

No. 62/41/2021-6GS-I
Haryana Government
Chief Secretary Organization
General Administration Department
(General Services-I Branch)

Dated: Chandigarh, the 29th July, 2021

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. All the Divisional Commissioners of the State of Haryana.
5. All the Deputy Commissioners of the State of Haryana.
6. The Registrars of all the Universities in the State of Haryana.

Subject: Internship with Government of Haryana – Policy.

Sir/Madam,

I am directed to invite your attention to the subject cited above. Number of academic institutions have been approaching Government of Haryana for providing internship to their students.

2. In view of the above, it has been felt that young academic talent should be provided with the opportunity to become aware of Government functioning and develop understanding of policy measures undertaken by the Departments to bring about social and economic development.

3. Government has decided to notify an "Internship Policy for the State of Haryana" to streamline and structure the internship mechanism. Copy of internship policy is enclosed herewith.

4. All Departments, Boards, Corporations as well as District Administrations under the control of Haryana Government are expected to implement the internship policy.

5. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,


Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

Endst. No. 62/41/2021-6GS-I

Dated: Chandigarh, the 29th July, 2021

A copy is forwarded to the following to bring it to the notice of all Academic Institutions in Haryana State under their control :-

1. Director-General, Higher Education, Haryana.
2. Director-General, Technical Education, Haryana.
3. Director-General, Animal Husbandry and Dairying Department, Haryana.
4. Director-General, Skill Development and Industrial Training Department, Haryana.
5. Director-General, Medical Education & Research, Haryana.


Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.



GOVERNMENT OF HARYANA

***INTERNSHIP POLICY
2021***

GENERAL ADMINISTRATION DEPARTMENT

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1. Introduction

An internship is an opportunity for a student to secure firsthand & practical work experience under the guidance of a qualified & experienced Supervisor/Mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. The interns get an opportunity to familiarize themselves with the policy measures undertaken by various Departments of the State Government to bring about social and economic development. The Internship programme further provides an opportunity to the officers of the Govt. Departments/District Administrations to interact with young thinking minds with brilliant academic record from reputed institutions.

2. Objective: The Internship Policy has the following objectives:

- (a) To allow young academic talent to be associated with the Government work for mutual benefit.
- (b) Provide opportunity to young academic talent to become aware of Government functioning and develop understanding of policy measures undertaken by the Departments to bring about social and economic development.
- (c) To enable young academic talent to contribute to the policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers, etc.

3. Eligibility:

Academic Institutions shall sponsor students for internship. (Format of recommendation at Annexure I)

4. Duration:

The duration of the internship shall range from 2 (Two) months to One year.

5. Confidentiality:

The interns shall be required to maintain confidentiality of all the documents/reports and or any information received by him/her during his/her internship period. The interns shall not reveal to any person or organization any

information relating to the Department, its work and policies. The interns may also be required to sign a confidentiality agreement prior to the commencement of the internship.

6. Logistic Support:

Interns shall bring their own laptop and mobile internet connectivity with them. They shall arrange their own transport to and from office.

7. Domain/ Area of work:

The interns will be working with the Joint Secretaries/ Directors and / or any other relevant officials in the Department/ District Administration. The interns will primarily be working in following domain/areas:

- Agriculture
- Data Management and Analysis
- Economics
- Education/Human Resources Development
- Energy Sector
- Foreign Trade/Commerce
- Governance
- Health, Nutrition, Women Child Development
- Industry
- Infrastructure Connectivity
- Mass Communications and social media
- Mining Sector
- Natural Resources, Environment & Forests
- Programme Monitoring and Evaluation
- Project appraisal and management
- Public Finances/Budget
- Public Private Partnership
- Rural Development and SDGs

- Science and Technology
- Skill Development & Employment
- Social justice and empowerment
- Sports and youth development
- Tourism and culture
- Urbanization/Smart city
- Water Resources

8. Acceptance Letter to Academic Institution:

The concerned HoD/Head of Office shall evaluate the request for internship from the Academic Institution and if found acceptable the HoD/Head of Office shall issue a formal letter allowing the Internship to the Academic Institution with copy to the intern. (Format of Acceptance Letter at Annexure VI).

9. Registration of Intern:

Upon acceptance of Internship, each Intern shall register on the state Internship web portal.

10. Haryana Internship Portal:

For maintaining digital record of the internship process and the products developed therein a web portal has been developed at the office of chief secretary Haryana i.e. www.internship.csharyana.gov.in. Once the internship proposal of the academic institution has been accepted by department/ district administration, the interns as well as supervisors shall upload various documents as provided here to the Internship portal.

- i. Registration of the intern
- ii. Document submission by the intern (CV, Feedback, Work Report)
- iii. Document Submission by the Supervisors/HoD/ (Supervisor Report and Performance Evaluation of the intern)
- iv. Internship Certificate generation

11. Supervision of work of intern and performance evaluation:

The work of the intern shall be supervised by a competent official nominated by the HOD/Head of Office. At the end of the internship, the Supervisor shall evaluate the work delivered by the intern as per the format in Annexure II.

12. Feedback from the intern:

Each intern shall provide feedback on various aspects of the internship as per the format in Annexure III.

13. Submission of papers:

The interns will be required to present a report to the HoD/Head of Office through the concerned supervisor at the end of the internship. The interns will be required to maintain a daily work sheet providing details of the work undertaken each day and upload the papers on the portal.

14. Certificate of Internship:

Certificates will be awarded to interns upon satisfactory completion of their internship and on submission of their Work Report. Digitally signed certificates by GAD shall be available on the portal.

15. Honorarium/Stipend:

Interns shall not be entitled to any Honorarium/Stipend whatsoever. The internship will neither be a job nor any assurance to any future job/placement or employment in Government.

16. Code of Conduct:

- (a) The working days & hours will be as per the Rules of the Govt. of Haryana.
- (b) The Intern shall follow the rules and regulations, which are in general applicable to employees of Department/District Administration.
- (c) The Intern shall follow the confidentiality protocol and shall not reveal to any person or organization any confidential information relating to Department/District Administration, its work and policies.
- (d) Interns will conduct themselves professionally and with decorum in their relationship with Department/District Administration and the public in

general.

- (e) In case of violation of Code of Conduct, the internship may be liable for premature termination without giving any notice whatsoever.

17. Accommodation:

The intern shall make his/her own arrangements for accommodation.

18. REMUNERATION:

the internship shall be honorary and no stipend or remuneration shall be admissible to the intern.

19. Amendments to Policy

Any provision of this policy may be modified with approval of Chief Secretary, Haryana.

**Letter of Recommendation from Academic Institution
for Internship with Haryana Government**

To

The Administrative Secretary to Government Haryana,
Name of Govt. Department/ District Administration
Address _____.

Subject: Recommendation for Internship in (Domain)

Sir/Madam,

I would like to recommend _____ [Name of the Student] Son/
Daughter of or Wife of _____ whom I have personally known
for ____ years at _____ [Name of the Academic Institute].

2. During my relationship with _____ [Individual's Name] I have
experienced an individual who is polite, works hard and carries himself/herself in a
respectable manner. (Attach complete CV of the individual with demographic and academic
record. Model CV attached).

3. I recommend this individual for an internship position in the
(mention domain) for a period of _____ (mention duration from 2 to 6
months).

Signature & Stamp _____

Date _____

Name of the Academic Institution with address:

Name of faculty _____

Designation _____

Telephone _____

E-Mail _____

**Government of Haryana
Evaluation of Intern: Report of Supervisor**

Date: _____

Intern Name: _____

Son/ Daughter of or Wife of: _____

Supervisor's Name: _____

Supervisor Department: _____

Supervisor's E-mail: _____

Supervisor's phone: _____

Internship Start Date: _____ Internship End Date: _____

Please provide feedback as defined below:

	Particulars	Remarks
(i)	Punctuality (Regular/ Intermittent)	
(ii)	Communication skills (Good/ need improvement)	
(iii)	Quality of paper/ report submitted (Good/ need improvement)	
(iv)	Work/ task allocated timely delivery (On time/ Delayed)	
(v)	Intern received necessary training/ resources to deliver the work/ task (Yes/ No)	

Additional comments or concerns:

Overall performance:

Intern's signature : _____ Date: _____

Supervisor's signature: _____ Date: _____

Feedback by the Intern

Intern Name: _____

Supervisor Name: _____

	Particulars	Remarks
(1)	Learnt work process, methodology and its overall workflow	
(2)	Developed decision-making and problem-solving skills	
(3)	Understood multidepartment working and overall organization processes	
(4)	Helped me in improving interpersonal skills	
(5)	Helpful in my career goals and their future prospects	
(6)	Helped in implementing theory concepts into practical implementation	
(7)	Overall benefit of internship	
(i)	What has been the most significant accomplishment or satisfying moment of your internship?	
(ii)	What did you dislike about the internship?	
(iii)	Considering your overall experience, how would you rate this internship? (Tick one).	(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved:

Intern's Signature _____ Date _____

Format of Internship Completion Certificate
To be given on Letterhead of Head of Department/Head of Office

GOVERNMENT OF HARYANA
INTERNSHIP CERTIFICATE

This is to certify that <Mr./Ms.> _____ a student of <Academic Institution> has successfully completed <His/Her> Internship with <Department/ District Administration> of Government of Haryana at _____ (location) from _____ to _____ (mention duration).

During the period of Internship, he/she worked under _____ (mention Supervisor) in the following areas.

(i)

(ii)

2. <He/She> has shown special flair for _____ and <his/her> performance in preparation of the report has been rated as _____.

3. During the period of <his/her> internship programme <he/she> was punctual and hardworking.

< QR or Bar Code>

< Digital Signature >

**Government of Haryana
Confidentiality Agreement for Interns**

Ison/daughter ofR/Owho is undergoing internship in Govt. of Haryana for the period from -----to ----- understand that "Confidential Information" means any information of a secret or confidential nature relating to the internship workplace, which may include but not limited to methods, documents, data, drawings, manual, notebooks, reports, processes, software, information systems, contracts, proposals, training materials, etc.

I agree to the following:

I have read and understood the above definition of "Confidential Information". I agree that I will not at any time, both during and after completion of internship, communicate or disclose confidential information to any person, corporation or entity unless required by applicable law or legal process.

(Signature).....

Date: _____

Full Name.....

Address

**Government of Haryana
Acceptance of Internship**

From (HoD/Head of Office)
Address

To

Name (Name of faculty)
Designation
Name of Academic Institution
Address of Institution

Subject: Letter of Acceptance of internship

With reference to your letter no. dated. seeking internship for the following students:

1. (name of student) + (work domain) + (duration of internship)
2.
3.

This office accedes to your request for internship of the above-mentioned student/s for the work domain and duration as mentioned above.

The internship shall be supervised by (name of official with designation)

The interns shall have to sign an agreement of confidentiality as per **Annexure V** attached.

The internship policy of the Government is annexed herewith.

The students may be directed to report to the Supervisor on (date) at (am/pm).

Dated _____

Signature:

(Name & Designation)

Copy:

1. Intern (Name & address)
2. Intern (Name & address)
3.