Training Modules

Realising the need for development of human resources to meet the challenges, the new Training Policy of Haryana is being implemented in the state.

In the process, HIPA has designed countless number of Ready-to-Conduct courses for both professional and ethical development of the officials. The list has been displayed on the website of HIPA, for the convenience of the government departments. The modules can be scheduled physically/ virtually, from 1-5 days, according to the requirement. All the immediate needs of the training for officers and employees of the Government of Haryana, on the mentioned topics, are just a call away.

Topics for "Ready to Conduct" Modules

Computer Sciences

1. e-Governance

2. Project Management

3. Training Programme on e-Office

4. Basics of Computers

5. GeM and e-tendering

Management Information System

6. Data Analysis using MS Excel

7. Data Management Tools MS-Access

8. Appraisal of a/c keeping Software

Public Administration

9. Ethics &Values in Administration

10. Self Management

11. Continuous Quality Improvement for Class III employees

12. Managerial Skills

Public Enterprises

13. Awareness Program on Consumer Protection

14. Total Quality Management

15. Human Rights

16. Decision Making in Administration

17. Good Governance

18. Right to Information Act

19. Right to Service Act

20. Citizens' Charter

21. Disciplinary Proceedings

22. Noting and Drafting

23. Personality Development

24. Communication Skills

25. Decentralized Governance

26. Theoretical Public Administration and Indian Administration

Rural Development

27. Issues of Rural Development

28. Gender

29. Women Empowerment

30. Education

31. Micro Credit/ Self Help Groups

32. POSH

33. MGNAREGA

34. Social Audit

Disaster Management

35. Disaster Management Plan, Policy, Acts etc.

36. Drought Management

37. Flood Management Heat Wave Management

38. Incident Response System

42. Earthquake Management

43. Fire Management

44. Emergency Response Management

45. Emergency Medical Service

46. Live Stock Management/ Animal Epidemic Prevention & Management

47. Safe Construction

48. Community Based Disaster Preparedness

49. Urban Flood Management

50. Village Safety Management

51. Emergency Support Function

52. Urban Risk Reduction

53. Chemical Risk Reduction

54. Risk Sensitization & Land Use Planning

55. Environment Management

56. School Safety Management

57. School Disaster Management Plan

58	College Disaster Management Plan
59	Basics of Disaster Management
60	District Disaster Management Plan
61	Updating of District Disaster Management Plan
62	Weather Forecasting and Early Warning
63	Medical Response & Psychosocial Care in Disaster Situation

Financial Management

64	Workshop on Human Resource Management System (HRMS) and Service Rules
65	Workshop on Inventory Management Using Computerized Software
66	Workshop on Online Budgeting and Financial Control Mechanisms
67	Workshop on Financial Management Using Spreadsheet Models
68	Workshop on Taxation Matters Income Tax and GST
69	Workshop on Digital Payments, e-Receipts, and Cash Management
70	Workshop on Economic Offences, Financial Audit and Governance
71	Workshop on Retirement Benefits
72	Workshop on Accounting Systems and Financial Control
73	Workshop on Computerized Accounting and e-Finance Applications
74	Government Accounting and Financial Procedures for DDOs
75	Financial Analysis and Effective Utilization of Resources
76	Implementing Accrual Base Double Entry System Using Tally
77	Role of a DDO Integrating Strategy and Finance
78	Financial Rules, Budgetary Control and Auditing
79	Data Analysis using Excel and SPSS in Financial Decisions
80	Integrated Financial Management Information System (IFMIS) in Haryana
81	Effective Financial Administration Using Information Technology

82	Purchase Procedures including Government e-Market place

82   Purchase Procedures including Government e-Market place

83   Systematic Solutions to Prevent Mal-practices in Financial Matters

84   Finance for Non-Finance Executives

85   Contract Management including Outsourcing Policy

86   Store Management including Purchase, Maintain and Disposal of Store

87   Audit Sensitization

88   Fundamentals of Finance and Accounting

DTCs Panchkula, Hisar, Rohtak & Gurugram

89   Training of Inquiry Officers/ Presenting Officer under P&A Rules

90   Responsibilities of DDOs at HQs & District level

91   Orientation Training for Superintendent/ Dy.Supdt./ Supervisory Staff

92   Orientation Training Programme for Senior Assistants

93   Service Matters for newly promoted Assistants

94   Legislative Business in Government Departments

95   Effective Service Delivery–Record Management

96   Training Programmes for Clerks

97   Office Automation & Tools

98   Information Technology in Libraries

99   Capacity Building of dealing Hands –9 Haryana CSR Books, PFR & Policy Instructions

100   CM Windows –Procedures & Modalities for quick and efficient Disposal

101   Induction training for all categories of Cutting Edge Level employees.

102   T.A. Rules

103   Pay Rules

104   ACP Rules

105   Pension Rules

Sevottam Cell

Revenue