

# PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT

## SECTION 4 (1)(b)(2)

### **Role and duties of the Director:**

The Director will be the Principal Administrative Officer of HIPA and in this capacity, he will perform the following role and duties:

- i. Overall guidance and control of all administrative employees of HIPA;
- ii. Ensuring that proper discipline is maintained and the work of this premier training institute is carried-out expeditiously and with a high degree of excellence;
- iii. Proper support services are provided to Faculty Members and Training course are conducted with a high degree of efficiency and coordination;
- iv. The Personnel Administration of the Institute is carried-out in a manner which promotes efficiency on the one hand and provides proper motivation to the sincere employees on the other hand;
- v. The Financial Administration of the Institute is carried-out according to accepted principles of financial procedure and due diligence;
- vi. That trainees are provided warm hospitality in HIPA and appropriate library, computing and allied services; and
- vii. HIPA performs the role of a policy think-tank for the Government of Haryana.

### **Role and duties of the Executive Director:**

The Executive Director will be the Chief Operational Officer of the Institute managing its regular operations with efficiency and dispatch:

- i. Maintaining the Annual Confidential Reports and allied record of Group A, B, & C officer;
- ii. Processing all disciplinary matters;
- iii. Ensuring punctuality and timely disposal of files;
- iv. Ensuring that support services to faculty members in terms of secretarial support, training assistance during courses and prompt provision of equipment are readily available;
- v. Principles of financial propriety are strictly followed;
- vi. Quality Training is provided to employees of the State Government;
- vii. Holding of policy seminars and workshops;
- viii. Supervision of the research activities of HIPA;
- ix. Overseeing the operation of Divisional Training Centres, Secretariat Management School and Excise and Taxation School;

- x. Publication of newsletter and research journal;
- xi. Liaison with Nodal Training Officers of all Departments with regard to nominations and departmental research projects;
- xii. Liaison with the Department of Personnel & Training, Government of India for ensuring receipt of grants for Central Government sponsored courses, equipment grants and grants for innovating projects; and
- xiii. Liaison with training institutes of repute in India and abroad for sharing of intellectual capital and training synergy.

### **Role and duties of the Under secretary**

The Under Secretary will provide vital support to the Executive Director in relation to the following areas:

- i. Proper personnel administration ensuring both motivation and discipline;
- ii. Proper preparation of the Training Calendar and organization of training courses;
- iii. Provision of support services for research by Faculty Members;
- iv. Operational management relating to publications of the Institute;
- v. Serving as the Chief Protocol Officer of the Institute during Policy Seminars/Workshops, Inaugural & Valedictory functions of Induction Courses and allied functions of the Institute;
- vi. Ensuring that the campus -Administrative & Teaching Block as well as green spaces -is properly maintained; and
- vii. Pursuing matters with the State Government and the Government of India.
- viii. Any other work/duty assigned by the immediate senior officer.

### **Role and duties of the chief Accounts officer**

The Chief Accounts Officer will be the Chief Financial Officer of the Institute and will ensure proper management of its financial resources:

- i. Ensuring that a Financial MIS(Management Information System) is implemented which eliminates the possibility of financial fraud or mismanagement;
- ii. Ensuring that advances to HIPA employees are brought to a nil at the beginning of every month except a small POL advance to drivers;
- iii. Ensuring monthly bank reconciliation statements;
- iv. Ensuring Scheme-wise ledgers for proper booking of expenditure on a monthly basis;
- v. Ensuring monitoring of advances to private parties/ organizations on a monthly basis;
- vi. Ensuring proper banking operations and investment of HIPA funds;
- vii. Monthly monitoring of expenditure under schemes;

- viii. Annual Statutory Audit by a firm of Chartered Accountants in July completed;
- ix. Paragraphs raised by State A.G. are promptly settled;
- x. Expenditure under various schemes is incurred according to approved norms;
- xi. Major accounting functions are computerized;
- xii. Utilization Certificates are furnished to State Government, Department of Personnel & Training (Government of India) and other agencies in time;
- xiii. The Annual Budget of HIPA is got approved from the Executive Council;
- xiv. The HIPA Employees Loan Fund and HIPA Institutional Development Fund are properly managed; and
- xv. HIPA's financial operations are marked by due diligence and high level of efficiency.
- xvi. Any other work/duty assigned by the immediate senior officer.

### **Role and duties of Administrative Officer**

The Administrative Officer is responsible to the Director I, Haryana Institute of Public Administration (HIPA) through Executive Director for the maintenance of discipline and smooth running of the Haryana Institute of Public Administration. It is one of his primary duties to make regular inspections and to take other steps to ensure that officials attend office punctually, that work is not delayed and that the fullest attention is paid to office procedure in all its details. The efficiency of the Haryana Institute of Public Administration to a large extent, depends on vigilance and devotion to duties of the Administrative Officer:

- a) In brief, the duties of the Administrative Officer particularly include the following:-
  - i. To deal, under the orders of Executive Director, HIPA all matters relating to recruitment, promotion, punishment, postings and transfers of the HIPA staff;
  - ii. To deal with memorials, appeals, representations petitions etc. from the members of the HIPA;
  - iii. To maintain up-to-date the gradation lists of all categories of employees of the HIPA;
  - iv. To see that blank forms for annual reports are put up to the Officers incharge of the various Branches in March every year for record of their remarks on the work of the officials working under them and also when an Officer is relinquishing charge, if more than 6 months have elapsed since he recorded his opinion last;
  - v. To deal with applications for leave of all kinds from the office establishment and to obtain order of the Executive Director/Director General, HIPA where necessary;
  - vi. To bring to the notice of the Director, HIPA any cases of officials of the Haryana Institute of Public Administration who are involved in debt or are insolvent or have stood surety for others;

- vii. To see that the weekly arrears lists and the registers of the Government letters needing replies are regularly submitted in time by the office;
- viii. To recruit, suspend, dismiss and grant leave to all class IV Government servants employed in the Haryana Institute of Public Administration;
- ix. To inspect regularly the receipt and Dispatch work to ensure that work is not delayed there.
- x. To inspect at regular intervals the hostel, General Store and Mess stock in the hostel
- xi. To ensure that physical verification of HIPA is carried out every year.
- xii. Any other work/duty assigned by the immediate senior officer.

### **Role and duties of Superintendent(Admin.)**

Superintendents are members of the Haryana Institute of Public Administration. One or more Branch is in the charge of a Superintendent who is responsible for its general efficiency. He/she must see that:-

1. the daily attendance of the staff is punctual, the officials being at work by the exact opening time of the office;
2. The staff under him/her is fully employed through out the day and none of them leaves his seat frequently or is absent from his seat for a long time or purposelessly roams about in the office or gossips away his time;
3. All work allotted to them is performed diligently and thoroughly.
4. No delay is allowed to occur in the submission of cases.
5. The records are maintained in proper orders and that the rooms occupied are kept neat and tidy.
6. Work is not allowed to fall into arrears.
7. The distribution of work within the branch is generally up to the discretion of the Superintendents/Section Officers/Head of the Branch who should ensure that the distribution is equitable.
8. To inspect the tables of his Assistants Clerks and see that fresh receipts and cases are properly and punctually submitted and that at the close of the day cases are not left lying about on tables or side-racks but should be kept at proper place.
9. It is their duty to guide and instruct record keepers as to the papers to be put up with fresh receipts and they should keep in touch with them so that references are not delayed. For this purpose the Superintendents/Section Officers/Head of the Branch should also maintain a personal diary of all important papers received in his branch and marked by him to Assistants or Clerks from which he can keep a watch on the references until those are disposed of.

10. To maintain a note-book of important cases and rulings in the Branch under him. Entries of all important decisions or points that may have been discussed in the notes of a case out of the subject matter of the papers on which the notes were written should be made in these-note-books. The Superintendents/Section Officers should also instruct the Recorder of the Branch to bring these important matters in to the index when the file is recorded. In a separate part of the Note-Book should also be entered such points as may have been ordered to be noticed during the course of revision of the various annual reports. This Note-Book is independent of the Note-Book required to be maintained by the Record , Department.
11. To maintain, subject-wise, collection of all important decisions and circulars/other communications, relating to various subjects dealt within the Branch alongwith standard drafts, if any.
12. In the case of Superintendent posted in Divisional Training Centre/SMS it is the duty of Superintendent to make all out efforts to ensure the nominations of sufficient number of participants is received from the departments.
13. He/she will maintain the list of up to date topics to be included in various training courses, alongwith list of suitable guest faculty with addresses etc.
14. He/she will be responsible for timely submission of the ensuing programmes to the seniors for approval of programme and contacting the guest faculty.
15. He/she will ensure that intimation to respective department is sent invariably in the case of those participant who fail to attend the training course or remain absent after joining course.
16. It will be the duty of the Superintendent to ensure that good quality tea/snacks or lunch as the case may be, are served to the participants well in time.
17. All financial transactions in the DTC/SMS will be checked/ verified by the Superintendent before submission to the seniors for approval/payments.
18. Evaluation of the courses and conducting of the courses and conducting of tests will be done/supervised by the Superintendent.
19. Superintendent will ensure that no pilferage of any kind (including stocks) is done in the office.
20. Maintenance of photostat machine computers or any other electronic gadgets available in the office will be ensured by the Superintendent.
21. Preparation/distribution of study material to participants will be the responsibility of Superintendent
22. Any other work/duty assigned by the immediate senior officer.

## **Role and duties of Training Superintendent**

The Training Superintendent will provide support services to both the Under Secretary and the Executive Director in terms of:

- i. Timely preparation, printing and circulation of the Training Calendar in the first fortnight of March for the ensuing Training Year (15<sup>th</sup> April to 31<sup>st</sup> March) of every;
- ii. Timely compilation of the Research Calendar, provision of advances to Faculty Members as per norms and monitoring of research activities;
- iii. Ensuring timely submission by Faculty Members of the Course Design, Core Paper, Reading Material and Course Programme;
- iv. Ensuring that training support services are duly provided to the Faculty Members in terms of staff photocopying and equipment;
- v. Ensuring that Evaluation Forms are distributed daily and the response of the trainees properly evaluated;
- vi. Maintenance of a Data Bank of the bio-data of guest speakers;
  
- vii. Ensuring that trainees are evaluated during courses through multiple choice questions, individual assignments and preparation of syndicate reports;
- viii. Securing of nominations from departmental nodal officers and Heads of Departments;
- ix. Organization of Policy-Seminars and Workshops;
- x. Publication of newsletter and research journal; and
- xi. Progressively improving the quality of training through conduct of practical case-studies and impact assessment of State Government Schemes.
- xii. Any other work/duty assigned by the immediate senior officer.