

No.4/02/2009-2 Trg.

From

The Chief Secretary to Govt., Haryana.

To

1. All the Commissioners of the Divisions in the State.
2. The Commissioner Ambala Division-cum-Principal Revenue Training Institute, Ambala Cantt.
3. All the Deputy Commissioners in the State.

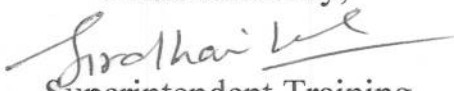
Dated, Chandigarh the 11th May, 2009.

Subject:- **TRAINING SCHEDULE OF ASSISTANT COMMISSIONER (UNDER TRAINING) OF 2008 BATCH.**

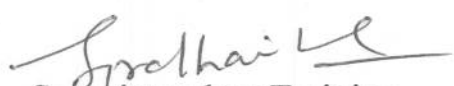
Sir/Madam,

I am directed to refer on the subject noted above and to enclose a copy of the training schedule for the Assistant Commissioners (Under Training) of IAS Probationers (HY: 2008) for their district training from 08/06/2009 for information and necessary action.

Yours faithfully,


Superintendent Training,
for Chief Secretary to Govt., Haryana. *SK*

A copy of the Training schedule is forwarded to all the Financial Commissioners and Principal Secretaries to Government Haryana and all the Administrative Secretaries to Government, Haryana for information and necessary action.


Superintendent Training,
for Chief Secretary to Govt., Haryana. *SK*

To

All the Financial Commissioners & Principal Secretaries to Govt., Haryana and all the Administrative Secretaries to Govt., Haryana.

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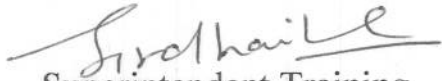
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Dated, Chandigarh the 11th May, 2009.

A copy along with its enclosures is forwarded for information and necessary action to:-

1. The Director, Lal Bahadur Shastri National Academy of Administration, Charleville, Mussoorie-248179 with reference to his .D.O. No.1/4/ASP/2008 Dated.13/04/2009.
2. Smt.Ranjana Chopra, Deputy Director (Senior), Government of India, Lal Bahadur Shastri National Academy of Administration, Charleville, Mussoorie-248179 with reference to her letter No.1/4/ASP/2008 Dated.13/04/2009.
3. The Director , Haryana Institute of Public Administration, HIPA, Complex, Plot No. -76, Sector-18, Gurgaon.
4. The Deputy Commissioner, Faridabad, Rohtak & Hisar.
5. The Under Secretary (General) to Govt., Haryana.
6. The Deputy Secretary (Administration) to Govt., Haryana (in services I & II Branches).
7. The Under Secretary (General Administration) to Govt. Haryana (in services-III branch)
8. Sh. Anshraj Singh, IAS (HY:2008) Assistant Commissioner (UT),Faridabad. C/o The Director, Lal Bahadur Shastri National Academy of Administration, Charleville, Mussoorie-248179.
9. Sh.Chander Shekhar, (HY:2008) Assistant Commissioner (UT),Rohtak. C/o The Director, Lal Bahadur Shastri National Academy of Administration, Charleville, Mussoorie-248179.
10. Sh.Rajiv Rattan, IAS (HY:2008) Assistant Commissioner (UT),Hisar. C/o The Director, Lal Bahadur Shastri National Academy of Administration, Charleville, Mussoorie-248179.


Superintendent Training,
for Chief Secretary to Govt., Haryana.

TRAINING SCHEDULE OF
ASSISTANT COMMISSIONERS (UNDER TRAINING)
FROM 8-6-2009 for 52 WEEKS (IAS BATCH 2008)

Sr. NO	INSTITUTION /OFFICE OF TRAINING (VENUE OF TRAINING)	DETAILS OF TRAINING
1.	DEPUTY COMMISSIONER (To join their District Posting) ONE WEEK	As soon as the AC(UT) reports to the D.C, he/she should be given the following branches of the D.C office:- a) Miscellaneous Branch b) Complaints & Enquiry Branch.
2.	HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, SECTOR-18, GURGAON. FIVE WEEKS (FIRST PHASE)	(1) The ACs (UT) will report to the Director, Haryana Institute of Public Administration Gurgaon for general background and exposure in the following areas for four weeks duration:- a) History, Geography and Culture of Haryana and its people. b) Administrative Structure in the State Government from the Secretariat to the lowest level and its functioning with special reference to machinery for coordination between various departments of the Government at various levels. c) An insight into the main development activities in the State of Haryana under Five Year Plans. d) Civil Service Rules , Financial Rules and Office Procedure in the Govt. of Haryana. (2) Haryana Darshan (One Week) The Probationers will visit as many districts of the State as possible and see major irrigation, power and other public sector projects located in the State. It will be organized by the Director, HIPA, Gurgaon.
3.	REVENUE TRAINING INSTITUTE, AMBALA TWO WEEKS	The Probationer(s) will undergo revenue training at the Revenue Training Institute, Ambala Cantt.
4.	DC OFFICE FOUR WEEKS	1). The AC(UT) will sufficiently familiarise himself with the work of various branches of DC office, one at a time, during the entire district training. 2). The AC(UT) will accompany the DC on tours during the inspections of Police Stations/Jails and other offices. He/she will also participate in the District level and Sub-Division level meetings regarding Public Grievances, 20 Point Programme, Small Savings, Family Welfare and Review of Revenue and Development works etc. 3) The AC(UT) will sit along with the DC whenever he hears court cases. He will learn about the procedure of recording evidence and writing judgments/orders. 4) The DC should move the Govt. sufficiently in advance to confer the powers of Executive Magistrate to the AC(UT).
5.	TEHSIL OFFICE TEN WEEKS	1) AC(UT) will take independent charge of a Patwari for TWO WEEKS . 2) AC(UT) will take independent charge of Kanungo for TWO WEEKS . 3) The AC(UT) will be attached with for TWO WEEKS the Tehsildar and Naib-Tehsildar (Mahal). The concerned DC will decide the Tehsil with which the AC(UT) is to be attached. However, the DC must ensure that the AC(UT) is put in a Tehsil under an experienced SDO(C). (He will record entries in Khasra Girdawari (Kharif) of at least one revenue estate in his own hand on the spot. He will attest mutations also in his circle). He would study the disposal of revenue court cases by the Tehsildar and Naib-Tehsildar. 4) The AC(UT) would function as Naib Tehsildar and would hear and decide cases as Assistant Collector-II Grade for FOUR WEEKS . The DC should take a special care in selecting the cases so that the AC(UT) gets to know the various stages, procedures and nature of revenue cases at the Tehsil level. He would also attend mutation in his circles and record entire in Khana Gridawari (Khasra) of at least one revenue estate in his own hand on the spot. 5) During the TEN WEEKS of attachment with Tehsil, the AC(UT) would also study the working of Tehsil and field officials in detail and also computerization of land records.

6.	BLOCK DEVELOPMENT AND PANCHYAT OFFICER/DISTRICT RURAL DEVELOPMENT AGENCY TEN WEEKS	1) During this period, the AC(UT) will be attached for FOUR WEEKS with DRDA/Zila Parishad to study the working of Panchayati Raj Institutions and Rural Development Schemes. The ADC-cum-CEO, DDA will co-ordinate this aspect of training in consultation with the DC. He would also function as Assistant Project Officer, DRDA during the period. 2) Thereafter, the AC(UT) will function as a regular Block Development and Panchayats Officer (BD&PO) in one of the Blocks to be selected by the Deputy Commissioner concerned for FOUR WEEKS. The regular BD & PO will function as Additional BD&PO during this period. The DC will move the proposal to Development and Panchayat Department for issuing necessary orders in this behalf. 3) Thereafter, the AC(UT) will work as Additional District Development and Panchayat Officer for TWO WEEKS duration.
7.	SDO(C) ONE WEEK	The AC(UT) will be attached with an SDO(C), to be decided by the DC, for ONE WEEK . During this period, AC(UT) would sit with SDO(C) whenever he hears court cases. He would also accompany SDO(C) on tours.
8.	SUPERINTENDENT OF POLICE/DISTRICT JAIL/DISTRICT ATTORNEY TWO WEEKS	1) The AC(UT) will spend ONE WEEK with the SP and accompany him on tours/inspections. He should also be given training in the handling of short weapons. The AC(UT) would study Criminal Administration System, during the period. 2) The AC(UT) will closely see the functioning of a Police Station, in consultation with the DC and SP. 3) The AC(UT) will be attached for ONE WEEK with Superintendent of District Jail. During the period, he would study the functioning of prison and juvenile wards. 4) During the TWO WEEKS period, the AC(UT) will also learn the functioning of Law Officers, public Prosecutor/District Attorney and the functioning of courts at district level and Sub-Divisional levels.
9.	JUDICIAL MAGISTRATE FOUR WEEKS	The AC(UT) will try for FOUR WEEKS about 25 judicial cases which will be transferred to him by the District and Sessions Judge. For this purpose, the High Court of Punjab & Haryana High Court will be requested by the State Govt. (Training Department) sufficiently in advance for conferring the powers on the AC(UT) concerned.
10.	CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR ONE WEEK	During the period, the AC(UT) will be attached to the Institute of Agriculture Technology, Training and Education in Haryana Agricultural University at Hisar for the "Appreciation Course in Agriculture". During the stay at Hisar the AC(UTs) will also familiarize themselves about the working of DHBVNL.
11.	DISTRICT OFFICES FOUR WEEKS	The AC(UT) will also be attached for FOUR WEEKS with the following to familiarize himself with the functioning of their Departments:- 1. Treasury Officer 2. District Food and Supplies Officer 3. District Forest Officer 4. District Education Officer 5. Chief Medical Officer 6. Deputy Excise and Taxation Commissioner 7. District Public Relation Officer 8. Estate Officer, HUDA 9. Market Committee 10. District Social Welfare Officer
12.	MUNICIPAL COUNCIL/CORPORATION FOUR WEEKS	During this period, the AC(UT) will work as Chief Executive Officer of an 'A/B' Class Municipal Committee. The DC will move the proposal to the Urban Development Department for issuing necessary orders in this behalf.
13.	HARYANA CIVIL SECRETARIAT CHANDIGARH. ONE WEEK	The AC(UT) will undergo Secretariat Training as per details to be issued by the Govt. in due course of time, including the office of Advocate General and Legal Remembrancer.

14.	VISIT TO MAJOR IRRIGATION AND POWER PROJECTS TWO WEEKS	The AC(UT) will be attached with Financial Commissioner and Principal Secretary to Govt., Haryana, Irrigation for ONE WEEK during which period he will be undertaking visit to major Irrigation projects (including Inter State). The AC(UT) will also be attached with Financial Commissioner and Principal Secretary to Govt., Haryana, Power Department for ONE WEEK during which period, the AC(UT) will be visiting major power, Industrial (HSIDC) and Urban Development (HUDA) Projects. The FCPS, Power will be the nodal officer for this visit.
15.	HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, AT DIVISIONAL TRAINING CENTRE, PANCHKULA, ONE WEEK (2nd Phase)	This will be a wrap-up-session to be organized by HIPA at Panchkula before the probationers return to LBSNAA, Mussoorie for their Phase-II Training.
16.	DURATION TO BE INTIMATED BY LBSNAA, Mussoorie.	Phase-II Training LBSNAA, Mussoorie.
17.	GENERAL	DC's concerned should also assign work of various branches of DC's office from time to time during the period of District Training, in addition to the training mentioned above.
On successful completion of Phase-II training at LBSNAA, Mussoorie the officers will join their regular postings in the State.		