

**Training Schedule for the Staff of Himachal Pradesh Vidhan Sabha Secretariat  
for the year 2020-2021**

S.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 HIPA	To make aware of Financial Administration
		Disciplinary proceedings/conduct Rules/Enquiry	HIPA			To apprise with CCS/CCA Rules
		Right to Information Act, 2005				Sensitize with concept, rationale and importance of information etc.1
		Basic Computer Programme				To apprise with basics of computers
	III	Noting & Drafting		Class-III officials 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				
	IV	Duties & Responsibility while working in Govt. service on particular post				

S. 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 years/before promotion as Supdt. Gr.II	After 5 years/before promotion as Sudpt. Gr-II		
	Clerk/Jr. Asstt.				Basic Computer course on MS Word, Office procedure & Service/Accounts matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rule	Office Procedure & Financial Administration Basic Computer Course on MS Excel & Internet	Office Procedure & Financial Admn.		HIPA HIPA HIPA HIPA

S. 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 years/before promotion as Supdt. Gr.II		
	Jr. Scale Steno/Sr. Scale Steno/ P.A.				Basic Computer course on MS Word, Office procedure & Service/Accounts matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rule	Office Procedure & Financial Administration Basic Computer Course on MS Excel & Internet		HIPA HIPA HIPA HIPA

S. 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 years/before promotion as Supdt. Gr.II/Ex-Cadre		
	Supdt.				Basic Computer course on MS Word, Office procedure & Service/Accounts matters	To expose with the Principles, Procedure, Rules & Regulations relating to service financial Rule	Office Procedure & Financial Administration Basic Computer Course on MS Excel & Internet		HIPA HIPA HIPA HIPA