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	<b>HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED</b> (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	<a href="http://www.hpseb.com">www.hpseb.com</a>
Email	<a href="mailto:cmd@hpseb.in">cmd@hpseb.in</a> & <a href="mailto:trainingcell.hpseb@gmail.com">trainingcell.hpseb@gmail.com</a>	

**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.**

**(3<sup>rd</sup> Batch) 02.05.2018 to 05.05.2018, 04 days (Venue:- ACSTI , Sangti ,Shimla-05)**

No.	Name & Designation. Sh./Smt.	Office Address	Contact No./email
1	Sh. Ashish Kumar	ESD Sundernagar under ED Sundernagar	94189-20351
2	" Suraj Verma	ESD Sundernagar under ED Sundernagar	98826-80057
3	" Deep Kumar	ESD Slapper under ED Sundernagar	98162-33085
4	" Sanjay Kumar	ESD Slapper under ED Sundernagar	98051-36659
5	Smt. Ritu Kumari	ESD No-I Mandi under ED Mandi	98169-65176
6	Smt. Manju Devi	ESD No-III Mandi under ED Mandi	98171-49546
7	Smt. Sapna Devi	ESD No-III Mandi under ED Mandi	88944-40241
8	Sh. Lakshman Singh	ESD No-III Mandi under ED Mandi	86795-99498
9	" Jiwan Lal	ESD Saigaloo under ED Mandi	98571-16789

10	" Suresh Kumar	ESD Saigaloo under ED Mandi	98169-69103
11	" Amarjeet Singh	ESD Baldwara under ED Sarkaghat	98171-44331
12	" Tilak Raj	ESD Baldwara under ED Sarkaghat	98173-47180
13	" Ashok Kumar	ESD Sandhole under ED Dharampur	82190-37939
14	" Rakesh Rana	ESD Tihra under ED Dharampur	70184-09146
15	" Pawan Kumar	ESD Kataula under ED Mandi	98162-62224
16	Miss Ushma Kumari	ESD Gohar under ED Gohar	98827-96385
17	Sh. Vijay Prakash	ESD Janjehli under ED Gohar	98821-27831
18	" Dalip Kumar	ESD Janjehli under ED Gohar	98572-50366
19	Smt. Anita Devi	ESD Pandoh under ED Gohar	82193-27008
20	Sh. Kheem Raj	ESD Pandoh under ED Gohar	97260-49151
21	" Chet Ram	ESD Baggi under ED Gohar	94182-47285
22	" Subhash Sharma	ESD Baggi under ED Gohar	98573-30006
23	" Rakesh Kumar	ESD No-I Joginder Nagar under ED Joginder Nagar	94181-11794
24	" Vijay Kumar	ESD No-I Joginder Nagar under ED Joginder Nagar	88941-72878
25	" Sanjay Kumar	ESD No-II Joginder Nagar under ED Joginder Nagar	89880-73039
26	" Sudesh Kumar	ESD No-II Joginder Nagar under ED Joginder Nagar	94186-60286
27	" Vinod Kumar	ESD Lad Bharol under ED Joginder Nagar	98575-91120
28	Miss Anuradha	ESD Barot under ED Joginder Nagar	89882-06398
29	Smt. Anjna Devi	ESD Chauntra under ED Joginder	98164-85050

(3)

		Nagar	
30	Sh. Goverdhan Singh	ESD Makriri under ED Joginder Nagar	94182-98856
31	" Anand Murti	ESD Makriri under ED Joginder Nagar	89882-60442
32	" Amar Singh	ESD Barot under ED Joginder Nagar	98574-10854
33	" Manoj Kumar	ESD Chauntra under ED Joginder Nagar	94182-60310
34	" Dina Nath	ESD Padhar under ED Joginder Nagar	83508-35476
35	" Kamal Kishore	ESD Lad Bharol under ED Joginder Nagar	94181-56277
36	" Prashant	ESD No-I Joginder Nagar under ED Joginder Nagar	98052-73173
37	" Bhupender Singh	ESD Bhunter under ED Kullu	86790-26180
38	" Room Singh	ESD Jari under ED Kullu	88948-65635
39	Smt. Minakshi	ESD No-II Kullu under ED Kullu	88948-80069
40	Sh. Ajay Kumar	ESD Jari under ED Kullu	94599-94143
41	Shalini	ESD Bhunter under ED Kullu	83519-22313
42	Sh. Santosh Kumar	ESD Jari under ED Kullu	98174-40750
43	Miss Sunita Rawat	ESD Bhunter under ED Kullu	94187-73253
44	Sh. Vinod Kumar	ESD No-II Kullu under ED Kullu	94590-87688
45	" Krishan Lal	ESD No-II Kullu under ED Kullu	94597-84099
46	" Room Singh	ESD Bhunter under ED Kullu	98053-76864
47	Smt. Pushpa Devi	ESD No-I Kullu under ED Kullu	78075-06282
48	Sh. Vikas Sharma	ESD No-I Kullu under ED Kullu	94599-88188

49	Sh. Dalip Kumar	ESD Jutogh under ED No-I Shimla	97361-29595
50	Rachna Thakur	Budget Section o/o Chief Accounts officer F& A Wing HPSEBL, Shimla-04	94597-95486

**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 Sr. Executive Engineer of participants is 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.  
19/11/2018

5

No. HPSEBL (Sectt.)/Trg .231/JOA (IT) /2018-5/33-234

Dated:- 19/4/18

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) 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 , Mandi/Kullu/ Kasumpti Shimla-09/Bilaspur.
11. The Senior Executive Engineer(s) Elect. Divn. Sundernagar / Mandi/ Sarkaghat/Dharampur/Gohar/ Joginder Nagar/Kullu / ED No.1 Shimla-09 /City ED, MC 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/19001A/ 17/2018-19 dated: 12.04.2018. 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.
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.
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.

19/4/2018

6

**Annexure-P****4 days Induction Training Programme for Jr. Office Assistants (IT) at ACSTI Sangti ,SummerHill Shimla-05**

<b>Day- One (02.05.2018)</b>		<b>3<sup>rd</sup> Batch</b>		
<b>Sr. No.</b>	<b>Subject</b>	<b>Faculty</b>	<b>Time</b>	
			<b>From</b>	<b>To</b>
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.	<b>Tea Break</b>		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.	<b>Tea Break</b>		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.
<b>Day- Two (03.05.2018)</b>				
<b>Sr. No.</b>	<b>Subject</b>	<b>Faculty</b>	<b>Time</b>	
			<b>From</b>	<b>To</b>
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.	<b>Tea Break</b>		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.	<b>Tea Break</b>		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 ( 04.05.2018)**

Sr. No.	Subject	Faculty	Time	
			From	To
1.	<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.
2.	<b>Tea Break</b>		11.30 a.m.	11.45 a.m.
3.	<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.
4.	<b>Lunch Break</b>		1.30 p.m.	2.30 p.m.
5.	<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.
6.	<b>Tea Break</b>		3.30 p.m.	3.45 p.m.
7.	<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 ( 05.05.2018)**

Sr. No.	Subject	Faculty	Time	
			From	To
1.	<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.
2.	<b>Tea Break</b>		11.30 a.m.	11.45 a.m.
3.	<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.
4.	<b>Lunch Break</b>		1.30 p.m.	2.30 p.m.

5.	<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.
6.	<b>Tea Break</b>		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.  
19/11/2018