

No. 4/9/2014-2Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated Chandigarh, the 23rd June, 2015

To

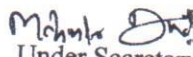
1. All the Divisional Commissioner in the State.
2. The Director General, Haryana Institute of Public Administration-cum-Revenue Training, Plot No. 76, Sector-18, Gurgaon.
(Fax No. 0124-2348452, 2340463).
3. All the Deputy Commissioners in the State.

Subject: Training Schedule of IAS, Assistant Commissioners (Under Training) of 2014-16 Batch.

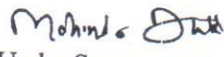
Sir/Madam,

I am directed to refer to the subject noted above and to enclose a copy of the Training Schedule for IAS Probationers (HY: 2014) Assistant Commissioners (Under Training) for their district training to be started from 29.06.2015 for information and necessary action.

Yours faithfully,


Under Secretary Training
for Chief Secretary to Government, Haryana
RA 23.6.15

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


Under Secretary Training
for Chief Secretary to Government, Haryana
RA 23.6.15

To

All the Administrative Secretaries to Government, Haryana.

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Dated Chandigarh, the 23rd June, 2015

A copy alongwith a copy of the Training Schedule of IAS Probationers ACs/UT 2014 batch is forwarded for information and necessary action to:-

1. The Registrar, Punjab and Haryana High Court, Chandigarh.
2. The Additional Chief Secretary to Government, Haryana, Power Department.
As per Training Schedule, the ACs(UT) will be attached with Principal Secretary to Government, Haryana, Power Department for three days during which period, the ACs(UT) will be visiting major power, Industrial (HSIDC) and Urban Development (HUDA) Projects. The ACS, Power will be the nodal officer for this visit.
3. The Principal Secretary to Govt., Haryana, Irrigation Department.
As per Training Schedule, the ACs(UT) will be attached with Principal Secretary to Government, Haryana, Irrigation for three days during which period ACs/UT will be visiting major irrigation projects (including Inter State).
4. Ms. Roli Singh, Deputy Director (Sr.) Lal Bahadur Shastri National Academy of Administration, Mussoorie.
5. The Registrar, Chaudhary Charan Singh Haryana Agricultural University, Hisar.
6. The Deputy Commissioners, Sirsa, Bhiwani, Karnal, Ambala and Rohtak.

7. Sh. Anish Yadav, IAS AC(UT) at Sirsa C/o D.C. Sirsa.
8. Sh. Manoj Kumar, IAS AC(UT) at Bhiwani C/o D.C. Bhiwani.
9. Sh. Munish Sharma, IAS AC(UT) at Karnal C/o D.C. Karnal.
10. Ms. Rani Nagar, IAS AC(UT) at Ambala C/o D.C. Ambala.
11. Sh. Vikram, IAS AC(UT) at Rohtak C/o D.C. Rohtak.

Mohinder Dahi
Under Secretary Training

for Chief Secretary to Government, Haryana.

Internal Distribution:

- (i) The Under Secretary (General) to Government, Haryana, (In Accounts Branch).
- (ii) The Under Secretary (Admn.) to Government Haryana, (in Services-I & II Br).
- (iii) The Under Secretary to Government, Haryana, Services-III (in Services-IV branch).
- (iv) US/CS (for the kind information of worthy Chief Secretary).

Mohinder Dahi

U.S. Trg

23.6.15

TRAINING SCHEDULE OF
ASSISTANT COMMISSIONERS (UNDER TRAINING)
FROM 29.06.2015 FOR 49 WEEKS (IAS BATCH 2014-16)

Sr.No.	INSTITUTION/OFFICE OF TRAINING (VENUE OF TRAINING)	DETAILS OF TRAINING
1.	DEPUTY COMMISSIONER FOUR WEEKS 29.06.2015 to 25.07.2015	As soon as the AC(UT) reports to the D.C, he/she should be given the following branches of the D.C. office:- - Miscellaneous Branch - Complaints & Enquiry Branch. - 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. - 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. - 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 judgements/orders. - The DC should move the Govt. sufficiently in advance to confer the powers of Executive Magistrate to the AC(UT).
2.	VISIT TO IRRIGATION AND POWER PROJECTS ONE WEEK 27.07.2015 to 01.08.2015	Visit to major Irrigation Project and visit to Major Power Projects. Power Projects. All the ACs(UT) will report to Deputy Commissioner, Yamunanagar on 27.07.2015 at 10.00 A.M and after completion of one week visit to Irrigation and Power Projects, all the ACs(UT) will report on 02.08.2015 in their respective allotted districts.
3.	HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON. FIVE WEEKS (FIRST PHASE) 03.08.2015 to 05.09.2015	- The ACs (UT) will report to the Director, Haryana Institute of Public Administration, Gurgaon for general background and exposure in the following areas for Five weeks duration:- - History, Geography and Culture of Haryana and its people. - 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. - An insight into the main development activities in the State of Haryana under Five year Plans.
4.	BLOCK DEVELOPMENT AND PANCHYAT OFFICER/DISTRICT RURAL DEVELOPMENT AGENCY TEN WEEKS 07.09.2015 to 14.11.2015	- 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. - 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. - Thereafter, the AC(UT) will work as Additional District Development and Panchayat Officer for TWO WEEKS duration.

5.	SUPERINTENDENT OF POLICE/DISTRICT JAIL/DISTRICT ATTORNEY TWO WEEKS 16.11.2015 to 28.11.2015	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 this 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 level.
6.	CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR ONE WEEK 30.11.2015 to 05.12.2015	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.
7.	DISTRICT OFFICES FOUR WEEKS 07.12.2015 to 02.01.2016	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
8.	TEHSIL OFFICE TEN WEEKS 04.01.2016 to 12.03.2016	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 Naid-Tehsildar (Mahal). The concerned DC will decide the Tehsil with which 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 (Kjasra) 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.
9.	SDO (C) ONE WEEK 14.03.2016 to 19.03.2016	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.

	MUNICIPAL COUNCIL/CORPORATION FOUR WEEKS 21.03.2016 to 16.04.2016	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.
11.	JUDICIAL MAGISTRATE FOUR WEEKS 18.04.2016 to 14.05.2016	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.
12.	REVENUE TRAINING INSTITUTE, GURGAON. TWO WEEKS 16.05.2016 to 28.05.2016	The Probationer(s) will undergo revenue training at the Revenue Training Institute, HIPA, Gurgaon.
13.	HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, Gurgaon. ONE WEEK 30.05.2016 to 04.06.2016	This will be a wrap-up session to be organized by HIPA at Gurgaon before the probationers return to LBSNAA, Mussoorie for their Phase-II Training.
14.	DURATION TO BE INTIMATED BY LBSNAA, MUSSOORIE.	Phase-II Training LBSNAA, Mussoorie.
15.	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.