

From

Director Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To

- 1.The Vice Chancellors of All State University in the State of Haryana
- 2.The All Principal of Govt. Colleges in the State of Haryana

Memo No.DHE-010009/94-2022 Co(1)

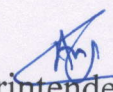
Dated Panchkula, the 04-11-2022

Subject:- Uages of Universities /Colleges infrastructure for purposes of Training.

Kindly refer to the subject cited above.

A copy of the letter No. 22/05/2021-4Trg, dated 16.05.2022 is forwarded herewith with the request that send the required information to concerned department at their own level.


Encl: As above


Superintendent Coordination
for Director Higher Education, Haryana
Panchkula

Endst:even

Dated: Panchkula the, 04-11-2022

A copy is forwarded to Superintendent Training O/o Chief Secretary to Govt. Haryana, Chandigarh with reference to there letter no. 22/05/2021-4Trg, dated 16.05.2022. for information and necessary action.


Superintendent Coordination
for Director Higher Education, Haryana
Panchkula

Through
Email

From

The Chief Secretary to Govt. Haryana

To

✓ Additional Chief Secretary to Government, Haryana
Higher Education Department

Memo No. **22/05/2021-4Trg**
Dated Chandigarh the **16th May, 2022**

Subject: Usage of Universities/Colleges infrastructure for purposes of Training.


ACSHE

In reference to the subject cited above.

2. A copy of letter No. **DGHIPA/1779** dated **26.11.2021** (copy enclosed) received from Director General, Haryana Institute of Public Administration (HIPA), Gurugram is forwarded herewith, with the request to issue necessary instructions/directions to Universities/Colleges to facilitate usage of infrastructure of Universities/Colleges as required for purposes of Training by HIPA.

DGHE
19/5/22


DD-Grd


Superintendent, Training
for Chief Secretary to Govt., Haryana
16/5/22

Endst. No. **22/05/2021-4Trg** Dated, Chandigarh, the **16th May, 2022**

A copy is forwarded to Director General, Haryana Institute of Public Administration, HIPA Complex, Plot No. 76, Sector-18, Gurugram w.r.t. her letter No. **DGHIPA/1779** dated **26.11.2021** for providing the action taken report (ATR) in reference to points No. 2 & 3 as decided in the 2nd meeting of General Body of HIPA, under heading State Training Policy-Progress Report.

ACSHE
Diary No 3024
Date 18.5.22


Superintendent, Training
for Chief Secretary to Govt., Haryana
16/5/22

DHE & Spl Secy
to 3482
date 19.5.2022

Surina Rajan
Secretary General

O.A. No. 11111111111111111111

Haryana Institute of Public Administration
The HIPA Complex, Sector 27, Chandigarh - 160022
Tel: (0174) 2612411, 2612412, 2612413, 2612414
E-mail: hipa@hipta.org

Dated: 23/11/2021

Subject: Usage of Universities/Colleges' infrastructure for purposes of training

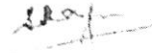
Dear Vijai,

The General Body meeting of HIPA was held on 23-11-2021 at Haryana Niwas, Chandigarh under the Chairmanship of Hon'ble Chief Minister. In addition to discussion on various issues related to training, Hon'ble Chief Minister suggested that training on Ethical and Responsive Governance may be organized by HIPA at district level for all the employees. For this purpose, the existing infrastructure Hostels and Class-rooms of Universities/Training Institutes may be used by HIPA for conducting these training programmes. In this manner, HIPA may reach at the door step of the trainees to inculcate ethical practices. Priority may be assigned to training of Group A & B officers.

It is, therefore, requested that a letter may kindly be issued to Department of Higher Education to facilitate usage of Universities/Colleges' infrastructure as required for purposes of training by HIPA.

With regards

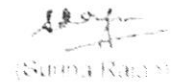
Yours sincerely,



(Surina Rajan)

Sh. Vijai Vardhan, IAS
Chief Secretary to Govt. of Haryana
Chandigarh

Copy to -
Sh. Ashok Meena, IAS, Special Secretary, Training Department, Chandigarh for information




(Surina Rajan)

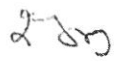
TRAINING BRANCH

File No. 123883

Dated: 03-12-2021



3/12





HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURUGRAM

Ref. No. 2611-2631

Dated:- 15.07.2022

To

1. The Chief Minister, Haryana
2. The Finance Minister, Haryana
3. The Chief Secretary to Government, Haryana
4. Financial Commissioner, Revenue, Haryana
5. Principal Secretary to Chief Minister, Haryana
6. All the Administrative Secretaries to Govt., Haryana
7. Vice Chancellor, Kurukshetra University, Kurukshetra
8. Vice Chancellor, Maharishi Dayanand University, Rohtak
9. Vice Chancellor, Panjab University, Chandigarh
10. Vice Chancellor, Haryana Agricultural University, Hisar
11. Secretary to Govt. of India, Deptt. of Personnel, A.R & Training Secretariat, North Block, New Delhi
12. Director, Indian Institute of Public Administration, New Delhi
13. Director, Lal Bahadur Shastri National Academy of Administration, Mussorrie
14. Director, Indian Institute of Management, Ahmedabad
15. Director, Administrative Staff College, Hyderabad
16. Officer on Special Duty (Administrative Reforms)
17. Joint Secretary to Government, Haryana, Political and Services Department
18. Director, Higher Education, Haryana
19. Sh. Pankaj Agarwal, IAS, Labour Commissioner & Secretary to Govt. of Haryana Nominated by Chief Secretary, Govt. of Haryana
20. Sh. Vikas Gupta, IAS, Director General, Micro, Small and Medium Enterprises (MSME) Nominated by Chief Secretary, Govt. of Haryana
21. Sh. S. Narayanan, IFS, Director General-cum-Secretary, Environment & Climate Change Department, Haryana Nominated by Chief Secretary, Govt. of Haryana

22. Prof. Dr. R K Anayath, VC, Deenbandhu Chhotu Ram University of Science and Technology, Murthal (Sonapat) Nominated by Chief Secretary, Govt. of Haryana
23. Dr. Rajeev Malhotra, School of Public Policy, Jindal Global University, Sonapat Nominated by Chief Secretary, Govt. of Haryana
24. Prof. Raj Kumar Mittal, VC, Ch. Bansi Lal University, Bhiwani Nominated by Chief Secretary, Govt. of Haryana
25. Prof. Asim Tiwari, Professor, Department of Mechanical Engineering, Indian Institute of Technology, Bombay Nominated by Chief Secretary, Govt. of Haryana
26. Dr. Neeraja Malik, CFTC, HIPA Nominated by Chief Secretary, Govt. of Haryana
27. Dr. Manveen Kaur, AP (RD) HIPA Nominated by Chief Secretary, Govt. of Haryana

Sub:- Minutes of 3rd Meeting of General Body of HIPA held on 23.11.2021 at Haryana Niwas, Sector-03, Chandigarh.

Dear Sir/Madam,

I am directed to draw your kind attention on the subject noted above to the Agenda Item No. 5, Point 1 of the Minutes of 3rd Meeting of General Body, HIPA; Nodal agency may read as "Apex Training Institute of the State" A copy as Revised Minutes of 3rd Meeting of the General Body of HIPA held on 23.11.2021 at Haryana Niwas, Sector-03, Chandigarh is enclosed herewith for information.

Thanking You,

Yours faithfully,



Assistant Director (Admin.)
for Director General, Haryana Institute
of Public Administration, Gurugram

76, HIPA Complex, Sector-18, Gurugram. ☎ 2340690-91, 2340413, Fax 2348452



MINUTES OF THE 3rd MEETING OF THE GENERAL BODY OF THE HARYANA INSTITUTE OF PUBLIC ADMINISTRATION HELD UNDER THE CHAIRMANSHIP OF SHRI MANOHAR LAL KHATTAR, HON'BLE CHIEF MINISTER OF HARYANA AND PRESIDENT OF THE INSTITUTE AT 5:00 P.M ON 23.11.2021 AT HARYANA NIWAS, CHANDIGARH.

The following members of the General Body and representatives of the members were present

- | | | |
|-----|---|---------------------|
| 1. | Sh. D.S. Dhesi, IAS (Retd)
Chief Principal Secretary to CM | Member |
| 2. | Sh. Vijai Vardhan, IAS
Chief Secretary to Government, Haryana
Haryana Civil Secretariat, Chandigarh | Member
Secretary |
| 3. | Sh. Sanjeev Kaushal, IAS
Additional Chief Secretary to Government, Haryana Financial
Commissioner, Revenue & Disaster Management and Consolidation
Department. | Member |
| 4. | Sh. Alok Nigam, IAS
Additional Chief Secretary to Government, Haryana, Public Works
(B&R) and Architecture Department, | Member |
| 5. | Sh. Devender Singh, IAS
Additional Chief Secretary to Govt., Haryana, Public Health
Engineering Department. | Member |
| 6. | Sh. T.V.S.N. Prasad, IAS
Additional Chief Secretary to Government, Haryana, Finance and
Planning Department. | Member |
| 7. | Sh. Anand Mohan Sharan, IAS
Principal Secretary, Higher Education Department
& Technical Education Department | Member |
| 8. | Sh. Anil Malik, IAS
Principal Secretary to Government, Haryana, Housing
Department & Information Technology, Electronics &
Communication Department | Member |
| 9. | Sh. Vineet Garg, IAS
Principal Secretary
Department of Social Justice & Empowerment | Member |
| 10. | Sh. V. Umashankar, IAS
Principal Secretary to Chief Minister,
Haryana Civil Secretariat, Chandigarh | Member |

- | | | |
|---|---|---------------------|
| 11. | Sh. Pankaj Agarwal, IAS
Commissioner and Secretary to Government, Haryana,
Administrative Reforms Department. | Member |
| 12. | Sh. Vikas Gupta, IAS
Director General Micro,
Haryana, Civil Aviation Department. | Member |
| 13. | Sh. Ashok Kumar Meena, IAS
Special Secretary to Government, Haryana, Personnel, Training,
Vigilance and Parliamentary Affairs Department. | Member |
| 14. | Sh. Chander Shekhar Khare, IAS
Director, Higher Education, Haryana and Special Secretary to Govt.,
Haryana, Higher Education. | Member |
| 15. | Smt. Kala Ramachandran, IPS
Principal Secretary to Government, Haryana,
Transport Department. | Member |
| 16. | Prof. Rajbir Singh
VC, M.D.U Rohtak | Member |
| 17. | Sh. S.N. Sachdeva
V.C, Kurukshetra University, Kurukshetra | Member |
| 18. | Sh. Ramesh Chander Bidhan, IAS
Director General, Development & Panchayats, Haryana | Representative |
| 19. | A.S Mann, IAS
Director, Tourism Department | Representative |
| 20. | Sh. S. Narayanan, IFS
DG cum Secy., Environment & Climate Change | Representative |
| 21. | Sh. Veenus Nathalia
SDO, Development & Panchayats | Representative |
| 22. | Sh. D.R Yadav
EIC, Public Health Engineering Deptt., Haryana | Representative |
| 23. | Dr Asim Tewari
Professor IIT Bombay | Nominee |
| Following were present from HIPA | | |
| 24. | Smt. Surina Rajan, IAS (Retd.)
Director General, HIPA | Member
Secretary |
| 25. | Dr. Neeraja Malik
CFTC, HIPA, Gurugram | Nominee |

Dr. Manveen Kaur
AP (RD), HIPA
&
Smt. Rekha Dahiya
Assistant Director (Admin), HIPA.

Nominee

Special Invitee

The Director General HIPA and Member Secretary of the General Body (GB) of the Institute Smt Surina Rajan warmly welcomed Shri Manohar Lal Khattar, Hon'ble Chief Minister, Government of Haryana, Shri D.S. Dhesi, CPS to CM, Shri Vijai Vardhan, Chief Secretary, Haryana and all other distinguished members of the General Body. She drew the attention of members that this is the 3rd meeting of the General Body. Last meeting of the GB was held on 14.07.2003. It was chaired by the then Finance Minister. The GB delegated many of its powers to Executive Council (EC) chaired by the Chief Secretary Haryana. Meetings of EC have been held regularly. Its 72nd meeting was held recently on 10.9.2021. The EC has been performing duties as delegated to it by the GB. Hon'ble CM expressed the need for having more frequent meetings. It was decided to hold GB meetings regularly henceforth.

Agenda Item No. 1

CONFIRMATION OF THE MINUTES OF THE MEETING OF THE GENERAL BODY HELD ON 14-07-2003.

The General Body, HIPA resolved to confirm the minutes of the meeting of General Body held on 14.07.2003 at Haryana Niwas, Chandigarh.

Agenda Item No. 2

ACTION TAKEN REPORT ON THE MINUTES OF THE GENERAL BODY HELD ON 14-07-2003.

The General Body noted and expressed satisfaction with the actions taken on the minutes of the meeting of the General Body held on 14.07.2003 at Haryana Niwas.

Agenda Item No. 3

ACTION TAKEN REPORT ON DELEGATED POWERS BY EC.

The General Body noted and approved.

Agenda Item No. 4

PROGRESS REPORT: HIPA TRAINING PROGRAMMES

- 1 The General Body appreciated the progress report of HIPA. It was noted the increase in number of trainees, types of training, number of DoPT sponsored courses and special foundation training programmes, introduction of regular in-

Dr. Manveen Kaur
AP (RD), HIPA
Chandigarh

service training program system for HCS officers, induction programmes for Group A, B and C employees. It also took a note of HIPA being accredited as an institute to deliver training under Ministry of External Affairs' International Technical & Economic Cooperation programme. HIPA has been assigned three training programmes for government officials of Cambodia to be delivered in December 2021.

2. It was decided that the progress report of HIPA regarding training programs will be regularly uploaded on the portal of Human Resources Department being established, as and when the portal becomes operational. It will be available for display to all concerned. It will also facilitate a regular review whenever required. The information of employees being trained may be uploaded on the HRMS portal. This information on HRMS portal may include subject of training, its duration and performance of the trainee, as assessed. HIPA may prioritize training of Group A and B officers. An officer must regularly get an opportunity for training every alternate year, in the shape of a retreat where employees are away from regular work atmosphere and can learn about values, good conduct and responsive behavior.

Agenda Item No. 5

STATE TRAINING POLICY- PROGRESS REPORT

The General Body appreciated the progress report of the State Training Policy 2020. It was noted that training methodology and pedagogy has been modified to achieve the goals laid down in the Policy. Training on ethical and responsive behavior has been made foundational training for everyone. General administrative skills will be the next core training module for employees. These will be supplemented by the domain specific knowledge and skills linked to an employee's department and his/her functional role in the same. It also took note of the state training capacity gap analysis presented by HIPA. Nearly 20 out of 90 departments have their own domain specific training institutes. Training needs of other 35 departments will be addressed through the 12 specialized training Centers of HIPA. For the remaining, there was a need to find solution by way of a separate institute, a Center at HIPA or using other available national/ private training institutes. Concerned departments could take a view on this in due course. Following decisions were taken :

1. HIPA will steer and monitor the work of all the State Training Institutes as apex training Institute of the State. As the apex institution with focus on training area, it has specialized knowledge and should regularly review the working of all departmental training institutions in respect of training calendar, delivery of training modules, achievement of targets, quality assurance practices etc. As departments are involved in the core tasks of department, HIPA as an apex training institute should discharge this responsibility by reviewing the work of these institutes on regular basis.

*Ref
to HIPA
training*

2. HIPA will coordinate with all State Training Institutes of government of Haryana/ Private Training Institutes/ Universities of the state for pooling their resources available for training. Infrastructural facilities like hostels, auditoriums, smart classrooms and halls of all Government/ Private Training Institutes/ Universities of Haryana may be utilized for training programs, when available (e.g. during their summer vacation). HIPA has to be the engine, leading from the front. Even national level institutes may be used, if need be, to address the training capacity gap.
3. Lists of infrastructure, visiting resource persons/ guest speakers from various departments and proposed mentors at various institutions in the state, once compiled, should also be uploaded on the portal of HR Department.
4. Training Needs Analysis (TNA) is being carried out at present to understand the professional knowledge and skill needs of officers/ employees. Another important goal is to assess the behavioral aspects and develop modules as to how an officer/ employee can be motivated to work honestly, best to his capacity in the interest of public.
5. A report of Charge sheets/ Punishments to the government officers/ employees from various departments may be compiled and shared with HIPA, for it to analyze as to what are the key problem areas which adversely affect moral conduct and behavior of government officers. It is important to check as to what is wrong with the system. This will hit the target and help HIPA to prepare customized modules for officers and employees, which will address these issues, visible even in the early years of service.
6. Since the ethical values are of utmost importance, sessions on Ethics shall be added in all the training programs. There will be more stand-alone programs on Ethics for officers so that they get enough exposure and time to concentrate on these moral values and their importance. A parallel stream based on professional and ethical values may be run to increase the training capacity.
7. HIPA may prioritize training of Groups A and B officers in respect of ethics, values and motivation. Every officer must annually get an opportunity for training. It could be in the shape of a retreat where employees are away from regular work atmosphere and learn about values, good conduct and responsive behavior.
8. With strong requirements of training on ethics and moral values, it was important to establish the separate Centre on Ethical and Responsive Governance as proposed by HIPA. The work on establishing the Centre may begin as part of HIPA. This will work as an independent cell on ethical and responsive governance within HIPA.

PA-4
1.1.1.1
1.1.1.1

9. Mentors from Charitable Trusts/ NGOs may also be invited
10. All employees must be trained annually with a provision of professional training/ administrative rules and training on Ethical values, alternatively

11. Other Suggestions

- a. IAS/ HCS and other senior officers may be attached with the young officers as Mentors for hand-holding and providing them the best guidance, with examples and experience. This will not only make them more confident but will also help them grow professionally and socially.
- b. Permanent faculty with good legal knowledge may be appointed in the Centre for Revenue Administration & Disaster Management for updating all revenue officers, including the officers of IAS/ HCS/ Tehsildars with new rules/ amendments/ progressive measures which have been introduced in the department. This will help both the officers and the public and avoid delays, confusions and wrong decisions.
- c. HIPA has done study/ research on various issues/ schemes. The usefulness of study report of Meri Fasal Mera Byora, Saral etc. was highly appreciated as an important contribution of HIPA to enhance the impact of government programmes by making it more citizen-friendly and effective. Currently HIPA is completing studies on Swamitav and Kustum Schemes. HIPA is bringing out the first issue of its Journal and Hon'ble CM was requested to release it on 25th December - the Good Governance day.
- d. In the concluding part, a report on "*Exploring Opportunities in Adversities*" was released by the Hon'ble Chief Minister, Government of Haryana. The report prepared by HIPA highlights the transition from physical to virtual modes of training including assessments, research and documentation activities under taken by HIPA during COVID-19. An adversity was turned into an opportunity. Indeed, as the saying goes; "Where there is a will, there is a way."

The Meeting ended with a Vote of thanks to the chair.

Dr. J. K. Singh
Secretary