

**Urgent**

No. 4/38/2015-2Trg.

From

The Chief Secretary to Govt., Haryana,

To

1. All the Administrative Secretaries Haryana State.
2. All the Head of the Department, Haryana

Dated Chandigarh, the 14<sup>th</sup> September, 2015.

**Subject: Regarding Implementation of Induction Training Programme for frontline State Government functionaries in the State of Haryana.**

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Sir/Madam,

I am directed to refer to the subject noted above and to enclose a copy of the D.O. No. 12021/35/2014-TFA (Induction Training) dated 01.09.2015 received from Sh. Pramod Kumar Das, Joint Secretary, Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Training Division, New Delhi for your perusal at the website <http://csharyana.gov.in> (under the heading of the Training Branch) and with the request to take necessary action with your own level.

Yours faithfully,

*Mangil. Chauhan*

Superintendent Training  
for Chief Secretary to Govt. Haryana.

*Alex*  
*14.9.15*

Endst. No. 4/38/2015-2trg. Dated Chandigarh, the 14<sup>th</sup> September, 2015

A copy of D.O. No. 12021/35/2014-TFA(Induction Training) dated 01.09.2015 received from Government of India, Department of Personnel & Training, Now Delhi alongwith its enclosures is forwarded to the Director General, HIPA, HIPA Complex, Plot No. 76, Sector-18, Gurgaon for necessary action at their own level.

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Superintendent Training  
for Chief Secretary to Govt. Haryana.

प्रमोद कुमार दास  
PRAMOD KUMAR DAS, I.A.S.  
संयुक्त सचिव  
JOINT SECRETARY  
TEL : 26106314



सत्यमेव जयते

D.O. No.12021/35/2014-TFA(Induction Training)

भारत सरकार  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
कार्मिक और प्रशिक्षण विभाग  
प्रशिक्षण प्रभाग  
ब्लॉक-4 पुराना जेएनयू कैम्पस  
नया महरौली रोड नई दिल्ली-110067

Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Training Division  
Block-IV, Old JNU Campus  
New Mehrauli Road, New Delhi-110067

1<sup>st</sup> September, 2015

Dear Sir,

A 12 Days Induction Training Programme(ITP) for newly recruited Group 'B' & 'C' (Non-Gazetted) employees of the State Governments working at cutting edge level having a lot of public contact was launched as a pilot project in three States of Tamil Nadu, Maharashtra and Jammu & Kashmir. This was highly successful. Encouraged by this success, the ITP is now being launched in 103 Districts of 21 States in the country including your State. (A short brief of the ITP is enclosed)

2. Five districts in your State have been identified in consultation with the State ATI, in which this ITP would be run for the new recruits to Departments like Rural Development, Panchayati Raj, Urban Development, Health and School Education etc. A blood donation camp and a night halt in a village is an important component of the schedule. We have designed the training module and content in a way to promote a citizen centric attitude in the employees for better services delivery.

3. We would be having a two-day "Training of Trainer's" workshop for trainers from five districts chosen from your State. They would then train the employees at the district level. You are requested to offer your support, guidance and cooperation in getting the employees relieved in time and monitoring of this training activity for its successful implementation in your State.

with regards.

Encl: As above.

Yours sincerely,

(Pramod Kumar Das)

Shri Depinder Singh Dhesi,  
Chief Secretary,  
Govt. of Haryana,  
Chandigarh- 160017.



सूचना  
का अधिकार

<http://persmin.gov.in>



### Brief Note

The Training Division in the Department of Personnel and Training had launched a pilot capacity building programme in three States of Jammu & Kashmir, Maharashtra and Tamil Nadu for newly recruited cutting edge level government functionaries to develop in them Generic & Domain specific competencies. This was done in order to promote a citizen centric attitude in the employees, for better public service delivery and promote good practices towards achieving the vision of citizen centric governance.

2. After successful completion of the Pilot, a 12 Days Induction Training Programme (ITP) is being launched in 103 districts of 21 States with a Two Day Regional Training of Trainers (ToT) Workshop at various State ATIs. One day blood donation camp during the middle of the course and one night stay in the village as part of field/NGO visit has been made compulsory in the 12 Days Induction Training Programme. The motivational speaker for the inaugural session of the workshop/training programme in the districts is to be selected from amongst the inspirational achievers/national award winners/sports persons available locally.

3. This programme is proposed to be launched in five districts of each of 21 select States for 350 (70 in each district) newly recruited (0-2 years) Group 'B' (non-gazetted) and Group 'C' State Government frontline functionaries of select Departments. The trainers for this training programme will be developed from amongst serving/retired IAS Officers, State Civil Service Officer, Accounts Officers, professors/academicians etc. settled in the respective districts. The pool of trainers in each district will include a lady trainer, a psychologist/behavioural science expert. This programme is fully funded by Government of India.

4. The content of the programme aims to develop soft skills, domain knowledge and a positive attitude in the participants. A training manual along with course guide has been developed for all the participants. The tools and methodology used in the content module to build the requisite competencies are as follows:

Day	Modules	Tools/Methodologies	
Day 1 - Day 5	Part A: Generic Modules - 16 Modules	Games Stories Group Exercise Videos Presentations Group Discussions Role Play	Programme Feedback  Networking and Continuous Learning Avenues
Day 6 - Day 7	Part B: Exposure Visit	NGO/Village visit with night stay Observation of best practices Presentation and Discussion Case Study	
Day 8 - Day 12	Part C: Domain/Sector/Department Specific modules (To be developed basis sample templates)	Presentations Case Study Reference Material Observation of department schemes/policies and impact	

5. A monitoring mechanism at Central and State Level to oversee the implementation of Induction Training Programme has been devised. Monitoring at Central level will be done through Central Monitoring Teams which would supervise the Regional ToT programme and implementation of the programme in all States. Monitoring at state level would be done by a committee comprising of three members constituted by the State ATIs who would be responsible for monitoring the trainings in each district and uploading data with videos in the template provided by this Department, on the respective websites and would be required to furnish the same to DoPT.

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