

OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION,
HARYANA, PANCHKULA

ORDER

Order No:- 12/3-2020 Ad(3) Part-I

Date Panchkula 25/08/2020

A copy of letter No. 30/02/2020-2Trg dated 21-07-2020 received from Superintendent Training O/o Chief Secretary to Government Haryana regarding Implementation of Provisions of Haryana State Training Policy, 2020." is forwarded to the following for information and necessary action:-

- 1 All the Principals of Government Colleges in the State.
- 2 All the Commanding Officers, NCC Units in the State.
- 3 Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani, Bhiwani, Gurugram University, Gurugram, B.R. Ambedkar National Law University, Rai (Sonapat), Balmiki Sanskrit University, Mundri, Kaithal.
- 4 All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana / Librarian.

P. Singh
Superintendent Administration,
for Director General Higher Education,
Haryana, Panchkula

Endst. No.- Even

Dated, Panchkula 25/08/2020

A copy is forwarded to the following for information and necessary action:-

- 1 PS/DHE, Steno/Additional Director Admn.
- 2 Superintendent College-I, II, IV, Library, ME is requested to take further necessary action at your end, and ensure compliance these instructions.
- 3 All the Assistants of Admin Branch.

P. Singh
Superintendent Administration,
for Director General Higher Education,
Haryana, Panchkula

HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
TRAINING BRANCH

Dated Chandigarh, the 21st July, 2020

To
All Administrative Secretaries in Haryana State.

Subject:- **Implementation of Provisions of Haryana State Training Policy, 2020.**

Respected Sir/Madam,

In continuation of the letter number 22/24/2012 -2 Trg, dated 13th July, 2020 issued from this office, I am directed to refer to the subject noted above and to inform you that State Government has circulated the Haryana State Training Policy, 2020 vide the aforesaid letter, which is also available on the website <http://csharyana.gov.in>.

To achieve the ultimate objective of 'Training for all' at the earliest, you are requested to ensure compliance of the following important points of Haryana State Training Policy, 2020 in all the 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. 25 percent of salary budget) with the Finance Department. **(Point No. 15)**
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. **(8.x)**
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. **(8.xi)**
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. **(8. i)**

PSHE
21-7-2020

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25-7-2020

Addl. Dir.

Date 23/7/2020

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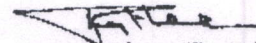
(2)

5. To add data related to the training of all employees along with the expenditure occurred on Training purposes at the HRMS portal. (8.xiii)

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 Departments/ Boards & Corporations within 15 days of receipt of this letter in that department.

Yours Faithfully,



Superintendent, Training,
for Chief Secretary to Govt., Haryana

Endst. No. 30/02/2020 - 2Trg.

Dated Chandigarh, the 21st July, 2020

A copy is forwarded to the Additional Chief Secretary to Government, Haryana, Finance & Planning Department with the request to ensure that, in compliance of point No. 15 of the State Training Policy, the necessary provisions of earmarking of 2.5% of the Salary Budget of all the departments are made at the earliest.

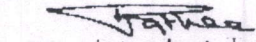


Superintendent, Training,
for Chief Secretary to Govt., Haryana

Endst. No. 30/02/2020 - 2Trg.

Dated Chandigarh, the 21st July, 2020

A copy is forwarded to the Director General, Haryana Institute of Public Administration, HIPA Complex, Plot No. 76, Sector-18, Gurugram to take all the required further necessary action which are designated to it for implementation of this Policy in consultation with other Government Training Institutes of the State.



Superintendent, Training,
for Chief Secretary to Govt., Haryana

21/7/20