



DIRECTORATE OF NEW AND RENEWABLE ENERGY, HARYANA
Akshay Urja Bhawan, Sector-17, Panchkula
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No.DNRE/Admn-2021/ **10947-989** Dated **28/09/2021**

To

Sl. No.	Name of University	Sl. No.	Name of University
1.	Maharshi Dayanand University, Rohtak- 124001	21.	O.P.Jindal Global University, Sonipat-131001
2.	Kurukshetra University, Kurukshetra-136119	22.	The NorthCap University (NCU), Gurugram-122017
3.	Guru Jambheshwar University of Science & Technology, Hisar-125001	23.	Apeejay Styra University, Gurugram-122102
4.	Chaudhary Devi Lal University, Sirsa-125055	24.	Amity University, Manesar (Gurugram)- 122413
5.	Deenbandhu Chhotu Ram University of Science & Technology, Murthal, Sonapat-131001	25.	Maharishi Markandeshwar University, Sadopur(Ambala)- 133203
6.	Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat-131305	26.	NIILM University, Kaithal-136027
7.	Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak-124001	27.	Baba Mast Nath University, Rohtak- 124021
8.	J.C. Bose University of Science & Technology YMCA, Faridabad- 121006	28.	M.V.N. University, Palwal- 121105
9.	Indira Gandhi University, Meerpur, Rewari-123401	29.	Ansal University, Gurugram-122001
10.	Chaudhary Ranbir Singh University, Jind-126102	30.	Shri Guru Gobind Singh Tricentenary University,Gurugram- 122505
11.	Chaudhary Bansi Lal University, Bhiwani-127021	31.	Jagannath University,Bahadurgarh- 124104
12.	Pandit Lakhmi Chand State University of Performing and Visual Arts, Rohtak-124001	32.	G.D. GoenkaUniversity,Sohna Road, Gurugram- 122001
13.	Choudhary Charan Singh Haryana Agricultural University, Hisar-125004	33.	K.R. Mangalam University,Sohna Road, Gurugram-122001.
14.	Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar-125001	34.	S.R.M. University, Sonapat-131023
15.	Shri Vishwakarma Skill University Dhudola, Palwal-121102	35.	Ashoka University,Sonapat-131028
16.	Maharana Pratap Horticultural University, Karnal-132001	36.	Al-Falah University, Faridabad- 121004
17.	Gurugram University, Gurugram- 122413	37.	BML Munjal Universtiy, Gurugram- 122001 .
18.	Dr. B.R. Ambedkar National law University, Sonapat- 131027	38.	Manav Rachna University, Faridabad-121003
19.	Maharishi Balmiki Sanskrit University, Kaithal- 136027.	39.	PDM University, Jhajjar- 124507
20.	Shri Krishna AYUSH University, Kurukshetra- 136118	40.	Starex University, Gurugram- 122414
		41.	IILM University, Gurugram- 122414
		42.	World University of Design, Sonipat- 131029
		43.	Om Sterling Global University, Hisar- 125044

Subject:- Internship with Government of Haryana-Policy 2021.

In am directed to inform you that the State Government felt that young academic talent should be provided with the opportunity to become aware of Government functioning and develop understanding of policy measures undertaken by the Departments to bring about social and economic development. Accordingly, Haryana Government notified a “Internship with Government of Haryana-Policy 2021” to streamline and structure the Internship mechanism. The objectives of the Internship policy circulated vide Government letter No.62/41/2021-6GS-I dated 29/07/2021 are as under:-

1. Objective: The Internship Policy has the following objectives:

- (a) To allow young academic talent to be associated with the Government work for mutual benefit.
- (b) Provide the opportunity to young academic talent to become aware of Government functioning and develop understanding of policy measures undertaken by the Departments to bring about social and economic development.
- (c) To enable young academic talent to contribute to policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers, etc.

2. Eligibility:

Academic institutions shall sponsor students for Internship (Format of recommendation at Annexure I)

3. Duration:

The duration of the internship shall range from 2 (Two) months to 12 (twelve) months.

4. Confidentiality:

The interns shall be required to maintain confidentiality of all the documents/reports and or any information received by him/her during his/her Internship period. The Interns shall not reveal to any person or organization any information relating to the Department, its work and policies. The Interns may also be required to sign a confidentiality agreement prior to the commencement of the Internship.

5. Logistic Support:

Interns shall bring their own laptop and mobile Internet connectivity with them. They shall arrange their own transport to and from office.

6. Domain/Area of work:

The interns will be working with the joint Secretaries /Directors and / or any other relevant officials in the Department / District Administration. The interns will primarily by working in following domain/areas:

- Agriculture
- Data Management and Analysis
- Economics
- Education/Human Resources Development
- Energy Sector
- Foreign Trade/Commerce
- Governance
- Health, Nutrition, Women Child Development
- Industry
- Infrastructure Connectivity
- Mass Communications and social media
- Mining Sector
- Natural Resources, Environment & Forests
- Programme Monitoring and Evaluation

- Project appraisal and management
- Public Finances/Budget
- Public-Private Partnership
- Rural Development and SDGs
- Science and Technology
- Skill Development & Employment
- Social justice and empowerment
- Sports and youth development
- Tourism and culture
- Urbanization/Smart city
- Water Resources

7. Acceptance Letter to Academic Institution:

The concerned HoD/Head of Office shall evaluate the request for Internship from the Academic Institution and if found acceptable the HoD/Head of Office shall issue a formal letter allowing the Internship to the Academic Institution with copy to the Intern. (Format of Acceptance Letter at Annexure VI)

8. Registration of Intern:

Upon acceptance of Internship, each Intern shall register on the state Internship web portal.

9. Haryana Internship Portal:

For maintain digital record of the Internship process and the products developed therein a web portal has been developed at the office of chief secretary Haryana i.e. www.Internship.csharyana.gov.in. Once the Internship proposal of the academic institution has been accepted by department/district administration, the Interns, as well as supervisors, shall upload various documents as provided here to the Internship portal.

- i. Registration of the Intern
- ii. Document submission by the Intern (CV, Feedback, Work Report)
- iii. Document Submission by the Supervisors/HoD/ (Supervisor Report and Performance Evaluation of the Intern)
- iv. Internship Certificate generation

10. Supervision of work of Intern and performance evaluation:

The work of the intern shall be supervised by a competent official nominated by the HoD/Head of Office. At the end of the Internship, the Supervisor shall evaluate the work delivered by the Intern as per the format in Annexure II.

11. Feedback from the Intern:

Each intern shall provide feedback on various aspects of the Internship as per the format in Annexure II.

12. Submission of papers:

The interns will be required to present a report to the HoD/Head of Office through the concerned supervisor at the end of the Internship. The Interns will be required to maintain a daily work sheet providing details of the work undertaken each day and upload the papers on the portal.

13. Certificate of Internship:

Certificate will be awarded to interns upon satisfactory completion of their Internship and on submission of their Work Report. Digitally signed certificates by GAD shall be available on the portal.

14. Honorarium/Stipend:

Interns shall not be entitled to any Honorarium/Stipend whatsoever. The Internship will neither be a job nor any assurance to any future job/placement or employment in Government.

15. Code of Conduct:

- (a) The working days & hours will be as per the Rules of the Govt. of Haryana.
- (b) The Intern shall follow the rules and regulations, which are in general applicable to employees of Department/District Administration.
- (c) The Intern shall follow the confidentiality protocol and shall not reveal to any person or organization any confidential information relating to Department/District Administration, its work and policies.
- (d) Interns will conduct themselves professionally and with decorum in their relationship with Department/District Administration and the public in general.
- (e) In case of violation of Code of Conduct, the internship may be liable for premature termination without giving any notice whatsoever.

16. Accommodation:

The intern shall make his/her own arrangements for accommodation.

17. Remuneration:

The internship shall be honorary and no stipend or remuneration shall be admissible to the Intern.

18. Amendments to Policy

Any provision of this policy may be modified with the approval of Chief Secretary, Haryana.

19. About Renewable Energy Department/HAREDA.

In this regard, I am further directed to inform that the Department of New & Renewable Energy is responsible for formulating policies and programmes necessary for popularizing the applications of various non-conventional and renewable sources of energy in the State. It is implementing various schemes concerning utilization of Solar Energy, Biogas, Micro Hydel, Biomass Energy etc. The Department is also acting as a State Designated Agency for the implementation of the Energy Conservation Act, 2001 in the State for taking full advantage of fiscal and financial incentives made available by the Ministry of New & Renewable Energy (MNRE), Govt of India and Indian Renewable Energy Development Agency (IREDA) and to give impetus to the process of implementation, State Govt. has set up a new agency called Haryana Renewable Energy Development Agency (HAREDA) in May, 1997. This agency is acting as a nodal agency to implement the various centrally and state sponsored schemes/ projects in the area of renewable energy in the State under the Administrative Control of New & Renewable Energy Department, Haryana.

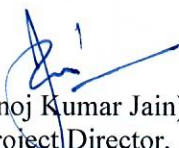
Keeping in view of the above, it is informed that :-

1. To sponsor the interested candidates, who wish to work as Intern at districts/Directorate level of New & Renewable Energy Department, Haryana primarily in the following domain/areas:-
 - ✓ Data Management and Analysis.
 - ✓ Energy Sector.
 - ✓ Mass Communications and Social media.
 - ✓ Programme Monitoring and Evaluation.

2. The Intern will assist the district level, renewable energy team, in awareness/implementation and monitoring the various departmental schemes.
3. The Energy Sector/ SDGs/ Data Management are some of the domains under the Govt. Internship Policy-2021.
4. The interested candidates may apply online using the Google Sheet link available on the department website <https://hareda.gov.in/> After applying online, the interested candidates may download the application form from the google sheet and send a hard copy of the same duly attested/verified by the Academic Institutions/University for further consideration of the Department.
5. The selected Intern shall be given some sort of topic related to his/her work and he shall submit his/her work/project after completion of their Internship.
6. On completion of the successful Internship, a certificate will be awarded to the Intern based on his/her work/project report through online mode.
7. The Intern shall make his/her arrangement for accommodation.
8. The Intern shall not be entitled to any Honorarium/Stipend whatsoever. The Internship will neither be a job nor any assurance to any future job/placement/employment in Haryana Government.
9. The Intern shall have to submit a confidentiality agreement in the format prescribed by the Haryana Government.
10. Letter of Acceptance of Internship will be issued by the Department in the format prescribed by the Govt. after examining the suitability of the applicants.

In view of the above, it is requested to take the appropriate action in the matter and forward the list of sponsored candidates who wish to work as Interns at districts/Directorate level of New & Renewable Energy Department, Haryana at the earliest possible.

The copy of letter No.62/41/2021-6GS-I dated 29/07/2021 of Chief Secretary to Govt. Haryana can be downloaded from the website of Chief Secretary, Haryana and department website <https://hareda.gov.in>.



(Manoj Kumar Jain)
Project Director,
for Director General, New & Renewable
Energy Department, Haryana, Panchkula

Endst No. DNRE/Admn-2021/ 10990-991

Dated: Panchkula, the 28/09/2021

A copy of the above is forwarded to the following for information:-

1. The Chief Secretary to Govt Haryana, General Administration Department, General Services-I, Branch, Chandigarh.
2. The Additional Chief Secretary to Govt. Haryana, New & Renewable Energy Department, Chandigarh.


(Manoj Kumar Jain)
Project Director,
for Director General, New & Renewable
Energy Department, Haryana, Panchkula

No. 62/41/2021-6GS-I
Haryana Government
Chief Secretary Organization
General Administration Department
(General Services-I Branch)

Dated: Chandigarh, the 29th July, 2021

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. All the Divisional Commissioners of the State of Haryana.
5. All the Deputy Commissioners of the State of Haryana.
6. The Registrars of all the Universities in the State of Haryana.

Subject: Internship with Government of Haryana – Policy.

Sir/Madam,

I am directed to invite your attention to the subject cited above. Number of academic institutions have been approaching Government of Haryana for providing internship to their students.

2. In view of the above, it has been felt that young academic talent should be provided with the opportunity to become aware of Government functioning and develop understanding of policy measures undertaken by the Departments to bring about social and economic development.

3. Government has decided to notify an "Internship Policy for the State of Haryana" to streamline and structure the internship mechanism. Copy of internship policy is enclosed herewith.

4. All Departments, Boards, Corporations as well as District Administrations under the control of Haryana Government are expected to implement the internship policy.

5. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,



Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

Endst. No. 62/41/2021-6GS-I

Dated: Chandigarh, the 29th July, 2021

A copy is forwarded to the following to bring it to the notice of all Academic Institutions in Haryana State under their control :-

1. Director-General, Higher Education, Haryana.
2. Director-General, Technical Education, Haryana.
3. Director-General, Animal Husbandry and Dairying Department, Haryana.
4. Director-General, Skill Development and Industrial Training Department, Haryana.
5. Director-General, Medical Education & Research, Haryana.


Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.



GOVERNMENT OF HARYANA

***INTERNSHIP POLICY
2021***

GENERAL ADMINISTRATION DEPARTMENT

Sr. No.	Contents	Pg. No.
1	Introduction	3
2	Objective	3
3	Eligibility	3
4	Duration	3
5	Confidentiality	3
6	Logistic Support	3
7	Domain/ Area of work	4
8	Acceptance Letter to Academic Institution	4
9	Registration of Intern	5
10	Internship Registration Portal	5
11	Supervision of work of intern and performance evaluation	5
12	Feedback from the intern	5
13	Submission of papers	5
14	Certificate of Internship	5
15	Honorarium/Stipend	5
16	Code of Conduct	6
17	Amendments to Policy	6
18	Internship Letter of Recommendation – Annexure I	8
19	Evaluation of Intern: Report of Supervisor- Annexure – II	9
20	Feedback by the Intern – Annexure – II	10
21	Format of Internship Completion Certificate – Annexure – IV	11
22	Confidentiality Agreement for Interns – Annexure –V	12
23	Letter of Acceptance of Internship – Annexure VI	13

1. Introduction

An internship is an opportunity for a student to secure firsthand & practical work experience under the guidance of a qualified & experienced Supervisor/Mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. The interns get an opportunity to familiarize themselves with the policy measures undertaken by various Departments of the State Government to bring about social and economic development. The Internship programme further provides an opportunity to the officers of the Govt. Departments/District Administrations to interact with young thinking minds with brilliant academic record from reputed institutions.

2. Objective: The Internship Policy has the following objectives:

- (a) To allow young academic talent to be associated with the Government work for mutual benefit.
- (b) Provide opportunity to young academic talent to become aware of Government functioning and develop understanding of policy measures undertaken by the Departments to bring about social and economic development.
- (c) To enable young academic talent to contribute to the policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers, etc.

3. Eligibility:

Academic Institutions shall sponsor students for internship. (Format of recommendation at Annexure I)

4. Duration:

The duration of the internship shall range from 2 (Two) months to One year.

5. Confidentiality:

The interns shall be required to maintain confidentiality of all the documents/reports and or any information received by him/her during his/her internship period. The interns shall not reveal to any person or organization any

information relating to the Department, its work and policies. The interns may also be required to sign a confidentiality agreement prior to the commencement of the internship.

6. Logistic Support:

Interns shall bring their own laptop and mobile internet connectivity with them. They shall arrange their own transport to and from office.

7. Domain/ Area of work:

The interns will be working with the Joint Secretaries/ Directors and / or any other relevant officials in the Department/ District Administration. The interns will primarily be working in following domain/areas:

- Agriculture
- Data Management and Analysis
- Economics
- Education/Human Resources Development
- Energy Sector
- Foreign Trade/Commerce
- Governance
- Health, Nutrition, Women Child Development
- Industry
- Infrastructure Connectivity
- Mass Communications and social media
- Mining Sector
- Natural Resources, Environment & Forests
- Programme Monitoring and Evaluation
- Project appraisal and management
- Public Finances/Budget
- Public Private Partnership
- Rural Development and SDGs

- Science and Technology
- Skill Development & Employment
- Social justice and empowerment
- Sports and youth development
- Tourism and culture
- Urbanization/Smart city
- Water Resources

8. Acceptance Letter to Academic Institution:

The concerned HoD/Head of Office shall evaluate the request for internship from the Academic Institution and if found acceptable the HoD/Head of Office shall issue a formal letter allowing the Internship to the Academic Institution with copy to the intern. (Format of Acceptance Letter at Annexure VI).

9. Registration of Intern:

Upon acceptance of Internship, each Intern shall register on the state Internship web portal.

10. Haryana Internship Portal:

For maintaining digital record of the internship process and the products developed therein a web portal has been developed at the office of chief secretary Haryana i.e. www.internship.csharyana.gov.in. Once the internship proposal of the academic institution has been accepted by department/ district administration, the interns as well as supervisors shall upload various documents as provided here to the Internship portal.

- i. Registration of the intern
- ii. Document submission by the intern (CV, Feedback, Work Report)
- iii. Document Submission by the Supervisors/HoD/ (Supervisor Report and Performance Evaluation of the intern)
- iv. Internship Certificate generation

11. Supervision of work of intern and performance evaluation:

The work of the intern shall be supervised by a competent official nominated by the HOD/Head of Office. At the end of the internship, the Supervisor shall evaluate the work delivered by the intern as per the format in Annexure II.

12. Feedback from the intern:

Each intern shall provide feedback on various aspects of the internship as per the format in Annexure III.

13. Submission of papers:

The interns will be required to present a report to the HoD/Head of Office through the concerned supervisor at the end of the internship. The interns will be required to maintain a daily work sheet providing details of the work undertaken each day and upload the papers on the portal.

14. Certificate of Internship:

Certificates will be awarded to interns upon satisfactory completion of their internship and on submission of their Work Report. Digitally signed certificates by GAD shall be available on the portal.

15. Honorarium/Stipend:

Interns shall not be entitled to any Honorarium/Stipend whatsoever. The internship will neither be a job nor any assurance to any future job/placement or employment in Government.

16. Code of Conduct:

- (a) The working days & hours will be as per the Rules of the Govt. of Haryana.
- (b) The Intern shall follow the rules and regulations, which are in general applicable to employees of Department/District Administration.
- (c) The Intern shall follow the confidentiality protocol and shall not reveal to any person or organization any confidential information relating to Department/District Administration, its work and policies.
- (d) Interns will conduct themselves professionally and with decorum in their relationship with Department/District Administration and the public in

general.

- (e) In case of violation of Code of Conduct, the internship may be liable for premature termination without giving any notice whatsoever.

17. Accommodation:

The intern shall make his/her own arrangements for accommodation.

18. REMUNERATION:

the internship shall be honorary and no stipend or remuneration shall be admissible to the intern.

19. Amendments to Policy

Any provision of this policy may be modified with approval of Chief Secretary, Haryana.

**Letter of Recommendation from Academic Institution
for Internship with Haryana Government**

To

The Administrative Secretary to Government Haryana,
Name of Govt. Department/ District Administration
Address _____.

Subject: Recommendation for Internship in (Domain)

Sir/Madam,

I would like to recommend _____ [Name of the Student] Son/
Daughter of or Wife of _____ whom I have personally known
for ____ years at _____ [Name of the Academic Institute].

2. During my relationship with _____ [Individual's Name] I have
experienced an individual who is polite, works hard and carries himself/herself in a
respectable manner. (Attach complete CV of the individual with demographic and academic
record. Model CV attached).

3. I recommend this individual for an internship position in the
(mention domain) for a period of _____ (mention duration from 2 to 6
months).

Signature & Stamp _____

Date _____

Name of the Academic Institution with address:

Name of faculty _____

Designation _____

Telephone _____

E-Mail _____

**Government of Haryana
Evaluation of Intern: Report of Supervisor**

Date: _____

Intern Name: _____

Son/ Daughter of or Wife of: _____

Supervisor's Name: _____

Supervisor Department: _____

Supervisor's E-mail: _____

Supervisor's phone: _____

Internship Start Date: _____ Internship End Date: _____

Please provide feedback as defined below:

	Particulars	Remarks
(i)	Punctuality (Regular/ Intermittent)	
(ii)	Communication skills (Good/ need improvement)	
(iii)	Quality of paper/ report submitted (Good/ need improvement)	
(iv)	Work/ task allocated timely delivery (On time/ Delayed)	
(v)	Intern received necessary training/ resources to deliver the work/ task (Yes/ No)	

Additional comments or concerns:

Overall performance:

Intern's signature : _____ Date: _____

Supervisor's signature: _____ Date: _____

Feedback by the Intern

Intern Name: _____

Supervisor Name: _____

	Particulars	Remarks
(1)	Learnt work process, methodology and its overall workflow	
(2)	Developed decision-making and problem-solving skills	
(3)	Understood multidepartment working and overall organization processes	
(4)	Helped me in improving interpersonal skills	
(5)	Helpful in my career goals and their future prospects	
(6)	Helped in implementing theory concepts into practical implementation	
(7)	Overall benefit of internship	
(i)	What has been the most significant accomplishment or satisfying moment of your internship?	
(ii)	What did you dislike about the internship?	
(iii)	Considering your overall experience, how would you rate this internship? (Tick one).	(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved:

Intern's Signature _____ Date _____

Format of Internship Completion Certificate
To be given on Letterhead of Head of Department/Head of Office

GOVERNMENT OF HARYANA
INTERNSHIP CERTIFICATE

This is to certify that <Mr./Ms.> _____ a student of <Academic Institution> has successfully completed <His/Her> Internship with <Department/ District Administration> of Government of Haryana at _____ (location) from _____ to _____ (mention duration).

During the period of Internship, he/she worked under _____ (mention Supervisor) in the following areas.

(i)

(ii)

2. <He/She> has shown special flair for _____ and <his/her> performance in preparation of the report has been rated as _____.

3. During the period of <his/her> internship programme <he/she> was punctual and hardworking.

< QR or Bar Code>

< Digital Signature >

**Government of Haryana
Confidentiality Agreement for Interns**

Ison/daughter ofR/Owho is undergoing internship in Govt. of Haryana for the period from -----to ----- understand that "Confidential Information" means any information of a secret or confidential nature relating to the internship workplace, which may include but not limited to methods, documents, data, drawings, manual, notebooks, reports, processes, software, information systems, contracts, proposals, training materials, etc.

I agree to the following:

I have read and understood the above definition of "Confidential Information". I agree that I will not at any time, both during and after completion of internship, communicate or disclose confidential information to any person, corporation or entity unless required by applicable law or legal process.

(Signature).....

Date: _____

Full Name.....

Address

**Government of Haryana
Acceptance of Internship**

From (HoD/Head of Office)
Address

To

Name (Name of faculty)
Designation
Name of Academic Institution
Address of Institution

Subject: Letter of Acceptance of internship

With reference to your letter no. dated. seeking internship for the following students:

1. (name of student) + (work domain) + (duration of internship)
2.
3.

This office accedes to your request for internship of the above-mentioned student/s for the work domain and duration as mentioned above.

The internship shall be supervised by (name of official with designation)

The interns shall have to sign an agreement of confidentiality as per **Annexure V** attached.

The internship policy of the Government is annexed herewith.

The students may be directed to report to the Supervisor on (date) at (am/pm).

Dated _____

Signature:

(Name & Designation)

Copy:

1. Intern (Name & address)
2. Intern (Name & address)
3.