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
	1 &11	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			1	



Sr. No.	Name of the post	Provisi recruitment Rul	as per R &P	Nature of duties		Training Pr	roposed		Duration	Objective HIPA HIPA
		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. GrII	After 5 year/before Promotion as Sudpt.Gr		
	Clerk/Jr.Asstt,				Basic Computer course on M.S.Word,	To expose with the Principles,	Office Procedure & Financial	Office Procedure & Financial		НІРА
					office procedure & Service/Account matters	Procedure, Rules & Regulations relating to service financial Rule	Administration Basic computer course on M.S. Excel & Internet	Admn.		НІРА



Sr. No.	Name of the post	Provision for recruitment as per R &P Rules		Nature of duties		Training P	roposed	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. GrII/ Ex. Cadre		
					Basic Computer course on M.S. Word, office	To expose with the Principles, Procedure,	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet		НІРА
					procedure & Service/Account matters	Rules & Regulations relating to			HIPA
	Jr. Scale Steno/Sr. Scale Steno/P.A					service financial Rule			НІРА

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. GrII/ Ex. Cadre		
					Basic Computer course on M.S. Word, office procedure & Service/Account	To expose with the Principles, Procedure, Rules & Regulations	Office Procedure & Financial Administration Basic computer course on M.S. Excel & Internet		HIPA
	Jr. Scale				matters	relating to service financial Rule			НІРА
	Steno/Sr. Scale Steno/P.A								НІРА



Initial Level After 5 years/before Promotion as Jr. Asstt./ Sr.Asstt. Basic Computer course on M.S. Word, After 5 year s/before Promotion as Sudpt. GrII/ Ex. Cadre Office Procedure & Financial Administration Basic Computer Course on M.S. Word, After 5 year s/before Promotion as Sudpt. GrII/ Ex. Cadre HIPA		of duties	Provision for Ruitment as per R &P Rules d		Name of the post	Sr. No.
course on M.S. with the Administration Basic HIPA Word, Principles, computer course on M.S.	Initial Level		For promotion	For Direct Recruitment		
office Procedure, Rules & HIPA Service/Account matters relating to	course on M.S. Word, office procedure & Service/Account					
procedure & Rules & Service/Account Regulations	Word, office procedure & Service/Account				Supdt.	