



**HARYANA AGRICULTURAL MANAGEMENT AND EXTENSION TRAINING
INSTITUTE (HAMETI)**

*(An Institute of Agriculture and Farmers' welfare Department,
Government of Haryana),*

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To

1. The Director General, Agriculture and Farmers Welfare Department, Haryana -cum-Vice Chairman, Governing Board
2. The Director General Horticulture, Haryana-cum-Member, Governing Board,
3. The Director General, Animal Husbandry, Haryana-cum-Member, Governing Board,
4. The Director, Fisheries, Haryana-cum-Member, Governing Board,
5. The Deputy Commissioner, Jind-cum-Member, Governing Board
6. The Director Extension Education, CCS HAU, Hisar-cum-Member, Governing Board,
7. The Director, Extension Education Institute, Nilokheri, Karnal-cum- Member, Governing Board,
8. The Additional Director Agriculture (Ext.) O/o Directorate of Agriculture and Farmers Welfare, Haryana-cum- Member, Governing Board.
9. The Joint Director (Statistics), Directorate of Agriculture and Farmers Welfare, Haryana (as special invite member).

Memo No. 2043-2051

Dated: 19.10.2022

Subject:- Proceeding of 12th Meeting of Governing Board, HAMETI.

Regarding above cited subject, it is submitted that 12th Meeting of Governing Board HAMETI, was held on dated 15.09.2022 at 4:15 PM in the conference hall, Haryana Civil secretariat Chandigarh under the chairmanship of **Dr. Sumita Misra, IAS, Additional Chief Secretary to Govt. of Haryana, Agriculture & Farmers' Welfare Department, Haryana.**

The proceeding of the meeting is attached for your kind reference and necessary action please.

Director,
HAMETI, Jind -Cum- Member Secretary,
Governing Board, HAMETI

Endst.No. 2052

Dated : 19.10.2022

A copy of the above is forwarded to Private Secretary to the Additional Chief Secretary to Govt. of Haryana, Agriculture and Farmers Welfare Department, Haryana Civil Secretariat, Sec.17, Chandigarh for kind information of W/ACS.

Director,
HAMETI, Jind -Cum- Member Secretary,
Governing Board, HAMETI

Minutes of the 12th Meeting of Governing Board of HAMETI held on 15.09.2022 at 4.15 PM in New Haryana Civil Secretariat, Chandigarh under the Chairpersonship of Dr. Sumita Misra, IAS, Additional Chief Secretary to Govt. of Haryana, Agriculture and Farmers Welfare Department.

List of participants is annexed as **Annexure-A**.

At the outset, Member Secretary- cum- Director HAMETI - Sh. Karam Chand welcomed the Chairperson and other members of the Governing Board. The Chairperson directed to convene the meeting of Governing Board at least twice in a year and asked to start the meeting as per agenda items. The discussions held and decisions taken on the agenda items are summarized as under:

Agenda No. 1: To confirm the minutes of 11th meeting of Governing Board.

Since no comments were received from any quarter, hence the minutes of 11th meeting of Governing Board held on dated 02.09.2021 were confirmed.

Agenda No. 2: Follow up action on the minutes of the 11th meeting of Governing Board held on dated 02.09.2021

Agenda No.	Agenda Items	Action taken	Comments by the Chairperson
1	Confirmation of minutes of last meeting.	Proceeding was confirmed.	-
2	Budget provision for special repair of roads and residences as per estimate of HSAMB	Allotment of Budget to HSAMB is under process.	The Chairperson expressed deep concern about the non allotment of budget to HAMETI for special repair even after lapse of one year and enquired from officer from directorate Sh. Jagraj Dandi, JDA(Stat) who was deputed as nodal officer for HAMETI affairs and directed to put up the case at the earliest.
3	Posting of regular staff in HAMETI.	It was decided to provide regular manpower (1 Dy Superintendent, Assistant and Clerk) by shifting from department and they may draw their salary from respective headquarters. Sh. Sonu Rohilla has been deputed for one year so far.	The DGA & FW, Haryana informed to the Chairperson that required staff will be deputed in HAMETI soon. The tenure of Sh. Sonu Rohilla, Clerk was extended for further one year by the Chairperson.
4	Progress report on training programmes organized during 2020-21	Satisfactory	-
5	Proposal of approval of	Programme was	Satisfactory

Agenda No.	Agenda Items	Action taken	Comments by the Chairperson
	training programmes / courses for the year 2021-22	approved and progress of trainings /courses organized detailed at agenda no.3	
6	Training programme under State Training policy 2020	STP 2020 has been implemented and 3 days refresher course organized. Training has been imparted to 313 Technical officers/officials.	The Chairperson has asked to produce compendium of STP 2020. The DGA & FW, Haryana informed that training manual of STP 2020 was approved by worthy ACS-cum- Chairperson, GB HAMETI, Jind and prepared as per the guidelines.
7	Sanction of dedicated lease line for better internet connectivity	Lease line has been installed	-
8	Establishment of plant museum	Demand for funds has been put up to the Directorate on dated 30.12.2021 as per Para 14.6 and 14.9 of the STP 2020. The work is to be carried out through GeM portal.	The demand for plant museum has been submitted in the directorate. The Chairperson expressed strong resentment over slow movement of files and no progress even after lapse of one year. She advised strongly to Sh. Jagraj Dandi to ensure action immediately and report to her.
9	Construction of new hostels for the trainees	HSAMB has been requested to prepare the estimate.	To issue reminder to the HSAMB
10	To enhance the financial sanctioning power of Director, HAMETI	Enhanced from Rs. 50,000/- to 1,00,000/- per item per work	-
11	Replacement of Submersible tube well	Replacement is pending due to construction of STP adjacent to the submersible tube well.	-
12	Outsourcing of Ex-Serviceman as security guard from Zila Sainik Board	Not provided by Zila Sainik Board	-

- The Chairperson also enquired about the progress of installation of gym in the institute.
- The member secretary submitted that open gym has been installed but supply of machines/items for indoor gym is still pending with the Directorate.
- The chairperson expressed strong resentment over slow movement of files even after lapse of one year and strictly directed to Director, HAMETI to route all the matters through Joint Director (Stat.) in compliance of Govt. order

dated 23.05.2022. The Chairperson directed Sh. Jagraj Dandi to ensure proper check/monitoring of HAMETI.

- The Chairperson enquired about the posting of social media programmer.
- The member secretary submitted that there is no post in Haryana Kaushal Rojgar Nigam.
- The matter was discussed and Governing Board allowed the posting of social media programmer on contractual basis. *(Action to be taken by JD (std))*

Agenda No. 3: Progress report on training programmes organized during 2021-22.

The member secretary apprised to the Chairperson that online / offline training programmes organized during the financial year 2021-22 are summarized as under-

(Rs. In Lakh)

Sr. No.	Name of Training Programme / course / Diploma	Scheme/ Sponsore d by	No. of batche s (Nos.)	No. of Participant s (Nos.)	Status of Funds (Rs. In Lakh)		
					Amount received	Amount Utilized	Balance
1	Diploma in agriculture Extension services for Input, Dealers (DAESI)	MANAGE, Hyderabad	3	120	24.00	24.00	0.00
2	Post Graduate Diploma in Agriculture Extension Management (PGDAEM)	MANAGE, Hyderabad	1	31	0.46	0.46	0.00
3	Certificate course on INM for Fertilizer, Dealers	MANAGE Hyderabad	5	150	18.75	18.75	0.00
4	Certificate Course on Insecticide Management for insecticide dealers/ distributors (CCIM)	NIPHM, Hyderabad	7	280	21.28	21.28	0.00
5	One day hands on farmer training for operation and maintenance of farm implement in Red, Yellow zone villages at District Level	CRM	576	28820	500.00	345.84	151.16
6	3 days Refresher Training Course	STP 2020	10	313	14.174	14.174	0.00
7	Spray Techniques and Safe Handling of pesticide	RKVY - RAFTAAR	15	450	54.00	39.40	11.60
8	Promotion of Cotton Cultivation in Haryana	State Scheme	5	250	12.00	12.00	0.00
9	20 Days Foundation Training Course of AAES	STP 2020	1	6	0.00	0.00	0.00
Total			623	30420	644.664	475.904	162.76

The Chairperson asked about the training manual printed under State Training Policy 2020. The Member Secretary submitted that it has been prepared as per guidelines issued and approved by the Chair. During the meeting funds received, expenditure incurred & unutilized funds and scheme / training wise charges received by the institute was also discussed. The DG, Horticulture suggested to produce audited UC/reports of previous year in next meeting of the Governing Board. *(Action to be taken by HAMETI)*

Agenda No. 4: Proposal for approval of training programmes/courses for the year 2022-23

The Member Secretary submitted to the Chairperson that following training programmes are being organized during the year 2022-23.

Sr. No.	Name of Training Programme / course / Diploma	Scheme/ sponsored by	No. of batches	No. of Participants
1.	Diploma in agriculture Extension services for Input, Dealers(DAESI)-48 weeks	MANAGE, Hyderabad	2	80
2.	Post Graduate Diploma in Agriculture Extension Management (PGDAEM) one year	MANAGE, Hyderabad	1	50
3.	Certificate course on INM for Fertilizer, Dealers- 15 days	MANAGE, Hyderabad	5	150
4.	One day online awareness programme for gram Pardhans /Sarpanches on Natural Farming	MANAGE, Hyderabad	22	6234
5	Certificate Course on insecticide management for insecticide dealers/ distributors- 12 weeks	NIPHM, Hyderabad	10	400
6	Spray techniques & safe handling of pesticides	RKVY	15	450
7	3 Days Refresher training course	State Training policy 2020	10	350
TOTAL			65	7714

- The proposed trainings were approved by the Governing Board. The Member Secretary submitted that Training Programs under CRM Scheme is also being organized in Red and Yellow Zone villages. The GB allowed organizing these training programme in addition to above proposal. The DG Horticulture suggested to include more skill development courses in the training calendar and HAMETI will do in coordination with DG Horticulture.
- Further, the Chairperson advised DG, Horticulture to frame Executive Council / Governing Board and to plan & review the training programme at HTI, Karnal

on the lines of HAMETI. The DG, Horticulture accepted the suggestion and will do the needful accordingly. *(Action to be taken by DG Hort.)*

Agenda No. 5: To make provision of budget for various activities under ATMA Schemes.

The Governing Board approved the budget as per cafeteria issued by Government of India and issued directions that budget may be allotted as per allotment as under:

Sr. No.	Component	Allocation as per ATMA cafeteria (Rs in Lakh)
1	Operational expenses	0.14 x 119=16.66
2	Documentation of success stories	5.00
3	Vehicle hiring and POL	4.00
4	Non recurring for equipment	4.50
5	Salaries (Deputy Director, Computer Operator, Accountant)	56.00
	Total	86.16

The Chairperson issued directions to the directorate to allot the budget to HAMETI as per allocation. *(Action to be taken by ATMA branch Dist)*

Agenda no. 6: To fill up the sanctioned posts of the institute.

The Governing Board discussed the matter of posting of Deputy Directors under ATMA scheme as under-

Sr. No.	Name of Post	Discipline	No. of post
1	Deputy Director	HRD	1
2	Deputy Director	Agriculture Extension Management	3
3	Deputy Director	Information & Technology	1
4	Deputy Director	Post Harvest Management	1
5	Accountant-cum-Establishment Clerk	B.com	1
6	Computer Operator/ Computer Programmer	i) Graduation and Post Graduate Diploma in Computer Application or equivalent certificate from a reputed organization ii) B.Tech/MCA for Programmer	1
	Total		8

The Governing Board discussed the agenda and decided to fill up the posts by the Directorate. *(Action to be taken by JD (Admin))*

Agenda no. 7: To revise the Hostel Charges and Guest House Charges

The Governing Board discussed the matter in detail as the rooms have been upgraded from Non-AC to AC. Hence, after broad discussion, the approval of increase in charges of the rooms is given by the Governing Board as under:

Sr. No.	Premises	Previous rate per room (Rs)	Approved rate per room (Rs)	
			For Departmental Officers	For others
1	Guest house	250/-	100/-	500
2	Hostel	50/-	50/-	100

(Action to be taken by HAMETI)

Agenda No. 8: To outsource the work of hospitality and housekeeping

The Governing Board discussed the matter of hospitality and housekeeping in detail in view of regular trainings being organized in the institute throughout the year and necessity of the institute. Hence, the Governing Board approved the work of hospitality and housekeeping for both hostel and guest house on outsource by inviting open tender from the market. *(Action to be Taken by HAMETI)*

Agenda no. 9: To develop State Level Facilitator

Keeping in view suggestion given by the MANAGE in the National Convention of SAMETIs organized at MANAGE Hyderabad on dated 28-29th April, 2022 that all SAMETIs should develop State Level Facilitator on the pattern of National facilitator.

- After discussion, the Governing Board approved to start development of State Level Facilitator Programme for Haryana State in HAMETI as per guidelines of MANAGE, Hyderabad. *(Action to be taken by HAMETI)*

Agenda no. 10: Permission to organize innovative/progressive farmers meet.

After discussion, the Governing Board approved the organisation of innovative/ progressive farmers meet in HAMETI every year so that other farmers may also learn from the innovative/progressive farmers. The Chairperson appreciated the innovative idea and allowed to go ahead.

(Action to be taken by HAMETI)

Agenda no. 11: Permission to start monthly news letter

After discussion, the Governing Board permitted to publish monthly newsletter for innovative activities/success stories etc. so that these activities may be documented and supplied to the field offices for the knowledge of field functionaries and farmers. *(Action to be taken by HAMETI)*

Agenda no. 12: Purchase and installation of modular Kitchen in the mess of HAMETI Jind

The Member Secretary has put up the agenda of Purchasing and installation of modular Kitchen in the mess of HAMETI Jind. The Governing Board discussed and permitted the up gradation of infra structure, kitchen appliances for preparation of hygienic foods in the mess of HAMETI as per estimate prepared by Institute of Hotel Management, Kurukshetra and budget may be provided under State Training policy vide Para no. 14.6 and 14.9, which cites provisions to update the infrastructure of the training institute.

(Action to be taken by Care Taker)

Agenda no. 13: To grant permission for purchase of 120 inch LED panel for Auditorium.

Keeping in view the necessity to upgrade the auditorium of HAMETI, purchase of 120 inch LED panel was discussed. The Member Secretary submitted that demand was submitted in the directorate on 30.12.2021. The chairperson enquired from Sh. Jagraj Dandi, Nodal Officer about its status. The chairperson was annoyed about the slow progress and issued strict directions to put up the files without any delay and persons responsible for slow progress may be charge sheeted by the DGA & FW, Haryana. Provision of budget was allowed under State Training policy vide para no. 14.6 and 14.9, which allows updating the infrastructure of the training institute. She directed to purchase from GeM and supply to the institute. *(Action to be taken by Care Taker)*

Agenda no. 14: To approve the guidelines for empanelment of adjunct faculty in the institute

The Governing Board allowed the provisions to guest faculty of the institute as per annexure- E for smooth running of the institute. The guidelines was discussed and directed to put up on separate file for approval.

Preamble:

The institute imparts training to the senior and middle level agricultural extension functionaries, farmers and input dealers on need based thematic areas working in the state department of agriculture, horticulture, animal husbandry and fisheries as well as para professional in private sectors. Training programmes, workshop, seminars, conferences, dialogues, webinars are organized on key areas of current importance to prepare the extension functionaries to cope with new challenges and for effective implementation of various flagship programme of the Government. Presently acute shortage of quality faculty is widely felt in the institute.

However, lot of creative talent and intellectual resources available within the country that are not formally connected to the training institute. It is imperative that expertise and experience of such individuals flows into institute. This would improve and strengthen the quality of training.

Objectives:

1. To develop a useful and viable collaboration between institutions and enhancing quality of education/training and skills by involvement of civil servants, policy makers, skilled professionals.
2. To attract distinguished individuals who have excelled in their field of specialization like social research, Motivational techniques, Extension methodology, technology, civil services and public administration into the academic arena.
3. To promote the interaction of skilled professionals with learners.

Target groups:

1. Civil servants, IAS/IPS/Officers from central services.
2. Professionals, experts Officers/officials having experience of working in states universities like CCSHAU, Hisar, MHU Karnal and national ICAR institutions like NDRI, DWR, CSSRI etc.
3. Master trainers working in various training institutes in the field of extension.
4. Skilled professional working in organized and un-organized sectors known for their hands on skilling techniques and expertise.

(Action to be taken by J0 (Stat))

Role and responsibilities:

The adjunct faculty will undertake the following assignments

1. Adjunct faculty will deliver a maximum of two lectures/day in various courses directly related to areas of his/her specific expertise and not more

than 15 lectures in a month, professionals experience in specialized areas. In addition, he/she may contribute to the institute activities like developing new courses(s) and publications of book and training manuals counselling of trainees etc.

2. The adjunct faculty will have the option to carry out various activities through personal visits/virtual presence through video conferences/online lectures.

Remuneration/Honorarium and Travelling Allowances:

It is proposed that remuneration/honorarium and travelling allowances to the adjunct faculty may be provided at par with HIPA Gurugram. The detail is as under:

Sr.	Category of Faculty	Rates per session
1	Faculty invited from Universities /Colleges/ institute/ Organizations/ NGOs/Officers of Govt. Departments/Boards, Retired Officers from Central and State Govt. Etc.	Rs. 1500/-
2	Civil Servants Retired IAS/IPS, Subject specialists, Professionals, Master Trainers/RTs of govt. Of India	Rs. 2000/-
3	Person of Eminence/Celebrity (Director's Discretion)	Upto Rs. 15000
4	Travelling allowance by using his/her own car.	@ Rs. 16/- per kilometre
5	Travelling allowance to local guest faculty.	-

Agenda no. 15: To accord Ex-post facto sanction for purchase any installation main LT control panel of electricity in the institute. (Annexure-F)

The Member Secretary has put up the agenda and explains it. After discussion, the Governing board allowed ex-post facto sanction up to Rs. 2.50 Lakh for installation of main LT control panel of electricity of the institute which was damaged due to short circuit on dated 29.08.2022 by constituting the committee keeping in view urgency of the work and smooth functioning of the institute.



LIST OF PARTICIPANTS

Sr. No.	Name & Designation	Department
1.	Dr. Hardeep Singh, IAS Director General	Agriculture & Farmer Welfare Department, Haryana
2.	Dr. Birender Laura	Animal Husbandry, Haryana
3.	Dr. Arjun Singh Saini, DG, Horticulture	Horticulture Department
4.	Sh. Jagraj Dandi, Joint Director (Statistics)	Agriculture & Farmer Welfare Department, Haryana
5.	Dr. Nasib Singh, Regional Director	Extension Education Institute, Nilokheri
6.	Dr. Karam Chand , Director	HAMETI, Jind
7.	Dr. Rajesh Lather, DES	Representative of DEE, CCS HAU Hisar
8.	Dr. Ishwar Singh	Fisheries Department
9.	Dr. Vinod Kumar	Facilitator, HAMETI
10.	Sh. Ajit Singh, TA/ATMA	Agriculture & Farmer Welfare Department, Haryana

