

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

23rd February, 2021

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

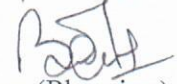
Sir,

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:-

S. N.	Level of Participants	Subject of Training Programme
1	<u>Senior Level Officers:</u> 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	<u>Middle Level Officers:</u> 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	<u>Computer Staff:</u> 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>	(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) GeM & E-Procurement.

5	Ministerial Staff: Superintendents/Sr. Assistants/Clerks/JOAs.	(i) Office procedure, Financial Management, Service Matter. (ii) Establishment matters. (iii) Cash & Accounts. (iv) Record management. (v) Implementation of RTI Act, 2005. (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-Vitran, e-Kosh. (xii) GeM & E-Procurement.
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Yours faithfully,



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



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