



## HARYANA POLICE HOUSING CORPORATION

(A Haryana Government Undertaking)

Plot No. C-10, Sector 6, Panchkula - 134109

Ref:.....

12799

Dated.....

02.8.22

To

The Director General  
Haryana Institute of Public Administration  
Gurugram, Haryana

**Subject: - Regarding preparation of Training Manual by all Government Offices of Haryana.**

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Kindly refer to the above noted subject.

2. Please find enclosed herewith a copy of Training Manual of Haryana Police Housing Corporation incorporating Training needs of HPHC and 5(v) total staff strength category wise alongwith already nominated officers/officials for training for your kind reference and necessary action.

  
SUMAN GUPTA  
Administrative Officer (Admn.)  
Managing Director  
Haryana Police Housing Corporation  
Panchkula

Dated:-

Endst.No.HPHC/Estt/

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

1. All SEs of HPHC
2. XEN (V&Q)-cum-Nodal Officer(IT) to update website of HPHC
3. Manager Finance, HPHC, Panchkula.
4. PS to MD
5. PS to C.E
6. Assistant(Estb.)

  
SUMAN GUPTA  
Administrative Officer (Admn.)  
Managing Director  
Haryana Police Housing Corporation  
Panchkula

**BROAD MISSION OF HPHC**

The Haryana Police Housing Corporation (HPHC) was established on 29.12.1989. Initially, the work of the Corporation was only limited to construction of various buildings of the Police Department. The construction quality and delivery of services by the Corporation within a stipulated timeframe attracted other departments of the State Government viz. Prisons, Higher Education, Technical Education, Medical Education & Research, Transport, Health, Animal Husbandry, etc. to entrust the construction work of their buildings as Deposit works to HPHC. The main duties and responsibilities of the Corporation are to execute and accomplish the construction works expeditiously within the scheduled time and with transparency & quality control.

**1. TRAINING NEEDS OF HPHC**

Assessment of these needs will depend on the first section, the human resources deployed and their functions. Human resources could be engineers; or support staff, or those providing financial and administrative services.

**1. Total staff strength categorywise :**

- a) Regular
- b) Contractual

**2. This will involve identification of training needs of all personnel involved in carrying out the major tasks & activities of the department and also the HR Management set-up for the Directorate**

**3. As per the State Training Policy (4.B), Training will be imparted to all categories of civil servants from the lowest to the highest levels (4.2) broadly as indicated in the stages below :**

- a) at the time of entry into service
- b) at appropriate intervals in the course of their careers
- c) introduction of new schemes and programs of government

There is a need for training of staff of Haryana Police Housing Corporation not only at the time of induction in government service but also at the regular intervals to improve the administrative effectiveness, capacity building and acquisition of requisite skills, knowledge and aptitude and right attitude. This is also important to improve the service delivery mechanism in the department to charter a successful course towards good governance. The training programmes for the staff would focus on efficiency, transparency, commitment, accountability, awareness and functional capability etc..

Training Policy of the State Government envisaged that every employee of the Department is required to be trained for skill upgradation at the time of induction/promotion and at least once in three years. Training plays a vital role in the skill development and capacity building of employees of any organization. HPHC intends to update the skill and knowledge of the departmental staff by organizing orientation courses at regular intervals so that they remain well conversant with the latest developments, technical knowhow in their respective fields and deliver better service to the Client's Department/General Public.

**2. Training Objective :-**

**(To help employees discharge their duties efficiently & ethically in a responsive fashion, with a spirit to serve)**

Objective of the training to staff can best be described in terms of capacity - building and enhancement of human capital through an integrated framework of knowledge, skill and attitude.

Training for all will be compulsory at two levels i.e. at the time of joining into the service and at the time of each promotion or at least once in three years. It should be ensured that all categories of staff should get :-

- i) Induction training at the time of entry into Government Service
- ii) In-service training at suitable intervals in their career at least, once in three years.
- iii) Specific training to those who have not received any training till date
- iv) No work/ assignments must be handled by the staff without training on the subject.
- v) Exposure of major development issues or new techniques through short duration courses and seminars.

**Monitoring:-**

To review the implementation of the HPHC Training manual, following empowered committee is constituted:-

- |      |                                    |                                    |
|------|------------------------------------|------------------------------------|
| i)   | Chief Engineer                     | .....Chairman                      |
| ii)  | Superintending Engineer, Panchkula | ..... Member                       |
| iii) | XEN,(V&Q)                          | ----- Member for technical matters |
| iv)  | Admn. Officer                      | -----Member cum-Nodal Officer      |

The meeting of the committee under the chairmanship of the Chief Engineer, HPHC will take place on annual basis and consider the following aspects apart from others that may need its consideration :-

- i) This committee will review and monitor the target and achievements in the field of training imparted to its staff during last year.
- ii) Explore and suggest the design and implementation of training courses and modules for its staff.
- iii) Annual action plan for the training of its staff or better delivery of public services

### **3. Training Coordinator :-**

HPHC has nominated Admn. Officer, HPHC of this Corporation as the Training Coordinator. She will be responsible for organizing, reviewing and monitoring the training plan of the Corporation.

### **4. Rational of Training Programmes :-**

Training would be imparted to all the employees of department at the time of induction and on the promotion at least once in three years. Training for class-III and IV employees shall focus on functional skills and attitudinal orientation resulting into efficient delivery of public services through training of the cutting edge officials. This training will have two phases :

- i) Staff having a direct interface with the public in terms of delivering a service.
- ii) Staff dealing with general administrative matters and other functional tasks

### **5. Institutions for conducting Technical & other aspects :-**

For example : **(For example Technical, behavioral, administrative, financial, ethical conduct, work-life balance etc.)**

- i) Haryana Institute of Public Administration, Gurugram
- ii) National Institute of Secretariat Training & Development B-11C, Inderprastha, Tila Shabajpur, NCR, New Delhi, Ghaziabad.
- iii) Director General, New & Renewable Energy Deptt. & HAREDA , Panchkula
- iv) Construction Industry Development Council (CIDC), New Delhi.
- v) Centre for Research in Rural & Industrial Development (CRRID), Chandigarh..
- vi) Housing & Urban Development Corporation Limited Chandigarh
- vii) Hartron & Secretary, E&IT,Haryana, Chandigarh.
- viii) National Productivity Council, Sector 7-C Chandigarh.
- ix) Engineering Staff College of India (ESCI), Hyderabad
- x) National Council for Cement & Building Materials, Ballabgarh.
- xi) India Institute of Secretariat Training & Development G/F WB-159 Old Plot No. 53-A, WB Block, Ganesh Ngar-2, Shakarpur, East Delhi, New Delhi.

### **i) Training Methodology :-**

- > Lectures/ group discussion
- > Experience sharing / Presentation
- > Case studies
- > Presentation of individual assignments
- > Panel discussion
- > Model exercises
- > Audio visual materials/ printed materials
- > On lines courses/workshops

ii) **Compulsory Assessment System :-**

The trainees who do not successfully complete the training programs, will be relegated to attend the same training again until they possess the required level of competency. The probation period shall be extended of those employees who do not pass the induction training programs.

iii) **Fields where Training is required :-**

Following are the tentative fields where the training to staff is required :-

1) **Domain specific Technical Training :**

Main Topics for the training programme:-

S.No.	Name of Course	Category of Technical Staff/Designation	Duration
1.	Induction training onsite training programme procurement & Contract Management for Buildings Roads & Projects Quality Control & Quality Assurance Arrangement	Newly recruited Junior Engineers(Civil) & Electrical	5 days
2.	ECBC & ENS awareness Workshop	Assistant Engineers/ Assistant Architect	1 day
3.	National Database (CIDC-Construction Industry Database)	Junior Engineers/Assistant Engineers/Architects	1 day
4.	Water Resource Management, non-rejuvenation, Water, Waste-Water Recycle/Reuse & Flood Water Stagnation Risk Management	Assistant Engineers /Executive Engineers	1 day
5.	Disaster Resilience, Climate Action Plan, Clean Technology Shared Vehicles and Non-Motorized Transport.	Assistant Engineers /Executive Engineers	1 day
6.	Use of Fly Ash in Civil Engineering Works	Assistant Engineers /Executive Engineers	2 days
7.	Training on Haryana Engg. Works Portal	Junior Engineers/Assistant Engineers/	2 days

2. **Other fields**

**Categories of Ministerial and other staff**

S.No.	Name of Course	Category of Staff/Designation	Duration
1.	Training on Financial Rules applicable in the State	Assistant/Senior Accounts Clerks/Sub Divisional Clerks/Accountants	2 days
2.	Training on Service Rules/Conduct Rules and disciplinary matters	Assistant/SAC	2 days
3.	Training to acquaint the Haryana Civil Services Rules,2016	Assistant/SAC	2 days
4.	Good Governance and Ethics	for Group A & B	2 days

5	Basic knowledge of Computer	Clerks/Steno	5 days
6.	Training on Pay fixation & medical bills	Assistant/SAC	2 days
7.	Training on Annual Confidential Reports	Steno/PAs	2 days
8.	Training on how to deal with legal matters	Assistant/SAC	2 days
9	Training on Sexual Harassment of Women at Work place ( prevention, Prohibition and Redressal) Act, 2013.	Superintendent/ADO	2 days
10.	Training on Personality development & time & stress management	Assistant Engineers/Executive Engineers /Dy. Supdt/Superintendents	2 days
11	To Acquaint the participant with the implementation of various Acts relating to tax/GST administration	SAC/Accountants	2 days
12.	Transparency in Administration through RTI Act, Grievance Redressal through CM Window, Record Management	SPIO/ASPIO/ Supdt./ADO/Nodal officer	2 days

iv) **Training Budget :-**

To ensure funding for training purposes as per the guideline of state policy a provision of 2.5 percent of annual salary budget of Corporation has been made. As per this calculation, the Haryana Police Housing Corporation has an amount of Rs.65.00 lakhs available for training in the financial year 2022-23.

v) **Total staff strength categorywise :**

a) **Regular**

b) **Contractual**

**Existing Regular Employees**

S.No.	Group	No. of existing officers/officials	Training given in last three years	Remarks
1.	Group-A	16 (Technical)	11	
2.	Group-B	38 ( 29 Technical ( 9 Ministerial & others	26	
3.	Group-C	96 ( 47 Technical) ( 49 Non-technical)	33	
4.	Group-D	61	-	Diminishing cadre posts.

**Existing Contractual Employees**

S.No.	Group	No. of existing officers/officials	Training given last three years	Remarks
1.	Group-A	-	-	-
2.	Group-B	-	-	-
3.	Group-C	115 (25 Technical ) (90 Ministerial & others)	3	-
4.	Group-D	66	-	-

vi)

**Work plan for the year 2022-23**

<b>Department Name:- Haryana Police Housing Corporation, Plot No: C-10, Sector-6 Panchkula</b>
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<b>All the following designations are also available on HRMS Portal.</b>
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Posts/Cadre	Designation	No. of Employees (in position)	Training Required/ Area of training	Training duration (days)	Preferred training month
<b>Group-A</b>					
Technical wing	Chief Engineer	Technical-1	Topics as mentioned above in the training calendar	2-3 days	Sep 2022
	Superintending Engineer	Technical-3			
	Executive Engineer	Technical-10			
Architect wing	Senior Architect	Technical-1			
	Architect	Technical-1			
<b>Group-B</b>					
Technical wing	Assistant Engineer	Technical-28	Topics as mentioned above in the training calendar	2-3 days	Sep 2022
Architect Wing	Assistant Architect	Technical-1	Architectural matters	2-3 days	Nov, 2022
<b>Other Staff</b>					
Administration	Manager (Works)	Non-Technical-1	1. RTI, Women Harassment 2. Punishment & Appeal Rules 2016 3. HCSR Rules 2016 Area:- Panchkula.	2-3 days	Nov, 2022
	ADO	Non-Technical-1			
	Superintendent	Non-Technical-2			
	Private Secretary	Non-Technical-2	Related matters	2-3 days	Dec, 2022
Finance	Manager Finance /Section officer	Non-Technical-2	Income tax matter, Budget, GST other accounts matters etc. Area:- Panchkula.	2-3 days	Dec, 2022
Legal & CM Window	ADA	Non-Technical-1	-CM Window, RTI, other legal aspects Area:- Panchkula.		
<b>Group-C</b>					
Technical Wing	Junior Engineer	Technical-42	Topics as mentioned above in the training calendar	5 days	Jan, 2023
	CHD	Technical-2			
	HDM	Technical-2			
<b>Other</b>					
	Deputy Superintendent	Non-Technical-2	Office Procedure:- Tools of Efficiency Communication Skills:- Noting and drafting of official communication/documents- Practical Exercise. Area:- Panchkula	2-3 days	Feb, 2023
	Assistant	Non-Technical-7			
	Senior Scale Stenographer	Non-Technical-1	HRMS Portal & E-office Area:-Panchkula	2-3 days	Feb, 2023
	Junior Scale Stenographer	Non-Technical-2	HRMS Portal & E-office Area:-Panchkula	2-3 days	Feb, 2023

	Steno-typist	Non-Technical-5	HRMS Portal & E-office Area:-Panchkula	2-3 days	Feb, 2023
	Clerk	Non-Technical-13	Office Procedure:- Tools of Efficiency Communication Skills:- Noting and drafting of official communication/documents- Practical Exercise. Area:- Panchkula	2-3 days	Feb, 2023
	Senior Accounts Clerk	Non-Technical-8	Office Procedure:- Tools of Efficiency Communication Skills:- Noting and drafting of official communication/documents- Practical Exercise. Area:- Panchkula	2-3 days	Feb, 2023
	Senior Divisional Clerk	Non-Technical-1	Accounts matters, preparation of bills related to construction works, PWD code , noting & drafting etc.	2-3 days	Feb, 2023
<b>Group-D</b>					
	Peon	Non-Technical-3	Related matters	2-3 days	March, 2023
	Sweeper-cum-Chowkidar	Non-Technical-2			
	Site Helper	Non-Technical-56			

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