

**Most Urgent**

No. 22/08/2017-2Trg.  
Haryana Government  
Chief Secretary's Office  
(Training Branch)

Dated Chandigarh, the 30<sup>th</sup> November, 2017.

To

All Head of Departments.


**Subject:- To improve public service delivery mechanism and to promote Good Governance and Citizen Centricity of Administration.**

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Sir/ Madam,

I am directed to refer to the subject noted above and to send a copy of D.O. letter No. **DHIPA/875-4276** dated **26.10.2017** received from Director General, Haryana Institute of Public Administration (HIPA), Gurugram with the request to provide District-wise list of the employees, as mentioned in the aforesaid letter, to HIPA and **to coordinate** the programme by identifying employees and nominating them for training in the respective Divisional Training Centre of HIPA or in the district itself.


Your's faithfully,

  
Superintendent, Training  
for Chief Secretary to Government Haryana. *Vijay*

Endst. No. 22/08/2017-2Trg

Dated Chandigarh, the 30<sup>th</sup> November, 2017.

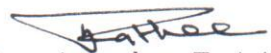
A copy alongwith copy of the aforesaid letter is forwarded to all the Deputy Commissioners in the State **to provide a Lab consisting of 30 Computers with internet facilities.**

  
Superintendent, Training  
for Chief Secretary to Government Haryana. *Vijay*

Endst. No. 22/08/2017-2Trg

Dated Chandigarh, the 30<sup>th</sup> November, 2017.

A copy is forwarded to the Director General, Haryana Institute of Public Administration (HIPA), HIPA Complex, Plot No. 76, Sector-18, Gurugram for information & necessary action.

  
Superintendent, Training  
for Chief Secretary to Government Haryana. *Vijay*



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

D.O. No. DHIPA/875-4276

**Haryana Institute of Public Administration**  
76, HIPA Complex, Sector-18, Gurugram - 122015  
Tel. (O) 0124-2340413 Fax : 0124-2348452  
E-mail: prasannakg@hipa.in, gpkumar@outlook.com

Dated. 26/10/17

131783  
7-11-17

My dear Sh. Dhesi,

Put up  
by  
10-11-17  
S.P.S.  
6-11-17

As you are aware Haryana Institute of Public Administration has been assigned a Capacity Building Project on **Comprehensive Online Modified Modules for Induction Training (COMMIT) for recently recruited Cutting Edge Level State Government Functionaries** by DoPT. Haryana has been selected as one of the states on pilot basis along with Tamil Nadu, Maharashtra, Assam and West Bengal.

The objective of the programme is to improve Public Service Delivery Mechanism and to promote Good Governance and Citizen Centricity of Administration. Under COMMIT, all newly recruited frontline state government functionaries who have not received induction training for their professional and personal development will be covered. (Note regarding COMMIT is annexed). Since these officials work in direct contact with common man, they play a significant role in developing the image of administration in the minds of the people.

S.P.S.

HIPA has identified nearly 7000 recently recruited Group III employees of Haryana Government. Divisional Training Centres of HIPA have already started organizing training programmes for these employees under COMMIT. The complete list of such employees (soft copy) has been sent to the Training Branch. Department-wise lists have also been sent to the Secretaries and HoDs concerned. Since we do not have district-wise list of these employees, the HoDs and Deputy Commissioners may kindly be directed to coordinate the programme by identifying employees and nominating them for training in the respective Divisional Training Centre of HIPA or in the district itself.

7-11-17

The Deputy Commissioners may also be directed to provide a lab (wherever necessary) consisting of 30 computers with internet facilities so that participants of COMMIT can make use of the facility for completing the training programme within the 60 day period prescribed.

U.S. Singh

8/11/17

S. Singh  
P.C. Khatun  
today.

Regards,

Yours sincerely,  
  
(G. Prasanna Kumar)

8/11

27/11

Sh. D.S. Dhesi, IAS  
Chief Secretary to Govt. of Haryana,  
Haryana Civil Secretariat,  
Chandigarh.

Training Branch  
Diary No. 132685  
Date 8-11-2017

## NOTE ON COMPREHENSIVE ONLINE MODIFIED MODULES FOR INDUCTION TRAINING (COMMIT)

The Department of Personnel & Training (DoPT) successfully implemented the Hon'ble Prime Minister's vision for "Induction Training Programme" for cutting-edge level Government functionaries. Induction Training played a very important role in preparing the new entrants in the Government for fulfilling their responsibilities and citizen-centricity.

To take this a step further, DoPT with the guidance of Secretary (P) has come up with the initiative of Blended Training Programme called – "Comprehensive Online Modified Modules for Induction Training" (COMMIT). The blended course will allow officers and faculty to take advantage of much of the flexibility and convenience of an online course while retaining the benefits of the face-to-face classroom experience. The "COMMIT" will be strategically aligned with the mission and goals of the 12-day ITP to develop skills and attitude towards improving service delivery keeping the citizen at the core.

The advantages of such a programme are requirement of limited classroom space; infusion of new opportunities to officers who have had limited or no training, to build the requisite skills, knowledge and attitude; and offer the convenience of online learning combined with the social and instructional interaction.

### Objectives:

- To improve public service delivery
- To promote good-governance and citizen-centric administration
- To provide induction training to recently recruited frontline functionaries in the states

### Programme Design:

- 28 hours of blended training with:
  - a. 20 hours/1200 minutes of e-Learning/15 modules
  - b. 8 hours of face-to-face training delivered by a Master Trainer at the District Training Centre
- 60 days to each participant to complete the 15 e-modules at his/her own pace. The e-modules will be hosted on DoPT server and will be accessible to each participant through a dedicated user name and password, generated on registering on the Portal. e.modules are: **Goal Setting, Personal and Organizational Values, Time management, Stress Management, Leadership, Team building, Problem solving and decision making Communication and citizen centric behaviour , Conflict Resolution, Emotional Intelligence, Personal and Professional Effectiveness and Motivation. There are three domain specific modules i.e Right to Information, Administrative procedures and Financial accounts and processes**
- On completion of 20 hours of e-Learning, participants will collect their certificates and provide feedback on the programme.