

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(ESTABLISHMENT BRANCH-IV)

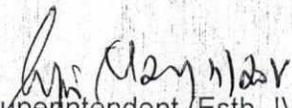
26 NOV 2018

Endst. No. GMCH/EIV/EA3/2018/ 49074-

Dated, Chandigarh the

A copy of letter No. 05/18-IH(12)-Trg./22784 dated 30.10.2018 alongwith its enclosures received from the Secretary Personnel, Chandigarh Administration is forwarded to the System Analyst, IT Centre, GMCH with a request ^{to circulate/ email the same to all the} if the information is available with him the same ^{HOD/ Branch In-charge of GMCH please} may be supplied **within 02 days**, so that complied information may be supplied to the quarter concerned accordingly.

Encls. As above.


Superintendent (Estb.-IV)
GMCH, Chandigarh.


The number
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29/11/18

5/11/18

No. 05/18-IH(12)-Trg./ 22784
Chandigarh Administration
Department of Personnel & Training

LPA
30/10/18

Chandigarh, dated the 30/10/18

To

All the Administrative Secretaries/
Heads of Departments/ Offices/Boards/Corporations
Chandigarh Administration

22059
31 OCT 2018

Subject: Comprehensive Online Modified Modules on Induction Training
(COMMIT) for Cutting Edge Level Functionaries.

Gmch-32

Sir/Madam,

Kindly refer to this Administration's letter No. 05/18-IH(12)/10049 dated 10.05.2018 and subsequent reminder dated 05.06.2018 on the subject noted above.

2. You are again requested to send the requisite information on the following prescribed Performa in respect of the officials having 0-5 years service to this Administration within a week positively to enable this Administration to take further action in the matter:-

Name & Mobile No. of the Official	Father's/ Husband's Name	Designation	Nature of post (Technical or Non - Technical)	Date of Appointment	Office Address and Contact No. (preferrably Mob. No. of the HoD)

3. Further, the names of the officials which were already sent to this department need not to be sent again.

Yours faithfully,

Handwritten signature

Special Secretary Personnel & Training
for Secretary Personnel & Training
Chandigarh Administration

Endst. No. 05/18-IH(12)/Trg./ 22785

Dated: 30/10/18

A copy is forwarded to Col. Dalbir Singh, General Manager Training, Mahatma Gandhi State Institute of Public Administration, Institutional Area, Sector-26, Chandigarh- 160019 for information.

Handwritten signature

Special Secretary Personnel & Training
for Secretary Personnel & Training
Chandigarh Administration

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GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2608488)
(ESTABLISHMENT BRANCH-IV)

29 MAY 2018

Endst. No.: GMCH/EIV/EA3 (24/1)2018/ 22822 . Dated, Chandigarh the,

A copy of letter No. 05/18-IH(12)-2018/10049 dated 10.05.2018 titled "Comprehensive Online Modified Modules on Induction Training (COMMIT) for Cutting Edge Level Functionaries" received from the Secretary Personnel, Chandigarh Administration is forwarded to the Office Superintendent (Estt-III), GMCH, Chandigarh for information with the request to proceed further in the matter being the matter is pertaining to the training purpose.

Encls: As above.


28/5/2018
Superintendent (Estt-IV)
GMCH, Chandigarh.

o/c

1480/21/5/18

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^{Ttg.}
No. 05/18-IH(12)/ 10049
Chandigarh Administration
Department of Personnel & Training

Chandigarh, dated the 10/5/18

To

All the Administrative Secretaries/
Heads of Departments/ Offices/Boards/Corporations
Chandigarh Administration

17 MAY 2018

Subject: Comprehensive Online Modified Modules on Induction Training
(COMMIT) for Cutting Edge Level Functionaries

Add. D. In. NCC

Sir/Madam,

I am directed to address you on the subject noted and to enclose here with a copy of D.O. letter No. MGSIPA/GMT/18-19/2510 dated 16.04.2018 along with its enclosures [Concept Note on Comprehensive Online Modified Modules on Induction Training (COMMIT) for Training of Front Line Staff (Cutting Edge Level Functionaries)] for Chandigarh Administration] received from Ms. Raji P. Shrivastava, IAS, Principal Secretary to the Govt. of Punjab & Director MGSIPA, which are self-explanatory.

2. You are requested to send the requisite information on the following prescribed proforma in respect of the officials having 0-5 years service to this Administration within a week positively to enable this Administration to take further action in the matter:-

Name & Mobile No. of official	Father's/ Husband's Name	Designation	Date of Appointment	Office Address and Contact No. (preferably Mob. No. of the HoD)

Yours faithfully,

Hanish
Special Secretary Personnel
for Secretary Personnel
Chandigarh Administration

^{Ttg.}
Endst. No. 05/18-IH(12)/ 10050

Dated: 10/5/18

A copy is forwarded to Ms. Raji P. Shrivastava, IAS, Principal Secretary to the Govt. of Punjab & Director Mahatma Gandhi State Institute of Public Administration, Institutional Area, Sector-26, Chandigarh- 160019.

Hanish
Special Secretary Personnel
for Secretary Personnel
Chandigarh Administration

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ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚੀਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟਰੇਸ਼ਨ, ਪੰਜਾਬ
Mahatma Gandhi State Institute of Public Administration, Punjab
 (An ISO 9001:2015 Certified Punjab Government Organisation devoted to training and research in Public Administration)

Raji P. Shrivastava, IAS
 Principal Secretary to the Govt. of Punjab &
 Director, MGSIPA

No. MGSIPA/GMT/18-19/2510
 Dated: 16th April, 2018

Sub: Comprehensive Online Modified Modules on Induction Training (COMMIT)
 / Estt Branch for Cutting Edge Level Functionaries
 No. 1992
 30/4/18

*It is a very useful
 programme / training
 module. We may
 depute personnel
 in batches -
 55 (Per) (04) [Signature]*

Dear Shri Sharma,

As you are already aware, Mahatma Gandhi State Institute of Public Administration (MGSIPA) is the Administrative Training Institute (ATI) of the Government of Punjab located at Chandigarh. It is engaged in imparting quality training in various disciplines to officers and employees of the State Government and its Boards, Corporations and other organizations. It also undertakes research studies including evaluation and consultancy in key areas and related sectors of public administration, urban governance and management and public policy. It has, over a period of time, developed domain-specific knowledge in areas like poverty alleviation, social mobilization, social audit, local government, municipal administration, citizen-centric governance, disaster management, etc. It is an ISO 9001:2015 certified organization.

I am happy to inform you that the **Ministry of Personnel, Public Grievances & Pensions Department of Personnel and Training**, Government of India has empanelled MGSIPA as a training entity for conduct of Comprehensive Online Modified Modules on Induction Training (COMMIT) for Cutting Edge Level Functionaries who perform day to day activities on a large scale and act as citizen-interface at U.T/State level. It also mandates that priority will be given to the training of front-line staff, including training on soft skills, so as to improve customer orientation as well as quality service delivery to the citizens.

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Mahatma Gandhi State Institute of Public Administration, Punjab
(An ISO 9001:2015 Certified Punjab Government Organisation devoted to training and research in Public Administration)

Concept Note
Comprehensive Online Modified Modules on Induction Training (COMMIT)
for
Training of Front Line Staff (Cutting Edge Level Functionaries) for Chandigarh Administration

National Training Policy (NTP) 2012 stipulates that all civil servants from lowest level to the highest should be provided training at the time of their entry in to civil service and at appropriate intervals in the course of their career so as to have effective service delivery. Priority will be given to the training of front - line staff, including training on soft skills, so as to improve customer orientation as well as quality of service delivery to the citizens. NTP 2012 further stipulates that focus of training of front line staff will be on soft skills, so as to improve customer orientation, citizen centricity as well as quality of service delivery to the citizens. With this perspective, **Ministry of Personnel, Public Grievances & Pensions Department of Personnel and Training**, Government of India has empanelled MGSIPA as a training entity for conduct of Comprehensive Online Modified Modules on Induction Training (COMMIT) for Cutting Edge Level Functionaries who perform day to day activities on a large scale and act as citizen-interface at U.T/State level.

Aim:

1. To increase the awareness and enhance the capacities of government officials
2. Strengthen and institutionalize mechanisms for improved government-citizen interface,
3. Smoothen the operationalization of Right to Information by means of consultative processes for consensus building:

Objectives:

1. To improve public service delivery
2. To promote good-governance and citizen-centric administration
3. To provide induction training to recently recruited frontline functionaries in the U.T/States

Target Group:

Under COMMIT, all frontline U.T/State government functionaries who have received no induction training for professional and personal development in last 5 years will be covered.

Programme Design: The training programme is designed to commence with one day orientation programme at MGSIPA. There after each participant will be given 60 days to complete the 15 e-modules at their own place and pace. On conclusion of the programme, officials will undergo online assessment and a certificate of completion would also be generated for down load / print.

Timeline

1. 28 hours of blended training with:
 - a. 20 hours/1200 minutes of e-Learning/15 modules
 - b. 8 hours of face-to-face training delivered by a Master Trainer at MGSIPA/ Regional/District Training Centre
2. 60 days to each participant to complete the 15 e-modules at his/her own pace. The e-modules will be hosted on Adopt server and will be accessible to each participant through a dedicated user name and password, generated on registering on the Portal.
3. On completion of 20 hours of e-Learning, participants will collect their certificates and provide feedback on the programme.

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Access to Modules for Roll out of the Programme:

1. MGSIPA will create unique User ID and Passwords for each officer participating in the Programme
2. MGSIPA will hold a one-day face-to-face orientation programme for the participants
3. During the orientation participants will:
 - a. Receive an orientation booklet and a unique User ID and Password
 - b. Participate in an overview of the programme and workshop on the programme
 - c. Complete 2 modules Goal Setting and Personal and Organisational Values
4. 60 days will be available to each participant to complete the remaining 13 of the 15 e-modules (12 soft skill modules and 3 domain modules) at their own pace
5. On conclusion of the programme, officials will undergo online assessment and a certificate of completion would also be generated for down load / print.

Programme Module and Contents

The 20 hours e- training consists of 12 generic and 3 domain specific e-modules, as given below :-

Sl. no	Title of e-learning module	Duration in minutes	Sl. no	Title of e-learning module	Duration in minutes
1.	Goal setting	45	9	Conflict Management	60
2.	Personal & organizational values	70	10	Emotional Intelligence	70
3.	Time management	60	11	Personal and professional effectiveness	60
4.	Stress Management	60	12	Motivation	75
5.	Leadership	75	13	Right to Information	75
6.	Team Building	60	14	Office Procedures	90
7.	Problem solving and Decision Making	90	15	Finance and Accounts	75
8.	Communication	120			

Faculty

MGSIPA has a distinguished permanent faculty, that has experience and expertise in all areas of information technology, management studies, administrative studies, administrative law, urban and rural development. Faculty members of the Institute are researchers and trainers who keep themselves abreast of the changing requirements of administrative challenges. Its guest faculty list are civil servants, police officers, technocrats and experts in a wide array of disciplines

Facilities

To support its training mission, the Institute has all facilities including spacious and well-equipped computer labs, lecture rooms, conference halls, library, mess, hostel, sports complex and auditorium. The Institute has residential facilities on the campus with 90 rooms with all necessary support services.

Technical and Financial aspects

Chandigarh Administration is requested to accord approval for conduct of Comprehensive Online Modified Modules on Induction Training (COMMIT) for Cuttir.g Edge Level Functionaries of Chandigarh Administration to enable MGSIPA to organize the training programme. The technical and financial assistance (expenditure for the training) will be borne by MGSIPA for the subject training.

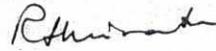
The programme will be of 28 hours duration which will include e-Modules for 20 hours and face-to-face training for 8 hours. The 20 hours e-training would be imparted through specifically developed 12 Generic and 3 Domain specific e-Modules. The modules on soft skills will be delivered as e-Modules and through face-to-face training and the domain modules will be covered through e-Modules only. The Concept Note on Comprehensive Online Modified Modules on Induction Training (COMMIT) for Training of Front Line Staff (Cutting Edge Level Functionaries) Using **Blended Learning / E-Learning Modules** is attached.

I am sure that COMMIT will provide additional training opportunities to Officers/Officials and help towards building better public services delivery initiatives and will be effective in bringing about a paradigm shift in the attitude of the cutting edge government functionaries, enabling a service-oriented mindset.

I would be grateful if you could kindly accord your approval for conduct of Comprehensive Online Modified Modules on Induction Training (COMMIT) for Cutting Edge Level Functionaries of Chandigarh Administration to enable MGSIPA to organize the training programme. The technical and financial assistance (expenditure during the training) will be borne by our Institute for the subject training.

With regards,

Yours sincerely,



(Raji P. Shrivastava)

Shri B.L. Sharma, IAS
Secretary, Personnel
Chandigarh Administration,
UT Secretariat, Sector 9, Chandigarh