From

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

To

The District Higher Education Officers,
Ambala, Charkhi Dadri, Jhajjar, Karnal, Palwal, Panipat, Sonipat &
Yamuna Nagar.

Memo No. 9/179-2023 Coordination (1)
Dated, Panchkula, the 27-9-2023

Subject: **Regarding Mission Karmayogi Haryana- Ethics & Values in Governance.**

Kindly refer to Chief Secretary Office (Training Department) letter No. 30/03/2023-3Trg. dated 01.09.2023 and in continuation of this office Memo No. 9/179-2023 Coordination (1) dated 15.09.2023 and reminder dated 18.09.2023 and 21.09.2023 on the subject cited above.

This is to inform you that Ethics and values are critical components of good governance and plays a vital role in shaping the behaviour and decision-making of individual and organizations. The course of "Ethics & Values in Governance" aims to educate the employees and other stakeholders on the importance of ethical behaviour values and principles in governance.

Haryana Institute of Public Administration, Gurugram (HIPA) is working for "Mission Karmayogi Haryana" for the Training of 3.3 Lakh employees of Haryana Government to deliver Ethical and Responsive Governance maintaining excellence and professionalism in their service levels to the citizens of Haryana as per the vision of Haryana Government. For that purpose Nodal Officer and Master Trainers are to be nominated to HIPA by the Department.

Therefore, you are requested to nominate one Nodal Officer fulfilling the criteria mentioned below:-

Criteria for Nodal Officer:

A senior officer of the department in the respective districts may be deputed as Nodal Officer for organising & monitoring trainings in the districts by master trainers (after they have completed their training in ethics in HIPA). They shall also compile list of employees who have been trained by master

trainers in the districts and send the report to HIPA in the prescribed format within stipulated timelines so that certificates may be issued to the employees.

Further, you are requested to nominate number of Master Trainers (**as specified in Table annexed**) fulfilling the criteria mentioned as below:-

Criteria for Master Trainers:-

1. Master Trainers should be Group A/ Group B employees. Group C employees working in supervisory capacity may also be nominated for training Group C & D employees if Group A/B employees are not available.
2. Master Trainer should have completed atleast 5 years of service and should not be due to retire/superannuate in the next 5 years.
3. He/She should have a working knowledge of computers/IT.
4. He/She should not have doubtful integrity or any vigilance case pending against them.

You are again requested to nominate one Nodal Officer and No. of Master trainers (specified in table annexed) in the **below proforma** and intimate to the Directorate today positively so that same may be intimated to Haryana Institute of Public Administration:-

	Nodal Officers				
Sr. No.	Name of the Officer	Designation	Place of Posting	Mobile No.(with WhatsApp)	Email-Id

Proforma for Nomination of Master Trainer for Mission Karmayogi					
Sr. No.	Name of the Officer	Designation	Place of Posting	Mobile No.(with WhatsApp)	Email-Id

Encl: As above (Table)

Rekha
Superintendent Coordination
for Director Higher Education,
Haryana, Panchkula.

CC to:-
In-charge I.T. Cell to upload.

TABLE

Name of the Department	District/ Station	Total No. of Employees (Higher Education + Directorate of Science & Tech.)	Total No. of Employees (Technical Education)	Master Trainers Required
Department of Higher Education + Directorate of Science & Tech. + Department of Technical Education	Ambala	226	161	3
	Bhiwani	297	18	2
	Charkhi Dadri	60	5	1
	Faridabad	163	63	2
	Fatehabad	150	25	1
	Gurgaon	352	00	2
	Hisar	511	153	4
	Jagadhari	68	9	1
	Jhajjar	299	89	3
	Jind	280	00	2
	Kaithal	93	7	1
	Karnal	376	103	3
	Kurukshetra	78	18	1
	Mewat	36	12	1
	Narnaul	339	51	1
	Palwal	41	6	1
	Panchkula	478	93	4
	Panipat	108	23	2
	Rewari	209	10	2
	Rohtak	485	00	3
	Sirsa	165	126	2
	Sonepat	180	80	2
Total		4994	1052	44
		6046		