

# HIPA NEWS LETTER

## SPICMACAY – HIPA Chapter Inaugurated

The Haryana Institute of Public Administration, Gurugram joined hands with the Society for Promotion of Indian Classical Music and Culture Among Youth (SPICMACAY) to start off a new Chapter. The Inaugural event took place on July 8, 2019 at the HIPA premises.



The evening began with a welcome address by the Director General of the Institute, Dr. G. Prasanna Kumar. Senior Volunteer and Treasurer, Gurugram Chapter, Shri Arun Mishra provided an orientation about SPICMACAY to the audience, which consisted of young trainees from different courses and cadres of the Indian Telecom Service and officers from different departments of Haryana as well as students undergoing internship with HIPA.



Shri Abhay Rustom Sopori, the young talented Santoor maestro presented a Lecture demonstration and enthralled the audience with his superlative performance. Shri Sopori also enlightened the young trainees and the faculty of HIPA with the finer nuances of Indian classical music particularly, Santoor. He was accompanied on tabla by the renowned tabla exponent Shri Ram Kumar Mishra and on Pakhawaj by Shri Ankit Parikh. Together they transported the

## FROM THE DESK OF THE DIRECTOR GENERAL



*Dr. G. Prasanna Kumar IAS (Retd.)*

As I am approaching the end of my tenure as Director General, HIPA, I have the satisfaction of seeing most of my initiatives during the last three years bearing fruit. The number of officials being trained in the Institute has increased substantially and there is visible improvement in the quality of training. I am confident that the officers, faculty and staff of HIPA would continue their efforts towards maintaining the standards of excellence and further improving the standards.

The quarter of July-September 2019 saw HIPA starting a chapter of SPICMACAY which would go a long way in creating awareness among the trainee officers about the rich cultural heritage of our country. We have also started several new training programmes in recent times. With the encouraging response we are getting from the departments and other government institutions, we shall try to offer many more new programmes to meet their expectations.

We are grateful to the Office of the Registrar General & Census Commissioner for selecting HIPA as one of the centres for training Master Trainers for Census 2021. My greetings to the HIPA family and all its well-wishers.

audience into a Zen zone with their divine music.

Former Chief Secretary of Haryana, Shri M.C. Gupta, Mrs. Kunda Mahurkar, National Chairperson of SPICMACAY, and a number of other dignitaries graced the occasion with their presence. Mrs. Archana Prasad, President, SPICMACAY, Gurugram Chapter thanked the artists, Institute and the audience on behalf of SPICMACAY.

## Book Discussion

HIPA in collaboration with the IIPA Haryana regional Branch organized a talk by Shri Dipak Gupta, IAS (Retd.), former Chairman UPSC on his recent book *The Steel Frame – A History of IAS* on 30 July 2019. Shri Gupta spoke about the experiences of his long career and his impressions about the working of bureaucracy that find place in his book which portrays the origins of the service, how its ethos and structure evolved, and what, by constitutional design, its role was intended to be. A large audience comprising of the members of IIPA Regional Branch, officers from civil services and HIPA faculty participated in the lively discussion.



## TRAINING PROGRAMMES

### ITS Second Batch Valediction

The Foundation Course for Officer Trainees of ITS & P & T BWS Group 'A' concluded on 19 July 2019. Sponsored by NITPRIT, the programme was directed by Dr. Abhay Shrivastava Head FDM. Dr. Bhuwan Kumar and Dr. Anshu Tiwari were associate course coordinators.



### ITS Third Batch Inauguration

The three-month Foundation Course for Officer Trainees of ITS & P & T BWS Group 'A' was inaugurated on 29 July 2019. The course, scheduled to conclude on November 8, is coordinated by Dr. R.K. Gulati with Dr. Manveen Kaur and Dr. Divya Jyoti as associate course coordinators. The programme is sponsored by the National Telecommunications Institute for Policy, Research, Innovation and Training (NITPRIT).



### FOUNDATION COURSE

#### Foundation Course for AEEs

A three-week Foundation Course for AEEs from the Haryana State Pollution Control Board (HSPCB) was conducted by Shri M.D. Sinha, Additional Director, Dr. Abhay Shrivastava and Dr. Bhuwan Kumar. The course sponsored by the HSPCB, Government of Haryana, was held at the HIPA Gurugram from September 2 to 20, 2019.

### TRAINING OF TRAINERS (ToT) PROGRAMMES

Sponsored by the Department of Higher Education, Government of Haryana, Dr. R.K. Gulati conducted four Training of Trainers (ToT) Programmes in Financial and Administrative Skills for Senior Lecturers of DIET

The programmes were held from July 1 to 5, July 15- 19, July 22-26 and August 19-23, 2019 at the HIPA Gurugram campus.

### INDUCTION TRAINING PROGRAMMES

An Induction Training Programme for the Newly Appointed Assistant Professors was conducted from July 1 to 5, 2019 by Dr. Manveen Kaur. The programme was sponsored by the Department of Higher Education, Government of Haryana.

### Training Programme for Public Prosecutors of Haryana



Dr. Rajvir Dhaka conducted three Refresher Training Programmes of two-week duration each for Public

Prosecutors of Haryana. The first programme from 19-30 August, 2018 was attended by 21 Participants. The second programme from September 09-20, 2019 was attended by 24 participants and a total of 17 participants attended the third training programme from October 14-25, 2019.

Prominent guest lecturers were invited for sharing their experiences with the participants, they included Justice B.B. Parsoon (Retd.) (Punjab & Haryana High Court Chandigarh), Shri P.K. Mahapatra (Former Home Secretary, Haryana), Dr. J.S. Dahiya (Faculty at National Law University, New Delhi). Other distinguished speakers included Shri S.C. Sharma (Director. Prosecution, Govt. of NCT Delhi, New Delhi), Shri D.K. Sharma (Advocate, Supreme Court & Former Civil Judge cum Magistrate, Haryana); Dr. Shabnam Mahlawat (Faculty of Law, Delhi University); Dr. V.K.Kashyap (Forensic Biologist, Faculty at NICFS, New Delhi); Dr. Vageshwari Deshwal (Faculty of Law, Delhi University); Shri Sudhir Chaudhary, IPS (Retd.) (Director General, Human Rights and Litigations, Government of Haryana); Prof. B.T. Kaul (Former Chairman Delhi Judicial Academy, Delhi); Dr. Sanjeev Lalwani (Registrar AIIMS, New Delhi); Shri Neeraj Arora, (Advocate, Supreme Court) and Shri Vikas Singh (Former Additional Solicitor General, Government of India).

### **Holistic Development & Marketing the Un-marketed**

Three programmes of one-day duration each on Holistic Development of Villages were conducted by Dr. Manveen Kaur. Sponsored by the Department of Women & Child Development, the programmes were held on August 5 & 23 and September 10 at HIPA Campus Gurugram.

### **Training Programm on Child Welfare**

Dr. Manveen Kaur, also conducted a five-day Capacity Building Training Programme for Chairpersons and Members of Child Welfare Committees from July 22 to 26, 2019.

### **Capacity Building on e-Governance**

Dr. Devendra Singh, conducted a three-day capacity building training programme on e-Governance and its applications from July 15 to 17, 2019



Two training programmes of five-day duration each titled "Capacity Building on e-Governance, HRMS, e-salary for Principals/Lecturers" were also conducted by Dr. Devendra Singh, from August 26-30, 2019 and September 16-20, 2019 at Rohtak and HIPA, Gurugram respectively.

### **Capacity Building in ICT for Professional Efficiency**

Dr. Divya Jyoti conducted two programmes of five-day duration each on Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency from July 8 to 12 and July 22 to 26, 2019 at HIPA, Gurugram.



### **Residential Certification Programmes**

As a run-up to the state election, the HIPA conducted two-day Residential Certification Programme for DC-cum DEOs, Dy. DEOs, Returning Officers & Assistant Returning Officers in collaboration with the Chief Electoral Office, Haryana. Dr. Neeraja Malik, CFTC was the Course Director for the four programmes held on July 5 & 6, July 19 & 20, July 27 & 28, and August 2 & 3, 2019 at Gurugram campus. A total of 219 personnel attended these programmes.

### **Gender Sensitization Training**

Sponsored by the Transport Department, Government of Haryana, a five day training programme on Gender Sensitization for all the Roadways conductors was conducted by Dr. Neeraja Malik, CFTC from July 8 to 12, 2019.

### **Supervisory Development Programme**

Dr. Aarti Dudeja conducted a five-day Supervisory Development Programme for newly Recruited Group Instructors from September 2 to 6, 2019 at DTC Panchkula. Twenty five participants benefitted from the course.

### **Disaster Management**

A three-day Incident Response System course was conducted from September 16-18, 2019 at HIPA Gurugram campus. Dr. Anshu Tiwari was the Course Director.

## FINANCIAL MANAGEMENT

Dr. Lalit Kumar conducted 12 courses and trained 319 Officers of Haryana Government during July – September 2019, on various areas of Financial Management. The target groups for these courses included Heads of offices, Drawing and Disbursing Officers, Financial and Administrative Officers, Managers, Accounts Officers Superintendents and other senior officials. Details of the courses are as under:

### Workshop on Spreadsheet Modeling

The one-day workshop (July 4th, 2019) on Spreadsheet Modeling was designed to sharpen the skills of Government Officers particularly in use of Spreadsheets to ease their functions and improve effectiveness of financial operations.

### Duties of DDOs in Taxation Matters including Income Tax and Goods and Service Tax



Sponsored by DoPT, Government of India, the three-day course, conducted from July 8-10, 2019 was designed to sharpen the financial skills of government officers particularly in relation with income tax and Goods and Services Tax (GST) ensuring compliance of tax deduction at source (TDS) in their offices.

### Tax Deduction at Source for Drawing and Disbursing Officers



The three-day course, conducted from July 15-17, 2019, was designed to sharpen the financial skills of concerned officers particularly in relation with income tax and Goods and Services Tax (GST) ensuring compliance

of tax deduction at source (TDS) in their offices.

### Workshop on 24Q Quarterly e-TDS Return

The one-day workshop, organized on August 1, 2019, was designed for skill enhancement of participants, particularly for submission of 24Q / 26Q quarterly e-TDS Returns and ensuring compliance of taxation rules.

### Workshop on e-Challan and Digital Payments

The one-day workshop, organized on August 8, 2019, was designed to sharpen the skills of government officers particularly in processing of e-Challan and use of Digital Payments at their workspace.

### Workshop on Using Spreadsheets for Financial Operations



The one-day workshop, organized on August 9, 2019, was designed to update the skills of government officers particularly in use of Spreadsheets to ease their functions and improve effectiveness of financial operations.

### Using Information Technology for Transparency in Accounting Matters

The main objective of the three-day course, organized from August 19-21, 2019, was to build and enhance the capacities of officers to utilize the tools of Information Technology and improve transparency in maintenance of accounts with use of Spreadsheets and Tally Software.

### Finance for Non-Finance Executives

The three-day programme, organized from August 26-28, 2019 was designed to build and enhance the financial skills of officers who come from non-financial background but working on financial positions, assigned with financial activities.

### Workshop on e-Post Sanctioning System

The one-day workshop, organized on September 2, 2019, was designed to sharpen the skills of officials particularly in matters like creation of new posts, recruitment of employees, appropriation of budget and budgeting operations as per the latest instructions of Government of Haryana.

### Training on Disposal of Store Items and Records

Two training programmes of three-day duration each were, held from September 9 to 11 and September 24 to 26 2019. The training programmes was designed to build and enhance the financial skills of officers for inventory

control and maintenance of official records in compliance with the rules relating to disposal of store items and destruction of official records.

### **SEVOTTAM CELL**

During the recent months the Sevottam Cell has organized as many as 13 training programmes mainly for District Officers of Faridabad, Rewari, Jhajjar and Rohtak besides the officers of Education Department. The officers of Bureau of Indian Standard are also associated to acquaint the participants about the procedures and formalities for making the departments Sevottam Certification worthy and procure Sevottam Certification BIS IS:15700.



The mandate of the Sevottam training programme is to build the capacity of the government functionaries, sensitize them about Citizens' Charter and the salient features of Sevottam. They are trained to formulate Sevottam Compliant Citizens' Charter for their departments and to ensure standardized and quality service to the clients through Standard Operating Procedures (SOPs).

### **HIPA DIVISIONAL TRAINING CENTRES**

#### **DTC Gurugram**

The newly recruited Field Junior Engineers of GMDA at Gurugram were imparted training on various departmental / technical topics through two training programmes of three-day duration each. Directed by Shri M.D. Sinha, Additional Director, HIPA and Shri Avinash Chander Sharma, Principal of DTC, Gurugram, the courses were organized from September 16 to 18, and September 19 to 21, 2019

A paid course for the Administrative as well as teaching faculty and officers/staff of Shri Vishwakarma Skill University Haryana was organized by DTC HIPA, Gurugram on various topics Financial Rules, HRMS working, e-office working as well as Civil Service Rules, Conduct Rules, Punishment & Appeal Rules of Haryana Government as amended from time to time.

#### **Capacity Building for DDOs**

In the third quarter of the year 2019, Shri Avinash Chander Sharma Principal DTC HIPA, Gurugram conducted 11 short duration training programmes titled, "Duties and Responsibilities of DDOs Regarding Financial and Civil Services Rules" for the employees of different departments in various districts as well as at HIPA Campus Gurugram.

The other courses included, Orientation Courses for Group 'C' employees as well as DDOs of Health Department of all the districts in Gurugram Division. Various block-level officers attended the training programmes at Rewari, Palwal, Faridabad and Narnaul districts.

#### **DTC Hisar**



Divisional Training Centre, Hisar organised thirteen training programmes on different topics during the quarter. Four training programmes of three-day duration each were organized on Roles and Responsibilities of DDOs were held at Fatehabad, Sirsa, Jind and Hisar districts. Five courses of five-day duration each on Responsive Administration—Role of office staff in disposal of work and service matters, were held for the employees of Sirsa, Hisar, Jind, Bhiwani and Charkhi Dadri. Two training programmes on Conduct Rules 2016 and one computer training course were also held at DTC Hisar. A total of 350 participants benefitted by these courses.

#### **DTC Rohtak**

Divisional Training Centre, HIPA, Rohtak organised eight Training Programmes during the quarter. This included three training programmes sponsored by the Department of Personnel & Training (DoPT), Government of India on GeM, HRMS and e-Tendering System from September 18 to 20, 2019 at Divisional Training Centre, HIPA, Rohtak; and, a one-month Entrepreneurship Development Training Programme for SC/ST beneficiaries of Rohtak district, sponsored by District Industries Centre, Rohtak, was organised from August 19 to September 18,

2019 at Divisional Training Centre, Rohtak.



These eight programmes spread over 50 days, trained 307 participants and provided a total of 1829 training days.

### FACULTY NEWS

**Dr. Lalit Kumar**

Dr. Lalit was invited as resource person to deliver sessions at Pandit Lakmi Chand State University of Performing and Visual Arts Rohtak, and at Horticulture Training Institute, Uchani, Karnal.

He participated in a two-day workshop on "Innovation & Best Practices in Public Systems at (CIPS Hyderabad) and a two-day inter-disciplinary national seminar on "Emerging Trends in Global & Indian Political, Business, Religious Leadership & Their Visions" S. D. College, Ambala Cantt.

Dr. Lalit conducted a research case study on "Rooftop Solar Photovoltaic Power Plants: Lessons from Haryana for Raising Capacity"



## EVENTS AT HIPA



Sports Day, 2019



Plantation Drive (September 20, 2019)



Athletic Meet (July 11, 2019)



DJ Night with ITS Trainees (11 July 2019)

**Dr. G. Prasanna Kumar IAS (Retd.) Director General, HIPA**

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