



# Haryana Institute of Public Administration



## Training of Newly Recruited Officers of Excise and Taxation Department

27 JANUARY 2020 TO 29 JANUARY 2021

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 these objectives on the strength of its qualified and dedicated faculty. Institute is the nodal training agency of Haryana for IAS, HCS and other senior officers of the state. Excise & Taxation School is an integral part of HIPA. The officers get training through state-of-the art and customized courses aligned with the emerging needs of administration and governance. The benefits and value of training reflect in the commitment and performance of functionaries at every level.

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

### Pedagogy / Approach to Training

- i. Lectures by both in-house and guest faculty
- ii. Case studies
- iii. Use of audio visual aids showing film, etc.
- iv. Group discussions
- v. Games
- vi. Panel discussions to promote appreciation of divergent opinions and views
- vii. Practical Demonstrations
- viii. Problem Solving Exercises
- ix. Report Writing
- x. Attachments with officers /concept of mentor



## Induction Training of ETOs

Training School of Haryana Excise and Taxation Department, HIPA was the responsible unit to train newly recruited Excise and Taxation Officers/ Assistant Excise and Taxation Officers. 46 Officers who joined the Department participated in the training. Entire induction training for one year had three phases- First was the Joint Foundation Course (JFC) which was physically conducted at HIPA from 27th January, 2020 to 16th March, 2020. Second phase consisted of training in core working of the department i.e. Taxation Laws and their application. Third phase was to be completed in the field via district training in the offices of Excise & Taxation Department. However due to untimely Covid-19 pandemic further departmental training was deferred and officers were deployed for field training in respective districts by rescheduling their original training plan.

## Joint Foundation Course

A Joint Foundation Course was designed under the guidance of Director General, HIPA, Mrs. Surina Rajan. It started on 27th January, 2020 with an objective to groom newly inducted officers with requisite knowledge, skills, attitudes, values and the administrative acumen, required for the efficient discharge of their duties in an effective manner. It was aimed at apprising them with the challenges and opportunities in their journey as a member of civil services so that they can prove to be an asset to both their cadre and the community at large. 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.

## JFC in Retrospect

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.

## District Training Plan

After the completion of Joint Foundation Course filled with joy and learning, the Officer (UT) joined their respective district attachment on March 17, 2020. This was a unique learning experience based on sound foundations of a meticulous training by HIPA.

During six months of district attachments, we got first hand experienced of various phases of administration. We visited distillery/breweries in districts like Ambala, Jhajjar and Sonipat and also witnessed process of manufacturing spirit, liquor, inspection of labels, sample and other parameters of liquor bottles.

Around 20 Officers (UT) also participate in Vande Bharat Mission at IGI Delhi and Mohali Airport Chandigarh during turbulent Covid times. This short stint helped us in inter depart coordination skills.

## Course on Taxation Laws and Their Application

The objective of this course was to provide requisite knowledge, skills and the administrative acumen, required for the efficient discharge of their duties in field. Trained well, they can prove to be an asset to both their cadre and the community at large.

The 12-week course was devoted to inputs for familiarizing the officer trainees with application aspect of the important subject of their areas especially:

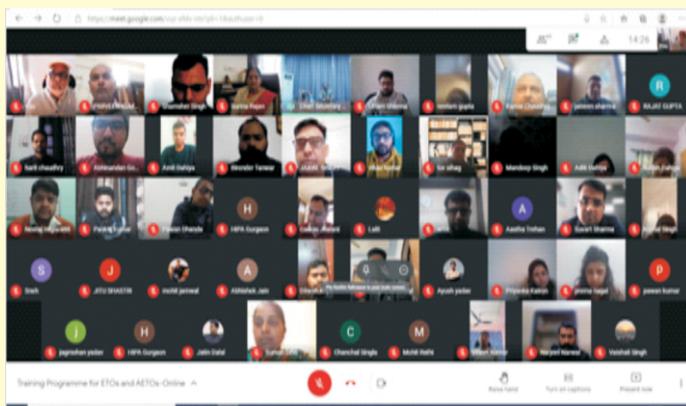
- i. Goods & Service Tax Act 2017
- ii. Haryana Value Added Tax Act 2003
- iii. Punjab Excise Act 1914
- iv. Accountancy And Book Keeping

Shri K.J. Chaudhry IRS (Retd.), formerly Chief Commissioner in Central Board of Indirect Taxes and Customs and presently teaching faculty at Arun Jaitley National institute of Financial Management, Department of Expenditure, Government of India was appointed as Course Director and Shri D.S. Mathur Deputy Excise and Taxation Commissioner in the Department supported him as Deputy Course Director for this programme.

They along with other guest faculty exhaustively covered the entire length and breadth of the GST Law, State Vat Law and State Excise law.

## Training in Challenging Times

It was quite challenging due to Covid-19 pandemic and a new experience to train these officers online full day. However, our distinguished resource persons quickly adapted to the technology and virtual training mode.



## Multi-Disciplinary Approach

Senior practising Chartered Accountant dealing with actual filing of GST Returns for business entities, Officers dealing with Audit, Scrutiny of IT Returns, Senior officers of Haryana Excise and Taxation Department and Public Financial Management System (PFMS). To enable officers to effectively deal with legal cases in Courts of Law senior Practising Advocate also shared case studies with them.

## Focus on Enforcement Training

Notably, serving Director General of Police who had completed knowledge of dealing with economic crimes in indirect taxation as having worked earlier as Joint Director in CBI gave great exposure to the officers on how to effectively deal with economic crimes. Serving Officers dealing with intelligence collection, its sharing with States and making strong anti-evasion cases with case studies were of great practical use to the trainees

## Distinguished Faculty

A glance at the list of guest faculty would indicate that the best available and very senior officers ranking as high as Chairman National Anti-Profitteering Authority, Additional Secretary to GOI, Principal Commissioners, Principal Additional Director Generals, Commissioner, Additional Commissioners, Joint Commissioners of Central and State Governments, with long "hands on" experience shared their knowledge with the participants.

Very senior serving officers from GST Policy Wing of CBIC, GST Network, GST Council, DG-GST Intelligence, DG-Analytics and Risk Management, NACIN (Nation Academy of Customs, Indirect Taxes and Narcotics), interacted with the participants.

## DG HIPA Monitored Regularly

Director General of HIPA, Mrs. Surina Rajan regularly followed the progress of the class and gave valuable inputs.

## Chief Secretary, Haryana



The course received extensive attention from the high quarters in the government. During the course of training, the Chief Secretary and Additional Chief Secretary themselves engaged with the participants through interactive sessions.

## Assessments

With esteemed guidance from all quarters the onerous target of remote online training was achieved. The trainee officers were periodically assessed through Viva-Voce, Class test, End-term examination also. The participants have covered full course of GST Law by preparing assignments which will be also placed at HIPA Web Portal for Departmental Officers to refer latest updated legal Provisions.

## Feedback Communication:

Good Evening Sir, today was the end of the training class. Your good self has equipped us with all necessary skills and knowledge to work as an efficient and effective gentleman Tax Officer. It will surely go a long way in our career. We feel proud and privileged that HIPA provided us a very knowledgeable, very skilled, very much professional and a very reputed dignitary as our Course Director. One day you will also feel proud that the officers groomed by your good self are earning name and fame in their career. Sir we are your disciples and your good self is our Master. I will stay obliged to you forever. During this brief period I have developed an emotional and professional bonding with you. I hope your good self will grace me your blessings. I will surely approach you when scope arises for your kind advice. Hope your good self will always be available for us.

## Outcome Achieved

HIPA is confident that these officers are well equipped with knowledge and skills to discharge their duties effectively. The officers are fully equipped to start even the GST Audit as has already been started by CBIC. CBIC is ready to share third party intelligence/information with Haryana State as it is already sharing with other States from whom the request has been received in writing.

It was a new experience to give online training full day to the trainees, yet with active participation and interest taken by them. HIPA has achieved its target and fulfilled the confidence of the Government of Haryana reposed in HIPA.



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