

Email:- branchtrg@gmail.com

From

The Director General,
New & Renewable Energy Department, Haryana,
Akshay Urja Bhawan, Institutional Plot No.1
Sector-17, Panchkula.

To

The Chief Secretary to Govt. Haryana,
Training Branch,
Haryana Civil Secretariat,
Chandigarh.

No.DNRE/Admn-2021/ 3845 Dated Panchkula, the 17.3.2021


Subject: - Training Need Analysis and creation of Training Cell in the Department of New & Renewable Energy.

Kindly refer Govt. Letter No. 30/11/2020-3TRG dated 05/03/2021 and letter no. 30/08/2020-3TRG dated 09/03/2021, on the subject cited above.

In this regard I am directed to inform you that the information regarding Training Need Analysis and creation of training cell in the department with strength of more than 500 employees have already been sent to Govt. vide letter no. DNRE/Admn-2020/5558-61 dated 02/09/2020 *copy attached* for ready reference.

It is also clarified that in the department at present there are 112 Officers/Officials are working against 163 sanctioned posts. Even then, a training cell has been setup.

This is for your kind information please.



(Jagdish Sheokand)
Superintendent

for Director General, New & Renewable
Energy Department, Haryana, Panchkula
Office telephone No.0172-258723
Email address:hareda@chd.nic.in

Endst.No. DNRE/Admn-2021/ 3846-47 Dated: Panchkula the, 17.03.2021

A copy of the above is forwarded to the following for kind information and necessary action please:

1. The Director General, Haryana Institute of Public Administration, HIPA Complex, Plot No. 76, Sec-18, Gurugram.
2. Programmer for uploading on the department website.


(Jagdish Sheokand)
Superintendent

for Director General, New & Renewable
Energy Department, Haryana, Panchkula

From

The Director General,
New & Renewable Energy Department, Haryana,
Akshay Urja Bhawan, Institutional Plot No.1
Sector-17, Panchkula.

To

The Chief Secretary to Government, Haryana,
Training Branch,
Chandigarh

No.DNRE/Admin-2020/ 5558

Dated Panchkula, the 02/09/2020 .

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

In reference to Government memo No30/02/2020-2Trg dated 21/07/2020, I am directed to forward the information regarding implementation of Provisions of Haryana Haryana State Training Policy, 2020:- .

Sr. No.	Point of Haryana State Training Policy as stated in the letter from Chief Secretary to Govt., Haryana.	Point wise (s)Comments/Action Taken by New & Renewable Energy Department, Haryana.												
1.	Funding: To initiate the process for allocation of required funds (i.e. 2.5 percent of Salary Budget) with the Finance Department (Haryana State Training Policy, 2020 (point No.15).	The total salary Budget of this Department under the head (2810 Rs.273.00 lakh & 3425 603.00 lakh) for the FY 2020-21 is Rupees 876.00 lakh and provision of Rupees 21.90 lakh is to be made for the Training fund in the Deptt.												
2.	To appoint a Training Coordinator who will be the Nodal Officer for the implementation of the training function in that Department/ Organization and to provide all his/her details like that Designation, Mob. No. & e-mail ID etc to this office and Haryana Institute of Public Administration (HIPA), Gurugram. (Haryana State Training Policy, 2020 point No. 8(x).	<p>The Nodal Officer for the implementation of the training function has been appointed by this Deptt. which is as under:-</p> <table><tr><th>Sr. No.</th><th>Name of Officer</th><th>Designation</th><th>Mobile No.</th></tr><tr><td>1.</td><td>O.D.Sharma</td><td>Additional Director</td><td>9466463335</td></tr></table> <p>Email id: omdut.sharma-hry@hry.gov.in</p>	Sr. No.	Name of Officer	Designation	Mobile No.	1.	O.D.Sharma	Additional Director	9466463335				
Sr. No.	Name of Officer	Designation	Mobile No.											
1.	O.D.Sharma	Additional Director	9466463335											
3.	Department with a strength of more than 500 employee (s) 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 Deptt./ Org. or its attached/subordinate office (s) have a clearly articulated scheme for the development of their competencies while also indicating the programmes that are mandatory. (Haryana State Training policy, 2020 point No. 8(xi).	<p>In the Department of New & Renewable Energy, the total strength is (159) which is less than 500 employee (s). However a training cell has been setup comprising following Officer (s) in the Deptt. which is as under:-</p> <table><tr><th>Sr. No.</th><th>Name of Officer (s) / official (s)</th><th>Designation</th></tr><tr><td>1.</td><td>Rameshwar Birthal</td><td>Project Officer DNRE</td></tr><tr><td>2.</td><td>Mahesh Gupta</td><td>Accpounts Officer DNRE</td></tr><tr><td>3.</td><td>Subhash Bishnoi</td><td>Superintendent,DNRE</td></tr></table>	Sr. No.	Name of Officer (s) / official (s)	Designation	1.	Rameshwar Birthal	Project Officer DNRE	2.	Mahesh Gupta	Accpounts Officer DNRE	3.	Subhash Bishnoi	Superintendent,DNRE
Sr. No.	Name of Officer (s) / official (s)	Designation												
1.	Rameshwar Birthal	Project Officer DNRE												
2.	Mahesh Gupta	Accpounts Officer DNRE												
3.	Subhash Bishnoi	Superintendent,DNRE												
4.	To develop modules for Training Need Analysis (TNA), Planning and Designing of Training Material to address the gap	The Deptt. of New & Renewable Energy has outlined Category wise “Training Needs” of the employee (s) divided into Group-A, Group-B, Group-C & Group-D. the Deptt. of New &												



	between the existing and the required competency and provide opportunities to all the employee (s) to develop their competencies on the basis of Training Need Analysis (TNA) in association with the corresponding State Training Institute and Haryana Institute of Public Administration (HIPA), Gurugram (Haryana State Training Policy, 2020 point No. 8(i))	Renewable Energy has also communicated with Haryana Institute of Public Administration (HIPA), Gurugram over telephone. Haryana Institute of Public Administration (HIPA), Gurugram is preparing a "Questionnaire" for developing the Training Need Analysis (TNA). While discussing the issue with the concerned Officer in HIPA, it was informed that HIPA is going to organize 3 days Refresher Courses for Nodal Officers through online mode likely from 31/08/2020 and thereafter with the help of their Co-ordinators, the Nodal Officers shall make Training Need Analysis of their concerned departments.
5.	To add data related to the training of all employees along with the expenditure incurred on Training purpose (s) at the HRMS portal. (Haryana State Training Policy, 2020 point No. 8(xiii))	To avoid the repetition of the trainees, data related to the training of all Officers (s) / official (s) will be uploaded on HRMS portal. New & Renewable Energy Department is taking up the matter with Haryana Institute of Public Administration being the Apex Training Institution of the State for the implementation of Haryana State Training Policy, 2020.

(O.R.Sharma)

Additional Director
for Director General, New & Renewable
Energy Department, Haryana, Panchkula
Office telephone No.0172-2587233
Email address:hareda@chd.nic.in

Endst. No.DNRE/Admin-2020/ 5559

Dated Panchkula, the 02/09/2020.

Regd.

A copy of the above is forwarded to the Director General, Haryana Institute of Public Administration, HIPA Complex, Plot No.76, Sector-18, Gurugram for information. It is informed that the Department of New & Renewable Energy has outlined category wise Training Need(s) for officer(s) / official(s) which are as under:-

Sr. No.	Cat.	Designation of different post (s)	Total sanctioned post.	Training need (s)
1.	Group-A	(i) Additional Director (ii) Project Director	02	<ul style="list-style-type: none"> ➤ Inputs on management, gender issues, PRIs role, Human resource management, strategy and innovation. ➤ Office procedure and how to deal Administrative matter(s). ➤ Noting and Drafting / Disciplinary proceeding / Deptt. Rules. ➤ Preparation of charges sheets under rule 7 & 8. ➤ Matters regarding RTI Act, 2005. ➤ Personal efficiency & Time Management ➤ Pay fixation under Haryana Civil Services (Pay) Rules, 2016. ➤ Granting of ACPs to Govt. employees. ➤ Training programs as per the latest technology trends

				<ul style="list-style-type: none"> ➤ Record Management and Retention ➤ Income tax matters (s). ➤ Role of Presiding officer (s) & Inquiry Officer(s) under Haryana Civil Services (Appeal & Punishment) Rules, 2016. ➤ Action on the enquiry report of Inquiry Officer. ➤ Haryana Civil Services Rules(General), 2016. ➤ DDO/New Pension scheme/ Haryana Civil Services (GPF) Rules, 2016/Ex-Gratia/ Financial matter (s). ➤ Purchase of goods through GeM Portal.
2.	Group-B	Project Officer (s) (Technical)	28	<ul style="list-style-type: none"> ➤ Inputs on management, gender issues, PRIs role, Human resource management, strategy and innovation ➤ Basic training at the time of their entry into Govt. service. ➤ At appropriate intervals in the course of their careers. ➤ Besides Administrative Training(s) as stated in the case of Group-A the training on latest technologies related to renewable energy are to be given to Project Officer(s) of Department, as the main objective of this department is to promote the policies and programmes necessary for popularizing the applications of various new and renewable energy technologies in the State.
	Group-B	Accounts Officer/ Superintendent / Assistant District Attorney/Private Secretary	04	<ul style="list-style-type: none"> ➤ Inputs on management, gender issues, PRIs role, Human resource management, strategy and innovation ➤ Capacity building programme ➤ Office Procedure/ Departmental Rules ➤ Noting and Drafting ➤ Disciplinary proceeding / Deptt. Rules. ➤ Preparation of charges sheets under rule 7 & 8. ➤ Matters regarding RTI Act, 2005 ➤ Procedure to be adopted for purchase of goods through GeM Portal. ➤ Training programme as per the latest technology trends. ➤ Record management and Retention ➤ Income tax matters ➤ Haryana Civil Services Rules,

				2016 ➤ DDO/New Pension scheme/ Haryana Civil Services (GPF) Rules, 2016/ Ex-Gratia/Financial matter (s). ➤ Public Grievances Redressal and Monitoring System through C.M. window in Haryana ➤ Refresher Training Programme on vocational Guidance
3.	Group-C	Assistant Project Officer, Technical Assistant. (Technical)	50	➤ Basic training at the time of their entry into Govt. service. ➤ At appropriate intervals in the course of their careers. ➤ Besides Administrative Training(s) as stated in the case of Group-B the training on latest technologies related to renewable energy to be given to Assistant Project Officer(s) and Technical Assistant(s) of Department, as the main objective of this department is to promote the policies and programmes necessary for popularizing the applications of various new and renewable energy technologies in the State.
	Group-C	Programmer / Personal Assistant/ Section officer/ Assistant/Sr. Scale Stenographer/ Steno Typist /Clerk	49	➤ Basic training at the time of their entry into Govt. service. ➤ At appropriate intervals in the course of their careers. ➤ Induction Training programme ➤ Account training/ Stenographer. ➤ Office Procedure/ Departmental Rules ➤ Noting and Drafting ➤ Disciplinary proceeding / Deptt. Rules. ➤ Preparation of charges sheets under rule 7 & 8. ➤ Preparation of order of punishment imposed upon govt. employment. ➤ Matters regarding RTI Act, 2005 ➤ Procedure for purchase of goods through GeM Portal ➤ Duties and responsibilities of Assistant(s) ➤ Duties and function of Clerk (s) ➤ Capacity building programme ➤ TA/DA Rules ➤ Cash Book writing ➤ Online Budgeting ➤ e-payment/e-billing/Medical



				Reimbursement Rules ➤ Matters regarding RTI Act, 2005. ➤ Promotion ➤ Basic of Computer/MS Word/MS Excel/Power point/e-office.
4.	Group-D	Peon/Peon-cum-Chowkidar / Chowkidar/ Sweeper	26	➤ Refresher Training Course
			159	

Therefore, it is requested to provide the Training Calender with training material, so that the officer(s) / official(s) may be nominated for relevant Training Modules and the provisions as mentioned in point number 8 and other portions of State Training Policy, 2020 are complied with.

(Signature)
(O.D.Sharma)

Additional Director
for Director General, New & Renewable
Energy Department, Haryana, Panchkula

Endst. No.DNRE/Admin-2020/ 5560 Dated Panchkula, the 02/09/2020.

A copy of the above is forwarded to the Additional Chief Secretary to Govt. Haryana, New & Renewable Energy Department, w.r.t. memo. No.23/18/2019-3P dated 03/07/2020 for information please.

(Signature)
(O.D.Sharma)

Additional Director
for Director General, New & Renewable
Energy Department, Haryana, Panchkula

Endst. No.DNRE/Admin-2020/ 5561 Dated Panchkula, the 02/09/2020.

A copy of the above is forwarded to the Accounts Officer, Directorate of New & Renewable Energy Department Panchkula for information with the request to take up the matter with. Finance Department and to ensure that the provisions of Rupees 21.90 lac are made in the budget i.e. 2.5% of Salary Budget of the Department under State Training Policy, 2020. The Haryana State Training Policy, 2020 circulated by the Government vide letter No.22/24/2012-2Trg. Dated 13/07/2020 is available on the Department website.

(Signature)
(O.D.Sharma)

Additional Director
for Director General, New & Renewable
Energy Department, Haryana, Panchkula

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