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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.

(8th Batch) 11.09.2018 to 14.09.2018, September, 04 days (Venue:- ACSTI , Sangti , Shimla-05)

Sr. No.	Name & Designation. Sh./Smt.	Office Address	Contact No./email
1	Smt. Sunita	ESD Khalini under ED No-I Shimla	94596-11249
2	Anuradha	ESD Dhalli under ED No-I Shimla	98160-58761
3	Sh. Laiq Ram	ESD Mashobra under ED No-I Shimla	86279-29910
4	" Bhuneshwar Sharma	ESD Kasumpti under ED No-II Shimla	98570-35688
5	" Ritesh Kumar	ESD Kasumpti under ED No-II Shimla	94598-75802
6	" Bhupinder-Kumar	ESD Boileauganj under City ED Shimla	70181-06049
7	" Brij Lal	ESD Boileauganj under City ED Shimla	70180-38306
8	" Satish Kumar	ESD Idgah under City ED Shimla	94181-89542
9	Pratibha	ESD Idgah under City ED Shimla	98160-40886
10	Sh. Kapil Thakur	ESD Ridge under City ED Shimla	80914-44458

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11	Madhu Bala	ESD Theog under ED Theog	96256-08276
12	Sh. Dev Raj	ESD Jalog under ED Suni	94181-89392
13	" Ashwani Kumar	ESD Jalog under ED Suni	88944-69444
14	" Kush Lal	ESD Dhami under ED Suni	89888-02807
15	Anju	ESD Dhami under ED Suni	94592-61056
16	" Arjun Singh	ESD Sarahan under ED Rajgarh	98576-60051
17	" Sandeep Kumar	ESD Dadahu under ED Nahan	98058-80243
18	" Rajneesh Kumar	ESD Dadahu under ED Nahan	98577-77755
19	" Rajesh Kumar Chauhan	ESD Nahan No-I under ED Nahan	94183-95726
20	Monika Chauhan	ESD Nahan No-II under ED Nahan	89884-36250
21	Sh. Arvind Kumar	ESD Nahan No-I under ED Nahan	89884-79958
22	" Manish Kumar	ESD Kala-Amb under ED Nahan	94186-88446
23	" Anil Kumar	ESD Kala-Amb under ED Nahan	86290-03475
24	Manjana Singh	ESD Paonta under ED Paonta	70185-75055
25	Miss Jyotika	ESD Chopal under ED Chopal	88945-48812
26	Ankur Soni	ESD Chirgaon No-II under ED Rohru	79864-36966
27	Sh. Avnish	ESD Dadahu under ED Nahan	78340-01885
28	Smt. Nisha Devi	ESD Nahan No-I under ED Nahan	98053-71599
29	Apalika	ESD Nahan No-I under ED Nahan	98578-70503
30	Sh. Manoj Kumar	ESD Tikker under ED Rohru	94185-27596
31	"Ravinder Kumar	ESD Paonta under ED Paonta	98177-75377
32	" Hemant Kumar	ESD Tikker under ED Rohru	98054-55351
33	" Pardeep Kumar	ESD Satuan under ED Paonta	98573-04400
34	" Sanjay Kumar	ESD Dhaulakuan under ED Paonta	97363-12432

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35	" Bhawan Singh	ESD Shillai under ED Paonta	98168-31043
36	" Parveen Kumar	ESD Satuan under ED Paonta	98052-22091
37	" Karam Singh	ESD Shillai No-I under ED Paonta	98050-20026
38	" Priymda Bhardwaj	ESD Sataun under ED Paonta	94184-91243
39	Renu Thakur	ESD Paonta under ED Paonta	88940-59842
40	Sheetal Bhatia	ESD Dhaulakuan under ED Paonta	97364-50477
41	Sh. Parkesh Chand	ESD Shillai under ED Paonta	86279-41414
42	" Dinesh Raj	ESD No-I Chamba under ED Chamba	88949-15227
43	" Madan Gopal	ESD Nihri under ED Karsog	96255-22344

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.



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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).



(Ram Kumar Gautam),
Executive Director (Personnel),
HPSEBL Shimla-4.

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No. HPSEBL (Sectt.)/Trg .231/JOA (IT) /2018- 42370 -460

Dated:- 9 - 8 - 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 and (OP) CZ HPSEBL Dharmshala and Mandi.
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, Kasumpti Shimla-09/Rohru/ Nahan/ Dalhousie /Bilaspur.
11. The Senior Executive Engineer(s) Elect. Divn. /City ED MC Parking near Lift Shimla-01/ ED NO-I Shimla/ ED No-II Shimla/ / Theog/ Suni/ Rajgarh/ Nahan/ Paonta/ Chopal/ Rohru / Chamba/ Karsog/
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,

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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. Smt. Tripta Sharma (SO) O/o Chief Engineer (South.), 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.



(Ram Kumar Gautam),
Executive Director (Personnel),

HPSEBL Shimla-4.

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Annexure-P

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

Day- One (11.09.2018)		8 th Batch		
	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (SO) O/o CE (OP, South) HPSEBL Shimla (E-mail: lsptridevi@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 (12.09. 2018)				
Sr. No.	Subject	Faculty	Time	
			From	To
1	Yoga	Smt. Tripta Sharma (SO) O/o CE(OP, South) HPSEBL Shimla (E-mail: lsptridevi@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)	Smt. Tripta Sharma (SO) O/o CE(OP, South) HPSEBL Shimla (E-mail: lsptridevi@gmail.com)	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 (13.09.2018)

Sr. No.	Subject	Faculty	Time	
			From	To
1.	Yoga	Smt. Tripta Sharma (SO) O/o CE(OP, South) 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 (14.09.2018)

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

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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.

(Ram Kumar Gautam),
Executive Director (Pers.)

HPSEBL, Shimla-04.

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