

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 (JT) in HPSEBL, are hereby nominated to undergo 4 days residential 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.

1st Batch:- 09.04.2018 to 12.04.2018, 04 days (Venue:- ACSTI , Sangti ,Shimla-05)

Sr. No.	Name & Designation. Sh./Smt.	Office Address	Contact No./email
1	Sh. Satish Kumar	ESD No-I Hamirpur under ED Hamirpur	78339-59509
2	Smt. Pushpa Devi	ESD No-I Hamirpur under ED Hamirpur	86269-50674
3	Ex. Gdr. Jagdish Chand	ESD No-II Hamirpur under ED Hamirpur	98825-35101
4	Sh. Amit Kumar	ESD Sujanpur under ED Hamirpur	98175-09400
5	" Vivek Puri	ESD Sujanpur under ED Hamirpur	98171-86773
6	" Raj Kamal	ESD NO-I Hamirpur under ED Hamirpur	98886-90407
7	" Resh Pal Singh	ESD No-II Hamirpur under ED Hamirpur	98170-54945
8	" Sunil Kumar	ESD No-II Hamirpur under ED Hamirpur	82194-38763
9	Smt. Rakeha Devi	ESD Tauni Devi under ED Hamirpur	94182-08224
10	Sh. Ajay Kumar	ESD Tauni Devi under ED Hamirpur	98169-01218
11	Anju Chaudhary	ESD Kakkar under ED Hamirpur	70186-57129
12	Sh. Aman Sharma	ESD lambloo under ED Hamirpur	94597-61866
13	EX. Hav. Pritam Singh	ESD Dhaneta under ED Nadaun	98820-54473
14	EX. Sub Maj. CIK Mehar Chand	ESD Nadaun under ED Nadaun	88942-92050
15	EX. Hav. CIK Ashok Kumar	ESD Rangas under ED Nadaun	88944-44469

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16	Sh. Sunil Kumar	ESD Jawalamukhi No-II under ED Nadaun	86792-71481
17	" Vijay Kumar	ESD Rangas under ED Nadaun	98164-93232
18	" Kamal Deep	ESD Khundian under ED Nadaun	94599-55878
19	" Amit Kumar	ESD Majheen under ED Nadaun	94590-11783
20	" Amit Kumar	ESD Dhaneta under ED Nadaun	94186-59048
21	" Ravinder Kumar	ESD Dhaneta under ED Nadaun	98825-44805
22	" Kuldeep Chand	ESD Dhaneta under ED Naduan	88947-14814
23	" Rinku Kumar	ESD Khundian under ED Naduan	70187-89678
24	" Ranbir Singh	ESD Majheen under ED Naduan	98055-58353
25	" Karan Kumar	ESD Naduan under ED Naduan	82198-01817
26	Ex. Sep. Pawan Kumar	ESD Barsar under Barsar	98169-58305
27	Ex. Sep. Sunil Dutt	ESD Barsar under ED Barsar	98168-46713
28	Ex. Po. Pankaj Kumar	ESD Galore under ED Barsar	98168-31605
29	Ex. Hav. Sunil Kumar	ESD Galore under ED Barsar	75084-26709
30	Ex. NK. Piar Singh	ESD Bijhar under ED Barsar	94181-92791
31	EX. Hav. Surjeet Kumar	ESD Bhoranj under ED Barsar	88947-89956
32	Sh. Nitin Kumar	ESD Barsar under ED Barsar	94181-74758
33	Kanachan Kumari	ESD Bijhar under ED Barsar	98052-16900
34	Sh. Vinod Verma	ESD Bhota under ED Barsar	70180-28881
35	" Ashu Bhatia	ESD Bhota under ED Barsar	98821-98433
36	" Gulshan Kumar	ESD Bhoranj under ED Barsar	97367-76411
37	" Rakesh Kumar	ESD Bhoranj under ED Barsar	94183-94884
38	Monica	ESD Galore under ED Barsar	82520-60638
39	Sh. Ravinder Kumar	ED Bilaspur	98176-41951
40	Smt. Sudha	ED Bilaspur	98578-60942
41	Sh. Karan Deen	ED Bilaspur	94185-07891
42	" Chhota Ram	ED Bilaspur	86792-59668

43	" Om Parkesh	ESD Sarkaghat under ED Sarkaghat	86790-33085
44	" Sandeep Kumar	ESD Sandhole under ED Dharampur	79860-34326
45	" Gautam Thakur	ESD Dharampur under ED Dharampur	86799-22007
46	" Vinod Kumar	ESD No-I Ghumarwin under ED Ghumarwin	70183-21264
47	"Narender Kumar	ED Ghumarwin	97365-62457
48	" Naresh Kumar	ESD Berthin under ED Ghumarwin	86290-82361
49	Smt. Kanchna Devi	ESD No-I Ghumarwin under ED Ghumarwin	94594-75197
50	Sh. Dinesh Kumar	ESD Nerchowk under ED Ghumarwin	82196-59006

2nd Batch:- 24.04.2018 to 27.04.2018, 04 days (Venue:- ACSTI , Sangti , Shimla-05)

Sr. No.	Name & Designation. Sh./Smt.	Office Address	Contact No./email
1	Sh. Pankaj Kumar	ESD Jhandutta under ED Ghumarwin	98166-08633
2	" Shakti Chand	ESD Talai under ED Ghumarwin	98050-57784
3	" Ravinder Kumar	ESD No-II Ghumarwin under ED Ghumarwin	86790-02009
4	Miss Manju Kumari	ESD Bharari under ED Ghumarwin	86793-74492
5	Sh. Man Singh	ESD Nerchowk under ED Sundernagar	98574-57525
6	" Gurdev	ESD Nerchowk under ED Ghumarwin	98172-68990
7	Smt. Champa Devi	ESD Nerchowk under ED Ghumarwin	94597-64492
8	Sh. Rakesh Kumar	ESD Sundernagar under ED Sundernagar	98170-11035
9	Sh. Naresh Kumar	ESD Berthin under ED Ghumarwin	83607-44700
10	" Neeraj Kumar	ESD Sundernagar under ED Sundernagar	94184-60013
11	Smt. Geeta Devi	ESD Sundernagar under ED Sundernagar	94181-39138
12	Sh. Satya Pal	ESD Sundernagar under ED Sundernagar	70185-61377
13	" Suresh Kumar	ESD Nihari under ED Karsog	98823-20061
14	" Manoj Kumar	ESD Nihari under ED Karsog	98574-07457

15	" Geeta Ram	ESD Nihari under ED Karsog	98178-72222
16	" Jitender Thakur	ESD Seri under ED Karsog	82196-64819
17	" Ranjeet Singh	ESD Seri under ED Karsog	98173-43967
18	" Hamir Singh	ESD Chhatri under ED Karsog	88941-66830
19	" Jagdish Kumar	ESD Chhatri under ED Karsog	98823-23231
20	" Om Parkesh	ESD Karsog under ED Karsog	96250-77936
21	" Virender Kumar	ESD Karsog under ED Karsog	94597-30807
22	" Surender Kumar	ESD Karsog under ED Karsog	98167-56514
23	" Dalip Kumar	ESD Churaa under ED Karsog	70187-92044
24	" Khem Singh	ESD Churaa under ED Karsog	98177-57400
25	" Sunil Kumar	ESD Panaana under ED Karsog	89883-80640
26	" Khem Raj	ESD Panaana under ED Karsog	94598-57146
27	" Bakhshish Singh	ESD No-I Mandi under ED Mandi	98162-52132
28	" Raju Ram	ESD No-I Mandi under ED Mandi	86794-65478
29	Smt. Anita Devi	ESD No-I Mandi under ED Mandi	89880-69957
30	Sh. Sunil Kumar	ESD Sajaloo under ED Mandi	94186-51642
31	" Leela Dhar	ESD Sajaloo under ED Mandi	70180-55089
32	" Rishi Dutt	ESD Sajaloo under ED Mandi	92187-98080
33	" Lalit Kumar	ESD No-II Mandi under ED Mandi	94590-60772
34	" Tek Chand	ESD No- II Mandi under ED Mandi	98570-44951
35	" Dimple Kumari	ESD No- II Mandi under ED Mandi	94590-49566
36	" Naseeb Kumar	ESD Rewalsar under ED Mandi	98574-71408
37	" Vijay Kumar	ESD Rewalsar under ED Mandi	98058-45550
38	" Madan Lal	ESD Kataula under ED Mandi	94590-51546
39	" Ashok Kumar	ESD Kataula under ED Mandi	89882-79977
40	" Joginder Paul	ESD Bhambla under ED Sarkaghat	89884-35919
41	" Bhupender Pal	ESD No-III Mandi under ED Mandi	94593-18780

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42	" Kamlesh Kumar	ESD No-III Mandi under ED Mandi	98578-59951
43	" Rahul	ESD No-III Mandi under ED Mandi	82620-00420
44	" Surjeet Singh	ESD Bhambla under ED Sarkaghat	98050-55696
45	" Pankaj Kumar	ESD Bhambla under ED Sarkaghat	96255-39618
46	" Ravinder Singh	ESD Sarkaahat under ED Sarkaghat	99901-59829
47	" Pawan Kumar	ESD Sarkaahat under ED Sarkaghat	98175-43469
48	Miss Usha Kumari	ED Bilaspur	88946-82582
49	Sh. Anil Kumar	ED Bilaspur	94180-60906
50	" Surinder Kumar	ED Bilaspur	98166-58970

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, Screen ,Audio-Visual equipment, Mike/Public Address System etc.

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 abovesaid training of JOAs (IT) is Sr. Xen City Elect. Divn. HPSEBL Shimla-01. Chief Engineer (OP) ,South Shimla is hereby authorized to depute/send substitutes on above said training against transferred/not joined/ 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.


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No. HPSEBL (Sectt.)/Trg .231/JOA (IT) /2018-94528-663

Dated:- 29-3-18

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. He is requested to make necessary arrangement for the subject cited training.
6. The Chief Engineer (OP) CZ HPSEBL Mandi .
7. The Chief Accounts Officer, HPSEBL, Vidyut- Bhawan, Shimla-4.
8. 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.
9. Dy. CE/ SE (IT) HPSEBL, Shimla-04 to upload on training portal/page of HPSEBL.
10. The Superintending Engineer (OP) Circle HPSEBL , Hamirpur/Bilaspur/Mandi/ Kasumpti Shimla-09.
11. The Senior Executive Engineer(s) Elect. Divn. Hamirpur /Nadaun/ Barsar/ Bilaspur/ Ghumarwin/Sundernagar/ Karsog/Mandi/Sarkaghat/ Dharampur/ City Electrical Divn. M.C. Parking Near Lift, Shimla-01.
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/36/ 1091-2017-18 dated: 28.03.2018.
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.) o/o Executive Director Pers.) HPSEBL Shimla-04.
18. Er. Megha Rana (AE) o/o Chief Engineer (Comm.),HPSEBL Shimla-04.
19. Shri Anurag Prasher 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.

Annexure-P

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

Day- One (09.04.2018)		1 st Batch		
Sr. No.	Subject	Faculty	Time	
			From	To
1.	Inaugural function and welcome Address	Director (Pers.) & ED (Pers.), HPSEBL	10.00 a.m.	10.30 a.m.
2.	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.
3.	Tea Break		11.30 a.m.	11.45 a.m.
4.	Brief about Company's Finances (Revenue / Expenditure)	Sh Ramesh Sharma (Dy. CAO)	11.45 a.m.	12.30 p.m.
5.	CPS and GPF etc.	Sh.Rajinder Thapar(AO, Fund) and Sh.Arjun Thakur (AAO, Fund)	12.30 p.m.	1.00 p.m.
6.	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.
7.	Lunch Break		1.30 p.m.	2.30 p.m.
8.	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.
9.	Tea Break		3.30.p.m.	3.45 p.m.
10.	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 (10.04.2018)				
Sr. No.	Subject	Faculty	Time	
			From	To
1.	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.
2.	Tea Break		11.30 a.m.	11.45 a.m.
3.	Types of Leaves	Sh. Uttam Chand Khitta(SO, Genl.) o/o Executive Director (Pers.)HPSEBL	11.45 a.m.	12.15 p.m.
4.	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.
5.	Lunch Break		1.30 p.m.	2.30 p.m.
6.	Vigilance / Inquiry and court cases etc.	Sh. S. R. Sharma Under Secretary (Law) HPSEBL Shimla	2.30 p.m.	3.30 p.m.
7.	Tea Break		3.30.p.m.	3.45 p.m.
8.	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 (11. 04. 2018)


Sr. No.	Subject	Faculty	Time	
			From	To
1.	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.
2.	Tea Break		11.30 a.m.	11.45 a.m.
3.	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.
4.	Lunch Break		1.30 p.m.	2.30 p.m.
5.	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.
6.	Tea Break		3.30 p.m.	3.45 p.m.
7.	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 (12.04.2018)

Sr. No.	Subject	Faculty	Time	
			From	To
1.	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.
2.	Tea Break		11.30 a.m.	11.45 a.m.

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3.	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.
4.	Lunch Break		1.30 p.m.	2.30 p.m.
5.	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.
6.	Tea Break		3.00.p.m.	3.15 p.m.
7.	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
29/03/18

Annexure-P

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

Day- One (24. 04. 2018)		2nd Batch		
	Subject	Faculty	Time	
			From	To
1.	Inaugural function and welcome Address	Director (Pers.) & ED (Pers.), HPSEBL	10.00 a.m.	10.30 a.m.
2.	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.
3.	Tea Break		11.30 a.m.	11.45 a.m.
4.	Brief about Company's Finances (Revenue / Expenditure)	Sh Ramesh Sharma (Dy. CAO)	11.45 a.m.	12.30 p.m.
5.	CPS and GPF etc.	Sh.Rajinder Thapar(AO, Fund) and Sh.Arjun Thakur (AAO, Fund)	12.30 p.m.	1.00 p.m.
6.	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.
7.	Lunch Break		1.30 p.m.	2.30 p.m.
8.	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.
9.	Tea Break		3.30.p.m.	3.45 p.m.
10.	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 (25. 04. 2018)				
Sr. No.	Subject	Faculty	Time	
			From	To
1.	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.
2.	Tea Break		11.30 a.m.	11.45 a.m.
3.	Types of Leaves	Sh. Uttam Chand Khitta(SO, Genl.) o/o Executive Director (Pers.)HPSEBL	11.45 a.m.	12.15 p.m.
4.	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.
5.	Lunch Break		1.30 p.m.	2.30 p.m.
6.	Vigilance / Inquiry and court cases etc.	Sh. S. R. Sharma Under Secretary (Law) HPSEBL Shimla	2.30 p.m.	3.30 p.m.
7.	Tea Break		3.30.p.m.	3.45 p.m.
8.	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 (26. 04. 2018)

Sr. No.	Subject	Faculty	Time	
			From	To
1.	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.
2.	Tea Break		11.30 a.m.	11.45 a.m.
3.	SAP ERP System :- Introduction 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.
4.	Lunch Break		1.30 p.m.	2.30 p.m.
5.	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.
6.	Tea Break		3.30 p.m.	3.45 p.m.
7.	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 (27.04.2018)

Sr. No.	Subject	Faculty	Time	
			From	To
1.	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.
2.	Tea Break		11.30 a.m.	11.45 a.m.

3.	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.
4.	Lunch Break		1.30 p.m.	2.30 p.m.
5.	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.
6.	Tea Break		3.00 p.m.	3.15 p.m.
7.	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.
29/03/18