



ISSN 0973-5992

January - March 2019

VOLUME 11



HIPA NEWS LETTER

TRAINING PROGRAMMES

Training Programme for Newly Inducted Assistant Town Planners

An eight week induction training programme for newly Inducted Assistant Town Planners in Town and Country Planning Department, Haryana was conducted from February 18 to April 18, 2019. Shri Mohinder Kumar IAS (Retired), Consultant Revenue at HIPA conducted the programme and Dr. Neerja Malik, CFTC was the Associate Course Director. It was inaugurated with an address by Dr. G. Prasanna Kumar, DG, HIPA. The programme focussed—besides the regular town planning issues like Haryana Building Code—upon the important policy paradigm related to group housing licensing and integrated licensing policy for development of commercial and residential properties. Authorities and experts from various organisations were invited to deliver lectures and interactive sessions were held on a wide array of topics relating to urban planning and development and major policy innovations by Government of India. The prominent session speakers included, Dr. G. Prasanna Kumar on Good Governance, Shri C.V. Gopinath, former Dy. Director General, BSNL on Work Culture and Ethics, Dr. Ram Sevak Sharma, Chairman TRAI on Future of ICT in Governance, Shri M.D. Sinha, IFS Additional Director HIPA on Natural Resource Conservation in Urban Planning, Ms. Urvashi Gulati, IAS (Retd.) former Chief Secretary and CIC, Haryana on Right to Information Act. Shri Sudhir Singh Chauhan, STP Gurugram and Shri R.S. Batth, DTP were other prominent resource persons.



The course included field familiarisation visits to Patwarkhana, Tehsil, DRO and SDM Offices. Sessions were held to present an overview of disaster management through hazard, risk, and vulnerability mapping, application of GIS and remote sensing in urban planning and transportation.

FROM THE DESK OF THE DIRECTOR GENERAL



Dr. G. Prasanna Kumar IAS (Retd.)

The year 2018-19 ended on a very satisfying note as HIPA could conduct 391 training courses and train 11297 officials including some officers of Govt. of India. We have drawn up a very ambitious training Calendar for the current year 2019-20 and are hopeful of further improving the quality of training.

The new building of Divisional Training Centre of Panchkula was inaugurated on 3.3.2019 and it will provide state of the art training facilities for the employees posted in Ambala Division as well as Chandigarh.

We are grateful to the Department of Personnel and Training for the continued support and allowing us to host two National Level Training programmes in the last quarter. We are also thankful to the departments of Government of Haryana who are regularly sending newly recruited officers and junior officials for Induction Training in HIPA. In the recent past we have conducted such programmes for employees of the Departments of Town and Country Planning, Higher Education, Transport, Animal Husbandry Environment, Health and Women and Child Development.

We welcome the 2nd batch of ITS and P&T BWS Group A Officers undergoing Foundation course in HIPA.

One of the longest and most intensive training programmes at HIPA, it attempted to hone the professional skills of the trainees through academic and quasi-academic inputs besides imparting core values among the young officer trainees.

For this purpose an Athletics Day was observed on March 18, wherein the participants displayed their sporting and athletic prowess. Mrs. Santosh Yadav, the first lady to scale Mt. Everest twice was the chief guest. Valediction of the HIPA leg of course was held on April 18, 2019, Shri Anil Razdan, IAS (Retd.) delivered the valedictory address.

FOUNDATION COURSE FOR ITS AND P&T BWS GROUP OFFICERS

The 15-week Foundation Course for Indian Telecommunications Service (Group A) 2014 batch and Post & Telegraph Building Works Service (Group A) officers commenced on December 17, 2018. Shri Anil Kumar Sanghi, ITS, Senior Deputy Director General NTIPRIT was the chief guest at the inauguration ceremony graced by Dr. G. Prasanna Kumar, IAS (Retd.) Director General HIPA, and senior officers of Department of Telecommunications and Haryana Institute of Public Administration. Shri M.D. Sinha coordinated the course and Dr. Neeraja Malik, Dr. Ekta Chopra, Dr. Devendra Singh and Dr. Jogender Singh were the associate course coordinators.



The primary purpose of the Foundation course was to develop a passion and craving for performance in the respective field of activity and provide a well-informed and creative base on which the specializations are built. At the end of such a course the participants will be able to identify their own innovative potential and become more confident, curious and imaginative. The wide-ranging lecture sessions focused upon requisite domain knowledge, skills, work ethics and administrative acumen, placing the trainees at the centre of this learning process for an easy and effortless transition into the rigors of a realistic work regimen.



The officer trainees had an opportunity to define their interests and aspirations through extensive field visits to places of socio-cultural importance that included Sultanpur National Park and bird sanctuary, Kurukshetra

the land of Bhagvadgita, Panipat Battle memorial, Surajkund crafts mela, International Book Fair, National Museum and National Gallery of Modern Arts, New Delhi. Other experiential outings included a visit to Parliament House, Beating the Retreat ceremony, and a visit to Delhi airport Bureau of Immigration. On their trip to National Security Guards (NSG) training academy, Manesar, the officer trainees were attached with electronic support group of NSG to have exposure to different communication technologies and strategic concepts adopted by the elite force.



As a part of learning adventure, the officer trainees had a tryst with mother nature on their visit to Mangar Bani forests. They also embarked upon a trek to 9000 ft. in Himalayas, conducted by Regional Mountaineering Centre McLeodganj. It was a stimulating experience with bounty of nature from close quarters and an appreciation of the importance of teamwork, collaboration and physical fitness. A rural study visit was made to Mehandipur Dabodha village of Jajjhar district of Haryana to have a first-hand familiarity with the issues like rural health, education, gender, community and working of panchayat, etc.



Finally, the officer trainees came closer to discovering their sporting identity by enthusiastically participating in various events at the athletic meet held at the HIPA campus. The course concluded on March 29, 2019.

Training Programmes by RTI Cell

Programme for Doctors at PGIMS

A two-day training programme on RTI Act was conducted by Dr. Rajvir Dhaka for the Doctors of PGIMS and Bhagwat Dayal Sharma Health University, Rohtak from February 07 to 08, 2019 at PGIMS, Rohtak. Shri S.S. Rawat from Delhi was the guest faculty on the second day. Shri V.P. Asija, Principal DTC Rohtak was the Co-course Director. The programme was attended by 107 participants which included Director, PGIMS, Dr. Rohtas Yadav, Registrar, Health University, Dr. Aggarwal, Head of the Departments of PGIMS- Dr. Dhruv Chaudhary, Dr. Chauhan and Dr Gupta.



Right to Information Programme for First Appellate Authority of the Police Department

Dr. Rajvir Dhaka conducted the captioned two-day Programme from March 28-29, 2019 at Haryana Police Academy (HPA), Madhuban, Karnal. The programme was inaugurated by Dr. G. Prasanna Kumar, Director General, HIPA. Shri Yash Pal Singal, IPS (Retd.), Chief Information Commissioner, Haryana delivered a lecture on "Expectations of State Information Commission from RTI Functionaries of Police Department". Shri K.K. Sandhu, IPS, Director, HPA delivered the valedictory address. Haryana Institute of Public Administration organized this programme in collaboration with HPA. Forty-one officers including SPs and Additional SPs attended the programme.



DoPT Sponsored Programmes

For the first time, HIPA has conducted two national level Trainers' Programmes, sponsored by Department of Personnel and Training, Government of India. The programmes drew participants from all over the country.

- i. Recognized Trainer Development Programme Training Needs Analysis Consultancy Skills Course was conducted from February 02-09, 2019.
- ii. National level Training Programme on Mentoring Skills conducted from March 27-29, 2019.

Financial Management Courses

Dr. Lalit Kumar conducted following courses for the Financial and Administrative Officers including Finance Managers, Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers, and Section Officers of Government Offices in Haryana. Dr. Lalit Kumar delivered lectures in 58 training sessions and a total of 168 officers of Haryana Government were trained.

Workshop on Haryana Civil Service Rules

To build and enhance the capacity of officers to effectively enforce the Haryana Civil Service Rules, 2016 including Leave Rules, TA Rules, Pension Rules, Conduct and Punishment and Appeal Rules.

Audit Sensitization and Systematic Solutions to Corruption

To enhance the capacities of officers to ensure compliance with financial rules, deal audit objections and prevent corruption and economic offenses through systematic solutions.

Accounts Administration and Prevention of Malpractices

To build and enhance the capacity of officers to ensure effective compliance with financial rules and maintenance of accounts books for preventing the malpractices

Economic Offences, Financial Control and e-Governance

For capacity building of government officers to deal with the issues relating to economic offences and to sensitize them to enforce financial control at the workspace. The course also imparted skills for using e-Governance tools to facilitate an effective administration.

Spreadsheet Modeling and Presentation Skills

To build and enhance the capacity of officers for managing financial operations by modeling and designing spreadsheets. The course also aimed at developing presentations skills of the officers to present financial data by employing tabulation and graphical methods.

Inventory Management including Store Purchase Rules Purpose

This course was conducted for the General Managers, Financial and Administrative Officers, Finance Managers, Head of Offices, Drawing and Disbursing Officers (DDOs), and Accounts Officers working in Government Offices. The main objective of the above course was to build and enhance the capacities of officers to manage the inventory, i.e. store items with proper compliance of purchase rules, physical verification, and maintenance at the workspace.

DIVISIONAL TRAINING CENTRES



DOPT Sponsored Training Programme



Training Programme on Disaster Preparedness

Dr. Anshu Tiwari, Assistant Professor, Disaster Management conducted a three-day training programme titled Weather Forecasting and Early Warning for Disaster Preparedness from February 11-13, 2019. The objectives of programme were to acquaint participants with the emerging needs of weather forecasting and early warning for disaster risk mitigation; to enable participants to understand different components of Automated Weather Station, their functioning as well as capturing of weather data; to sensitize participants about the data flow from weather station to the community to reduce damage inflicted by hazards; to empower individuals and communities to respond timely and appropriately to the hazards in order to reduce the risk of death, injury, property loss and damage; and to demonstrate about the efficacy of weather data in Haryana. The programme was attended by 18 participants from various departments.

Residential Certification Programme for Assistant Returning Officers

Four day certification programmes were conducted in three batches from January 14 to 31 by Dr. Neeraja Malik CFTC. A total of 116 participants attended these programmes.



Divisional Training Centre Panchkula

RTI Course for Class I & II Officers

The first course in the new building of DTC, Panchkula on Right to Information was conducted by Dr. Rajvir Dhaka for the Class I & II officers of Panchkula District from March 18-19, 2019. The other speakers included Smt. Urvashi Gulati and Smt. Meenaxi Anand Chaudhary, both former Chief Secretary, Government of Haryana and State Information Commissioner, Haryana.

Shri Pawan Sharma, Dy. Secretary in Haryana Civil Secretariat, Chandigarh highlighted the importance of record management. Sh. Ram Saran, Principal, DTC, Panchkula facilitated smooth conduct of programme which was attended by the 31 officers.

Divisional Training Centre Hisar

Training for Revenue Department

One year compulsory training for the newly recruited 181 Patwaris of Revenue Department was organised at DTC, Hisar. This training was successfully completed on 18.01.2019. During this training, one day workshop entitled "Krishi Loans Suraksha Meet" was organised on 16.01.2019 by HDFC bank in collaboration with DTC, Hisar with the objective to avoid the bogus verification by the revenue officials for various kinds of loans provided by banks.

Training for Transport Department

Training entitled "Capacity Building, Behavioural Management & Enhancing Working Efficiently" of newly recruited 263 Bus Conductors of Transport Department posted in Hisar, Bhiwani, Sirsa, Fatehabad and Charkhi Dadri depots was organised in March, 2019. This training was conducted in seven batches of which five were organised in March, 2019.

Each of the batches trained for two days. This training commenced from March 18, 2019 and completed successfully by 30.03.2019. Five batches underwent training in a short span of 10 working days. The objectives of this training was to make the new entrants aware about the service rules, ticketing and ticket punching methods, e-ticketing and the behaviour towards passengers specially women, children and differently-abled. Health related issues including occupation hazards, safety & first-aid, etc. were addressed. The topics of conflict resolution & stress management and personality development were also covered.



During this quarter against six scheduled programmes, eleven programmes were conducted for 336 officials by this centre. The progress achieved is 183%. Out of the total of 11 training programmes six training programmes have been sponsored by the Government of India/Transport Department Haryana.

Divisional Training Centre, Rohtak

Divisional Training Centre, HIPA, Rohtak organised 11 Training Programmes, out of these six Training Programmes were sponsored by the Government of India/Transport Department, Haryana.

- i. Training Programme on general conditions of service, leave rules, conduct rules and service matters at DTC, Rohtak
- ii. Induction training programme for comprehensive Online-Modified Modules (COMMIT)
- iii. Two-day Training Programmes for four batches of newly recruited conductors of Transport Department on capacity building behavioral management & enhancing working efficiency
- iv. Training course on general conditions of service, maintenance of service book, leave rules, fixation of pay and income tax matters at Govt. College for Women, Bahadurgarh
- v. Training Programme on office procedure, HRMS, GeM and service matters at GSSS Phurlak Gharaunda

Dr. Lalit Kumar

Presented a research paper titled 'Cultural Influences on Financial Management' at the 3rd annual conference of Haryana Academy of History and Culture, Kurukshetra. His research paper on 'Realizing Targets of Renewable Energy: Challenges for Haryana Renewable Energy Development Agency, was published in the peer-reviewed, Jagran Journal of Commerce and Economics. He also participated in a workshop on Financial Management in Government at New Delhi. On behalf of HIPA he discussed and finalized new courses on the basis of training needs assessment.

Dr. Manveen Kaur

A study on 'Waste Water Governance—A Case Study of Baindi Village' was conducted by Dr. Manveen Kaur and Dr. Rachna Gupta. The study based on the primary data was successfully completed and its report has been submitted to Director General, HIPA.

Dr. Anshu Tiwari

A Case Study on Success of DLF in Fire Management by Dr. Anshu Tiwari, Assistant Professor, disaster management was published in Journal of Advances and Scholarly Researches in Allied Education, Vol. 16, Issue 2 (ISSN: 2230-7540), February 2019.

Co-authored, a paper on Building Capacities for Disaster Resilient Haryana, published in the Journal of Disaster: Response & Management, a publication of LBSNAA, Mussoorie. Volume 5 No. 2, March 2019.

Attended one day National Seminar on Museum Safety and Disaster Management of Heritage on 11 January 2019 at National Museum, Ministry of Culture, New Delhi and a ToT course on Operation Section Chief & Logistic Section Chief under Incident Response System from January 28 to February 01, 2019 organised by National Institute of Disaster Management, New Delhi. Besides, she also attended the six-day Trainer Development Programme on Training Need Analysis Consultancy Skills Course held at Haryana Institute of Public Administration, Gurugram from February 04-09, 2019.

Mrs. Divya Jyoti

Mrs. Divya Jyoti, Assistant Professor (MIS) attended two DOPT sponsored programmes. The six-day Training Needs Analysis consultancy Skills course from February 04 -09, 2019, and three-day programme on Mentoring Skills from March 27-29, 2019.

Published a paper on "Digital India and its Impact" in An International Journal of Emerging Technologies and Innovative Research in January 2019. Volume 6, Issue 1

(ISSN – 2349-5162); and another paper on “A Study of Influence of Cyber Crime and Its Prevention Procedure” in An International Journal of Emerging Technologies and Innovative Research. Volume 6, Issue 1, January 2019 (ISSN – 2349-5162)

Shri Rakesh Gulati, Faculty of Computer Science

Associate Course Director for eight-day DOPT training on Recognised Trainer Development Programme Training Need Analysis Consultancy Skill Course” from February 02-09, 2019 conducted at HIPA

Attended a two days training programme Urban Nexus Training under the GIZ Regional Project "Integrated Resource Management in Asian Cities" from February 28

to March 01, 2019.

Attended a one day Thematic Workshop on “Emerging Technologies in e-Governance” on 11th January, 2019 at HCM Rajasthan Institute of Public Administration, Jaipur. Submitted a Study Report on Socio-Economic Development of Women Village Level Entrepreneur (VLEs) of Haryana through Common Service Centre (CSC) with Dr. Manveen Kaur.

Published a paper Skill Development: A Catalyst for Sustainable Development Goals (SDGs) in the International Journal of Emerging Technologies and Innovative Research in January 2019 Volume 6, Issue 1 (ISSN-2349-5162)

SPORTS DAY AT HIPA



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

Issue Editor: Dr. Neeraja Malik / Designed by Rajnish Dhiman

Edited & Published by Haryana Institute of Public Administration

Plot No. 76, HIPA Complex, Sector-18 Gurugram -122015 Phone : 0124-2340690-691, Fax : 0124-2348452

for private circulation