

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
- 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.Suptd./ 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

106	New Pension System
107	CFA or Appointment Rules, 2019 (Ex-gratia Policy)
108	Group Insurance Scheme
109	Suspension Rules
110	Punishment & Appeal Rules
111	Medical Reimbursement Policy
112	Loans Admissible to Employees
113	GPF Rules
114	Allowances to Employees
115	Introduction to Govt. Reference Books
116	Duties of Clerks, Assistants etc.
117	Leave Rules
118	ACRs – Instructions & Procedures
119	Communication & Presentation Skills through Noting & Drafting
120	RTI Act-2005 and Haryana RTI Rules 2009
121	Budget Formulation & Implementation
122	Reservation Policy & Maintenance of Roster Register
123	Promotion Policy
124	Canons of Financial Propriety
125	COMMIT (Comprehensive Online Modified Modules for Induction Training)
126	Maintenance of Service Book
127	Maintenance of Cash Book
128	Purchase Procedures
129	Condemnation & Disposal of office Items
130	Role & Responsibilities of Staff

- 131 e-Treasury System
- 132 Women Empowerment (Soft & Hard Skills)
- 133 How to be efficient
- 134 Interpersonal Relationship
- 135 Leadership
- 136 Motivation
- 137 Natural Justice & Fairness
- 138 Stress Management
- 139 Team Building
- 140 Time Management
- 141 Conduct Rules with reference to Sexual Harassment
- 142 Premature Retirement Policy 2019
- 143 Outsourcing Policy
- 144 Capacity Building of Group 'D' Employees

Sevottam Cell

- 145 Sevottam and Citizen Centric Administration
- 146 Grievance Redressal Mechanism
- 147 How to prepare Sevottam Complaint Citizens' Charter for an organization

Revenue

- 148 Dealing with Court Cases
- 149 Structure of Haryana
- 150 Haryana Civil Services Rules 2016
- 151 Revenue Matters