

Training Schedule for first year

Category	Sanction Strength	Target for 1st Year	Name
Inspector	83	19	1.Smt/Sh. Manoj Kumar Salooni 2.Ajay kaundal Tissa 3. Surinder Singh Killar 9Pangi) 4. Vikram Kumar Bharmour 5. Saurav Vasisht Rait 6 Manjeet singh Kangra 7. Vinod Kumar Kalpa 8. Naveen Kumar keylong 9. Ram Singh Nirmand 10 Deepak Singh Chauntra 11. Dabe Ram Rampur 12 Chaman Lal Shillai 13. Ishwer Chand Rajgarh 14. Karam Chand Bhawarna 15. Dharam Pal Nuepur 16. Prem Nath Fatepur 17. Meena Chauhan Sarahan 18. Sunit Bala Sundernagar 19. Meera Bai Baijnath
Head/Jr.Analyst/T.A.	4	2	1. Sh.Purshotam Singh HQ
Supdt Gr.II	15	3	
P.A	1	1	Sh Ajay Sood HQ
Senior Aassistant	16	4	1.Jeet Ram HQ 2.Mohinder Kumar Kullu 3 Geeta Negi HQ 4Gurbux Singh W&M HQ
Senior Asst. A/c.	18	3	1. SherSingh Mandi 2. .M.L.Chhadha Chamba 3 Vacant
Junior Auditor	25	5	1. Sohon Lal HQ 2. Smt Vinita HQ 3. Smt Sunita Seth 4. Om Parkash Kullu 5. Seema Kumari Hamirpur
Sr.Scale	3	1	Sh.Gopal Singh HQ.

Srenographer			
Jr.Scala Stenographer	6	1	Sh.Manoj Kumar
Clerks/Jr.Asstt	94	15	<ol style="list-style-type: none"> 1. Sanjeev Kumar AC W&M Dharamshala 2. Sunil Kumar Solan 3. Chaman Solan 4. Smt Usha Shimla 5. Manoj Kumar Kullu 6. Ravi Parkash Sirmour 7. Anil Kumar Hamirpur 8. Jagdish Chand Bilaspur 9. Basant Singh Mandi 10. Devinder Kimar W&M HQ 11. Shanta Kumar W&M HQ 12. Jagat Ram W&M HQ 13. kulwant Singh Kullu 14. Suresh Kumar Keylong 15. Smt joyti Surya Chamba
Steno-typist	10	1	HariMohan Shimla
Drivers	19	4	<ol style="list-style-type: none"> 1. Duni Chand HQ 2. Kali Dass Chamba 3. Shyam Lal Kullu 4. Amin Chand
Restorer	1	1	Smt Sulochna HQ
Peons	40	8	<ol style="list-style-type: none"> 1. Khem Singh HQ 2. .Ishwari Devi HQ 3. Bishan Singh Solan 4. Partap Singh Nahan 5. Ashok Kumar Shilmla 6. Om Parkash Zonal Office D/Sala 7. Saju Ram Kullu 8. Jalo Ram Una
Gestetno	2	1	Smt Illa Sharma HQ
Chowkidar	128(18)	4	<ol style="list-style-type: none"> 1. Hussan Singh HQ 2. Surinder Singh Shimla 3. Bimal Kumar Mandi 4. Rajesh Kumar Bilaspur
Daftri	2	1	Sh.Des Raj HQ

TRAINING SCHEDULE FROM JANUARY TO MARCH, 2012

Category	Name of Official	Course	Duration	Venue
Inspector	Sh. Manoj Kumar, Inspector F&S Salooni Sh. Ajay Kaundal,, Inspector F&S Tissa Sh. Surinder Kumar, Inspector. Pangi Sh. Vikram Kumar Inspector, F&S Bharmour Sh. Saurav Vashisht Inspector, F&S Rait	Basic Computer Training on MS Word MS Excel & Internet.	6 Days 27-2-2012 to 3-3-2012	H.P. Institute of Public Administration, Fair Lawns, Shimla-171012.
Clerk	Sh. Sunil Kumar Clerk, .O/O District Controller FCS&CA, Solan Sh. Manoj Kumar, Clerk O/O District Controller FCS&CA, Kullu. Sh. Anil Kumar Clerk O/O District Controller FCS&CA, Hamirpur Sh. Jagat Ram, Clerk O/O (W&M) HQ Shimla-9 Sh. Ravi Parkash Clerk O/O District Controller FCS&CA, Sirmour.	Office Procedure and Financial Administration	5 Days 6-2-2012 to 10-2-2012	H.P. Institute of Public Administration, Fair Lawns, Shimla-171012.
Clerks	Bhupinder Adikgari O/O District Controller Kangra Smt. Joyti Surya, Clerk o/o/ District Controller FCS&CA Chamba Ravi Parkash, Clerk o/o/District Controller, (FCS&CA) Nahan.	Advance Computer Course (power Point & Internet)	3 Days 8-2-2012 to 10-2-2012	H.P. Institute of Public Administration, Fair Lawns, Shimla-171012.

**TRAINING TO BE IMPARTED AT DIRECTORATE LEVEL NEWLY RECORITED
INSPECTOR W.E.F. 16-1-2012 TO 21-1-2012**

Sh. Manoj Kumar Insp Salooni	Continued induction training.
Ajay Kaundal Inps. Tissa	
Surinder Singh Insp Pangi	
Saurav Vasihist, Insp. Rait	
Manjeet Singh Insp. Kangra	
Vinod Kumar Insp. Kalpa	
Roop Singh Insp. Nirmand	
Deepak Singh Insp. Chauntra	
Naven Kumar Insp. Keylong	
Vikram Singh Insp. Bharmour	

Basic Computer Training on MS Word / MS Excel and Internet at National Informatics Centre, Una w.e.f. 16th to 21st January, 2012:-

- (i) District Una:
 1. Sh. Sat Pal, Junior Auditor.
 2. Smt. Prem Lata, Junior Auditor.
 3. Sh. Chaman Lal, Clerk
 4. Smt. Rajni Kalia, Inspector
 5. Shri Jit Ram, Inspector
 6. Shri Rajiv Sharma, Inspector
- (ii) District Hamirpur:
 1. Shri Partap Thakur, Inspector
 2. Shri Pawan Sharma, Inspector
 3. Shri Ranjit Singh, Inspector
 4. Sh. Kamal Dev, Clerk
 5. Sh. Anil Kumar, Clerk
- (iii) District Bilaspur.
 1. Sh. Devi Ram, Inspector
 2. Smt. Amriti Devi, Inspector
 3. Shri Ramesh Kumar, Inspector
 4. Shri Navneet Mehta, Junior Auditor.
 5. Sh. Jagdish Chand, Clerk

Proposed Training Course on "Basic Computer Application(Venue at HIPA, Shimla)

Sr. No..	Name of the programme	Objective in brief	Duration & Date	Level of Participants	Slots allotted
1	Advance Computer Course(power Point & Internet)	# To apprise the Officers with the potential of I CT Tools and Technology for effective and efficient utilization in E2 led Governance.	3 Days 23-2-2012 to 25-2-2012	Gazetted and non gazetted officers/ officials of the State Govt	1.Dr.Man Singh Addl Director 2.Ashok Chauhan DCFA 3.RameshGangotraDFSCShimla 4. Ranjit Singh Supdt Gr.I HQ 5. Santosh Vyas FSO Una 6.Sat Pal Singh Junior Auditor 7. Prem Lata Junior Auditor 8.Chaman Lal Clerk Una 9 Rajni Kalia Inspector Una 10.Rajiv Sharma InspectorGegret 11.Jeet Ram Inspector Haroli 12.Ajay Sood PA Directorate 13. Manoj Kumar Steno HQ 14 Surinder Kumar Jr.Auditor HQ 15 Jagat Ram Clerk WM HQ 16.Gurbux Kaundal Sr.Asstt WM 17 Meera Thakur Steno HQ 18 Manju Thakur Syteno HQ.

Proposed Training Course on “Basic Computer Application” (Venue at HIPA, Shimla)

Sr. No..	Name of the programme	Objective in brief	Duration & Date	Level of Participants	Slots allotted
1	Basic computer Course)	# To familiarize and apprise the participants with the basis of computer and to impart them necessary skills to work on office automation tools available.	5 Days 30-1-2012 to 03-02-2012	Non gazetted officers/ officials of the State Govt	Sh./Smt. 1. Arvind Padam Shimla. 2. Manoj Kumar Kullu. 3. Desh Raj Mandi. 4. Dhruva Devi Shimla. 5. Kalawati W&M Shimla. 6. Sunita Padam Clerk, HQ 7. Kulwant, Kullu. 8. Basant Singh Mandi 9. Suresh Kumar HQ 10. Rohit Rowpa Keylong 11. Vinita Devi Jr.Auditor HQ 12. Babu Ram Jr.Asstt HQ 13. Sulbna Sareen Clerk HQ 14. Usha Devi Clerk Shimla 15. Sunita Seth Jr.Auditor HQ