

①

**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED**  
(A State Govt. undertaking)



Registered office Vidyut Bhawan, HPSEBL, Shimla-04  
Number (CIN) U40109HP2009SGC31255  
GST, No. HPSEBL 02 AACCH4894EHZB  
Telephone Number 0177-2803600, 2801675 (Office),  
Website address [www.hpseb.com](http://www.hpseb.com)  
Email [cmd@hpseb.in](mailto:cmd@hpseb.in) & [trainingcell.hpseb@gmail.com](mailto:trainingcell.hpseb@gmail.com)

**OFFICE ORDER**

The following freshly recruited Junior Office Assistants (IT) in HPSEBL, are hereby nominated to undergo 4 days residential induction training programme on Office Procedure, Noting/ Drafting, SAP/ ERP System and Consumer Billing System etc. (as per Annexure-P) at ACSTI, Sangti, Shimla-05.

(A) Coordinator:- Chief Engineer (OP) South, Shimla / Dy. CE(OP) Circle Shimla-09/Sr. Xen. City ED Shimla.  
(6<sup>th</sup> Batch) 23.07.2018 to 26.07.2018, 04 days (Venue:- ACSTI, Sangti, Shimla-05)

Sr. No.	Name & Designation. Sh./Smt.	Office Address	Contact No./email
1	Sh. Parvesh Bhatia	ESD No-I Palampur under ED Palampur	98163-06635
2	" Naresh Kumar	ESD No-II Palampur under ED Palampur	78072-16051
3	" Ravi Chand	ESD No-II Palampur under ED Palampur	88948-87111
4	" Sushil Kumar	ESD No-II Palampur under ED Palampur	70182-38849
5	" Sandeep Kumar	ESD Daulatpur under ED Gagret	88948-66504
6	" Ranbir Singh	ESD Amb under ED Amb	94184-66890
7	" Rajesh Chand	ESD Chowkiminar under ED Amb	98820-76767
8	" Avinash Chaudhary	ESD Chowkiminar under ED Amb	94186-16388
9	" Shashi Paul	ED Jawali	94592-89586
10	" Raman Kumar	ESD Fatehpur under ED Fatehpur	88940-09714
11	" Gurman Singh	ESD Rey under ED Fatehpur	98173-94030
12	" Narinder Kumar	ESD Chamba No-I under ED Chamba	94187-13518
13	" Ravi	ESD Chamba No-I under ED Chamba	94599-49021
14	" Khem Raj	ESD Tissa under ED Chamba	98577-62381
15	" Khem Raj	ESD Chamba No-II under ED Chamba	98169-98007

*Er. Suresh Chandra*  
Superintending Engineer (IT)  
HPSEB Ltd., Vidyut Bhawan,  
Shimla-171004

*Er. Suresh Chandra*  
J.E.  
T/E

(2)

16	" Raj Kumar	ESD Chamba No-II under ED Chamba	88944-03330
17	" Chander Mani	ESD Sihunta under ED Dalhousie	98052-41956
18	" Pritam Singh	ESD Chamba No-I under ED Chamba	94181-28197
19	" Tanuj Kumar	ESD Dalhousie under ED Dalhousie	94187-37630
20	Miss Bobby	ESD Salooni under ED Dalhousie	98161-75165
21	Sh. Mohinder Lal	ESD Salooni under ED Dalhousie	86298-05683
22	" Mukesh Kumar	ESD Chamba No-I under ED Chamba	94590-30070
23	" Mohinder Raj	ESD Bakloh under ED Dalhousie	94599-86751
24	" Ranjeet Singh	ESD Nurpur under ED Dalhousie	97367-58575
25	" Rakesh Singh	ESD Nurpur under ED Dalhousie	94182-48156
26	" Barjesh Kumar	ESD Damtal under ED Dalhousie	97802-33999
27	" Sandeep Kumar	ESD Damtal under ED Dalhousie	75032-06995
28	" Pankaj Pathania	ESD Ganoh under ED Dalhousie	75087-45646
29	" Joginder Singh	ESD Killar under ED ED Killar (Pangi)	94591-28394
30	" Davinder Kumar	ESD Killar under ED PVED Killar	89823-16623
31	" Vinod Kumar	ESD Sach under ED PVED Killar	94189-17141
32	" Arvind Sood	ESD No-I Palampur under ED Palampur	98575-29786
33	" Brij Lal	C. E. (OP) South, HPSEBL, Shimla	94592-16938
34	Sh. Anuj Singha	ESD Thanedhar under ED Kumarsain	98057-42121
35	Smt. Seema Devi	ESD Sarahan under ED Rampur	94185-50785
36	Sh. Manoj Kumar	ESD Sarahan under ED Rampur	78073-62507
37	Smt. Naratru Devi	ESD Rampur under ED Rampur	01782-233023
38	Sh. Kanwar Singh	ESD Taklech under ED Rampur	98053-25448
39	" Jagmohan	ESD Taklech under ED Rampur	98059-30876
40	" Pawan Kumar	ESD Rampur under ED Rampur	94598-22284
41	" Ravinder Kumar	ESD Nankhari under ED Rampur	70180-89162
42	" Kandi Ram	ESD Sarahan under ED Rampur	82197-68962

43	" Kash Pal	ESD Baragaon under ED Kumarsain	98051-18354
44	" Vipin Kumar	ESD Thanedhar under ED Kumarsain	70187-53604
45	" Ashutosh	ESD Baragaon under ED Kumarsain	94597-44990
46	" Jampal Singh	ESD Pooh under ED Reckongpeo	94182-18226
47	" Kalzang Landup	ESD Kaza under ED Kaza	94596-84550
48	Smt. Rachna Thakur	ESD Anni under ED Anni	94592-29641
49	Sh. Birbal Kumar	ESD Neether under ED Anni	94598-21910
50	" Tarun Kumar	ESD Neether under ED Anni	94182-25330

**(7<sup>th</sup> Batch) 27.08.2018 to 30.08.2018, 04 days (Venue:- ACSTI , Sangti , Shimla-05)**

Sr. No.	Name & Desiganation. Sh./Smt.	Office Address	Contact No./email
1	Miss Chander Kanta	ESD Sarahan under ED Rampur	82195-88348
2	Sh. Ramesh Chand	ESD Sarahan under ED Rampur	88944-50631
3	" Brij Mohan	ESD Baragaon under ED Kumarsain	88941-98567
4	" Suman Kumar	ESD Reckongpeo under ED Reckongpeo	94181-84163
5	" Rajinder Kumar	ESD Anni under ED Anni	94183-78439
6	" Ved Parkash	ESD Jagatkhana under ED Anni	78074-73726
7	Smt. Reeta Devi	ESD Mashobra under ED No-I Shimla	94189-82894
8	Smt. Bhauvneshwari	ESD Mashobra under ED No- I Shimla	97368-88585
9	" Kamlesh Kumari	ESD Dhali under ED No- I Shimla	82199-66829
10	Sh. Abhishek Kapoor	ESD Dhali under ED No-I Shimla	94185-92775
11	Leena Devi	ESD Khalni under ED No-I Shimla	97364-00462
12	Vinood Kumar	ESD Khalni under ED No-I Shimla	98072-21493
13	Sh. Ramesh Sharma	ESD Junga under ED No-I Shimla	98169-44258
14	" Lokinder Kumar	ESD Kasumpti under ED No-II Shimla	94594-71171
15	Smt. Meenakshi Bhardwaj	ESD Kasumpti under ED No-II Shimla	98165-47759
16	Sh. Satya Prakash	ESD Boileauganj under City ED Shimla	98059-59585

(4)

17	Sunita Kashyap	ESD Boileauganj under City ED Shimla	94187-03234
18	Tamanna Kumari	ESD Ridge under City ED Shimla	96259-51850
19	Sangeeta Kumari	ESD Chhota Shimla under City ED Shimla	78320-29762
20	Ritika Chauhan	ESD Chhota Shimla under City ED Shimla	94598-74464
21	Sh. Vijay Kumar	ESD Sanjauli under City ED Shimla	94592-46678
22	" Vishal Bhardwaj	ESD Sanjauli under City ED Shimla	94183-27808
23	" Devender	ESD Sainj under ED Theog	98053-09118
24	" Dinesh	ESD Theog under ED Theog	89883-92350
25	" Ajay Kumar	ESD Theog under ED Theog	94189-63640
26	" Yogesh Sharma	ESD Matiana under ED Theog	94598-28437
27	Ruchika Sharma	ESD Matiana under ED Theog	94594-81701
28	Sh. Tek Singh	ESD Suni under ED Suni	70184-25499
29	" Geeteshwar Verma	ESD Suni under ED Suni	94186-53769
30	Krishan Gopal	ESD Dhami under ED Suni	82197-14538
31	" Sant Ram	ESD Panog under ED Rajgarh	78075-78359
32	" Pankaj Sharma	ESD Sarahan under ED Rajgarh	94184-91695
33	" Naresh Kumar	ESD Panog under ED Rajgarh	83518-07396
34	Savita	ESD Rajgarh under ED Rajgarh	91299-29433
35	Kiran	ESD Sarahan under ED Rajgarh	98059-79040
36	Jyoti Sharma	ESD Narag under ED Rajgarh	89884-90438
37	Sh. Vikas Sharma	ESD Charna under ED Rajgarh	88946-09521
38	" Jai Parkash	ESD Dadahu under ED Nahan	88940-70370
39	" Anil Sharma	ESD Dadahu under ED Nahan	70189-79212
40	" Naresh Kumar	ESD Rohru under ED Rohru	94186-95111
41	" Mohamaad Hamid	ESD Rohru under ED Rohru	98053-25937
42	" Kaku Ram	ESD Chirgaon under ED Rohru	88947-41789
43	Miss Pershotam	ESD Chirgaon under ED Rohru	98162-58781

5

44	Miss Priyanka	ESD Chirgaon No-II under ED Rohru	94591-82128
45	Pooja Thapa	ESD Nahan No-I under ED Nahan	70182-86102
46	Taruna Gaur	ESD Nahan No-I under ED Nahan	94594-23055
47	Sh. Mohd Ashraf	ESD Bagathan under ED Nahan	82191-29873
48	Sh. Sachin	ESD Shillai under ED Paonta	98167-53399
49	" Puran Singh	ESD Sataun under ED Paonta	88946-66608
50	Sh. Kamal Rasmi Khan	ESD Dhaulakuan under ED Paonta	70310-21933

**HPSEBL shall arrange ( after completion of codal fomalties ) :-**

1. Boarding and lodging facilities to the visiting faculty and participants.
2. Training hall with all teaching aids, such as Computer System with Projector, Audio- Visual equipment, Screen, Mike/Public Address System etc.
3. Participation Certificates shall be issued to all the participants/ JOAs (IT) who attend the 4 days induction training programme at ACSTI Shimla-05.

For any training related query , co-ordinator Er. S. N. Upreti , Chief Engineer (OP)South Shimla, may please be contacted at Mobile No. 94180-72904, Er. Pankaj Dadwal (Dy. CE) OP Circle, Shimla at Mobile No.94180-52907 and Er. Rajesh Chandla ( Sr. Xen) City Elect. Divn. HPSEBL Shimla at Mobile No.88948-84937/ 94181-56700. However, they may assign duties further to their subordinates accordingly. DDO for above said training of JOAs (IT) is Sr. Xen City Elect. Divn. HPSEBL Shimla-01. **Chief Engineer (OP) South Shimla/ concerned Head of office / concerned Sr. Executive Engineer of participants are hereby authorized to depute/send substitutes on above said training against transferred/not joined/leave / any other incident etc. , so that said training should not go under utilized.**

The period of absence of the above named Junior Office Assistants (IT) and HPSEBL faculty from their head quarters for this purpose shall be treated as on duty under FR.9 (6) (b).For any query related to Boarding/ Lodging and training hall, ACSTI Sangti Shimla may please be contacted at Ph. No. 0177-2830561 ,2831780, 2830281 and Mob. No. 94181-09560.

Few participants / faculty are expected to come a day before the start of the training and leave a day after completion of the training. Therefore rooms / food may be provided to such participants / faculty accordingly. DDO/ Sr. Executive Engineer City ED Shimla will make the payments of above said training and after incurring the expenditure, he will ensure proper maintenance of account of the expenditure and shall render the account to the Chief Account Officer, HPSEBL, Shimla for adjustments accordingly.

All the participants /Junior Office Assistants (IT) and HPSEBL faculty/trainers shall be entitled to draw TA /DA in this regard as admissible under the relevant rules. The expenditure on above said training shall be charged to Account Head 76.165 (training within state) and TA/DA to the relevant Head of Account. Chief Engineer (OP), South Shimla/Dy. CE(OP) Shimla/Sr. Executive Engineer City ED Shimla shall demand the above funds in the revised budget for FY 2018-19 under Account Head 76.165 (training within state).

(KUMAD SINGH,  
Executive Director (Personnel),  
HPSEBL Shimla-4.

W.S.  
28/5/18

6

No. HPSEBL (Sectt.)/Trg .231/JOA (IT) /2018-21368-528

Dated:- 29-5-18

Copy for information and necessary action is forwarded to:-

1. The Sr. PS to the Managing Director, HPSEBL, for kind information of Managing Director please.
2. The Sr. PS to the Director (F&A) for kind information of Director (F&A) please.
3. The Sr. PS to Director (OP) for kind information to Worthy Director (OP) please.
4. The Sr. PS to Director (Tech.) for kind information to Worthy Director (Tech.) please.
5. The Chief Engineer (OP) South, HPSEBL, Shimla-04.
6. The Chief Engineer (OP) North HPSEBL Dharmshala.
7. The Chief Accounts Officer, HPSEBL, Vidyut- Bhawan, Shimla-4.
8. Sh. N. K. Gupta (Dy. Chief Auditor) HPSEBL, Sh. Rajinder Thapar (AO, Fund), Sh. Arjun Thakur (AAO, Fund), Sh. Purshottam Sharma (AO, Admn.), HPSEBL, F& A Wing Shimla -04.
9. Dy. CE/ SE (IT) HPSEBL, Shimla-04 to upload on training portal/page of HPSEBL.
10. The Superintending Engineer (OP) Circle HPSEBL, Kangra/Rampur/Nahan/Una/ Dalhousie / Rohru/ Kasumpti Shimla-09.
11. The Senior Executive Engineer(s) Elect. Divn. Palampur/Gagret/Amb/Jawali/ ED Killar (Pangi)/ Kumarsain/ Rampur/ Reckongpeo/ Kaza/ Anni/ ED No-I Shimla/ ED No-II Shimla/ City Electrical Divn. Shimla/ Theog/ Rajgarh/ Suni/ Nahan/ Chamba/ Dalhousie / Fatehpur /Rohru/ and Panota Sahib.
12. Sr. Accounts Officer (PNG) O/o the CAO , F & A Wing ,HPSEBL, Shimla-04.
13. The Principal, Agriculture Co-operative Staff Training, Institute Sangti, Summer Hill, Shimla-171005 w.r.t. his office letter no. HP. ACSTI/SML/19001A/ 79/2018-19 dated: 26.04.2018. He shall inform to this office about the actual participation i.e the number and names of the participants/ JOAs (IT) who attended the training programmes from HPSEBL, while submitting Bills of said training. GST No., PAN and Bank details may also be supplied with the Bills.
14. Er. Devanshu Dharwal (AE ,IT) , Er. Paramjeet Rana (AEE, IT) , Er. Ajay Ahitan (AE, IT) & Er. Subhash Thakur (AE, IT) O/o Dy. CE (IT Cell ) HPSEBL Shimla-04
15. The Under Secretary (Genl.) HPSEBL, Shimla-4,
16. Sh. S .R. Sharma, Under Secretary (Law) HPSEBL, Shimla.
17. Sh. P.L. Thanta (SO, NGE), Uttam Chand Khitta (SO, Genl.), SO (R&E) , SO (Confid.) O/o Executive Director( Pers.) HPSEBL Shimla, Smt. Tripta Shurma (Supdt. Gr.II ) O/o CE (PCA) HPSEBL Shimla
18. Er. Megha Rana (AE) O/o Chief Engineer (Comm.),HPSEBL Shimla-04.
19. Shri Anurag Prashar, Dy. Director (PR) HPSEBL, Shimla-04.
20. TCS ERP Consultant, TCS ISU Consultant O/o Dy. Chief Engineer (IT Cell) HPSEBL Shimla-04.
21. The above named officials/JOAs (IT) for compliance please. Feedback report may please be supplied after completion of above said training through controlling officer.
22. The Guard file.

(KUMAD SINGH,  
Executive Director (Personnel),  
HPSEBL Shimla-4.

26/5/18

## Annexure-P

## 4 days Induction Training Programme for Jr. Office Assistants (IT) at ACSTI Sangti, Summer Hill Shimla-05

Day- One (23.07.2018)		6 <sup>th</sup> Batch		
Sr. No.	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (Supdt. Gr.II) O/o CE( PCA ) HPSEBL Shimla (E-mail: lspridevi@gmail.com)	7.30 a.m.	8.30 a.m.
2.	Inaugural function and welcome Address	Director (Pers.) & ED (Pers.), HPSEBL	10.00 a.m.	10.30 a.m.
3.	Back ground of HPSEBL and its functions (Generation, Transmission and Distribution of Electricity)	Sh. Anurag Prashar Dy. Director (PR) HPSEBL.	10.30 a.m.	11.30 a.m.
4.	<b>Tea Break</b>		11.30 a.m.	11.45 a.m.
5.	Brief about Company's Finances (Revenue / Expenditure)	Sh. N.K.Gupta ( Dy. Chief Auditor)HPSEBL	11.45 a.m.	12.30 p.m.
6.	CPS and GPF etc.	Sh.Rajinder Thapar(AO, Fund) and Sh.Arjun Thakur (AAO, Fund)	12.30 p.m.	1.00 p.m.
7.	Salary Structure, any other entitlement / allowances etc.	Sh.Purshottam Sharma (AO, Admn.)O/o The CAO ( F&A Wing)HPSEBL, Shimla-04	1.00 p.m.	1.30p.m.
8.	Lunch Break		1.30 p.m.	2.30 p.m.
9.	Systems and Office procedure, Constitution of a file & File Register	Sh P.L. Thanta (SO, NGE) O/o Executive Director (Pers.)HPSEBL	2.30 p.m.	3.30 p.m.
10.	<b>Tea Break</b>		3.30.p.m.	3.45 p.m.
11.	Opening and Numbering of a file, Working a file, Noting and Drafting, Recording of file , Review and weeding out of files .	Sh P.L. Thanta (SO, NGE) O/o Executive Director (Pers.)HPSEBL	3.45 p.m.	5.00 p.m.
Day- Two (24.07.2018)				
Sr. No.	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (Supdt. Gr.II) O/o CE( PCA ) HPSEBL Shimla (E-mail: lspridevi@gmail.com)	7.30 a.m.	8.30 a.m.
2.	Attendance Register and Office Decorum	Sh. Uttam Chand Khitta ( SO, Genl.) O/o Executive Director (Pers.)HPSEBL	10.00 a.m.	11.30 a.m.
3.	<b>Tea Break</b>		11.30 a.m.	11.45 a.m.
4.	Types of Leaves	Sh. Uttam Chand Khitta ( SO, Genl.) O/o Executive Director (Pers.)HPSEBL	11.45 a.m.	12.15 p.m.
5.	Gender Sensitivity (Redressal of Sexual Harrassment of women at work places)	Er.Megha Rana (AE)o/o Chief Engineer (Comm.), HPSEBL, Shimla	12.15 p.m.	1.30 p.m.
6.	Lunch Break		1.30 p.m.	2.30 p.m.
7.	Vigilance / Inquiry and court cases etc.	Sh. S. R. Sharma Under Secretary (Law) HPSEBL Shimla	2.30 p.m.	3.30 p.m.

8.	Tea Break		3.30 p.m.	3.45 p.m.
9.	Vigilance / Inquiry and court cases etc.	Sh. S. R. Sharma Under Secretary (Law) HPSEBL Shimla	3.45 p.m.	5.00 p.m.

Day- Three ( 25.07.2018)

Sr. No.	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (Supdt. Gr.II) O/o CE( PCA ) HPSEBL Shimla (E-mail: lspridevi@gmail.com)	7.30 a.m.	8.30 a.m.

2.	<b>Introduction to IT Cell:-</b> Brief History of IT Cell of HPSEBL & initial initiatives, Structure of IT Cell, IT infrastructure – Data Centre, Disaster Recovery Centre, VPN / MPLS Connectivity, HPSEBL Website, HPSEBL Web Mail System, Computational Infra Supplied to S / Divns under various Projects.	Er.Devanshu Dharwal (AE) O / o Dy. CE (IT) HPSEBL Shimla.	10.00 a.m.	11.30 a.m.
3.	Tea Break		11.30 a.m.	11.45 a.m.
4.	<b>SAP ERP System :-</b> Introduction to SAP ERP System, its various modules & current implementation, Processes carried out at Sub Division Level on SAP ERP System, Guidelines Issued by HPSEBL Management regarding SAP ERP work for Sub divisions	Er. Paramjeet Rana ( AEE ,IT) O / o Dy. CE (IT) HPSEBL Shimla and One TCS ERP Consultant	11.45 a.m.	1.30 p.m.
5.	Lunch Break		1.30 p.m.	2.30 p.m.
6.	<b>SAP ERP System</b>	Er. Paramjeet Rana ( AEE ,IT) O / o Dy. CE (IT) HPSEBL Shimla and One TCS ERP Consultant	2.30 a.m.	3.30 p.m.
7.	Tea Break		3.30 p.m.	3.45 p.m.
8.	<b>SAP ERP System</b>	Er. Paramjeet Rana ( AEE ,IT) O / o Dy. CE (IT) HPSEBL Shimla and One TCS ERP Consultant	3.45 p.m.	5.00 p.m.

Day- Four ( 26.07.2018)


Sr. No.	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (Supdt. Gr.II) O/o CE( PCA ) HPSEBL Shimla (E-mail: lspridevi@gmail.com)	7.30 a.m.	8.30 a.m.



9

2.	<b>Consumer Billing System</b> :-Introduction to ELP Soft Billing System, Major Business Processes Covered Under ELP Soft Billing System, Support Team for ELP Soft Billing System, Introduction to SAP ISU Billing System, Major Business Process Covered Under SAP ISU Billing System, Support Team for SAP ISU Billing System & Online Consumer Portals.	Er. Ajay Ahitan (AE, IT) O / o Dy. CE (IT) HPSEBL Shimla and One TCS ISU Consultant	10.00 a.m.	11.30 a.m.
3.	<b>Tea Break</b>		11.30 a.m.	11.45 a.m.
4.	<b>Consumer Billing System</b>	Er. Ajay Ahitan (AE, IT) O / o Dy. CE (IT) HPSEBL Shimla and One TCS ISU Consultant	11.45 a.m.	1.30 p.m.
5.	<b>Lunch Break</b>		1.30 p.m.	2.30 p.m.
6.	<b>Consumer Billing System</b>	Er. Ajay Ahitan (AE, IT) O / o Dy. CE (IT) HPSEBL Shimla and One TCS ISU Consultant	2.30 p.m.	3.00 p.m.
7.	<b>Tea Break</b>		3.00 p.m.	3.15 p.m.
8.	<b>RAPDRP</b> :- Introduction to RAPDRP, Various components of RAPDRP - Meter Data Acquisition System (MDAS), Energy Audit (EA), Identity & Access Management System (IAMS), Urja App and Website, Geographic information System (GIS), Smart Grid.	Er. Subhash Thakur (AE, IT) O / o Dy. CE (IT) HPSEBL Shimla	3.15 p.m.	5.00 p.m.

There will be daily Yoga classes from 7.30 a.m. to 8.30 a.m. conducted by Smt. Tripta Sharma (Supdt. Gr.II) O/o CE (PCA) HPSEBL Shimla.

  
(KUMAD SINGH)  
Executive Director (Pers.)  
HPSEBL, Shimla-04.

20/5/18

## Annexure-P

## 4 days Induction Training Programme for Jr. Office Assistants (IT) at ACSTI Sangti Summerhill Shimla-05

Day- One (27.08.2018)		7 <sup>th</sup> Batch		
	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (Supdt. Gr.II) O/o CE( PCA ) HPSEBL Shimla (E-mail: Isptridevi@gmail.com)	7.30 a.m.	8.30 a.m.
2.	Inaugural function and welcome Address	Director (Pers.) & ED (Pers.), HPSEBL	10.00 a.m.	10.30 a.m.
3.	Back ground of HPSEBL and its functions (Generation, Transmission and Distribution of Electricity)	Sh. Anurag Prashar Dy. Director (PR) HPSEBL.	10.30 a.m.	11.30 a.m.
4.	Tea Break		11.30 a.m.	11.45 a.m.
5.	Brief about Company's Finances (Revenue / Expenditure)	Sh. N.K. Gupta ( Dy. Chief Auditor)HPSEBL	11.45 a.m.	12.30 p.m.
6.	CPS and GPF etc.	Sh. Rajinder Thapar(AO, Fund) and Sh. Arjun Thakur (AAO, Fund)	12.30 p.m.	1.00 p.m.
7.	Salary Structure, any other entitlement / allowances etc.	Sh. Purshottam Sharma (AO, Admn.)o/o The CAO ( F&A Wing)HPSEBL, Shimla-04	1.00 p.m.	1.30p.m.
8.	Lunch Break		1.30 p.m.	2.30 p.m.
9.	Systems and Office procedure, Constitution of a file & File Register	Sh. P.L. Thanta (SO, NGE) o/o Executive Director (Pers.)HPSEBL	2.30 p.m.	3.30 p.m.
10.	Tea Break		3.30 p.m.	3.45 p.m.
11.	Opening and Numbering of a file, Working a file, Noting and Drafting, Recording of file , Review and weeding out of files .	Sh. P.L. Thanta (SO, NGE) o/o Executive Director (Pers.)HPSEBL	3.45 p.m.	5.00 p.m.
Day- Two (28.08.2018)				
Sr. No.	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (Supdt. Gr.II) O/o CE( PCA ) HPSEBL Shimla (E-mail: Isptridevi@gmail.com)	7.30 a.m.	8.30 a.m.
2.	Attendance Register and Office Decorum	Sh. Uttam Chand Khitta( SO, Genl.) o/o Executive Director (Pers.)HPSEBL	10.00 a.m.	11.30 a.m.
3.	Tea Break		11.30 a.m.	11.45 a.m.
4.	Types of Leaves	Sh. Uttam Chand Khitta( SO, Genl.) o/o Executive Director (Pers.)HPSEBL	11.45 a.m.	12.15 p.m.
5.	Gender Sensitivity (Redressal of Sexual Harrassment of women at work places)	Er. Megha Rana (AE)o/o Chief Engineer (Comm.), HPSEBL, Shimla	12.15 p.m.	1.30 p.m.
6.	Lunch Break		1.30 p.m.	2.30 p.m.
7.	Vigilance / Inquiry and court cases etc.	Sh. S. R. Sharma Under Secretary (Law) HPSEBL Shimla	2.30 p.m.	3.30 p.m.

8.	Tea Break		3.30 p.m.	3.45 p.m.
9.	Vigilance / Inquiry and court cases etc.	Sh. S. R. Sharma Under Secretary (Law) HPSEBL Shimla	3.45 p.m.	5.00 p.m.

**Day- Three ( 29.08.2018)**


Sr. No.	Subject	Faculty	Time	
			From	To
1.	Yoga	Smt. Tripta Sharma (Supdt. Gr.II) O/o CE( PCA ) HPSEBL Shimla (E-mail: Ispridevi@gmail.com)	7.30 a.m.	8.30 a.m.

2.	<b>Introduction to IT Cell:-</b> Brief History of IT Cell of HPSEBL & initial initiatives, Structure of IT Cell, IT infrastructure – Data Centre, Disaster Recovery Centre, VPN / MPLS Connectivity, HPSEBL Website, HPSEBL Web Mail System, Computational Infra Supplied to S / Divns under various Projects.	Er.Devanshu Dharwal (AE) o / o Dy. CE (IT) HPSEBL Shimla.	10.00 a.m.	11.30 a.m.
3.	Tea Break		11.30 a.m.	11.45 a.m.
4.	<b>SAP ERP System</b> :-Introduction to SAP ERP System, its various modules & current implementation. Processes carried out at Sub Division Level on SAP ERP System, Guidelines Issued by HPSEBL Management regarding SAP ERP work for Sub divisions	Er. Paramjeet Rana ( AEE ,IT) o / o Dy. CE (IT) HPSEBL Shimla and One TCS ERP Consultant	11.45 a.m.	1.30 p.m.
5.	Lunch Break		1.30 p.m.	2.30 p.m.
6.	<b>SAP ERP System</b>	Er. Paramjeet Rana ( AEE ,IT) o / o Dy. CE (IT) HPSEBL Shimla and One TCS ERP Consultant	2.30 a.m.	3.30 p.m.
7.	Tea Break		3.30 p.m.	3.45 p.m.
8.	<b>SAP ERP System</b>	Er. Paramjeet Rana ( AEE ,IT) o / o Dy. CE (IT) HPSEBL Shimla and One TCS ERP Consultant	3.45 p.m.	5.00 p.m.

**Day- Four ( 30.08.2018)**

Sr. No.	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (Supdt. Gr.II) O/o CE( PCA ) HPSEBL Shimla (E-mail: Ispridevi@gmail.com)	7.30 a.m.	8.30 a.m.

2.	<b>Consumer Billing System:-</b> Introduction to ELP Soft Billing System, Major Business Processes Covered Under ELP Soft Billing System, Support Team for ELP Soft Billing System, Introduction to SAP ISU Billing System, Major Business Process Covered Under SAP ISU Billing System, Support Team for SAP ISU Billing System & Online Consumer Portals.	Er. Ajay Ahitan (AE, IT) o / o Dy. CE (IT) HPSEBL Shimla and One TCS ISU Consultant	10.00 a.m.	11.30 a.m.
3.	<b>Tea Break</b>		11.30 a.m.	11.45 a.m.
4.	<b>Consumer Billing System</b>	Er. Ajay Ahitan (AE, IT) o / o Dy. CE (IT) HPSEBL Shimla and One TCS ISU Consultant	11.45 a.m.	1.30 p.m.
5.	Lunch Break		1.30 p.m.	2.30 p.m.
6.	<b>Consumer Billing System</b>	Er. Ajay Ahitan (AE, IT) o / o Dy. CE (IT) HPSEBL Shimla and One TCS ISU Consultant	2.30 p.m.	3.00 p.m.
7.	<b>Tea Break</b>		3.00 p.m.	3.15 p.m.
8.	RAPDRP :- Introduction to RAPDRP, Various components of RAPDRP - Meter Data Acquisition System (MDAS), Energy Audit (EA), Identity & Access Management System (IAMS), Urja App and Website, Geographic information System (GIS), Smart Grid.	Er. Subhash Thakur (AE, IT) o / o Dy. CE (IT) HPSEBL Shimla	3.15 p.m.	5.00 p.m.

  
(KUMAD SINGH)  
Executive Director (Pers.)  
HPSEBL, Shimla-04.  
24/5/18