



(Circular- Centres/AHRD/ Weekly Training/2025/II)

Subject: Guidelines for Weekly Training Programme through Centres/GGNs of Horticulture Department, Haryana-reg.

1. Introduction/Background:

The Department of Horticulture, Haryana is actively working to strengthen the horticulture sector by establishing Centres of Excellence (CoEs) across the state, with the aim of setting up at least one CoE in each district. Presently, 11 CoEs have been established in 9 districts, work is underway on 3 more Centres, and an additional 3 Centres have been announced in the Budget Speech 2025 by the Hon'ble CM. These CoEs function as hubs for demonstrating and disseminating advanced horticultural technologies such as protected cultivation, high-density plantation, and production of quality planting material including fruits and seed potatoes. In review meetings with CoEs and GGNs, it was noted that farmer participation in the 5-day training programmes remains low due to their farming and business obligations. In response, the Department has introduced flexible, need-based guidelines for weekly training programmes to enhance participation, improve effectiveness, and ensure wider outreach. All training activities conducted under this revised framework will contribute towards the Human Resource Development (HRD) targets of the respective Centres.

2. Objectives

To make weekly training programs more effective and farmer-centric by allowing flexibility in the duration of training based on the availability and interest of farmers.

3. Training Duration and Flexibility:

- 3.1. The existing 5-day training program can be modified to 1 to 5-day (1+training) sessions depending on the needs and availability of farmers.
- 3.2. Centre In-charges are authorized to decide the duration and structure of training sessions based on local needs.
- 3.3. Certificates will be issued to participants based on their actual days of attendance, with each certificate clearly mentioning the duration and subject of the training attended. For example, a participant attending only one day will receive a 1-day certificate, while those attending all five days will be awarded a full 5-day certificate.
- 3.4. For specialized topics like protected structures, mushroom farming, and beekeeping, the training must remain a compulsory 5-day program to maintain eligibility for departmental assistance.
- 3.5. No separate sanction shall be required for conducting training, including exposure visits, provided the total duration does not exceed 5 days (1 day for travel + training program).

4. Expenditure Norms

4.1. The expenditure norms for weekly training within State are as under:

Within State	Expenditure norms	Training period
All Centres/GGNs	Upto Rs. 1000/- per day per farmer including transport	For a maximum period of 5 days Flexibility allowed in training duration as per guidelines

4.2. Training for Haryana farmers is completely free of cost.

4.3. Participation from outside the state is allowed on a self-paid basis (Rs. 1000/- per day per farmer will be charged by Centre Incharge).

4.4. The cost of food can be reimbursed either directly to the trainee/farmer through DBT or paid directly to the mess/catering service provider. Alternatively, the DDO may reimburse the mess vendor against valid bills, in accordance with their delegation of financial powers.

4.5. No direct payment in any form (other than food) shall be made to the participants as reimbursement.

4.6. The expenditure is booked under State Plan Scheme VHA-97 under Object Head Training-86.

4.7. All other existing departmental norms and guidelines related to training programs remain unchanged.

4.8. The scenario of weekly training are as under:

Sn.	Scenario	Facility/Component	Remarks
1	Day Training (No Night Stay)	Morning Tea, Lunch, High Tea, Pen, Pad	Borne by Centre In-charge. No amount given to trainee.
2	Night Stay at CoE Hostel	Accommodation, Dinner	Only if hostel available at training centre. Borne by Centre In-charge or paid by farmer.
3	Night Stay at HTI, Uchani, Hostel	Accommodation, Dinner	Paid by Centre In-charge/farmer to HTI.
4	No Govt. Hostel Available	Private Accommodation arranged by trainee itself	The accommodation charges, along with other admissible training-related expenditures, shall be limited to a maximum of Rs. 1000/- per trainee per day Paid by Centre In-charge/farmer only if no Govt. hostel exists.

4.9. In case any Centre In-charge is required to procure items for trainees—such as stationery kits, training materials, or any other related items—the procurement shall strictly be carried out through the Government e-Marketplace (GeM) portal as per prevailing government procurement procedures. A proper financial proposal shall be prepared and approved in advance, and procurement must be undertaken in compliance with financial norms.

5. Centre-wise Targets for the year 2025-26.

Sn.	Centre Name	Phy.T (No. of Trainings)	Targeted Beneficiaries (No. of Beneficiaries)	Fin.T
1.	CEG Bhuna	10	100	3.00
2.	PTC, Shamgarh	5	100	5.00
3.	IBDC, Ramnagar	20	400	20.00
4.	CSTF, Ladwa	10	200	10.00
5.	CEV, Karnal	5	100	5.00
6.	CEF, Mangiana	10	200	10
7.	IHDC, Sundrah	10	200	10
8.	IHDC, Hodal	10	200	10
9.	CoESAH, Gignow	10	200	10
10.	CoE, Munimpur	5	50	2.50
11.	GGN, Barwala	10	100	5.00
Total		105	1850	90.5

Note:

- Max Trainees: 20 per training (flexible, can be less, no minimum enforced).
- Total Training Days: 5 trainings \times 5 days each = 25 days.
- Total Trainee Days: 5 trainings \times 20 trainees \times 5 days = 500 trainee-days.
- Flexibility allowed in training duration as per guidelines.
- Attendance flexibility is allowed; training may be conducted even with fewer than 20 participants depending on local conditions.

All concerned Centre and GGN Incharges are hereby directed to strictly adhere to their assigned responsibilities and ensure close coordination for the effective and timely implementation of the Weekly Training Programme. Any lapse or negligence in the implementation of the Weekly Training Programme shall be viewed seriously and will not be acceptable under any circumstances.

DATED, PANCHKULA
THE 17.06.2025

DR. ARJUN SINGH SAINI
HEAD OF DEPARTMENT (SPECIAL),
HARYANA

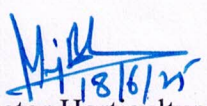
Endst. No. Hort./HRD/25/V/ 18367-410

Panchkula, the

Dated: 18/06/2025

To,

1. Principal-cum-JDH, HTI, Uchani, Karnal.
2. All Joint Director Horticulture at HQ.
3. All Dy. Director Horticulture in the field and HQ.
4. All District Horticulture Officer, in the State.
5. All Incharge (SMS) of Centres/GGNs


Deputy Director Horticulture/P&N
for Head of Department (Special)
Haryana, Panchkula

CC:

1. A copy of above is forwarded to PS/DGH for the information of DGH please.
2. A copy of above is forwarded to all Officers of HQ for information & necessary action please.

