



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

*Agriculture and Farmers welfare Deptt., Govt. of Haryana,*  
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To

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

**Memo No.682-689**

**Dated: 3.12.2020**

**Sub-**

**Minutes of 10<sup>th</sup> Governing Board Meeting of, HAMETI Jind.**

Regarding above cited subject, it is submitted that 10<sup>th</sup> Meeting of Governing Board HAMETI, Jind was held on dated 09.11.2020 at 12 PM in knowledge centre, Haryana Civil secretariat, Chandigarh under the Chairmanship of Sh. Devender Singh IAS, Additional Chief Secretary to Govt. of Haryana, Agriculture & Farmers' Welfare Department.

The minutes of the meeting is hereby enclosed for your kind perusal and further necessary action please.

Director,

*03/12/2020*  
HAMETI, Jind -Cum- Member Secretary,  
Governing Board.

**Endst.No. 690**

**Dated: 3.12.2020**

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.

**Minutes of the 10<sup>th</sup> Meeting of Governing Board, HAMETI, Jind held on dated 09.11.2020 at 12.00 Noon under the Chairmanship of Sh. Devender Singh, IAS, Additional Chief Secretary to Govt. of Haryana, Agriculture and Farmers Welfare Department.**

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List of participants is enclosed.

At the outset, the Director, HAMETI welcome the Chairman and other members of Governing Board. The Chairman enquired about the attendance of the participants and directed that all the Governing Board Members will attend next meetings in person. Sh. Vijay Singh Dahiya IAS, Director General, A&FW, mentioned that HAMETI is an autonomous institute and registered under Society Registration Act, so required meetings as well as AGM to be conducted as per act. The Chairman desired that budget & profit center concept in HAMETI should be implemented and required manpower such as CEO/ CFO etc. may be recruited independently as well as by following guidelines of ATMA scheme.

Decision taken on the pointwise agenda are as under-

**Agenda No. 1**

**To Confirm the Minutes of 9<sup>th</sup> Meeting of Governing Board.**

Since no comments were received from any quarter, the minutes of 9<sup>th</sup> meeting of Governing Board held on 10.5.2019 were confirmed.

**Agenda No. 2**

**Follow up Action on the Minutes of the 9th Meeting of Governing Board held on dated 10.5.2019.**

Follow up action on the minutes of the 9th meeting of Governing Board was reviewed. The Chairman expressed satisfaction upon it. The Director, HAMETI apprised to the Chairman that budget of Rs. 31.00 lakh was allotted in March 2020 for construction of boundary wall of HAMETI, but could not be provided to HAMETI due to onset of COVID-19. The Chairman instructed the Director General, A&FW Department to ensure the release of require budget i.e. Rs. 31.00 Lakh for construction of boundary wall.

### **Agenda No. 3**

#### **Progress Report on Training Programmes Organized During 2019-20.**

The Chairman reviewed Progress of training programmes organized during 2019-20. The Director, HAMETI explained all the training programmes, courses like DAESI, Certificate Course on INM for fertilizer dealers and other training programmes in detail. The Chairman emphasized that online and offline courses both may also be organized. The Member Secretary stated that HAMETI has organized offline trainings like one day hands on Farmer training for operation & maintenance of farm implements on crop Residue management in all 332 red zone villages of Haryana State. The Chairman directed that working efficiency of HAMETI may be calculated by taking expenditure and income of the institute.

### **Agenda No. 4**

#### **Proposal for Approval of Training Programmes/Courses for the Year 2020-21**

The proposal of training programmes/courses was discussed for the year 2020-21. The Chairman directed to redesign the training programmes as per cost norms and exploring profit from all the courses / training programmes. The DG, A&FW was of the view that new courses in allied sectors i.e. Fisheries, Horticulture, Animal Husbandry may be conducted in HAMETI, so as to increase content of training courses.

### **Agenda No. 5 Implementation of State Training Policy, 2020**

The Member Secretary apprised that the Chief Secretary, Govt. of Haryana has constituted "*State Training Council*" vide order No. 31/1/2020/Trg dated 17.7.2020 to advise the Government on all matters related to the State Training Policy and all matters related to training. Its first virtual meeting was held on 10<sup>th</sup> August, 2020 under the Chairpersonship of the Chief Secretary, Haryana. As per policy, 2.5 % of salary budget is to be spent on the training programme "**Training to all by 2022**" (Group A to D) to update their skill. The target is to be achieved up to December, 2022. Total salary budget of Agriculture & Farmers Welfares Department is approximately 219.40 crore. HAMETI has prepared draft of training programme to the tune of Rs. 548 lakh (2.5% of salary budget). The Chairman directed to the DG, A&FW to examine the possibility of training programmes as per guidelines of the government and proposal submitted by the HAMETI.

#### **Agenda No. 6 Expenditure Statement of Last Year( 2019-20)**

The Member Secretary apprised that Director HAMETI has not been declared DDO yet and due to this reason, budget could not be provided to HAMETI during the year 2019-20. Now, the Director, HAMETI has been declared as DDO, thus the Chairman directed to provide the budget to the HAMETI as per ATMA cafeteria. The Director General, Agriculture and Farmers Welfare Department enquired about the budget expenditure of training Programmes. The Member Secretary submitted that full budget was not utilized due to spread of COVID-19 pandemic disease in the month of March 2020 and the courses/training programmes were withheld as per directions received from MANAGE, Hyderabad.

The Chairman directed to workout benefits as well as profits from each course and to income generated from various courses during previous year in the next meeting.

#### **Agenda No. 7**

##### **To Make Provision of Budget for Various Training Programmes/Other Institutional Operational Expenses.**

The Member Secretary apprised about the budget requirement of various training programmes and courses. The Director General, A&FW Department also desired that training programmes of all the schemes of directorate may be organized at HAMETI and required funds be provided as per norms.

#### **Agenda No. 8-**

##### **Budget Provision for Special Repair of Roads & Residences -**

The Member Secretary apprised regarding requirement of funds for special repair of various building, roads of HAMETI. The Governing board approved the allocation of funds to HAMETI as per estimate to be prepared by PWD(B&R) Department.

#### **Agenda No.9-**

##### **Sanction of Contractual Staff & Posting of Regular Staff**

The Member Secretary intimated about shortage of staff in the Institute. The Chairman directed to constitute five members committee under the Chairmanship of the Director General, A&FW comprising DG, Horticulture, ADA(Ext.), Regional Director (EEI, Nilokheri) and the Director, HAMETI to look into the requirement of manpower as well as designing of various courses (existing staff of the Department/ inputs dealer etc.) as per requirement and generation of income for establishing profit center in the HAMETI. This Committee will submit the report on above mentioned issues by the end of November 2020.

## **ii) Posting of Regular Staff –**

The Director General, A&FW Department apprised to the Chairman that eight posts of the level of the Deputy Director, HAMETI are lying vacant in HAMETI. The Chairman directed to fill up these posts as per guidelines of ATMA for running the institute properly. However the Committee constituted above may examine the structure and nature of posts before filling up these posts.

### **Agenda No. 10**

#### **Approval of Mess Charges of HAMETI-**

The Member Secretary apprised to the house that at present cooperative mess is being run in the institute and requested to revise the mess rates. The Chairman directed to the Director General, A&FW Department to constitute a Committee in this regard to finalize the mess rates and reference may be taken from Horticulture Training Institute, Karnal as suggested by the DG, Animal Husbandry.

### **Agenda No.11-**

#### **Provision of AC in the Hostel**

The Member Secretary apprised that hostel/training premises may be provided facility of air conditioning. The governing board accorded approval for installation of ACs as per requirement from the profit earned from various training programmes planned in the HAMETI.

### **Agenda No. 12.**

#### **Re-opening of Classes of Training Programme/Diploma/Certificate Courses**

The Member Secretary submitted that classes of ongoing six batches of DAESI diploma, INM certificate course and other training programmes were with held due to COVID-19 epidemic and requested to reopen the classes. The Chairman directed to follow Standard Operating Procedure (SOP) issued by MHA while organizing the training programmes. Further, the Chairman directed to make provision of thermal scanner, COVID test before starting of training. The Chairman also directed the Deputy Commissioner, Jind to make provision of medical facility to the institute during trainings. The Chairman further directed to the Deputy Commissioner, Jind to provide all possible help to the institute in establishing it as a model training institute.

The meeting ended with vote of thanks to the Chair.