

## Annexure-"A".

**Training Schedule for the staff of Himachal Pradesh Vidhan Sabha Secretariat  
for the year 2016.**

Sr. No.	Class of Officials	Subject on which Training required	Training Institute	Participant	Duration	Objective
	I & II	Office procedure and Financial Administration/Financial Management	HIPA		As fix by the HIPA	To make aware of financial administration
		Disciplinary proceedings/conduct Rules/Enquiry	HIPA			To apprise with CCS/CCA Rule
		Right to Information Act,2005				Sensitize with concept, rationale and importance of information etc.
		Basic Computer programme				To apprise with basics of computers
	III	Noting & Drafting		Class-III official of the department		To impart detail knowledge of Noting & Drafting , record keeping and managing files.
		Right to Information Act,2005				
		Basic Computer Programme				
		Leave Rules & maintenance service Book				
	1V	Duties & Responsibility while working in Govt. service on particular post				

Sr. No.	Name of the post	Provision for recruitment as per R & P Rules		Nature of duties	Training Proposed				Duration	Objective
		For Direct Recruitment	For promotion		Initial Level	After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt.	After 5 year s/before Promotion as Sudpt. Gr.-II	After 5 year/before Promotion as Sudpt.Gr.-		
										HIPA HIPA
	Clerk/Jr.Asstt,				Basic Computer course on M.S.Word, office procedure & Service/Account matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rule	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet	Office Procedure & Financial Admn.		HIPA HIPA

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Sr. No.	Name of the post	Provision for recruitment as per R & P Rules		Nature of duties	Training Proposed			Duration	Objective
		For Direct Recruitment	For promotion		Initial Level	After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt.	After 5 year s/before Promotion as Sudpt. Gr.-II/ Ex. Cadre		
	Jr. Scale Steno/Sr. Scale Steno/P.A				Basic Computer course on M.S. Word, office procedure & Service/Account matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rule	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet		HIPA HIPA HIPA HIPA

Sr. No.	Name of the post	Provision for recruitment as per R & P Rules		Nature of duties	Training Proposed			Duration	Objective
		For Direct Recruitment	For promotion		Initial Level	After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt.	After 5 year s/before Promotion as Sudpt. Gr.-II/ Ex. Cadre		
	Jr. Scale Steno/Sr. Scale Steno/P.A				Basic Computer course on M.S. Word, office procedure & Service/Account matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rule	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet		HIPA  HIPA  HIPA  HIPA

Sr. No.	Name of the post	Provision for recruitment as per R & P Rules		Nature of duties	Training Proposed			Duration	Objective
		For Direct Recruitment	For promotion		Initial Level	After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt.	After 5 year s/before Promotion as Supt. Gr.-II/ Ex. Cadre		
	Supdt.				Basic Computer course on M.S. Word, office procedure & Service/Account matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rule	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet.		HIPA HIPA HIPA HIPA