

DATE BOUND

No. 6/6/2013-1 Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
TRAINING BRANCH

Dated Chandigarh, the 28th January, 2014.

To

All the IAS Officers of 1995 to 2002 batch.
(at present working in the Haryana State (list is attached)).

Subject:- Increase of National Pool of Trainers on "Leadership Skills for Public Administrators" at LBSNAA, Mussoorie - exercising of options regarding.

Sir/Madam,

I am directed to refer to the subject noted above and to say that the copy of D.O. letter No. Dir/PS/Misc./14 dated 20.01.2014 received from Sh. Padamvir Singh, IAS, Director, LBSNAA Mussoorie is hereby forwarded to you for consideration and exercising your option/willingness to this office (Training Branch) by 07.02.2014 positively as per their guidelines/eligibility criteria (details can be seen at the website <http://csharyana.gov.in> (under the heading of Training Branch/Training Announcements) or on <http://haryana.gov.in> of State Government.

Yours faithfully,

Manjit Baur
28/01/2014

Superintendent Training
for Chief Secretary to Govt. Haryana.
28/1/2014

Endst.No.6/6/2013-1 Trg.

Dated Chandigarh, the 28th January, 2014.

A copy is forwarded to Sh. Padamvir Singh, IAS, Director, Lal Bahadur Shastri national Academy of Administration (Govt. of India), Mussoorie-248179 w.r.t his D.O. letter No. Dir/PS/Misc./14 dated 20.01.2014 for information.

Manjit Baur
28/01/2014

Superintendent Training
for Chief Secretary to Govt. Haryana.
28/1/2014

List IAS Officer from 1995 to 2002 batch

1.	Vijayendra Kumar, IAS	1995	Director General-cum-Secretary, Technical Education Deptt. ii Director General-cum-Secretary, Employment Deptt	15.07.2013 27.11.2013
2.	D. Suresh, IAS	1995	M.D. Haryana Minerals Ltd., New Delhi, Director General, Elementary Education, Haryana and Secretary, School Education Department	22.02.2013
3	Chander Parkash, IAS	1995	Commissioner, Rohtak Division, Rohtak	05.07.2013
4	Chhajju Ram Rana, IAS	1995	Registrar, Cooperative Societies, Haryana	14.05.2012
5	Rajbir Singh, IAS	1995	Secretary, General Administration, Secretariat Establishment and Monitoring & Coordination Cell	27.11.2012
6	Subhash Chandra, IAS	1995	Secretary, State Human Rights Commission, Haryana	08.11.2012
7	Y.S.Khyalia, IAS	1996	Director General Consolidation of Holdings and Land Records, Haryana, Special Collector(H.Q.), Special LAO, Haryana, Commissioner, Hisar Division, Hisar and Administrator, HUDA, Hisar	09.09.2013
8	Neelam P. Kasni, IAS	1996	Secretary to Governor, Haryana and Commissioner, Ambala Division, Ambala	09.09.2013
9	Rakesh Gupta, IAS	1997	Secretary, Health Department and Mission Director, National Rural Health Mission, Commissioner, Food & Drugs Administration, Haryana	17.05.2012
10	Pradeep Kasni, IAS	1997	Secretary to Govt., Haryana, Administrative Reforms Department	Oct/2013
11	Ramesh Krishan, IAS	1997	(i)Secretary, Home-I Department (ii)Director General-cum-Secretary, Medical Education & Research and M.D., Haryana Warehousing Corporation	i)03.12.2012 ii) 12.07.2013
12	Brijendra Singh, IAS	1998	Director General-cum-Special Secretary, Agriculture Department and M.D., Haryana Agro Industries	15.07.2013
13	Rajeev Ranjan, IAS	1998	(i)Special Secretary, Finance Department (ii)Director-cum-Special Secretary, Environment Deptt.	i)26.11.2012 ii)29.10.2013
14	Nitin Kumar Yadav, IAS	2000	Director-cum- Special Secretary, Development & Panchayats Department and Director-cum- Special Secretary, Rural Development Department	26.11.2012
15	Pankaj Agarwal, IAS	2000	State Project Director, Haryana Prathmic Shiksha Priyojna Prishad and Project Director, Rastriya Madhyamic Shiksha Abhian (RMSA)	13.08.2013
16.	Vikas Gupta, IAS	2001	(i)Director-cum-Spl.Secy., Urban Local Bodies Deptt., Project Director, Swaran Jayanti Shehri Rozgar Yojna and State Urban Development Society, Haryana (ii) Chief Vigilance Officer, HUDA, Panchkula	i)09.09.2013 ii)09.10.2013

17.	Vijay S. Dahiya, IAS	2001	M.D., Federation of Cooperative Sugar Mills Ltd.(Sugerfed), Panchkula	12.07.2013
18	Amneet P.Kumar, IAS	2001	Spl.Secy., Revenue & Disaster Management Deptt. Ii)Director, Renewable Energy,Haryana,Director-cum-Spl. Secy., Welfare of SC/BC,Haryana, M.D. Haryana Scheduled Castes and Finance Development Corporation Ltd. and M.D.,Haryana Backward Classes & Economically Weaker Section Kalyan Nigam	12.07.2013 27.11.2013
19.	Praveen Kumar, IAS	2001	(i)Commissioner, M.C.Gurgaon and Chief Administrator, Shri Mata Sheetla Devi Shrine Board, Gurgaon (ii)Special Secretary, Land Use Board	12.12.2013
20.	Abhe Singh Yadav, IAS	2001	Special Secretary to Govt., Haryana, Public Health Engineering Department	31.12.2013
21.	M.L.Kaushik, IAS	2001	(i)Special Secretary, Forests Department, (ii)Deputy Commissioner, Hisar and Commissioner, M.C., Hisar	i)05.01.2012 ii)15.07.2013
22.	R.C.Verma, IAS	2001	Deputy Commissioner, Mewat at Nuh and Chief Executive Officer,Mewat Development Agency,Nuh	12.12.2013
23.	Sameer Pal Srow, IAS	2002	D.C.Panipat and Commissioner, M.C.Panipat.	06.02.2013



LBSNAA

Padamvir Singh, IAS
Director



D.O. No. Dir/PS/Misc./1
Dated: 20th January, 2014

Sub: Increase of National Pool of Trainers on "Leadership Skills for Public Administrators"

CS
21.1.14
Dear Shri Chaudhary

SPS
As you are aware, rapid and fundamental changes in the political, economic and technological fields have made it necessary to build a competent and well-functioning civil service in India. Expectations of citizens and other stakeholders from government have suggested a new role for the civil service. It is being increasingly recognized that effective leadership of civil servants is a key component to meet the emerging challenges and facilitate good governance at national and state levels. It is also recognised that adequate inputs on leadership skills are not provided at central and state training institutes at the time of induction and in-service training.

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ITP
2. Keeping in view the challenges faced by Indian Civil Servants, the Department of Personnel and Training (DoPT), Government of India and the United Nations Development Programme (UNDP) have initiated a project called "Pathways for an Inclusive Indian Administration" (PIIA). The PIIA project is providing advisory, knowledge sharing and management services to DoPT for Capacity Development of the Civil Servants. The Academy recognizes the importance of addressing leadership assessment and development issues in the civil services and has decided to inculcate leadership capacity in officers through targeted interventions. To take forward the agenda of leadership development for better governance, a leadership development centre has been set up at National Institute of Administrative Research (NIAR), a sister organization of LBSNAA, as part of the PIIA Project.

3. We are in the process of integrating modules on leadership skills from foundation course to various mid-career training programmes at LBSNAA. In partnership with an international leadership development agency (Centre for Creative Leadership – www.ccl.org), the leadership programme content would be developed for Indian civil services and Capacity Building Workshops (CBWs, often referred as 'Training of Trainers') would be conducted for select faculty

Training Branch
Dy No 52
Date 27-1-2014

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी (भारत सरकार), मुसोरी - 248 179
Lal Bahadur Shastri National Academy of Administration (Govt. of India), Mussoorie - 248 179
Tel: (0135) 2632289, E-mail: padamvir.singh@ias.nic.in
EPABX: (0135) 2222000, Fax: (0135) 2632369
Website: <http://www.lbsnaa.gov.in>

members who would be trained to deliver these programmes. The programme content and CBWs would be conducted keeping in view the requirements of the IAS officers of different seniority. A 3-day module on basic leadership skills has been delivered in the Foundation Course in Sep, 2013.

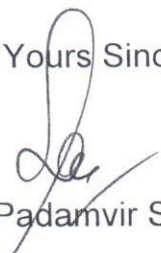
4. We are now in the process of increasing the existing National Pool of Trainers to conduct Leadership Development Programmes at LBSNAA. Approximately 10 to 15 mid-level IAS officers (1995 to 2002 batch) are to be freshly selected from different state cadres to become part of this national pool. The Chief Secretaries of each state may advise concerned IAS officers to apply as per the criteria specified in Annexure 1. The trainers for the national pool will be selected after a process of quick shortlisting and assessment. The selected officers will undergo CBWs (3 levels over a period of 1.5 years) which will equip them to deliver leadership training to new recruits as well as in-service officers. After each CBW, the officers will undergo an evaluation which will be conducted by CCL and after successful qualification they will be certified for conducting these programmes at different institutes across the country including LBSNAA.

5. As the government would invest significantly in capacity building of national pool of trainers, it is expected that they would be available to deliver programmes as per the requirements of the LBSNAA/CTIs/ATIs. A time commitment of minimum 20 days every year is expected from the cadre controlling authority and officers willing to become part of the national pool to impart training at different undertakings across the country.

6. More information on the eligibility criteria and how to apply for the national pool are provided in Annexure-1. Interested mid-level IAS officers may apply through their Cadre Controlling Authorities (CCA) latest by 20th February 2014. The State Government would have to indicate that the services of these officers, in the event of their being selected, would be made available for purpose of training at LBSNAA or any other institute for up to 20 days in a year.

With regards,

Yours Sincerely


[Padamvir Singh]

Encl: Annexure-1

Shri Pradeep Kumar Chaudhary, IAS
Chief Secretary to the
Government of Haryana,
Haryana Civil Secretariat
Chandigarh.

Annexure 1

Increase of National Pool of Trainers on Leadership Skills for Public Administrators

Eligibility Criteria

- Civil Services Officers with 12-19 years of experience
- Post-Graduation is mandatory
- Experience in both field-level postings and policy-making functions is desirable
- Publication/ research papers authored by the officers in the area of Leadership, Human Resources and Administrative Reforms would be an advantage.

Skills and Competencies Required

- Environmental understanding: Comprehensive understanding of the environment in which civil servants work and challenges thereof;
- Communication Skills: Excellent standard of written and verbal skills to explain the subject matter in a clear, accurate manner.
- Sensitivity, open-mindedness and flexibility: Able to 'speak the same language' as the intended audience (Adapt quite easily and differentiate the training to suit the needs and aspiration of the trainees).
- Developing Others: Faith in the possible development of each individual and desire to develop others
- Empathy: Ability to relate to the needs, aspirations and frustrations of a diverse set of people

How to Apply

Interested officers with strong commitment to leadership development training of public administrators can apply for the same by 10 February 2014 attaching a copy of the CV indicating qualification, experience and past experience. Officers should also mention separately in their CV – a list of formal qualifications/certifications/trainings undertaken in the areas related to Leadership and Management.

The applications should be forwarded through the Cadre Controlling Authorities with all relevant documents such as CVs, copies of the publications/ research papers (authored by the candidate) and other documents which may add weightage to the candidacy no later than 20 February 2014 to:

Prof. Ram Kumar Kakani,
L B S National Academy of Administration
Charleville,
MUSSOORIE
Uttarakhand, PIN 248 179

CCAs may also forward the applications by email to: rk.kakani@nic.in (subject: National Pool of Trainers on Leadership Skills)

Selection Process

Step 1. Shortlisting

A screening committee set-up by the DoPT would select the candidates based on the profiles and the documents received.

Step 2. Capacity Building Workshop

Selected officers would attend the Capacity Building Workshops (CBWs) as per the schedule provided in the next section.

Step 3: Certification

The officers attending the CBWs will undergo an evaluation after each CBW which will be conducted by CCL. After successfully qualifying the evaluation, the person will be certified to conduct Leadership Development Courses at LBSNAA.

Time Commitment

The 3 modules of CBWs would be held at LBSNAA, Mussoorie during 2014-15 as per the following schedule (tentative):

Capacity Building Workshop Title	Duration	Indicative Month(s)	Profile of the Trainees
Basic Leadership Skills for Public Administrators	6-7 days	March-April 2014	Entry Level Civil Service Officers
Mezzanine Leadership Skills for Public Administrators	5-7 days	June-October 2014	Mid-Level Civil Service Officers i.e., 8-10 years seniority
Advanced Leadership Skills for Public Administrators	3-5 days	December 2014 to August 2015	Senior Level Civil Service Officers i.e., 16-18 years seniority

Professional Fee

The selected officers would receive the professional fee as per the prevailing policies of the LBSNAA. The current professional fee is Rs. 1,000 for every 1.5 hours of training.

All travel related expenses (tickets, accommodation etc.) for CBWs and training would be borne by LBSNAA as per its policies.

Please note that professional fee would not be paid for the CBWs. Professional fee is payable only for conducting the programmes at LBSNAA post-certification.

Query/ Additional Information

For any query/ additional information, you may write to rk.kakani@nic.in latest by 10 February, 2014.

We would endeavor to provide answers to your queries expeditiously, but any delay in providing such answers will not be considered a reason for extending the submission date of your documents.

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