No. PLG (B)12-1/2020  
Government of Himachal Pradesh  
Planning Department  

From  
Adviser (Planning)  
Himachal Pradesh  
Shimla-171002  

To  
Secretary (Training) to the  
Government of Himachal Pradesh  
Shimla-171002.  

Dated: Shimla-2, the 2nd February, 2021  

Subject: -  
Preparation of Training Manual/Training Plan by the Departments for the year 2021-22.  

Sir,  

With reference to Director, HIPA letter No. HIPA (Trg) G-3/2011 dated 12.01.2021 on the subject cited above (copy enclosed), I am to say that the training plan of the Planning Department for the year 2021-22 is as under:-  

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Level of Participants</th>
<th>Subject of Training Programme</th>
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</table>
| 1    | **Senior Level Officers:**  
      Joint Director/ Dy. Directors.  | (i) E-Governance.  
                                         (ii) Sustainable Development Goals.  
                                         (iii) Resource Generation concept.  
                                         (iv) Monitoring & Evaluation of Programmes.  
                                         (v) Stress Management.  
                                         (vi) Gender Budgeting. |
| 2    | **Middle Level Officers:**  
      Research Officers, District Planning Officers and Assistant Research Officers.  | (i) E-Governance and Information Technology.  
                                         (ii) RTI Act, 2005.  
                                         (iii) Application of Statistical tools.  
                                         (iv) Data compilation analysis and report writing.  
                                         (v) Basic Training on Sustainable Development Goals  
                                         (vi) Gender Budgeting. |
| 3    | **Computer Staff:**  
      System Analyst,  
      Programmer  
      Programme Planning Officer  | (i) ASP, NET & Microsoft, Net Architecture.  
                                         (ii) Web Development Basics.  
                                         (iii) HTML & CSS.  
                                         (iv) Net using Entity Framework.  
                                         (v) Data annotation and its use in Model.  
                                         (vi) Gcm & E-procurement  
                                         (vii) Bootstrap UI. |
| 4    | **Statistical Assistant and Computers.**  | (i) E-Governance and use of Information Technology.  
                                         (ii) Data management.  
                                         (iii) Data collection & compilation.  
                                         (iv) Use of MS Excel and MS Access.  
                                         (v) Official procedures.  
                                         (vi) Application of statistical tools.  
                                         (vii) Noting drafting & letter writing.  
                                         (viii) Training on Microsoft office.  
                                         (ix) Basic training on HIM PRAGTI.  
                                         (x) GcM & E-Procurement. |
Ministerial Staff:
Superintendents/Sr.
Assistants/Clerks/JOAs.

(i) Office procedure, Financial Management, Service Matter.
(ii) Establishment matters.
(iii) Cash & Accounts.
(iv) Record management.
(vi) E-Governance and Information Technology.
(vii) Income tax.
(viii) Assembly matters and budget.
(ix) Procurement and auctions.
(x) E-Tendering Process.
(xi) Training on E-Vitrans, e-Kosh.
(xii) GeM & E-Procurement.

Yours faithfully,

[Signature]
Adviser (Planning),
H.P., Shimla-171002

Endst No: Above        Dated Shimla-2, the 23rd February, 2021.

Copy is forwarded for information to:-

1. Director, H.P., Institute of Public Administration, Fairlawns, Shimla-171012 w.r.t. his letter as referred above.

2. Deputy Secretary (Planning) to the Government of H.P., Shimla-171002.


[Signature]
Adviser (Planning),
H.P., Shimla-171002