

No. PLG (B)12-2/2017
Government of Himachal Pradesh
Planning Department

From

Adviser (Planning)
Himachal Pradesh
Shimla-171002

To

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

Dated: Shimla-2, the

5th May, 2020 .


Subject: - Preparation of Training Manual/Training Plan by Departments.
Sir,

With reference to Director, HIPA letter No. HIPA (Trg) G-3/2011 dated 27.12.2019 on the subject cited above (copy enclosed), I am to say that the training plan of the Planning Department for the year 2020-21 is as under:-

S. N.	Level of Participants	Subject of Training Programme
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. (vii) RTI Act & Rules. (viii) Performance Management and Monitoring. (ix) Innovation in Government Sector. (x) Skill Development & Human Resource Management.
2	Middle Level Officers: Research Officers, District Planning Officers and Assistant Research Officers.	(i) Basic Training on HIM PRAGTI. (ii) CCS & Budget Process. (iii) E-Governance and Information Technology. (iv) RTI Act, 2005. (v) Application of Statistical tools. (vi) Data compilation analysis and report writing. (vii) Micro/District level Planning. (viii) Financial matter- Programme formulation appraisal and financing. (ix) Basic Training on Sustainable Development Goals (x) Gender Budgeting. (xi) Orientation Training, on Microsoft excels. (xii) Evaluation Study-data collection compilation analysis and report writing.
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) Gem & E-procurement (vii) Bootstrap UI.

4	<u>Statistical Assistant and Computers.</u>	<ul style="list-style-type: none"> (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) Orientation Training on Microsoft excels. (xi) RTI Act, 2005. (xii) GeM & E-Procurement.
5	<u>Ministerial Staff:</u> Superintendents/Sr. Assistants/Clerks/JOAs.	<ul style="list-style-type: none"> (i) Office procedure, Financial Management, Service Matter. (ii) Government & its organization. (iii) Establishment matters. (iv) Cash & Accounts. (v) Record management. (vi) Implementation of RTI Act, 2005. (vii) Updating of relevant rules & procedures. (viii) E-Governance and Information Technology. (ix) Income tax. (x) Assembly matters and budget. (xi) Procurement and auctions. (xii) E-Tendering Process. (xiii) Training on E-Vitran, e-Kosh. (xiv) GeM & E-Procurement.

Yours faithfully,


Adviser (Planning),
H.P, Shimla-171002

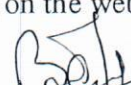
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Dated Shimla-2, the

5th May, 2020.

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.
3. System Analyst, Planning Department, H.P., Shimla-2 uploading on the website.


Adviser (Planning),
H.P, Shimla-171002