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	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
Email	cmd@hpseb.in & 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.
(4th Batch) 30.05.2018 to 02.06.2018, 04 days (Venue:- ACSTI , Sangti ,Shimla-05)

Sr. No.	Name & Designation. Sh./Smt.	Office Address	Contact No./email
1	Sh. Tarun Kumar	ESD No-I Kullu under ED Kullu	94597-17755
2	Smt. Poonam	ESD Naggar under ED Manali	94184-29495
3	Miss Sweety	ESD Manali -II under ED Manali	94590-16236
4	Miss Savita	ESD Manali -I under ED Manali	94590-14782
5	Miss Neelam	ESD Katrain under ED Manali	94598-13667
6	Sh. Gurdas	ESD Banjar under ED Thalout	86289-50946
7	" Keshar Singh	ESD Banjar under ED Thalout	94593-90702
8	" Sanjay Kumar	ESD Banjar under ED Thalout	82195-81360
9	" Suresh Kumar	ESD Bhunter under ED kullu	94184-89842
10	" Hans Raj	ESD Nagwain under ED Thalout	89941-04431
11	" Pushap Raj	ESD Nagwain under ED Thalout	82191-43990
12	" Banwari Lal	ESD Larji under ED Thalout	86280-99988
13	" Suresh Kumar	ESD Larji under ED Thalout	88943-28136
14	" Bhumi Singh	ESD Larji under ED Thalout	98058-67544

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15	" Rajan	ESD Udaipur under ED Keylong	94599-04290
16	" Rajeev Kumar	ESD Keylong under ED Keylong	94590-29846
17	Smt. Archana Sharma	o/o Chief Engineer (Gen.) HPSEBL, Sundernagar	98579-30544
18	Sh. Arvind Sharma	o/o Chief Engineer (Sys.OP) HPSEBL, Shimla-04	98823-11750
19	" Shiv Kumar	ESD Joghon under ED Nalagarh	98056-30907
20	Sarita Kumari	ESD Nalagarh No-I under ED Nalagarh	98053-51901
21	Sh. Ghanshyam	ESD Nalagarh No-I under ED Nalagarh	94187-36879
22	" Kamal Kishore	ESD Nand under ED Nalagarh	97363-53350
23	" Jaipal Singh	ESD Joghon under ED Nalagarh	97365-09324
24	" Naresh Kumar	ESD Ramshehar under ED Nalagarh	94597-58640
25	" Hari Ram	ESD Ramshehar under ED Nalagarh	94592-43028
26	" Naresh Kumar	ESD Kasauli under ED Parwanoo	88949-58702
27	" Naresh Kumar	ESD Subathu under ED Solan	94181-38825
28	" Vikas Sharma	ESD No-III Solan under ED Solan	98163-61763
29	Smt. Arti Thakur	ESD No-III Solan under ED Solan	82195-52757
30	Sh. Susheel Kumar	o/o S.E. (OP) Circle HPSEBL, Solan	98174-03106
31	" Kapil Dev	ESD No-II Solan under ED Solan	86290-88534
32	" Deepak Sharma	ESD No-III Solan under ED Solan	94186-28098
33	Smt. Sheetal Devi	ESD No-I Solan under ED Solan	98949-69090
34	Sh. Neeraj Kumar	ESD No-I Solan under ED Solan	94188-40090
35	Madhu Bala	ESD Manpura under ED Baddi	70153-99398
36	Sh. Amandeep	ESD Goela under ED Baddi	94189-50983
37	" Dheeraj Kumar	ESD Goela under ED Baddi	94590-22961
38	" Tilak Raj	ESD Barotiwala under ED Baddi	98162-06020

39	" Baldev	ESD Arki under ED Arki	98160-68426
40	" Parkash Chand	ESD Darla under ED Arki	98160-69052
41	" Sunil Kumar	ESD Kunihar under ED Arki	98821-09091
42	Smt. Bhawana	ESD Arki under ED Arki	98051-00419
43	Sh. Madan Lal	ESD Bhumpti under ED Arki	94591-58822
44	" Chaman Lal	ESD Arki under ED Arki	98163-86348
45	Sh. Naveen Kumar	ESD Kunihar under ED Arki	88946-31226
46	" Khem Raj	ESD Darla under ED Arki	94594-44216
47	" Balbir Singh	ESD Darla under ED Arki	88949-47911
48	" Padam Singh	ESD Bhumti under ED Arki	94591-99681
49	" Mukesh Kumar	ESD Kunihar under ED Arki	98162-32455
50	Mrs. Neetu Kumari	ESD Jutogh Shimla under ED No-I Shimla	94182-18546

(5th Batch) 20.06.2018 to 23.06.2018, 04 days (Venue:- ACSTI , Sangti , Shimla-05)

Sr. No.	Name & Designation. Sh./Smt.	Office Address	Contact No./email
1	Miss Promila Thakur	ESD Jutogh under ED No-I Shimla	94592-29814
2	" Puneet Kumar	ESD Banjar under ED Thalout	98164-64509
3	Smt. Lalita	Dy. Director (PR) Shimla	98175-83131
4	Miss Kavita	R & E Section O/o ED (Pers.) HPSEBL, Shimla-04	94187-97837
5	Miss Kalpna	Confid. Section O/o ED (Pers.) HPSEBL, Shimla-04	98884-06368
6	Sh. Ravinder Kumar	ESD No-I Dharamshala under ED Dharamshala	98162-09603
7	" Aman	ESD Sidhpur under ED Dharmshala	70185-11561
8	" Tilak Raj	ESD Sidhpur under ED Dharmshala	82195-99466
9	" Sanjeev Kumar	ESD Nagrota Bagwan under ED D/Shala	98161-35900

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10	" Raj Kumar	ESD Nagrota Bagwan under ED D/Shala	96256-40040
11	Miss Sapna	ESD Nagrota Bagwan under ED D/Shala	70187-16970
12	Sh. Ashish Kumar	ESD Shantla under ED Dehra	94597-74303
13	Mukesh Kumari	ESD Pragpur under ED Dehra	94590-86901
14	Sh. Ajay Kumar	ESD Dehra under ED Dehra	98056-78279
15	" Ranjeet Singh	ESD Baijnath under ED Baijnath	98574-58983
16	"Vinod Kumar	ESD Paprola under ED Baijnath	88945-07090
17	" Munish Kumar	ESD Kudail under ED Baijnath	70185-77573
18	" Krishan chand	ESD Chadiar under ED Baijnath	97363-26562
19	" Santosh Kumar	ESD Baijnath under ED Baijnath	98163-70948
20	" Vinod Kumar	ESD No-I Palampur under ED Palampur	83682-10810
21	" Vishal Sharma	ESD No-I Palampur under ED Palampur	98163-06635
22	" Munish Kumar	ESD No-I Palampur under ED Palampur	98167-26175
23	" Anil Kumar	ESD Maranda under ED Palampur	98056-85124
24	" Vishal Paul	ESD Maranda under ED Palampur	82630-38949
25	" Anil Kumar	ESD Maranda under ED Palampur	94590-95695
26	" Amit Kumar	ESD Bhawarna under ED Palampur	88940-50655
27	Smt. Indu Devi	ESD Bhawarna under ED Palampur	94181-48894
28	Sh. Sudhir Kumar	ESD Bhawarna under ED Palampur	82195-81509
29	" Surjeet Kumar	ESD Daroh under ED Palampur	98058-33310
30	" Yash Pal Sharma	ESD Ranital under ED Kangra	98168-11489
31	" Anoop Kumar	ESD No-II Kangra under ED Kangra	98164-11588
32	" Rakesh Kumar	ESD No-II Kangra under ED Kangra	94184-40013

33	" Manoj Kumar	ESD . Ranital under ED Kangra	94592-96930
34	" Manjeet Kumar	ESD Jaisinghpur under ED Lambagaon	88948-91706
35	" Parul Sharma	ESD Charri under ED Shahpur	94183-36827
36	" Raman Kumar	ESD Lapiana under ED Shahpur	98827-53757
37	" Satish Kumar	ESD Charri under ED Shahpur	94183-96893
38	" Vipin Kumar	ESD Rait under ED Shahpur	94182-35878
39	" Mohinder Singh	ESD Shahpur under ED Shahpur	83520-71370
40	" Vikrant Rana	ESD Una-II Rakkar under ED Una	98823-92820
41	Kumari Kalpna	ESD Mehatpur under ED Una	94592-72778
42	" Ashwani Kumar	ESD Santoshgarh under ED Una	98053-25052
43	" Anish Kumar	ESD Bangana under ED Una	88944-95070
44	" Suneel Kumar	ESD Bangana under ED Una	98167-93463
45	" Suneel Kumar	ESD Bangana under ED Una	98160-66286
46	" Vijay Kumar	ESD Una-I under ED Una	94189-75666
47	Smt. Parveen Kumari	ESD Una-I under ED Una	86791-71572
48	Sh. Rajeev Kumar	ESD Thanakalan under ED Una	97187-69701
49	" Yashpal Singh	ESD Una- I under ED Una	86288-95885
50	" Ajay Kumar	ESD Haroli under ED Gagret	94599-20670

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

No. HPSEBL (Sectt.)/Trg .231/JOA (IT) /2018- 9915-10075 Dated:- 2-5-18
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/ CE (PCA) HPSEBL Shimla.
6. The Chief Engineer (OP) North and (OP) CZ HPSEBL Dharmshala and Mandi.
7. The Chief Engineer (Gen.) HPSEBL, Sundernagar/ CE (SO) Shimla-04.
8. The Chief Accounts Officer, HPSEBL, Vidyut- Bhawan, Shimla-4.
9. Sh. Ramesh Sharma (Dy. Chief Accounts Officer), HPSEBL, Sh. Rajinder Thapar (AO, Fund), Sh. Arjun Thakur (AAO, Fund), Sh. Purshottam Sharma (AO, Admn.), HPSEBL, F& A Wing Shimla -04.
10. Dy. CE/ SE (IT) HPSEBL, Shimla-04 to upload on training portal/page of HPSEBL.
11. The Superintending Engineer (OP) Circle HPSEBL, Kullu/Solan/Una/Kangra/ Kasumpti Shimla-09.
12. The Senior Executive Engineer(s) Elect. Divn. Kullu / Manali / Thalout / Keylong / Nalagarh / Parwanoo / Solan / Baddi/ Arki / EDNo.1 Shimla-09 / Dharamshala / Dehra / Baijnath / Palampur / Kangra / Lambagaon / Shahpur / Una / Gagret /City ED MC Parking near Lift Shimla-01.
13. Sr. Accounts Officer (PNG) O/o the CAO , F& A Wing ,HPSEBL, Shimla-04.
14. 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.
15. 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.

16. The Under Secretary (R&E) //(Confid.) HPSEBL, Shimla-4.
17. The Under Secretary (Genl.) HPSEBL, Shimla-4,
18. Sh. S.R. Sharma, Under Secretary (Law) HPSEBL, Shimla.
19. 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 Shirma (Supdt. Gr.II) O/o CE (PCA) HPSEBL Shimla
19. Er. Megha Rana (AE) O/o Chief Engineer (Comm.),HPSEBL Shimla-04.
20. Shri Anurag Prashar, Dy. Director (PR) HPSEBL, Shimla-04.
21. TCS ERP Consultant, TCS ISU Consultant O/o Dy. Chief Engineer (IT Cell) HPSEBL Shimla-04.
22. The above named officials/JOAs (IT) for compliance please. Feedback report may please be supplied after completion of above said training through controlling officer.
23. The Guard file.


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

Annexure-P

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

Day- One (30.05.2018)		4 th Batch		
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.	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 Ramesh Sharma (Dy. CAO)	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 (31.05.2018)				
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.	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 (1.06.2018)

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.	Introduction to IT Cell :-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.	SAP ERP System :-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.	SAP ERP System	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.	SAP ERP System	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 (02.06.2018)

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.	Consumer Billing System :-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.	Tea Break		11.30 a.m.	11.45 a.m.
4.	Consumer Billing System	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.	Consumer Billing System	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.	Tea Break		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.

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.

Annexure-P

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

Day- One (20.06.2018)		5 th Batch		
	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.	Tea Break		11.30 a.m.	11.45 a.m.
5.	Brief about Company's Finances (Revenue / Expenditure)	Sh Ramesh Sharma (Dy. CAO)	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 (S&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 (21.06. 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.	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.

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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 (22.06.2018)


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.	Introduction to IT Cell :-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.	SAP ERP System :-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.	SAP ERP System	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.	SAP ERP System	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 (23.06.2018)

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.	Consumer Billing System:- 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.	Tea Break		11.30 a.m.	11.45 a.m.
4.	Consumer Billing System	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.	Consumer Billing System	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.	Tea Break		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.