

No. 4/1/2017-1Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated Chandigarh, the 14th June, 2017

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, Gurugram.
(Fax No. 0124-2348452, 2340463).
3. All the Deputy Commissioners in the State.

Subject: Issuance of district training schedule of IAS, Assistant Commissioners (Under Training) of 2016-18 Batch.

Sir/Madam,

In continuation of tentative training schedule issued on dated 24th May, 2017, I am directed to refer to the subject noted above and to enclose a copy of the district training schedule for IAS Officer Trainees (HY: 2016) Assistant Commissioners (Under Training) for their district training at **Nuh and Karnal** for information and necessary action.

Yours faithfully,



Superintendent, Training
for Chief Secretary to Government, Haryana

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



Superintendent, Training
for Chief Secretary to Government, Haryana

To

All the Administrative Secretaries to Government, Haryana.

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A copy along with a copy of the Training Schedule of IAS Officer Trainees ACs/UT 2016 batch is forwarded for information and necessary action to:-

1. The Registrar, Punjab and Haryana High Court, Chandigarh.
2. The Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie.
3. The Additional Chief Secretary to Government, Haryana and Financial Commissioner, Revenue & Disaster Management and Consolidation Departments.
4. The Additional Chief Secretary to Govt. Haryana, Development & Panchayats Department with the request to issue orders regarding Block Development Panchayat Officer (BDPO) attachment as mentioned in the Schedule.
5. The Additional Chief Secretary to Government, Haryana, Home, Jails, Criminal Investigation and Administration of Justice Departments.
6. The Additional Chief Secretary to Govt., Haryana, Tourism Department.

(P.T.O)

7. Director General of Police, Haryana, Sector-6, Panchkula.
8. The Deputy Commissioners, Karnal, Nuh, Faridabad and Kurukshetra.
9. Commissioner, Municipal Corporation, Karnal.
10. Commissioner, Municipal Corporation, Gurugram.
11. Director, Haryana Police Academy, Madhuban, Karnal.
12. Principal, Patwar Training School, Bays No. 25-26, Sector-4, Panchkula.
13. Sh. Abhishek Meena, IAS, Assistant Commissioner (Under Training) at Karnal C/o Deputy Commissioner, Karnal.
14. Sh. Rahul Narwal, IAS, Assistant Commissioner (Under Training) at Nuh C/o Deputy Commissioner, Nuh.



Superintendent, Training
for Chief Secretary to Government, Haryana.

Internal Distribution:

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

**TRAINING SCHEDULE OF ASSISTANT COMMISSIONERS (UNDER TRAINING)
FROM 29.05.2017 FOR 52 WEEKS (IAS BATCH 2016-18)**

Sr. No.	INSTITUTION/OFFICE OF TRAINING (VENUE OF TRAINING)	DETAILS OF TRAINING
1.	SECRETARIAT ATTACHMENT (ONE WEEK) 22.05.2017 to 26.05.2017	The ACs (UT) will report to Office of Chief Secretary, 4 th floor, Haryana Civil Secretariat, Government of Haryana. They will be introduced to the functioning of various departments of the State Government by the Administrative Secretaries, as per schedule.
2.	DEPUTY COMMISSIONER (THREE WEEKS) 29.05.2017 to 16.06.2017	<p>As soon as the AC(UT) reports to the D.C, he/she should be given the following branches of the D.C. office:-</p> <ol style="list-style-type: none"> Miscellaneous Branch Complaints & Enquiry Branch. <ol style="list-style-type: none"> 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 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). <p>DCs concerned should also assign work of various branches of DC office from time to time during the period of District Training in addition to the training mentioned herein.</p>
3.	HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURUGRAM FOUR WEEKS (FIRST PHASE) 19.06.2017 to 14.07.2017	<p>The ACs (UT) will report to the Director, Haryana Institute of Public Administration, Gurugram for general background and exposure in the following areas for the said duration:-</p> <ol style="list-style-type: none"> 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. Modules as on administrative skills law & administration economic development & planning management and organizational behaviour development and welfare administration in addition with pervious schedule.
4.	REVENUE ATTACHMENT IN DTC, HIPA, PANCHKULA & PATWAR TRAINING SCHOOL, PANCHKULA FOUR WEEKS 17.07.2017 to 13.08.2017	<p>ACs(UT) will be attached with the DTC HIPA Panchkula & Patwar Training School, Panchkula for a period of Four Weeks for Revenue Training.</p> <ol style="list-style-type: none"> During these 4 weeks, the trainees will get inputs on Revenue Laws, Land Records, Consolidation of Land and Demarcation. The Officer Trainees will learn about preparation of Land Records, the functions and powers of various Revenue officers, procedures of Revenue Courts, preparation of Masavi, Field Book, Shajra and the activities under the Digital India Land Records Modernization Programme (DILRMP). They will also learn about the stages of Consolidation and Demarcation in the field.
5.	TEHSIL OFFICE (NINE WEEKS) 14.08.2017 to 15.10.2017	<ol style="list-style-type: none"> AC(UT) will take independent charge of a Patwari for TWO WEEKS. AC(UT) will take independent charge of Kanungo for TWO WEEKS. The AC(UT) will be attached for TWO WEEKS with the Tehsildar and Naid-Tehsildar (Mahal). The concerned DC will decide the Tehsil in which the AC(UT) shall train under an experienced SDO/DC. He/She will ensure that the

		<p>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.</p> <p>4) The AC(UT) would function as Naib Tehsildar and would hear and decide cases as Assistant Collector-II Grade for THREE WEEKS. The DC should take 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.</p> <p>5) During the NINE WEEK attachment with the Tehsil office, the AC (UT) will also study the working of Tehsil and field officials in detail and also computerization of land records.</p>
6.	SDO (C) (TWO WEEK) 16.10.2017 to 29.10.2017	<p>The AC (UT) will be attached with an SDO(C), to be decided by the DC, for TWO WEEKS, out of which one week will be independent charge of SDO(Civil). During this first week, AC (UT) will sit with SDO(C) whenever he hears court cases. He would also accompany SDO(C) on tours. During independent charge, the concerned SDO (Civil) will continue to work as Executive Magistrate in the District at the disposal of DC. Department of Personnel will authorize the DC in this regard.</p>
7.	DISTRICT OFFICES (FOUR WEEKS) 30.10.2017 to 23.11.2017	<p>The AC(UT) will also be attached for FOUR WEEKS with the following to familiarize himself with the functioning of their Departments:-</p> <ol style="list-style-type: none"> 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. Distt. Public Relation Officer 8. Estate Officer, HUDA 9. Market Committee 10. District Social Welfare Officer 11. District Town Planner 12. District Cooperative Bank. 13. PO, ICDS 14. GM Roadways 15. Secretary, RTA 16. Lead Bank Office 17. Technical Departments of Irrigation, PWD (B&R), Power and Public Health <p>DC will ensure that AC(UT) will be exposed to experiences at both the District and grass root levels.</p>
8.	ATTACHMENT AT INTERNATIONAL GITA MAHOTSAV- 2017 AT KURUKSHETRA. (ONE WEEK) 24.11.2017 to 30.11.2017	<p>During this period, the ACs (UT) will be attached with Deputy Commissioner, Kurukshetra for familiarisation with the various activities and arrangements for the Gita Mahotsav, 2017 at Kurukshetra.</p>
9.	BLOCK DEVELOPMENT AND PANCHYAT OFFICER/DISTRICT RURAL DEVELOPMENT AGENCY (NINE WEEKS) 01.12.2017 to 6.02.2018	<p>The Officer trainees will report back to their allotted training districts.</p> <ol style="list-style-type: none"> 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 THREE WEEKS. The regular BD & PO will function as Additional BD&PO during this period. Development and Panchayats' Department will issue necessary orders in this behalf. 3) Thereafter, the AC(UT) will work as Additional District Development and Panchayat Officer for TWO WEEKS duration.
10.	ATTACHMENT AT SURAJKUND CRAFTS MELA- 2018 AT SURAJKUND.	<p>During this period, the ACs (UT) will be attached with Deputy Commissioner, Faridabad for familiarisation with the various activities and arrangements for the SURAJKUND CRAFTS MELA-</p>

	07.02.2018 to 13.02.2018	2018 at SURAJKUND.
11.	SUPERINTENDENT OF POLICE/DISTRICT JAIL (THREE WEEKS) 14.02.2018 to 04.03.2018	<ol style="list-style-type: none"> 1) For the first week, the ACs(UT) will be attached with Director, Haryana Police Academy, Madhuban to study various aspects of police functioning in the State. 2) Thereafter, the AC (UT) will be attached with the SP in the District and accompany him on tours/inspections. He should also be given training in the handling of small weapons. The AC(UT) would study the functioning of SP office and the criminal administration system during the period. 3) The AC(UT) will closely see the functioning of a Police Station, in consultation with the DC and SP. 4) The AC(UT) will be attached for 2-3 days with Superintendent of District Jail. During the period, he would study the functioning of prison and juvenile wards.
12.	URBAN DEVELOPMENT (FOUR WEEKS) 05.03.2018 to 31.03.2018	<p>During this period, the AC(UT) will work as Chief Executive Officer of an 'A/B' class Municipality.</p> <ol style="list-style-type: none"> 1. First week of this training will be spent on understanding the activities and processes of the Council/Corporation. 2. At least one week should be spent on a specific subject where the AC(UT) will go into details of implementation of that subject. These may be relating to collection of property tax, resource mobilization, use of e-governance, functioning of sewerage system, street lighting, solid waste management and so on. 3. Independent charge of Joint Commissioner of Municipal Corporation may be given, for which the Commissioner, Municipal Corporation will be authorized by Urban Local Bodies Department. 4. Components of training related to Town & Country Planning Department i.e. HUDA and functioning of DTP office will also be included in this attachment. <p>AC(UT), Nuh will train in Municipal Corporation, Gurgaon and AC(UT), Karnal will train in Municipal Corporation, Karnal. Commissioners, MC Gurgaon and Karnal will be overall incharge of this component of training of the respective AC (UT).</p>
13.	JUDICIAL MAGISTRATE (FOUR WEEKS) 02.04.2018 to 28.04.2018	<ol style="list-style-type: none"> 1. 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. 2. During 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. 3. During the rest of the day, when the AC(UT) is not attending to court work, he will continue with his familiarization with the District Offices.
14.	HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURUGRAM. FOUR WEEKS (SECOND PHASE) 30.04.2018 to 26.05.2018	<p>The ACs (UT) will report to the Director, Haryana Institute of Public Administration, Gurugram for feedback and final winding up of the District Training period in the State.</p> <p>Visits to the Projects of Irrigation Department, Power Department and to CCS HAU, Hisar, LUVAS, NDRI, Karnal, PSUs, Pt. BDS PGIMS, Rohtak etc. will also be arranged by HIPA during this period.</p>
	PROFESSIONAL COURSE, PHASE-II TRAINING	Date of reporting back for the Professional Course, Phase-II Training at LBSNAA, MUSSOORIE will be informed later on .