



# Haryana Institute of Public Administration

**Induction Training  
for Tehsildars  
Batch - 2020**



**A CENTRE OF EXCELLENCE**

## About the Institute

Haryana Institute of Public Administration (HIPA), the apex state training institute funded by the Government of Haryana was founded in 1983 with the objective of providing training, research and consultancy to enhance efficiency and effectiveness in administration.

The Institute is dedicated to realize the objective of achieving excellence in training, research and consultancy on the strength its qualified and dedicated faculty. The benefits and value of training reflect in the commitment and performance of functionaries at every level. Institute is the nodal training agency of Haryana for IAS, HCS and other senior officers of the state. They get training through state-of-the art and customized courses aligned with the emerging needs of administration and governance.

The Institute has faculties in the core areas of:

- General Public Administration
- Behavioural Science
- Economics and Development Planning
- Financial Management
- Revenue Training
- Rural Development
- Computer Science
- Sociology
- Disaster Management
- Law
- Excise & Taxation

## An Overview of the Training Course

For the first time the entire batch of newly commissioned Haryana Civil Services was trained in a 7-week Foundation Course at Haryana Institute of Public Administration, Gurugram. A total of 140 officer trainees comprising of HCS officers, Deputy SPs, ETOs, Assistant ETOs, DFSOs, Tehsildars and BDPOs among others attended the Joint Foundation Course inaugurated on 27 January 2020.

This was followed by the individual modules for HCS officers, Excise & Taxation Officers and Tehsildars. The second phase with classroom and field training started from 16 March 2020. But soon all activities halted due to lockdown. In their role as Corona Warriors the OTs were engaged in distribution of food and relief materials. They also helped in managing migrant labour, their transportation and providing health equipment, medicines, etc.

But the training continued. Officer trainees were attached with fifteen districts for practical Revenue Training. These officers were attached with experienced Tehsildars and Naib Tehsildars who provided them working knowledge based on their experience in the field. The practical training apprised them with the duties of lambedar,

chowkidars, Patwari, Kannugo, Naib Tehsildar and Tehsildars. They had hands-on training in executing mutation work, updating Khasra Girdawari, preparation of Jamabandi in village, Field Book, *Roznamcha*, etc.

## Course Delivery Mode

Focus of imparting training was not confined only to lecture mode of teaching, but to make sessions more interactive and absorbing videos, group discussion, role play and other modes of teaching were employed. Study material was distributed on important topics to explain the issues in some detail and encourage further reading on the subject.

Several approaches and procedures **were used** to deliver the training instructions to support and embed learning process in this foundation course. These comprised mainly:

- Lectures
- Group Discussion/Tutorials
- Mentoring
- Field Visits
- Planned Reading

## Pedagogy /Approach to Training

- Lectures by both in-house and guest faculty
- Case studies
- Use of audio visual aids showing film, etc.
- Group discussions
- Games
- Panel discussions to promote appreciation of divergent opinions and views
- Practical Demonstrations
- Problem Solving Exercises
- Report Writing
- Attachments with officers /Mentorship Programme





# Journey of Learning Through eyes of Trainee's

## Joint Foundation Course

The learning experience at HIPA Gurugram has been nothing short of a marvelous opportunity for our growth as officers and as individuals. The Joint Foundation Course was the first step in this direction. It lasted for a brief period of 2 months, starting from January 27, 2020 and ended on March 16, 2020.

During this period, Officer Trainees (OTs) from all services shared a plethora of different learning-rich activities, while at the same time witnessing their flourishing camaraderie. Starting at 5.30 in the morning for regular Physical Training (PT), to attending mentorship sessions even after the daily routine of classes, OTs spent a good amount of time throughout the day engaging themselves in constructive activities.



Lectures by academicians, bureaucrats, judges, authors, civil society groups and eminent personalities were a highlight of the course. We had an opportunity to learn from the experienced eminent members of civil services like Shri Ashok Lavasa, Shri SY Qureshi, and Shri Deep Kalra and Shri Anand Kumar. The interaction with a SHG from Nuh district was a remarkable one to understand the ground level effect of small steps that administrators can take.



But the training at HIPA was not confined to academic highlights and bookish knowledge. Various clubs and societies like Cultural Society, Literary Society, Sports Club, Mess Committee, Eco Club were formed to encourage interaction among OTs.

OTs had the wonderful opportunity to receive personalized group mentorship sessions from retired bureaucrats. Interacting with such tall personalities gave them a real insight into what the future holds for them, and helpful tips to guide them through it.

Other activities included a field visit to important places in Haryana, Manger Forest, Sultanpur National Park and to Surajkund Fair. OTs were divided into 4 groups and taken to 4 different areas of the country to study the best governance practices being followed at the state level.



Through these activities, a sense of friendship, understanding, mutual respect and motivation was fostered among the OTs, and when it was time for their farewell, they bid goodbyes as members of a strong family, firmly dedicated to be the best officers ready to serve their wonderful State.

**Dheeraj Kumar Panchal, Tehsildar, (UT)**



# Journey of Learning Through eyes of Trainee's

## Online Training

I'm here to share my experience of online classes conducted by HIPA. Going to field job (especially in Administration) without training, is similar to going to battlefield without armour! When Coronavirus pandemic shook the whole world and complete lockdown was implemented, Haryana Institute of Public Administration (HIPA) ensured following:

Ensure that the regular training of the officers is not hampered

Overseeing how these trainees have the requisite competency so that they can aid district administration in the hour of crisis

Documenting the best practices so that these can be a treasure for managing future pandemics or similar situation

And at the same time these trainees were attached to respective district administration to assist it in the hour of crisis. Every day in the morning the trainees used to attend online classes for few hours and then leave for field duty as part of their disaster management responsibilities.

Lectures were conducted to cover all of the syllabus in a very comprehensive manner including Revenue Laws and Civil and Criminal Laws. Some case studies in real life context were also discussed in depth. Apart from these, interactive sessions were also conducted on important current issues like three Farm legislations, Disaster Management, etc.

The online training ensured continuity in training, shielding it from disruption caused by the pandemic.

Classes were interactive despite being online.

Regular attendance and evaluation test were being conducted to get insights on whether the training is proving beneficial or not.



In these online training sessions, some best practices related to Covid-19 were regularly discussed so that a best practice followed in one district could be replicated to other districts as well and all the trainees got to know about these.

Overall, online training classes was a very good and new learning experience. This experience not only provided us knowledge but also helped us realise and appreciate the importance of e-governance in administration and the enormous potential it has in transforming the administration to make it more SMART (Simple, Moral, Accountable, Responsive and Transparent). Overall, online training classes was a very good and new learning experience. This experience not only provided us knowledge but also helped us realise and appreciate the importance of e-governance in administration and the enormous potential it has in transforming the administration to make it more SMART (Simple, Moral, Accountable, Responsive and Transparent)

**Vivek Goyal, Tehsildar, (UT)**

## District Field Attachment

छः महीने Joint foundation Course व कोरोना ड्यूटी के बाद अगले छः महीने के लिए District field attachment दिया गया जो अगस्त 2020 से जनवरी 2021 तक था । इसके लिए हिप्पा की तरफ से स्पष्ट निर्देश थे कि सभी तहसीलदारों को field training, District Headquarter में ना होकर दूर की तहसील में हो ताकि सभी तहसीलदार जिला प्रशासन के सामान्य कार्यों से अलग होकर अपनी Revenue Training पर ध्यान दे सकें । साथ ही सभी तहसीलदारों को अपने Home District से दूर किसी अन्य जिले में posted किया गया था । चार महीने की Training दस साल का experience रखने वाले पटवारी व अगले दो महीने पांच साल का experience रखने वाले कानूनगो के साथ थी जिससे हमें काम सीखने में कोई परेशानी नहीं आई ।

इस Training में श्री आर के गर्ग के मार्ग दर्शन का महत्वपूर्ण योगदान रहा उन्होंने सभी Trainee तहसीलदारों को पूरी उर्जा के साथ स्वयं अपने हाथ से सभी राजस्व दस्तावेज तैयार करने के लिए प्रेरित किया ।



पटवारी **Training** में तहसीलदारों ने मसावी, सैजरालठा, जमाबंदी बनाई, इन्तकाल दर्ज करना सीखा व उनका जमाबंदी में अमल किया, साथ ही सबसे महत्वपूर्ण कार्य किसी एक गांव के सभी खसरा नम्बरों पर जा कर खसरा गिरदावरी व जिंसवार तैयार किया ।

कानूनगो के साथ **Training** में हम सब तहसीलदारो ने दखल कार्यवाही, इन्तकाल का मुकाबला, जमाबंदियों की पड़ताल, तकसीम के मामलों में नक्शा-बे व नक्शा-जीम, **field** बुक से ततिमा काटना आदि सीखे। हिप्पा प्रशासन की पहल पर प्रत्येक सप्ताह **review session** होते थे जिसमें श्री आर के गर्ग तहसीलदारों से शंकाओं का निवारण करते थे । इस पूरे प्रशिक्षण से सभी तहसीलदार पहले की तुलना से ज्यादा सहज व आत्म विश्वास से सराबोर हो गये हैं । पूरे प्रशिक्षण कार्यक्रम के लिए सब तहसीलदारों की तरफ से मैं सज्जन कुमार, एफ सी आर महोदय, **DG मैडम, Course Director श्री महेन्द्र कुमार, Joint Director एकता चोपड़ा मैडम, श्री आर के गर्ग व पूरे हिप्पा प्रशासन को धन्यवाद करता हूँ ।**

**Sanjjan Kumar, Tehsildar, (UT)**

## An Expert-driven Training Initiative

An effort was made to draw out experts from the Government in addition to those from leading institution to make it a hub for learning and exchange of ideas from within and outside the Government. Experts who contributed valuable inputs include Shri Baru Ram Malik NT (Retd.), Shri R.K. Garg (HCS Retd.), Shri K.K. Sharma DRO (Retd.) who are domain specialists in state revenue laws, particularly land revenue matters. Other experts closely associated with the course included Justice (Retd.) Shri B.B. Parsoon who taught them acts like IPC, CPC, CrPC, Indian evidence act, The Protection of Human Right Act 1955 etc.



### Internal Course Faculty

#### Course Director:

Shri Mohinder Kumar, IAS (Retd.)  
Consultant Revenue

#### Additional Course Director:

Dr. Ekta Chopra, HCS  
Joint Director HIPA





# Glimpses of Training





# Tehsildar Induction Training Programme

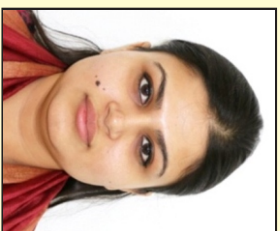
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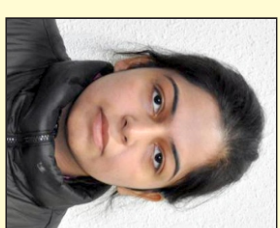
**SURINA RAJAN**  
Director General



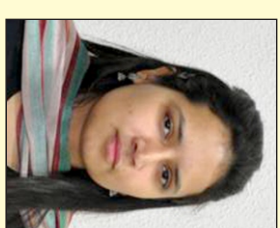
**MOHINDER KUMAR**  
Course Director



**DR. EKTACHOPRA**  
Additional Course Director



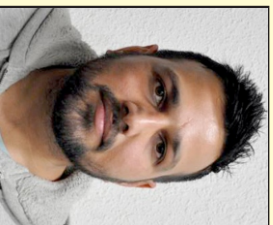
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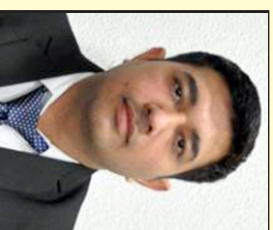
**Vinti**



**Lalita**



**Manjeet Malik**



**Ajay Hooda**



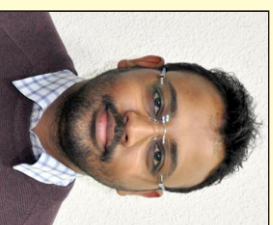
**Shikha**



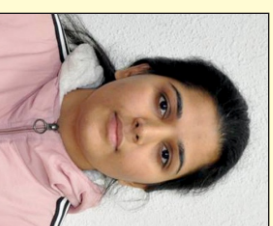
**Dr. Anil Kumar**



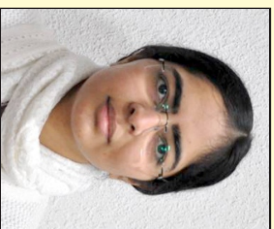
**Nikhili Singla**



**Aditya Ranga**



**Rita Grover**



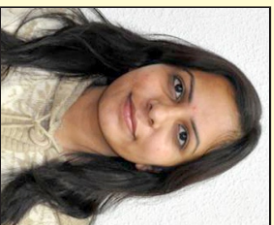
**Srishiti**



**Vivek Goyal**



**Sajjan Kumar**



**Priyanka**



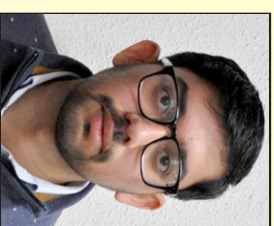
**Dheeraj Kumar Panchal**



**Manoj Kumar**



**Tarun Prakash**



**Shubham Sharma**





## **Haryana Institute of Public Administration**

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