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हरियाणा सरकार



From: The Chief Secretary's Office, Govt. of Haryana,
Training Branch,
Subject: Meeting of State Training Council (STC) for implementation
of the Haryana State Training Policy through Video
Conferencing on 07.08.2020 at 11:30 AM from Main
Committee Room, Haryana Civil Secretariat.
CFMS no. 811 dated 06.08.2020

PUC submitted please.

The PUC received from The Chief Secretary's Office, Govt. of Haryana, Training Branch vide memo no. 31/01/2020-2Trg. Dated 04.08.2020 on the subject cited above.

In the PUC, it is informed that the worthy Chief Secretary to Govt. Haryana will discuss all provisions/procedures for implementation of the Haryana State Training Policy, 2020 with the members (mentioned in PUC) of State Training Council through Video Conferencing on 07.08.2020 at 11:30 AM from Main Committee Room, 4th Floor, Main Haryana Civil Secretariat, Sector-1, Chandigarh.

Therefore they have requested to make it convenient to attend the said meeting through video conferencing from respective offices.

The Haryana State Training Policy, 2020 is also available on website of <http://csharyana.gov.in.in> English (placed on Flag 'X') as well as in Hindi (Flag 'Y').

In this regard, it is submitted that there is no such facility of video conferencing is available in the department.

File is submitted for information and orders please.

Neha
07/08/2020

A.D.
D.D.A

A.D.

Neha

Regd. Secy
07/08/2020
B. Bhattacharya
7.8.2020

Pras
07/08/2020



PUC-I

From: The Chief Secretary's Office, Govt. of Haryana,
Training Branch,
Subject: Haryana State Training Policy, 2020
Diary no. 2950 dated 30.07.2020

PUC submitted please. The PUC received from The Chief Secretary's Office, Govt. of Haryana, Training Branch vide memo no. 22/24/2020-2Trg. Dated 13.07.2020 on the subject cited above.

In the PUC it is informed that realizing the need for development of human resources to meet the challenges, Govt. of India issued the National Training Policy, 2012 which inter alia, recommended that each state should formulate a training policy based on or similar to the National Training Policy.

The Haryana State Training Policy, 2020 has been formulated to fulfill the need for a formal, articulated framework within which training needs to be conducted at the State level.

Therefore, copies of Haryana State Training Policy, 2020 (both Hindi & English at Flag 'X' and 'Y' respectively).

File is submitted for information please.

PUC-II

From: The Chief Secretary's Office, Govt. of Haryana,
Training Branch,
Subject: Implementation of Provisions of Haryana State Training Policy,
2020
Diary no. 2951 dated 30.07.2020

PUC submitted please. The PUC received from The Chief Secretary's Office, Govt. of Haryana, Training Branch vide memo no. 30/02/2020-2Trg. Dated 21.07.2020 on the subject cited above.

In the PUC it is informed that to ensure complainece of the following points of Haryana State Training Policy, 2020 in all Departments/Organizations/Boards & Corporations under your administrative control at the earliest under intimation to this office:-

1. To initiate the process for allocation of required funds (i.e 2.5% of salary budget) with the Finance Department (Point no. 15) which is as under:-



Point no. 15

FUNDING:-

The National Training Policy, 2012 had recommended that each state set aside at least 2.5% of its salary budget for training. Accordingly each Department/Organization should earmark 2.5% of its salary budget for training. The infrastructure and manpower will be created suitably in the Government Training institutions by the State Government.

2. To appoint a Training Coordinator who will be the Nodal Person for the implementation of the training function in that Department/Organization and to provide all his/her details like Designation, Mobile number & e-mail ID etc. to this office and HIPA (Haryana Institute of Public Administration), Gurugram ([Point no. 8 (x)] which is as under:-

Point no. 8 (x)

Appoint a Training Coordinator who will be the Nodal Person for the implementation of the training function in the Department/ Organization.

3. Departments with a strength of more than 500 employees are required to create a Training Cell to develop the Cadre Training Plans (CTP) based on the competencies required and training needs, for ensuring that all cadres under the Department/Organization or its attached/subordinate offices have a clearly articulated scheme for the development of their competencies while also indicating the programmes that are mandatory. (Point no. 8(xi)) which is as under:-

Point no. 8(xi)

Every Department with a strength of more than 500 employees are required to create a Training Cell to develop the Cadre Training Plans (CTP) based on the competencies required and training needs, for ensuring that all cadres under the Department/Organization or its attached/subordinate offices have a clearly articulated scheme for the development of their competencies while also indicating the programmes that are mandatory.

4. To develop modules for TNA (Training Need Analysis), Planning and Designing of Training Programs, Development of Training Material to address the gap between the existing and the required competency and provide opportunities to all the employees to develop their competencies on the basis of TNA in association with the corresponding



State Training Institutes and HIPA (Haryana Institute of Public Administration), Gurugram (Point no. 8 (i)) which is as under:-

Point no. 8 (i)

ROLE OF DEPARTMENTS AND ORGANIZATIONS

Each Department/Organization of Government of Haryana shall adopt a Systematic approach to Training (SAT) and shall:

i. Ensure that the Systematic approach to Training (S.A.T) cycle, comprising the following stages are adhered to in all training interventions;

- *Identification of Training needs.*
- *Planning and Designing of Training.*
- *Development of Trainers.*
- *Development of Training Material.*
- *Implementation of Training.*
- *Evaluation and Assessment of Training.*

5. To add data related to the training of all employees alongwith the expenditure occurred on Training purposes at the HRMS portal. (Point no. 8(xiii))

To avoid the repetition of the trainees, trainings of the employees should be linked with HRMS portal.

All the other provisions as mentioned in point number 8 and other portions of the State Training Policy 2020 may also be complied with. Information regarding implementation/progress regarding the aforesaid points may be provided to this office directly by the concerned department/Boards & Corporations within 15 days of receipt of this letter in that department.

It is also informed that Point no. 3 stated above is not applicable in this department because strength of department is less than 500.

In respect Point no.2, a nodal officer may be deputed for implementation of the training function in the department.

In respect Point no.1, To initiate the process for allocation of required funds (i.e 2.5% of salary budget) with the Finance Department (Point no. 15) which is as under:-

Point no. 15

FUNDING:-

The National Training Policy, 2012 had recommended that each state set aside at least 2.5% of its salary budget for training. Accordingly each



Department/Organization should earmark 2.5% of its salary budget for training. The infrastructure and manpower will be created suitably in the Government Training institutions by the State Government.

Level
'HOD'

The point no.1 may be noted to Budget Assistant for earmarking 2.5% of its salary budget for training.

In respect of point no. 5, the data of the employees who got training will be updated on HRMS portal time to time.

File is submitted for information of Haryana State Training Policy 2020 and to declare Nodal officer for the implementation of the Haryana State Training Policy 2020. *File submitted Please.*

CFMS No
836
10/08/2020

Neha
10/8/2020
Neha
Clerk

MeghShyam
10/8/2020
MeghShyam
Accounts Clerk

A.D.

Accounts Officer

w/pirector

18/8

Raghavendra KR
10/08/2020

RKR
13/08/2020

A.C.
Neha

In compliance of orders of worthy Director, the DFA of orders is placed below for approval and signature please.

Neha
18/8/2020
Atc Clerk
MeghShyam
18/8/2020
A.D.

Raghavendra KR
18/08/2020

Email sent on
18/8/2020.
Neha
18/8/2020

A.C.
Neha
18/8/2020
MeghShyam
18/8/2020
A.D.

Government of Haryana
KEEF HARYANA CLEAN AND POLLUTION FREE

Issued No 2100-2104
18/08/2020 *BKR*

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हरियाणा सरकार



From: The Chief Secretary's Office, Govt. of Haryana,
Training Branch

Subject: Regarding to identify Nodal officers and their training on
Management of Training (MOT).

CFMS no. 922 dated 24.08.2020

PUC submitted please. The PUC received from The Chief Secretary's Office, Govt. of Haryana, Training Branch vide memo no. 30/03/2020-2Trg. Dated 24.08.2020 on the subject cited above.

In the PUC, a copy of D.O. No. DHIPA-PS-1221 dated 31.07.2020 (Flag 'X') received from Haryana Institute of Public Administration (HIPA), Gurugram with the request to ensure to identify and appoint Nodal officers and trainers group also immediately and to send their name (alongwith mobile number and e-mail ID) directly to the Director General, HIPA under intimation to this office so that raining of appointed Nodal officers may be started in last week of August, 2020.

In this regard, as per orders of worthy Director on NP/5, Sh. Pawan Kumar Sharma, Accounts Officer is appointed as a Nodal officer for the implementation of Haryana State Training Policy, 2020 vide office orders 2100-2104 dated 18.08.2020 and an-email has also been sent to HIPA, Gurugram on dated 18.08.2020.

In this regard, a DFA regarding nodal officer contact details may be sent to worthy Chief Secretary Office, Training Branch, Haryana Civil Secretariat, Chandigarh and HIPA, 76 HIPA Complex, Sector 18, Gurugram, Haryana 122001.

File is submitted for approval of DFA and signature please.

Nehe
27/8/2020

AC/Nehe

mmellu
27/8/2020

Asst. Dir. file submitted for information & signature please

Dy. Director

Raghavendra K B
27/8/2020

to. Bhattacharyya
27.8.2020

Email sent on 27/8/2020
Nehe
27/8/2020

AC/Nehe
27/8/2020

Nehe
27/8/2020

Government of Haryana
KEEP HARYANA CLEAN AND POLLUTION FREE

प्रमाणित 2249 40 50

27/8/2020