

**C. Training Contents : Common for all training programmes**

<b>Sr.No.</b>	<b>Topics</b>
1.	Haryana Civil Services (Allowances) Rules, 2016
2.	Haryana Civil Services (General) Rules, 2016
3.	Haryana Civil Services (Govt. Employees Conduct) Rules, 2016 with special reference to Sexual Harassment
4.	Haryana Civil Services (GPF) Rules, 2016
5.	Haryana Civil Services (Leave) Rules, 2016
6.	Haryana Civil Services (Pay & ACP) Rules, 2016
7.	Haryana Civil Services (Pension) Rules, 2016
8.	Haryana Civil Services (Punishment & Appeal) Rules, 2016
9.	How to conduct regular Inquiry Role & Responsibilities of IO and PO
10.	Haryana Civil Services (Travelling Allowance) Rules, 2016
11.	Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis
12.	Office Procedures Communication Skills – Essentials of Noting/Drafting
13.	Loan & Advances admissible to Haryana Govt. Employees
14.	Importance of MIS, Record Management & Record Retention Schedule
15.	Workshop on RTI Act, 2005, Haryana RTI Rules and Internal Procedures to handle RTI requests
16.	Haryana Civil Services (Compassionate Financial Assistance or Appointment) Rules 2019
17.	Financial Management – Preparation of Budget & Allied Matters Preparation and submission of online Budget
18.	New Pension System, its modalities & implementation
19.	Responsibilities of DDOs at HQs & district level
20.	Medical Reimbursement Policy for Government Employees, Pensioners and their dependents
21.	Assembly Business ✓ Dealing with starred/ un-starred Assembly Question ✓ Calling Attention, Motion etc. – Procedures
22.	Constitution and functions of PAC, Estimates Committee and Committee on Public Undertakings to ensure control of State finances and of Public Undertakings. Procedures dealing with observations/ recommendations of these Committees
23.	Stress Management
24.	Annual Confidential Report
25.	C.M. Window – Modalities & Procedure for quick & accurate disposal
26.	Motivation & Organizational Behaviour
27.	Ethics Values in Administration
28.	Enhancing Efficiency through Women Empowerment (Soft & Hard skills)
29.	Reservation Policy and Maintenance of Roster Register
30.	Capacity Building of Assistants dealing with Administrative Matters
31.	Income Tax Matters
32.	Organizational set up of the State at State Level, District Level, Divisions, Districts, Sub Divisions, etc. etc.

33.	Use of IT Applications : ✓ e-billing ✓ e-payment ✓ e-salary ✓ HRMS
34.	Introduction to Govt. Reference Books and other sources of Information - Overview of 9 Haryana Civil Services Rule Books 2016
35.	Behavioural Sciences ✓ Time Management ✓ Communication for Citizen Centric Behaviour ✓ Office Etiquettes ✓ How to be efficient ✓ Energy Healing
36.	Haryana State Litigation Policy
37.	Workshop on Handling of Court Cases – Procedures & Guidelines
38.	Duties and Functions of Clerk
39.	Orientation Training of Personal Staff
40.	Office Automation & Tools (Computer Training)

Administrative & Financial Powers and Procedure (pertaining to respective department of participants).

The contents are also designed on the demand of a specific department keeping in view the level of participants.

**Explanatory Note :**

Training contents are common for all programmes but their designing varies from level of participants to participants e.g. Haryana Civil Services (Govt. Employees Conduct) Rules, 2016 is the part of the training for clerks but in their case the relevance is made to their observance by them. When it is a part of the programme for the assistants then designing will be different. In their case, in addition to observance they will also be trained as to how these rules are to be implemented when such matter comes before them for examination. Likewise in the case of officers in addition to observance and examination the scrutiny of the matters on the file will be an important part to be dealt with by them. Similarly all topics though seem to be common but the programme is designed keeping in view the relevance and level of participants.

In case of any clarification or additional information please contact through e-mail at : [dtcpanchkula@gmail.com](mailto:dtcpanchkula@gmail.com)

RAM SARAN  
Principal, DTC,  
Panchkula