (P)	April 29- May 17, 2019	3 weeks	Indian Administrative Services (Haryana Cadre)	3
4	Consultant Revenue	Training Programme for IAS Probationers 2018-20 Batch	June 03-28, 2019	3 weeks	Tele Communication Department	4
5	FCS-1	Foundation course for Officer Trainees of Indian Telecom Services (ITS) Group-A and P&T BWS Group-A	July 29- Nov 08, 2019 (03 months)	3 months	Tele Communication Department	36
6	FPA-2	Two weeks training programme for Public Prosecutors	August 19-30, 2019	2 Weeks	Public Prosecutor	21
7	Additional Director	Foundation course for Assistant Environment Engineers from Haryana State Pollution Control Board	September 02-20, 2019	3 weeks	Haryana State Pollution Control Board	12
8	FPA-2	Two weeks training programme for Public Prosecutors	September 09-20, 2019	2 Weeks	Public Prosecutor	24
9	Principal DTC Gurugram	Induction Training Programme for Newly Inducted Junior Engineers in Town & Country Planning	October 09 - November 07, 2019	4 weeks	Town & Country Planning	27
10	FPA-2	Two weeks Training Programme for Public Prosecutors	October 14-25, 2019	2 Weeks	Public Prosecutor	17
11	CFTC	One week Residential Training of MasterTrainers for Phase-1 of Census of India-2021	November 18-23, 2019	6 days	Census	25
12	CFTC	One week Residential Training of MasterTrainers for Phase-1 of Census of India-2021	December 02-07, 2019	6 days	Census	26
13	Consultant Revenue	HCS Training	December 02, 2019 - January 31, 2020	2 Months	Haryana Government	26
14	CFTC	One week Residential Training of Master Trainers for Phase-1 of Census of India-2021	December 09-14, 2019	6 days	Census	23
15	FPA-2	Two weeks training programme for Public Prosecutors	January 06-17, 2020	2 Weeks	Public Prosecutor	22
16	Additional Director	Geospatial Technologies for Civil Services Officers	January 20-25, 2020	6 days	Haryana Government	43

17	Additional Director	Foundation Course for HCS Officers and other Services	January 27 to March 16, 2020	2 months	Haryana Government	135
18	FPA-2	Two weeks training programme for Public Prosecutors	February 03-14, 2020	2 weeks	Public Prosecutor	23
19	FPA-2	Two weeks training programme for Public Prosecutors	February 24- March 06, 2020	2 weeks	Public Prosecutor	20
20	CFTC	Foundational Training Programme for Assistant Section Officers(DR)	March 02-20, 2020	3 weeks	ISTM	47
21	Consultant Revenue	Programme for HCS/Tehsildars	March 17-31, 2020	2 weeks	ISTM	60
		TOTAL				648

**SHORT DURATION COURSES (1-5 Days)
ORGANIZED BY HIPA FOR THE YEAR 2019 - 20**

Sr. No.	Faculty Code	Title of the Training Programme	Date	Duration (Days)	Stakeholders/ Collaborators	No. of Trainees
1	FFM	Inventory Management including Purchase through e-Procurement and Government e-Marketplace (GeM)	April 01-03, 2019	3	Officials of various departments of Haryana Government	34
2	FDM-II	Medical Response & Psychosocial Care in Disaster Situation	April 08-12, 2019	5	Health Department	12
3	FFM	Inventory Management including Purchase through e-Procurement and Government e-Marketplace (GeM)	April 09-11, 2019	3	Officials of various departments of Haryana Government	30
4	FCS-2	Capacity Building in Information and Communication Technology (ICT) for Professional efficiency	April 15-19, 2019	5	Women and Child Development Department	17
5	Head-FDM	Livestock Management	April 22-24, 2019	3	Department of Animal Husbandry and Dairying	13
6	FDM-II	Livestock Management	May 08-10, 2019	3	Department of Animal Husbandry and Dairying	21
7	FFM	Income Tax Matters for Drawing and Disbursing Officers	May 08-10, 2019	3	Officials of various Departments of Haryana Government	17
8	FDM-I	Environmental Pollution and its Health Impact	May 13-17, 2019	5	Health Department	9
9	FBS	Induction Training Programme for Newly Appointed Assistant Professors	May 13-17, 2019	5	Higher Education	24
10	FCS-1	Capacity Building in Information and Communication Technology (ICT) for Professional efficiency	May 14-18, 2019	5	Education Department	18
11	FCS-3	Capacity Building Training programme on e-Governance and its applications	May 15-17, 2019	5	Gurugram Metropolitan Development Authority (GMDA)	12
12	FFM	Income Tax Matters for Drawing & Disbursing Officers	May 20-22, 2019	5	Officials of various departments of Haryana Government	36
13	FPA-1	Training Programme on Personality Enrichment for Class-III Employees of HIPA	May 22-23, 2019	2	Haryana Institute of Public Administration (HIPA)	19

14	FRD	Induction Training Programme for Newly Appointed Assistant Professors	May 20-24, 2019	5	Higher Education	27
15	FRD	Induction Training Programme for Newly Appointed Assistant Professors	May 27-31, 2019	5	Higher Education	25
16	FPA-1	Training Programme on Personality Enrichment for Class-III Employees of HIPA	May 29-30, 2019	2	Haryana Institute of Public Administration (HIPA)	27
17	FFM	e-Finance Applications including e-Billing, e-TDS, and HRMS	June 10-12, 2019	3	Officials of various departments of Haryana Government	23
18	CFTC	Training of Trainers (ToT) on AIDS Awareness in collaboration with Haryana AIDS Control Society Haryana	19 June 2019	5	Tele Communication Department	60
19	FFM	e-Finance Applications including e-Billing, e-TDS and HRMS	June 17- 19, 2018	3	Officials of various departments of Haryana Government	33
20	FPA-1	Continuous Quality Improvement	June 19- 21, 2019	3	Haryana Civil Secretariat, Chandigarh	15
21	FCS-1	Induction Training Programme for Newly Appointed Assistant Professors	June 18-22, 2019	5	Higher Education	29
22	FRD	Induction Training Programme for Newly Appointed Assistant Professors	June 24-28, 2019	5	Higher Education	23
23	FRD	Induction Training Programme for Newly Appointed Assistant Professors	July 01-05, 2019	5	Higher Education	27
24	FCS-1	Training of Trainers (ToT) in Financial and Administrative Skills for Senior Lecturers of DIET	July 01-05, 2019	5	Education Department	15
25	CFTC	Residential Certification Programme of DC-cum DEOs, Dy. DEOs, ROs & AROs in collaboration with the Department of Election, Haryana	July 05-06, 2019	2	Election Department	48
26	FCS-2	Capacity Building in Information and Communication Technology (ICT) for Professional efficiency	July 08-12, 2019	5	Women and Child Development Department	14
27	FFM	Duties of DDOs in Taxation Matters including Income Tax and Goods and Service Tax	July 08-10, 2019	3	Department of Personnel & Training (DoPT)	30
28	FCS-1	Training of Trainers (ToT) in Financial and Administrative Skills for Senior Lecturers of DIET	July 15- 19, 2019	5	Education Department	12

29	FFM	Tax Deduction at Source for Drawing and Disbursing Officers	July 15- 17, 2019	3	Officials of various departments of Haryana Government	13
30	FCS-3	Capacity Building Training programme on e-Governance and its applications	July 15-17, 2019	3	Gurugram Metropolitan Development Authority (GMDA)	13
31	CFTC	Residential Certification Programme of DC-cum DEOs, Dy. DEOs, ROs & AROs in collaboration with the Department of Election, Haryana	July 19-20, 2019	2	Election Department	56
32	FCS-1	Training of Trainers (ToT) in Financial and Administrative Skills for Senior Lecturers of DIET	July 22-26, 2019	5	Education Department	14
33	FRD	Capacity Building Training Programme for Chairpersons and Members of Child Welfare Committee	July 22-26, 2019	5	Women and Child Development Department	23
34	FCS-2	Capacity Building in (ICT) for Professional Efficiency	July 22-26, 2019	5	Women and Child Development Department	14
35	CFTC	Residential Certification Programme of DC-cum DEOs, Dy. DEOs, ROs & AROs in collaboration with the Department of Election, Haryana	July 27-28, 2019	2	Election Department	40
36	CFTC	Residential Certification Programme of DC-cum DEOs, Dy. DEOs, ROs & AROs in collaboration with the Department of Election, Haryana	August 02-03, 2019	2	Election Department	75
37	FCS-1	Training of Trainers (TOT) in Financial Skills & Administrative Skills for Senior Lecturers of DIET	August 19-23, 2019	5	Higher Education	14
38	FFM	Using Information Technology for Transparency in Accounting Matters	August 19-21, 2019	3	Officials of various Departments of Haryana Government	24
39	FCS-3	Capacity Building Training programme on e-Governance, HRMS, e-salary for Principals/Lecturers	August 26-30, 2019	5	Education Department	18
40	FFM	Finance for Non-Finance Executives	August 26-28, 2019	3	Officials of various Departments of Haryana Government	16
41	FPA-1	Supervisory Development Programme for newly Recruited Group Instructors	September 02-06, 2019	5	Education Department	25
42	FFM	Disposal of Store Items and Records	September 09-11, 2019	3	Officials of various Departments of Haryana Government	23

43	FDM-II	Incident Response System	September 16-18, 2019	3	Officials of various Departments of Haryana Government	14
44	Additional Director	Course for Field Technicians of GMDA	September 16-18, 2019	3	Gurugram Metropolitan Development Authority (GMDA)	36
45	Additional Director	Course for Field Technicians of GMDA	September 19-21, 2019	3	Gurugram Metropolitan Development Authority (GMDA)	40
46	FCS-3	Capacity Building Training programme on e-Governance, HRMS and e-Salary for Principals/Lecturers	September 16-20, 2019	5	Education Department	14
47	FFM	Disposal of Store Items and Records	September 24-26, 2019	3	Officials of various Departments of Haryana Government	45
48	FCS-III	Capacity Building Training programme on e-Governance, HRMS and e-Salary for Principals/Lecturers	October 03-05, 2019	3	Education Department	15
49	FFM	Contract Management including Outsourcing Policy	October 29-31, 2019	3	Officials of various Departments of Haryana Government	27
50	Head-FDM	Training Programme for Police on Disaster Management	November 14-15, 2019	2	Police Department	9
51	FDM-1	Training Programme for Police on Disaster Management	November 14-15, 2019	2	Police Department	20
52	FFM	Financial Rules for Purchase & Disposal of Store	November 13-15, 2019	3	Officials of various Departments of Haryana Government	30
53	FCS-3	Capacity Building in Information and Communication Technology (ICT) for Professional efficiency	November 14-16, 2019	3	Women and Child Development Department	17
54	FCS-2	Capacity Building in Information and Communication Technology (ICT) for Professional efficiency	November 18-22, 2019	5	Women and Child Development Department	17
55	FDM-II	School Safety Management	November 27-29, 2019	3	Department of Personnel & Training (DoPT)	19
56	FDM-I	Training Programme for Police on Disaster Management	November 28-29, 2019	2	Department of Environment and Climate Change, Haryana Government	27

57	FFM	Information Technology for Transparency in Accounting Matters	November 25-27, 2019	3	Officials of various Departments of Haryana Government	15
58	Head FDM	Training Programme for Police on Disaster Management	December 02-03, 2019	2	Police Department	27
59	FDM-I	Industrial Chemical Disaster Management	December 02-06, 2019	5	Officials of various Departments of Haryana Government	42
60	FPA-2	Right to Information Act, 2005 for 1st Appellate Authorities of Police Department	December 03, 2019	1	Police Department	18
61	FPA-2	Two days Training Programme on RTI	December 05-06, 2019	2	Officials of various Departments of Haryana Government	52
62	FCS-3	Training programme on e-office for Forest Department	December 01, 2019	1	Forest Department	50
63	FCS-3	Training programme on e-office for Forest Department	December 07, 2019	1	Forest Department	20
64	FCS-3	Training programme on e-office for Forest Department	December 08, 2019	1	Forest Department	18
65	Head-FDM	Training Programme for Police on Disaster Management	December 09-10 2019	2	Police Department	26
66	FPA-2	Two days Training Programme on RTI	December 12-13, 2019	2	Education Department	58
67	FDM-1	Training Programme for Police on Disaster Management	December 12-13 2019	2	Police Department	26
68	FDM-2	Training Programme for Police on Disaster Management	December 19-20 2019	2	Police Department	33
69	FFM	Information Technology for Transparency in Accounting Matters (DoPT)	December 16-18, 2019	3	Various Departments of Haryana Government	28
70	FPA-II	Two Days Training Programme on Right to Information Act, 2005 for Nodal Officers of the Police Department Haryana	December 23-24, 2019	2	Police Department	44
71	FRD	Capacity Building of Custer Service Agents (CSA) for the City Bus Services	January 03-04, 2020	2	Gurugram Metropolitan Development Authority (GMDA)	87

72	FDM-2	Training Programme for Police on Disaster Management	January 06-07, 2020	2	Police Department	31
73	FFM	Accounting & Finance through MS-Excel Software	January 06-08, 2020	3	Officials of various Departments of Haryana Government	39
74	FFM	Audit Sensitization & Financial Control (DoPT)	January 13-15, 2020	3	Various Departments of Haryana Government	39
75	FCS-3	Capacity Building Training programme for e-Office	January 13-14, 2020	2	Accountant General Haryana	16
76	FCS-3	Institutional-cum-Revenue Training of Newly Recruited HCS(EB) Officers	January 13-17, 2020	5	Haryana Government	36
77	HEAD FDM	Training Programme for Police on Disaster Management	January 16-17, 2020	2	Police Department	30
78	FDM-1	Training Programme for Police on Disaster Management	January 16-17, 2020	2	Police Department	28
79	FFM	e-Procurement and e-Marketplace	January 20-22, 2020	3	Officials of various Departments of Haryana Government	20
80	FPA-1	Solid and Liquid Waste Management	January 20-24, 2020	5	Officials of various Departments of Haryana Government	27
81	FCS-3	Institutional-cum-Revenue Training of Newly Recruited HCS(EB) Officers	January 20-24, 2020	5	Haryana Government	19
82	FPA-2	Two Days training programme on RTI for Police Department	January 23-24, 2020	2	Police Department	75
83	FFM	Computerized Accounting System (DoPT)	January 27-29, 2020	3	Various Departments of Haryana Government	31
84	FFM	Goods and Services Tax (GST) for Drawing and Disbursing Officers	February 05-07, 2020	3	Officials of various Departments of Haryana Government	23
85	Head FDM	Training Programme for Police on Disaster Management	February 03-04, 2020	2	Police Department	20
86	FDM-2	Training Programme for Police on Disaster Management	February 05-06, 2020	2	Police Department	25

87	FDM-2	Training Programme for Police on Disaster Management	February 17-18, 2020	2	Police Department	31
88	FFM	Economic Offences & Financial Rules	February 17-19, 2020	3	Officials of various Departments of Haryana Government	20
89	FDM1	Urban Risk Reduction	February 18-20, 2021	3	Department of Personnel & Training (DoPT)	20
90	FFM	Three Days course on Contract Management including outsourcing policy	February 24- 26, 2020	3	Officials of various Departments of Haryana Government	31
91	CFTC	Refresher Training of Master Trainers for Census-2021	February 28, 2020	1	Census Department	30
92	FDM-2	Training Programme for Police on Disaster Management	March 03-04, 2020	2	Police Department	19
93	FFM	Financial Rules & Audit Mechanism	March 02-04, 2020	3	DoPT	19
94	FDM-1	Training Programme for Police on Disaster Management	March 12-13, 2020	2	Police Department	26
95	FDM-2	Training Programme for Police on Disaster Management	March 12-13, 2020	2	Police Department	33
96	FFM	e-Finance Applications in Government	March 16-18, 2020	3	Officials of various Departments of Haryana Government	25
97	Head FDM	Safe Construction	March 18-20, 2020	3	Department of Personnel & Training (DoPT)	17
98	FRD	Online TNA for Principals of Higher Education	March 30, 2020	1	Education Department	100
		TOTAL				2742

WORKSHOPS CONDUCTED BY HIPA
FOR THE YEAR 2019 - 20

APPENDIX-C

Sr. No.	Faculty Code	Title of the Training Programme	Date	Duration (Days)	No. of Trainees
1	FPA-2	One Day Workshop on RTI	April 18, 2019	1	14
2	FFM	Workshop on Human Resource Management System (HRMS)	April 18, 2019	1	20
3	FFM	Workshop on e-TDS (Tax Deduction at Source)	May 17, 2019	1	44
4	FFM	Workshop on e-Filing of Income Tax Return (ITR)	May 30-31, 2019	2	43
5	FFM	Workshop on Inventory Management System using Tally	June 03, 2019	1	27
6	FFM	Workshop on Online Budgeting for DDOs	June 24, 2019	1	32
7	FFM	Workshop on Spreadsheet Modeling	July 04, 2019	1	16
8	FFM	Workshop on 24Q Quarterly e-TDS Return	August 01, 2019	1	29
9	FFM	Workshop on e-Challan and Digital Payments	August 08, 2019	1	18
10	FFM	Workshop on Using Spreadsheets for Financial Operations	August 09, 2019	1	26
11	FRD	Holistic Development & Marketing the Unmarketed (Women & Child Development)	August 05, 2019	1	11
12	FRD	Holistic Development & Marketing the Unmarketed (Women & Child Development)	August 23, 2019	1	23
13	FFM	Workshop on e-Post Sanctioning System	September 02, 2019	1	25
14	FRD	Holistic Development of Villages- Marketing the Unmarketed	September 10, 2019	1	71
15	FFM	Workshop on Economic Offences	September 16, 2019	1	20
16	FRD/ FPA-II	Workshop on Good Governance and Sustainable Development Goals	October 03-04, 2019	2	116
17	FFM	Workshop on Government e-marketplace (GeM)	October 09-11, 2019	3	32
18	FFM	Workshop on National Pension Scheme (NPS)	November 11, 2019	1	37
19	FFM	Workshop on Computation of Income Tax on Salaries	November 22, 2019	1	27

20	FFM	Workshop on Double Entry Accounting System	December 02, 2019	1	26
21	FPA-2	Air Pollution in NCR : Causes & Remedies	December 02, 2019	1	60
22	FFM	Workshop on e-procurement in Government	December 09, 2019	1	36
23	FFM	Workshop on Tendering Process	December 23, 2019	1	27
		TOTAL			780

**TRAINING PROGRAMMES BY HIPA
IN ASSISTANCE WITH URBAN LOCAL BODIES
FOR THE YEAR 2019-20**

S.No	Title of the Training Programme	Date	Duration (Day)	No. of Trainees
1	Capacity Building for Women Elected Representatives of Haryana at Panipat	January 28, 2020	1	22
2	Capacity Building for Women Elected Representatives of Haryana at Panipat	February 28, 2020	1	26
	TOTAL			48

**TRAINING PROGRAMMES BY DIVISIONAL TRAINING CENTRE
HIPA, GURUGRAM FOR THE YEAR 2019 - 20**

Sr.No.	Title of the Training Programme	Date	Duration (Days)	No. of Trainees
1	Capacity building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules, T.A. Rules, cash book writing, online budgeting e-grass, and e-payment, Ethics, Conduct Rules etc.	April 08-12, 2019	5	39
2	Duties & Responsibilities regarding Financial Rules & Civil Services Rules, Pensionary benefits, RTI, New Pension Scheme, Income Tax / TDS, Grievance Redressal etc.	April 22-26, 2019	5	28
3	Orientation course for Group 'C' Employees & Steps for Increasing Efficiency in Service Matters, New Pension Scheme, Income Tax/e-TDS & online working related to treasury functioning etc.	May 01-03, 2019	3	21
4	Orientation Course for Group 'C' Employees and Steps for increasing efficiency in service matters, New Pension scheme, Income Tax/e-TDS & online working related to Treasury Functioning etc.	May 27-31, 2019	5	25
5	Capacity building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules, T.A. Rules, cash book writing, online budgeting e-grass, and e-payment, Ethics, Conduct Rules etc.	June 10-14, 2019	5	25
6	Orientation Course for Group 'C' Employees and Steps for increasing efficiency in service matters, New Pension scheme, Income Tax/e-TDS & online working related to Treasury Functioning etc.	June 25-27, 2019	3	25
7	Duties & Responsibilities regarding Financial Rules & Civil Services Rules, Pensionary benefits, RTI, New Pension Scheme, Income Tax / TDS, Grievance Redressal etc.	July 08-12, 2019	5	20
8	Orientation Course for Group 'C' Employees and Steps for increasing efficiency in service matters, New Pension scheme, Income Tax/e-TDS & online working related to Treasury Functioning etc.	July 16-18, 2019	3	24
9	Duties & Responsibilities regarding Financial Rules & Civil Services Rules, Pensionary benefits, RTI, New Pension Scheme, Income Tax / TDS, Grievance Redressal etc.	July 23-25, 2019	3	22
10	Planning & Preparation of Retirement Pensionary benefits admissible and future investment thereof Health Planning, Stress Management and contribution toward society after retirement.	August 05-07, 2019	3	21
11	Induction course on Administrative Procedures, Civil Service Rules, Financial Rules, e-office etc.	August 19-23, 2019	5	24
12	Orientation Course for Group 'C' Employees and Steps for increasing efficiency in service matters, New Pension scheme, Income Tax/e-TDS, Grievance Redressal etc.	August 26-29, 2019	4	24
13	Planning & Preparation of Retirement Pensionary benefits admissible and future investment thereof Health Planning, Stress Management and contribution toward society after retirement.	September 04-06, 2019	3	25
14	Duties & Responsibilities regarding Financial Rules & Civil Services Rules, Pensionary benefits, RTI, New Pension Scheme, Income Tax / TDS, Grievance Redressal etc.	September 18-20, 2019	3	18
15	Capacity building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules, T.A. Rules, cash book writing, online budgeting e-grass, and e-payment, Ethics, Conduct Rules etc.	September 24-26, 2019	3	21
16	Capacity building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules, T.A. Rules, cash book writing, online budgeting e-grass, and e-payment, Ethics, Conduct Rules etc.	October 09-11, 2019	3	17
17	Induction course on Administrative Procedures, Civil Service Rules, Financial Rules, e-office etc.	November 04-08, 2019	5	36

18	Orientation Course for Group 'C' Employees and Steps for increasing efficiency in service matters, New Pension scheme, Income Tax/e - TDS, Grievance Redressal etc.	December 17-19, 2019	3	28
19	Duties & Responsibilities regarding Financial Rules & Civil Services Rules, Pensionary benefits, RTI, New Pension Scheme, Income Tax / TDS, Grievance Redressal etc.	December 18-20, 2019	3	21
20	Duties & Responsibilities regarding Financial Rules & Civil Services Rules, Pensionary benefits, RTI, New Pension Scheme, Income Tax / TDS, Grievance Redressal etc.	January 06-08, 2019	3	15
21	Capacity building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules, T.A. Rules, cash book writing, online budgeting e-grass, and e-payment, Ethics, Conduct Rules etc.	January 13-15, 2020	3	15
22	Capacity building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules, T.A. Rules, cash book writing, online budgeting e-grass, and e-payment, Ethics, Conduct Rules etc.	January 20-22, 2020	3	20
23	Orientation Course for Group 'C' Employees and Steps for increasing efficiency in service matters, New Pension scheme, Income Tax/e - TDS & online working related to Treasury Functioning etc.	February 04-06, 2020	3	33
24	Planning & Preparation of Retirement Pensionary benefits admissible and future investment thereof Health Planning, Stress Management and contribution toward society after retirement.	February 18-20, 2020	3	23
25	Capacity building on Civil Services Rules i.e. Pay Fixation, GIS, Medical Reimbursement Rules, T.A. Rules, cash book writing, online budgeting e-grass, and e -payment, Ethics, Conduct Rules etc.	March 03-05, 2020	3	45
TOTAL				615

TRAINING PROGRAMMES BY DIVISIONAL TRAINING CENTRE, HIPA, PANCHKULA FOR THE YEAR 2019 - 20

Sr.No.	Title of the Training Programme	Dates	Duration (Days)	No. of Trainees
1	OTP for Assistants	April 01 - 05, 2019	5	10
2	Office Automation & Tools	April 08 -12, 2019	5	18
3	Two days training programme on "Capacity Building Behavioural Management & Enhancing Efficiency" (for newly recruited Conductors of Yamuna Nagar & Kurukshetra Depots of Haryana Roadways)	April 09-10, 2019	2	33
4	Two days training programme on "Capacity Building Behavioural Management & Enhancing Efficiency" (for newly recruited Conductors of Panchkula & Kurukshetra Depots of Haryana Roadways)	April 23-24, 2019	2	26
5	OTP for Deputy Superintendents/Superintendents	May 13-17, 2019	5	10
6	Transparency in Administration- RTI Act, 2005	May 28, 2019	1	54
7	Two days workshop on HCS, Pension Rules, 2016	May 30-31, 2019	2	88
8	Two days computer training program on MS-Word & Excel	June 03 - 04, 2019	2	20
9	Enhancing efficiency through women empowerment- Soft & Hard skills	June 10 -14 , 2019	5	15
10	One day workshop on "Legal Drafting" for the Secretariat Staff at knowledge centre Secretariat	June 12, 2019	1	66
11	Two days workshop on "HCS (Pension) Rules, 2016, Government Policy for the Welfare of Government Employees and their Families - NPS, GIS, Ex- Gratia-CFA	June 19 -20 , 2019	2	29
12	Training Programme for Administrative Staff of Warehousing Corporation	June 20 -22 , 2019	3	31
13	Administrative Efficiency in Government Departments	June 24 -28, 2019	5	13
14	Training Programme on "Accounts Matters" for Accounts Staff of Warehousing Corporation	June 26 -27, 2019	2	29
15	Training Programme for Supervisory Staff of Warehousing Corporation	June 28 -29, 2019	2	42
16	Duties & Function of Clerks	July 01- 05, 2019	5	36
17	Office Procedure -Tool of Efficiency, Communication Skills	July 08 -12, 2019	5	23
18	Office Automation & Tools	July 15 -19, 2019	5	32
19	Two weeks Induction Training Programme for Accountants of HSAMB	July 22 - August 02, 2019	10	31
20	Income Tax Matters	July 24 ,2019	1	13

21	Two days Training Programme for Inquiry Officers and Presenting Officers under P & A Rules 2016	August 01-02, 2019	2	11
22	Enhancing Efficiency through women e-Empowerment- Soft & Hard Skills	August 05 - 09, 2019	5	78
23	Capacity Building of Assistants dealing with Administrative Matters	August 19-22, 2019	4	34
24	Sensitization in Internet & Email	27August 2019	1	17
25	Administrative Efficiency in Government Departments for Panchkula	September 02 – 06, 2019	5	14
26	Two day Training Programme on "Capacity Building and Departmental Procedure" for Employment Department	September11-12, 2019	2	15
27	Duties & Function of Clerks	September 16 -20, 2019	5	22
28	Orientation Training Programme for Dy.Supdts/Supdts	September 24 - 27, 2019	4	15
29	Transparency in Administration: Right to Information Act, 2005 for SPIOs/ASPIOs	October 04, 2019	1	54
30	Two days workshop on HSC(Pension) Rules, 2016 and Government Policies for the welfare of Government Employees, NPS	October 09 -10, 2019	2	31
31	Office Automation & Tools	October 14 -18, 2019	5	15
32	Office and Accounts Procedures & Rules for Forest Department	October 14 -18, 2019	5	36
33	Institutional Revenue Training of HCS	October 15 – November 08, 2019	16	10
34	Input for Enhancing efficiency Motivational & Attitudinal Change- Soft & Hard Skills (DoPT)	October 22 -24, 2019	3	20
35	Institutional Revenue Training of HCS	November 11-29, 2019	27	15
36	Two days workshop on "HCS (Pension) Rules, 2016, Government Policy for the Welfare of Government Employees and their Families - NPS, GIS, Ex-Gratia-CFA	November 14 -15, 2019	15	2
37	Office Procedure -Tool of Efficiency, Communication Skills	November 18 - 22, 2019	5	14
38	One day workshop on "Record Management & Record Retention Schedule and Information Management "	November 26, 2019	1	13
39	Duties & Function of Clerks	December 02 - 06, 2019	5	15
40	Two days computer training program on MS-Word & Excel	December 11-12, 2019	2	7
41	Enhancing efficiency through women empowerment- Soft & Hard skills	December 16 - 20, 2019	5	46
42	Training Programme for Presenting Officers/ Inquiry Officers	December 17-18, 2019	2	10
43	Two days workshop on Government Policies for the welfare of Government Employees	January 07- 08, 2020	2	16
44	Training Programme for Presenting Officers/ Inquiry Officers	January 15 -16, 2020	2	28

45	Institutional-cum-Revenue Training of newly recruited HCS (EB) Officers	January 13 -17, 2020	5	35
46	Institutional-cum-Revenue Training of newly recruited 'A' Class Tehsildars"	January 20 - 24, 2020	5	16
47	Office Automation & Tools	January 20 - 24, 2020	5	38
48	"Duties & Responsibilities of DDOs & Supporting Staff including online Budget & E-Payments for Ambala	January 27 - 28, 2020	2	27
49	"Duties & Functions of Clerks"	February 03-07, 2020	5	12
50	"Orientation Training Programme for Deputy Superintendents/ Superintendents"	February 10 -14, 2020	5	12
51	Capacity Building of Assistants dealing with Administrative Matters	February 24 - 28, 2020	5	18
52	Training Programme for Clerks Haryana Electricity Regulatory Commission	February 24 - 28, 2020	5	7
53	Training Programme for Assistant Haryana Electricity Regulatory Commission	February 24 - 28, 2020	10	5
54	Training Programme for PA/PS Haryana Electricity Regulatory Commission	March 02 - 06, 2020	5	11
55	Two days computer training program on MS- Word & Excel	March 04 -05, 2020	2	11
	TOTAL			1349

**TRAINING PROGRAMMES BY DIVISIONAL TRAINING CENTRE,
HIPA, HISAR FOR THE YEAR 2019 - 20**

Sr. No.	Title of the Training Programme	Dates	Duration (Days)	Number of Trainees
1	Training on "Capacity Building Behavioural Management & Enhancing Working Efficiency" for Newly Recruited Conductors of Transport Department	April 01 - 02, 2019	2	37
2	Training on "Capacity Building Behavioural Management & Enhancing Working Efficiency" for Newly Recruited Conductors of Transport Department	April 03 - 04, 2019	2	39
3	Training on "Pay Pension and Service Matters" for the employees of Hisar	April 08 - 12, 2019	5	29
4	Training on "Pay Fixation, Pension Revision & Service Matters" of Fatehabad	May 27 - 31, 2019	5	23
5	Training on "Pay, Pension & Service Matters" for the employees of Sirsa	June 10 - 14, 2019	5	22
6	Training on "Duties and Responsibilities for DDOs" of Education Department of Jind	June 19 - 21, 2019	3	22
7	Computer Training on "MS Word, MS- Excel, Power Point Presentation and Internet" for employees of Hisar	June 24 - 28, 2019	5	20
8	Training on "Role & Responsibilities of DDOs" of Fatehabad	July 02 - 04, 2019	3	25
9	Training on "Role & Responsibilities of DDOs" of Sirsa	July 11 - 13, 2019	3	23
10	Training on "Role & Responsibilities of DDOs" for employees of Hisar	July 16 - 18, 2019	3	25
11	Computer Training on "MS Word, MS-Excel, Power Point & Internet" for the employees of Jind	July 22 - 26, 2019	5	16
12	Training on "Role & Responsibilities of DDOs" for the employees of Bhiwani & Charkhi Dadri	July 24 - 26, 2019	3	19
13	One day workshop on "Conduct Rules - 2016, Punishment & Appeal Rules - 2016 and Enhanced Litigation" for the employees of Hisar	August 01, 2019	1	42

14	Training on "Responsive Administrative-Role of office staff in disposal of office work and other service matters" for the employees of Sirsa	August 05 - 09, 2019	5	15
15	One day workshop on "Conduct Rules - 2016, Punishment & Appeal Rules - 2016 and Enhanced Litigation" for employees of Bhiwani & Charkhi Dadri	August 21, 2019	1	35
16	Training on "Responsive Administrative-Role of office staff in disposal of office work and other service matters" for the employees of Hisar	August 26 - 30, 2019	5	29
17	Computer Training on "MS Word, MS Excel, MS PowerPoint & Internet" for the employees of various offices of Sirsa	September 02 - 06, 2019	5	23
18	Training on "Responsive Administrative-Role of office staff in disposal of office work and other service matters" for the employees of Bhiwani & Charkhi Dadri	September 09 - 13, 2019	5	50
19	Training on "Responsive Administration Role of office staff in disposal of office work and other service matters" for employees of Jind	September 16 - 20, 2019	5	29
20	Training on "Responsive Administration Role of office staff in disposal of office work and other Service Matters" for employees of Fatehabad	September 24 - 27, 2019	4	19
21	One day workshop "Conduct Rules - 2016, Punishment & Appeal Rules - 2016 and Enhanced Litigation" for employees of Jind	October 03, 2019	1	30
22	Training on "Efficiency through Women Empowerment" for the women employees of Hisar	October 09 - 11, 2019	3	30
23	Training on "Duties and Responsibilities of DDOs and staff" of Fatehabad	October 29 - 31, 2019	3	24
24	Computer Training on MS Word, MS Excel, MS Power Point & Internet" for the employees of various offices of Fatehabad	November 04 - 08, 2019	5	19
25	Training on "Duties & Responsibilities of DDOs and Staff" for the employees of Sirsa	November 04 - 06, 2019	3	38

26	Three day training on "Duties & Responsibilities of DDOs & Staff" for the employees of Hisar	November 13 - 15, 2019	3	35
27	One day workshop "Conduct Rules and Punishment & Appeal Rules Enhanced Litigation" of Fatehabad	November 21, 2019	1	47
28	Computer Training on "MS Word, MS-Excel, Power Point Presentation and Internet" for employees of Bhiwani & Charkhi Dadri	November 18 - 22, 2019	5	23
29	Training on "Pay, Pension and Service Matters" for the employees of Jind	November 25 - 29, 2019	5	41
30	Training on "Efficiency through Women Empowerment" for the employees of Hisar	December 02 - 04, 2019	3	28
31	Training on "Pay, Pension Fixation and service matters" for employees of Bhiwani	December 09 - 13, 2019	5	30
32	One day workshop on Right to Information Act-2005 for the employees of Municipal Corporation of Hisar	December 10, 2019	1	53
33	Training on "Office procedures, efficiency through good noting & drafting, speedy disposal of office work and other service matters" for the Officers/Officials of Hisar	December 16 - 20, 2019	5	35
34	Training on "Conduct Rules-2016, Punishment & Appeal Rules-2016 and Enhanced Litigation" for the employees of Sirsa	December 24, 2019	1	27
35	Training on "Maintenance of Accounts, Utilization & Records"	December 26, 2019	1	40
36	Training on "Maintenance of Accounts, Utilization & Records"	December 27, 2019	1	35
37	Training on "Office procedures, efficiency through good noting & drafting, speedy disposal of office work and other service matters" for the Officers/Officials of Charkhi Dadri	January 06 - 10, 2020	5	28
38	Training on "Office procedures, efficiency through good noting & drafting, speedy disposal of office work and other service matters" for the Officers/Officials of Charkhi Dadri	January 13 - 17, 2019	5	27
39	Training on "Office procedures, efficiency through good noting & drafting, speedy disposal of office work and other service matters" for the Officers/Officials of Charkhi Dadri	January 20 - 24, 2020	5	22

40	One day workshop on "Procedures for imposing major/minor penalty under rule 7 & 8 by way of conducting inquiry as per DHBVN employees (Punishment and Appeal) Regulations 2019" at Vidyut Sadan Nagar, Hisar	January 21, 2020	1	33
41	Training on "Office Procedures, efficiency through good noting & drafting, speedy disposal of office work and other service matters" for employees of Sirsa	February 03 - 07, 2020	5	32
42	Three day course on "Efficiency through Women Empowerment" for the employees of Hisar	February 11 - 13, 2020	3	29
43	Three day training on "Duties & Responsibilities of DDOs & Staff" for the employees of Bhiwani	February 12 - 14, 2020	3	26
44	Computer Training on "MS Word, MS- Excel, Power Point Presentation and Internet" for employees of Hisar	February 17 - 20, 2020	4	18
45	Training on "Efficiency through Women Empowerment" for the employees of Hisar	February 18 - 20, 2020	3	25
46	Training on "Duties & Functions of Clerks/ Assistants" for the employees of Bhiwani	February 24 - 28, 2020	5	39
47	Training on "Duties & Functions of Clerks/ Assistants" for the employees of Fatehabad	March 02 - 06, 2020	5	24
48	Training on "Duties & Functions of Clerks/ Assistants" for the employees of Jind	March 16 - 20, 2020	5	34
	TOTAL			1414

**TRAINING PROGRAMMES BY DIVISIONAL TRAINING CENTRE,
HIPA, ROHTAK FOR THE YEAR 2019 - 20**

Sr. No.	Title of the Training Programme	Date	Duration (Days)	No. of Trainees
1	Training Programme on HRMS, General conditions of Service, Leave Rules and Income Tax Matters at DIET, Panipat	April 08 - 12, 2019	5	38
2	Two days Training Programme for newly recruited Conductors of Transport Department on Capacity Building, Behavioral Management & Enhancing Working Efficiency	April 18 -19, 2019	2	36
3	Induction Training Programme for Comprehensive Online-Modified Modules (COMMIT)	April-19, 2019	1	35
4	Training Programme on Duties & Responsibilities of DDOs and Cannons of Financial Prosperities at Rai	April 22 - 26, 2019	5	34
5	Training Programme on Capacity Building of Officials in Administrative and Financial Matters	May 06 - 10, 2019	4	22
6	Training Programme on Commercial Accounting, Cash Flow Technology, Performance Budgeting and Financial Matters at Karnal	May 15 - 17, 2019	3	35
7	Induction Training Programme for Comprehensive Online-Modified Modules (COMMIT) at Karnal	May 17, 2019	1	24
8	Training Programme on Administrative Efficiency in Govt. Departments, HRMS, Haryana Civil Services Rules, New Pension Scheme at Matanhail	May 27 - 31, 2019	5	38
9	Induction Training Programme for Comprehensive Online-Modified Modules (COMMIT) at Matanhail	May 31, 2019	1	31
10	Training Programme on e -Governance and Information & Technology, e -Salary and Human Resource & Management System and e -TDS at Bahadurgarh	June 10-14, 2019	5	42
11	Induction Training Programme for Comprehensive Online-Modified Modules (COMMIT) at Bahadurgarh	June 14, 2019	1	29
12	DoPT Sponsored Training Programme on Public Private Partnership, MoU and Contracts for the employees of District Panipat	June 19 -21, 2019	3	31
13	Training Programme on-TeDS and Pensionary Benefits under Old Pension Scheme and New Pension Scheme and other Service Matters	June 24-28, 2019	5	24
14	Training Programme on Punishment and Appeal Rules and Conduct Rules and Revised Civil Services Rules at Gharaunda	July 08 - 12, 2019	5	36
15	Training Programme on Duties & Responsibilities of DDOs and Cannons of Financial Proprieties at Indri	July 17 - 19, 2019	3	39

16	DoPT (Govt. of India) Sponsored Training Programme on Financial Management, Pay Fixation, Leave Rules and Pension Rules as per Revised CSR at Sonipat	July 24 - 26, 2019	3	48
17	DoPT (Govt. of India) Sponsored Training Programme on GST and Income Tax Matters	August 05 - 07, 2019	3	41
18	Training Programme on Entrepreneurship Development Programme (EDP) for SC/ST beneficiaries	August 19 – September 18, 2019	23	35
19	Training Programme on Punishment and Appeal Rules, Conduct Rules and Services Matters at Meham	August 26 - 30, 2019	5	27
20	Training Programme on e -Governance and Information & Technology, e -Salary and Service Matters at Jhajjar	September 02 - 06, 2019	5	41
21	DoPT Sponsored Training Programme on Gem, HRMS and e-tendering system	September 18 - 20, 2019	3	40
22	Training Programme on Punishment & Appeal Rules, Conduct Rules and ACP Rules at DIET Panipat	October 07-11, 2019	5	38
23	Training Programme Duties & Responsibilities of DDOs with regard to Financial and Income Tax Matters	October 14 -16, 2019	3	27
24	Training Programme on Pensionary benefits and Revised Civil Services Rules at Gohana	November 04 - 08, 2019	5	33
25	Training Programme on Income Tax, GST and Financial Matters	November 18 - 20, 2019	3	27
26	Training Programme on Pensionary Benefits admissible under Old Pension Scheme and New Pension Scheme at Nilokheri	November 25 - 27, 2019	3	30
27	Two days Workshop on Right to Information Act at Panchayat Bhawan Jhajjar	December 05 - 06, 2019	2	52
28	Training Programme on Purchase Procedure, General Condition of Service, Conduct Rules and Financial Matters	December 09 - 11, 2019	3	31
29	Two days Workshop on Right to Information Act at Panipat	December 12-13, 2019	2	58
30	One Day Workshop on e- office	January 03, 2020	1	70
31	Training Programme on General Conditions of Service, Leave Rules, Fixation of Pay, New Pension Scheme, and Service Matters at Jhajjar	January 06 - 10, 2020	5	32
32	Training Programme on Office Procedure, Income Tax Deductions, Leave Rules and Maintenance of GIS Account at Khanpur Kalan	January 15 - 17, 2020	3	32
33	Training Programme on HRMS, Financial Skills and Income Tax Matters	February 10 - 14, 2020	5	33
34	Training Programme on Pay Fixation, Leave Rules, Pensionary Benefits admissible on retirement at DEIT, Panipat	February 24 - 28, 2020	5	24
35	Training Programme on Entrepreneurship Development Training Programme for SC/ST beneficiaries	February 17 - March 16, 2020	20	35
36	Training Programme on Financial Matters, Fixation of Pay, Leave Rules and Conduct Rules at Karnal	March 04 - 06, 2020	3	49
	TOTAL			1297

**TRAINING PROGRAMMES FOR THE YEAR
2019-2020
OF SEVOTTAM CELL, HIPA, GURUGRAM**

S.No	Title of the Training Programme	Date	Duration (Days)	No. of Trainees
1	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Capacity Building at SCERT, Gurugram	09.04.2019	1	42
2	Quality Management System/Good Governance Leading to Sevottam & Right to Service Act for the officials of Jhajjar District	28.05.2019	1	35
3	Quality Management System/Good Governance Leading to Sevottam & Right to Service Act for the officials of Bahadurgarh	12.06.2019	1	25
4	Quality Management System/Good Governance Leading to Sevottam & BIS IS:15700	23.07.2019	1	44
5	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for officials and Principals of Senior Secondary School	25.07.2019	1	38
6	Quality Management System/Good Governance Leading to Sevottam & BIS IS:15700 for officials of Rewari District	30.07.2019	1	60
7	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for officials of Jhajjar	02.08.2019	1	55
8	Quality Management System/Good Governance Leading to Sevottam & BIS IS:15700 for officials of Rohtak	06.08.2019	1	70

9	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for ITS officers	20.08.2019	1	32
10	Good Governance Refdressing Mechanism for STAREX University, Gurgaon	03.09.2019	1	56
11	Good Governance Refdressing Mechanism for PG Govt. College, Sec. 9, Gurgaon	10.09.2019	1	74
12	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for the Officers/Officials of SCERT, Gurugram	20.09.2019	1	64
13	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for the Officers/Officials of SCERT, Gurugram	14.11.2019	1	36
14	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for the Officers/Officials at HIPA	28.11.2019	1	15
15	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for the Officers/Officials of Bhiwani District	10.12.2019	1	29
16	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for the Officers/Officials of Nuh District at GETTI, Nuh	17.12.2019	1	42

17	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for the Officers of Education Department at SCERT, Ggn	19.12.2019-20.12.2019	2	60
18	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for the Officers of Education Department at SCERT, Ggn	27.12.2019	1	45
19	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for HCS Officers	30.12.2019 31.12.2019	2	26
20	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for Medical Officers of Jhajjar District	07.01.2020	1	27
21	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 and Right to Service Act for the Officers of Dronacharya College, Ggn	10.01.2020	1	100
22	Quality Management System/Good Governance Leading to Sevottam & BIS IS: 15700 for HCS Officers	15.1.2020-16.1.2020	2	26
	TOTAL		25	1001

