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# HIPA NEWS LETTER

## Seminar on Future of ICT in Governance

A half-day seminar on The Future of ICT in Governance was organized at HIPA in collaboration with Haryana Regional Branch of Indian Institute of Public Administration on April 10, 2019. Dr. Ram Sevak Sharma, IAS (Retd.) Chairman of Telecommunications Regulatory Authority of India (TRAI) was the chief guest and keynote speaker. The event was presided over by the Chairman of Haryana Regional Branch of IIPA Shri M.C. Gupta IAS (Retd.), former Secretary to Government of India and former Chief Secretary, Haryana. Dr. G. Prasanna Kumar, IAS (Retd.) Director General HIPA delivered the welcome address. Dr. Charru Malhotra Associate Professor, IIPA also presented a paper on seminar's theme. It was attended by the training participants and faculty of HIPA and the members of the Regional Branch in a large number.



In his welcome address, Dr. G. Prasanna Kumar, Director General HIPA spoke about the application of technology in the vital areas of governance and public administration which have enhanced the scope of citizen focused services. He said that the futuristic scope of information and communication technology lie in a greater interoperability of mind and computers. More evocative and accurate decision making supported by Artificial Intelligence hold promise for a holistic social and economic progress, he added.

In his lively keynote address, the chief guest Dr. R.S. Sharma recounted his experiences with the evolving technology as the Secretary, Department of Electronics and Information Technology (under Ministry of Communications and Information Technology, Government of India) and as Director General, Unique Identification Authority of India,

## FROM THE DESK OF THE DIRECTOR GENERAL



*Dr. G. Prasanna Kumar IAS (Retd.)*

The last few months have seen a series of induction training programmes in HIPA, starting with the second Foundation Course for thirty-five officers of Indian Telecom Service and P&T BWS. This was soon followed by the third batch of thirty-six officers presently undergoing their Foundation Course. We also conducted induction programmes for newly recruited Assistant Town Planners and Assistant Professors (5 batches in quick succession) of Haryana. We also welcomed four IAS Probationers of the 2018 Batch and introduced them to the State. We are grateful to the Directorate of Census Operations for selecting HIPA to conduct ToT programmes of Master Trainers for Pre-Census operations.

The new building of Divisional Training Centre, Panchkula has started operating in full swing and has proved to be highly popular with officials of the region coming for training.

We have been able to start the HIPA Chapter of SPICMACAY, which has proved to be of great help in introducing our young officer trainees to the realm of classical music and arts.

the custodian of Aadhar. Privy to the adoption of advanced technology, he said, he has witnessed the great potential of technology being put to use on a pan-India scale. In his presentation he showed how the journey of last one decade has integrated Aadhar based identification and authentication with the direct benefit transfers, riding upon the Jandhan initiative as a mass movement towards universal banking. He said that with a vast majority of citizens now using a mobile phone, the dream of proliferating culture of digital payments is

coming true sooner than expected. His presentation unfolded how the country has leapfrogged on the opportunity offered by ICT through a well-designed strategy. Transactions through Unified Payments Interface (UPI), the country's flagship payments platform, crossing the value of Rs 1 trillion in December 2018 is no mean achievement. Dr. Sharma said that ICT-led initiatives are designed to offer scalability, speed, inclusiveness and a cost-effective delivery mechanism.

A thematic presentation was made by Dr. Charu Malhotra, Associate Professor, Indian Institute of Public Administration, New Delhi on the emerging technologies that may address the future governance needs. She spoke about the rise of new digital industrial technology, known as Industry 4.0, a transformation that makes it possible to gather and analyze data across machines, enabling faster,

more flexible, and more efficient processes to produce higher-quality goods at reduced costs.

In his presidential address Shri M.C. Gupta, Chairman of Haryana Regional Branch of IIPA stressed that the ultimate objective of any futuristic deployment of technology should be to ensure 'Happiness' in the society. He said that the ICT has revolutionized our way of understanding the issues emerging around us and a proper approach towards finding solutions. It is heartening to see the technology settling down to a user-friendly interface making life easier even for those who are not tech-savvy, he added. Shri Gupta hoped that appropriate steps are being mooted to meet concerns like unemployment and redundancy.

Dr. Rajvir S. Dhaka coordinated the Seminar.

## TRAINING PROGRAMMES

### FOUNDATION COURSE



A three-month Foundation Course was conducted for the officer trainees of Indian Telecom Services (ITS) Group-A and P&T BWS Group-A, from April 08-July 19, 2019. Thirty-five officers attended the programme sponsored by the Department of Telecommunications. Dr. Abhay Shrivastava Directed the course.

### INDUCTION TRAINING



#### Department of Town & Country Planning

A long-term Induction Course was conducted for the newly inducted Assistant Town Planners on February 18-May 17, 2019 (3 months) & April 01-19, 2019. Sponsored by the

Department of Town & Country Planning, Haryana, the programme was attended by nineteen ATPs. Shri Mohinder Kumar IAS (Retd.), Consultant Revenue, directed the course.

#### Department of Higher Education

Dr. Manveen Kaur and Dr. Rachna Gupta organized the following five Induction Training Programmes for Newly Appointed Assistant Professors of Department of Higher Education, Government of Haryana :

- May 13-17, 2019
- May 20-24, 2019
- May 27-31, 2019
- June 24-28, 2019

The training programmes were organized with the following objectives:

- (i) To build the capacity as the Newly appointed Assistant Professors in Administrative Rules and Financial Procedures
- (ii) To understand the role and responsibilities of the teachers towards the students.
- (iii) Learn about, e-governance, Leadership, Gender Sensitization and RTI

An attempt was made to equip the participants with the knowledge, skills and attitude through various modules, to enable them to relate their task in a confident manner and enhance performance at their workplace. An effort was made to draw out the experts from public and private sector as resource persons. Apart from the other aspects the Course Team tried to make training comfortable from all angles as a result of which there was a very close and fruitful interaction of faculty members and participants throughout the course.

## TRAINING OF TRAINERS (ToT)

### HIV-AIDS Awareness

A one-day Training of Trainers (ToT) programme on AIDS Awareness was conducted on Mainstreaming of HIV Prevention Activities/AIDS Awareness in collaboration with Haryana AIDS Control Society Haryana on June 19, 2019. The objective of the programme was to address the needs of a multi-sectoral coordination on the course and consequences of HIV for achieving the target of a concerted fight against this epidemic.



The entire faculty of HIPA was sensitized through this programme so that the same message can be delivered in the regular training courses held at the institute. Dr. Neerja Malik, CFTC conducted the programme which was attended by sixty participants.

### ToT for Census 2021

A Master Training of Trainers (TOT) programme on Pre-test of Census of India 2021 was held from June 3-11, 2019. Dr. Rajvir Dhaka Coordinated the programme.



## TRAINING PROGRAMME FOR IAS PROBATIONERS



Shri Mohinder Kumar IAS (Retd.), Consultant Revenue directed the Wrap Up Programme for IAS Probationers from April 29-May 17, 2019

A three-week training programme for IAS Probationers (2018-20 Batch) was conducted from June 03 to June 28, 2019. Sponsored by the Department of Telecommunications the programme was directed by Shri Mohinder Kumar IAS (Retd.), Consultant Revenue and Dr. Manveen Kaur

## DISASTER MANAGEMENT

### Medical Response & Psycho-social Care in Disaster Situation



The five-day captioned training programme was organised from April 8-12, 2019. The objectives of programme were to deliberate upon the role of the health sector in the overall disaster risk management; to provide guidelines to the medical practitioners to spearhead the developments of health contingency plan; to understand the key steps in managing a mass casualty incident; to explain the strategy for managing outbreak of diseases in emergency settings; and to understand the psycho-social care issues in disaster situation.

To meet the above mentioned objectives, the following major areas were covered: Impact of Disasters on Physical and Mental health, Preparedness and Mitigation for Emergency Medical Response, Preparation of Hospital Disaster Management Plan, Understanding Psychosocial Needs of Disaster Survivors, Techniques of Psychosocial Care, Mass Casualty Management, Handling Medico Legal Issues, and Incident Response System. The topics were comprehensively covered by both in-house faculty and guest faculty, including Dr. N.K. Chaudhary, Joint Commissioner, St. Johns Ambulance Services; Prof. S.K. Sharma from Army College of Medical Sciences, Delhi; Dr. Sushma Sagar, Professor of Trauma Surgery, JPN Apex Trauma Centre, AIIMS; Dr. Brahmdeep Sindhu from Department of Psychiatry, Civil Hospital, Gurugram.

### Livestock Management

With an objective to enhance the capacity of veterinarians in their undertaking of mitigation, preparedness and response in disaster like situation affecting livestock and to

develop skills on search and rescue of animals, a three-day Livestock Management training programme was organized from April 22-24, 2019. Sponsored by the Department of Animal Husbandry and Dairying it was conducted by Dr. Abhay Shrivastava

(ii) Another three-day training programme on Livestock Management was conducted from May 8-10, 2019 by Dr. Anshu Tiwari. The major objectives of the programme were to sensitize the veterinary doctors on disaster related livestock management; to enhance the capacity of the veterinarians in terms of mitigation, preparedness and response measures; and to develop skills on search and rescue of animals.

The three-day programme sensitized the participants through focused sessions on disaster vulnerability of animals and its mitigation. The major topics covered are institutional mechanism for disaster mitigation and preparedness; effective disaster response to protect animals by Overview of Live Stock Sector in India and its impact to Disaster and VERU Programmes on Animals in Emergencies; Need of various Equipment for Veterinary Response at district to local level by Shri Hansen T. Prem; Safety Measures including emergency veterinary triage in Veterinary Response, Emergency Shelter and Veterinary Care; Bio-Security and Disease Control by Shri Akash Maheshwari and Assessment of affected Animals and Distribution of Relief by Shri Punita Punia, Deputy Director, Department. Of Animal Husbandry and Dairying. A case study of Live Stock Management in Gujarat Floods was also shared with the participants.

### **INFORMATION & COMMUNICATION TECHNOLOGY**

(I) A five-day training programme entitled Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency was conducted by Dr. Devender Singh from April 15-19, 2019 at HIPA.

(ii) Capacity Building in Information and Communication Technology (ICT) for Professional Efficiency, May 14-18, 2019. The programme was directed by Dr. Divya Jyoti

### **QUALITY MANAGEMENT**

Dr. Aarti Dudeja conducted a three-day training programme on Continuous Quality Improvement on June 19- 21, 2019 at DTC Panchkula. The objective of the course was to explain the concept of 'Quality' and describe its importance in enhancing productivity; to explain quality indicators relating to their functional areas; to elucidate the role that employees are expected to perform and how it is linked with organizational goals; to demonstrate the ability to use principles of office management/house-keeping; and to

identify the problems associated with the existing system and simplify the processes set up standards for better service delivery.

The main topics covered in this training were Organisational Goals, Total Quality Management in Government, Ethics And Values in Administration, Office Procedures for Improving Efficiency and Paper Management, Time Management, Leadership Quality and Team Building, etc. Shri V.P. Batra and Shri Sanjeev Chadha were invited as expert guest faculty for the programme. Twenty eight participants from various departments of Government of Haryana attended the programme.

### **FINANCIAL MANAGEMENT**

A total of eleven training programmes and workshops were conducted for the benefit and capacity enhancement of General Managers, Financial and Administrative Officers, Finance Managers, Head of Offices, Drawing and Disbursing Officers (DDOs), and Accounts Officers working in Government Offices in various specialized areas. Dr. Lalit Kumar, Assistant Professor of Financial Management directed these programmes with other in-house faculty and domain experts from outside.

### **Inventory Management including Purchase through e-Procurement and Government e-Marketplace (GeM)**

Conducted from April 01-03, 2019 at HIPA Rohtak and April 9-11, 2019 at HIPA, Hisar; the main objective of the three-day courses was to build and enhance the capacities of officers to manage the inventory, i.e. store items with proper compliance of purchase rules in procurement using e-Procurement and Government e-Marketplace (GeM). At the conclusion of this course participants will be familiar with the (i) process of management of inventory, from preparing store requirements to purchase, and management of goods and assets; (ii) modalities of purchase procedures as described in Punjab Financial Rules including local purchases and manual tendering; (iii) and with use the portal of e-Procurement in Haryana for e-Tendering and Government e-Marketplace (GeM)



## **Workshop on Human Resource Management System**

Organized on 18th April, 2019 at HIPA, Hisar, the main objective of the course was to build and enhance the capacities of officers to use Human Resource Management



System (HRMS) using portal of Haryana Government's Treasuries Department. The one-day workshop organized at Hisar on April 18, 2019 was attended by twenty officers from the targeted group. The participants learnt about the module of Human Resource Management System (HRMS) implemented by Haryana Government and use the portal for maintenance of Service Book and issuing orders through HRMS as per the directions of Haryana Government.

## **Income Tax Matters for Drawing and Disbursing Officers**

The two three-day courses, organized from May 08-10, 2019 at Hisar and May 22-24, 2019 at Rohtak, were designed to sharpen the skills of officers particularly in relation with income tax and tax deduction at source (TDS) ensuring compliance of Income Tax Act in their offices. The participants were imparted proficiency in the provisions of Income Tax with latest amendments for the Financial Year 2019-20 regarding TDS, particularly e-TDS return (24Q).

### **Workshop on e-TDS (Tax Deduction at Source)**

The one-day workshop organized at Hisar on May 17, 2019 meant for officers handling taxation matters in the respective departments was designed to sharpen the taxation skills of trainee officers particularly regarding compliance with the income tax and GST taxation rules. The participants learnt nitty-gritty of computation and deduction of TDS from the salary and other payments to employees and vendors besides Sec. 24Q compliant e-TDS return.

### **Workshop on e-Filing of Income Tax Return (ITR)**

Conducted from May 30-31, 2019 at HIPA Rohtak, the course aimed at sharpening the taxation skills of officials particularly in computing the tax and e-filing of Income Tax Return (ITR). Through this training intervention the participants gained proficiency in computing and preparing income details according to e-filing guidelines and submit return on Income Tax portal.

### **Workshop on Tally-based Inventory Management**

Organized at Hisar on June 3, 2019, the course is designed to sharpen the skills of government officers particularly for managing inventories with the use of software – Tally.

Meant for the officers and other functionaries dealing with inventory management, the programme imparted necessary skills to use multiple features of Tally software for inventory accounting and generate various reports.

## **E-Finance Applications including e-Billing, e-TDS, and HRMS**

Conducted from June 10-12, 2019 at HIPA Rohtak and June 17-19, 2019 at HIPA, Hisar, the objective of this programme was to enhance the capacity of officers to perform the e-Finance applications including e-Billing, e-TDS, and Human Resource Management System (HRMS). The target group also included Executive Engineers, SDOs, and other officers concerned with functions of e-Billing, e-TDS, and HRMS. By attending this programme the participants could appreciate the related modules of Integrated Financial Management Information System including e-bill verification and e-TDS remittance through the portal of Haryana e-Treasuries. They got proficiency in the use of online Human Resource Management System for Administrative Functions.

## **Workshop on Online Budgeting for Drawing and Disbursing Officers (DDOs)**

Organized on 24<sup>th</sup> June at Hisar, the workshop aimed at enhancing skills for estimation of budgeted expenditures, appropriate booking of expenditures, and use of online budgeting techniques for enforcing budgetary control. By the end of this course participants are expected to gain a working proficiency in the newly introduced process of online budgeting and budgetary control in government including appropriate and budget head specific classification of expenditures.

## **ENVIRONMENT**

The five-day training programme on Environmental Pollution and its Health Impact was conducted by Dr. Bhuwan Kumar from May 13-17, 2019. The course was sponsored by Department of Environment and Climate Change, Government of Haryana. Participants were drawn from various government departments.

## **FACULTY NEWS**

### **Dr. Aarti Dudeja**

#### **Training Programmes on Personality Enrichment**

The first two day training programme was conducted from May 22-23, 2019 on for Class-III employees of HIPA. Nineteen participants attended the training programme.

The second training programme was conducted from May 29-30, 2019. Twenty-five participants were in attendance.

### **National/International Conference:**

Attended one-day National Conference on Product Liability and Consumer Protection on April 02, 2019 at Indian Institute of Public Administration, New Delhi

Attended an International Conference on Economic Growth and sustainable Development: Emerging Trends organised by SDM Institute For Management Development, Mysore and presented a paper on Strengthening of Women in Digital World for Sustainable Development, published by SDMIMD, Mysore in Compendium of papers ISBN 978 93-83302 34 5.

## Dr. Anshu Tiwari

- Associate Course Director for the 15 weeks Foundation Course for Officer Trainees of ITS and P&T BWS Group "A".
- Attended one day ToT on HIV/AIDS awareness organised by Haryana State AIDS Control Society, Panchkula on 19 June 2019 at HIPA, Gurugram.

## Dr. Lalit Kumar

- Dr. Lalit Kumar delivered 62 training sessions in Financial Management courses and delivered 27 training sessions in other courses organized at HIPA and its Divisional Training Centres.
- He participated in the Two-Days Workshop on Case Writing (April 26-27, 2019) organized by Department of Management Studies, Kurukshetra University Kurukshetra and a One-Day Workshop on EAT Module of PFMS (July 02, 2019) by INGAF, Department of Personnel and Training, Government of India.

## DIVISIONAL TRAINING CENTRES

### DTC, Hisar

Divisional Training Centre Hisar organized seven training programmes on following topics. A total of 192 participants attended these programmes.

1. Training on Capacity Building, Behavioural Management & Enhancing Working Efficiency for newly recruited conductors from Transport Department
2. Pay Fixation, Pensions and Service matters for district employees of Hisar, Fatehabad and Sirsa
3. Training programme on Duties and Responsibilities for DDOs of Education Department of Jind District
4. Training on MS-Word, MS-Excel, PowerPoint Presentation and Internet for employees of Hisar district

### DTC, Rohtak

Five-day training programme on HRMS, General conditions of Service, Leave Rules and Income Tax Matters at DIET, Panipat from April 08-12, 2019.

A two-day Training Programme for newly recruited Conductors of Transport Department on Capacity Building Behavioural Management & Enhancing Working Efficiency at Rohtak, from April 18-19, 2019.

A five-day Training Programme on Duties & Responsibilities of DDOs and Canners of Financial Prosperities at Rai from April 22-26, 2019

## IN BRIEF

National Dengue Day was observed at HIPA on 16 May 2019



### Gender Workshop

The workshop was held on 29 April 2019 at HIPA Gurugram.



### International Yoga Day

International Yoga Day was observed on 21 June 2019 at the HIPA campus. Dr. G. Prasanna Kumar, Director General, faculty, officers and Staff of HIPA were joined enthusiastically by the training programme participants and families living in the campus.



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

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