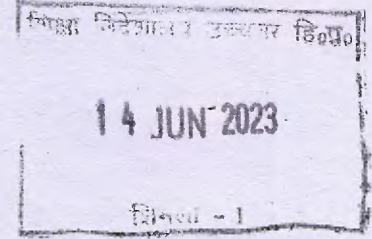


No. EDN-H (21) B (15) 05/2023-HIPA-

Directorate of Higher Education
Himachal Pradesh, Shimla-1

Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,

E-mail: dhe-sml-hp@gov.in & E-mail: genbr@rediffmail.com



Dated: Shimla-171001, the _____ June, 2023

To

All the Deputy Directors of Higher Education,
in Himachal Pradesh.

Subject: - **Regarding Office Procedure and Financial Management Training for School Heads, Principals and Education Administrators.**

Please find enclosed herewith a copy of letter Number: HPSES (SS)-SLDP-STARs-707-dated: 01/06/2023 received from the State Project Director (SS), Himachal Pradesh, Lalpani, Shimla-1 on the subject cited above.

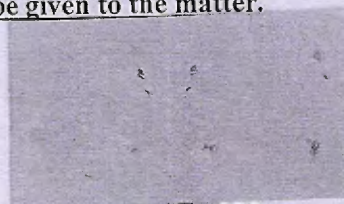
The State Project Director (SS), Himachal Pradesh, Shimla-1 in collaboration with Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes on Office Procedure and Financial Management Training for School Heads, Principals and Education Administrators and sufficient slots have been allotted to the Department of Higher Education and requested to depute School Heads, Principals and Education Administrators for each training programme.

In this connection, you are hereby directed to depute Officers for each training programme as per the allotment on scheduled dates. So that the HIPA, Fairlawn's Shimla could make arrangements accordingly and Training Programmes do not remain underutilized and Government money may not go waste. The employees who have already attended the same may not be deputed again. While deputing the employees it may be kept in mind that opportunity may be given to all the employees in rotation.

The participation of your district is mandatory /compulsory in these training programmes. Further, on completion of the training programme he/she shall submit the feedback report to the Head of Institution who will send the same to the Department for taking further action.

Kindly Personal Attention may be given to the matter.

Enclosures: 03 Pages.



Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ June, 2023

Copy for information to:

- 1 The State Project Director (SS), Himachal Pradesh, Lalpani, Shimla-1 refer to his/her letter No. referred above.
- 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the same on departmental website.
- 3 Guard file.

14 JUN 2023



Director of Higher Education
Himachal Pradesh, Shimla-1

No. HPSES (SS)-SLDP-STARs - 707
State Project Office (SS)
Himachal Pradesh, Shimla-1
Dated:

01/06/23

To

The Director of Higher Education,
Himachal Pradesh, Shimla-1

Subject : Regarding Office Procedure and Financial Management Training for School Heads, Principals and Educational Administrators.

Sir,

It is to inform that the Ministry of Education Department of School Education and Literacy Govt. of India has approved "Office Procedure and Financial Management Training" for School Heads, Principals and Educational Administrators during 2023-24 under STARS Project.

To impart this training Himachal Pradesh Institute of Public Administration has submitted its consent and has approved the 30 slots for this training w.e.f 26.06.2023 to 31.03.2024 (Copy enclosed). Each slot will comprise 30 participants.

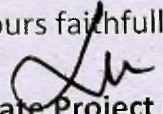
You are, therefore, requested to:-

1. Direct the district level officers under your control to depute Principals and Headmasters from their respective district for this programme as per the schedule and venue mentioned in the letter.
2. The participants in each batch may preferably be deputed district wise as per the suitability like vacation schedule and weather conditions specially of snow prone districts .
3. The newly promoted/placed Principals and Headmasters during this year and last year may be deputed on priority.
4. The participation in the training programme should be made mandatory and in case of any exigency the substitute may be deputed .
5. Principals/Headmasters superannuating within 6 months may be avoided.

The boarding and lodging of the participants will be provided by HIPA. The entire expenditure of the training programme will be borne by State Project Office Samagra Shiksha Himachal Pradesh. TA/DA of the participants will be paid by the respective DPOs . DPOS will raise the batch wise budget demand from the office of undersigned .

In case of any query in this regard Sh. Sunil Sharma ,Principal(School) (Mobile: 9418101333) posted in State Project Directorate Samagra Shiksha HP , may be contacted.

Yours faithfully,


State Project Director(SS)
HP, Lalpani Shimla-1

Copy:

1. Secretary(Education) to the Govt. of Himachal Pradesh, Shimla-2 for information please.

Batch	Schedule	Participating Districts	Participants Principals/Headmasters
1	26.06.23 to 28.06.23	Shimla	30
2	03.07.23 to 05.07.23	Chamba	20
		L&S	10
3	10.07.23 to 12.07.23	Mandi	30
4	20.07.23 to 23.07.23	Solan	30
5	24.07.23 to 26.07.23	Sirmaur	30
6	28.08.23 to 30.08.23	Shimla	30
7	14.09.23 to 16.09.23	Kullu	20
		L&S	10
8	21.09.23 to 23.09.23	Kangra	30
9	25.09.23 to 27.09.23	Hamirpur	30
10	05.10.23 to 07.10.23	Solan	20
		Kinnaur	10
11	19.10.23 to 21.10.23	Chamba	30
12	16.11.23 to 18.11.23	Sirmaur	30
13	23.11.23 to 25.11.23	Kullu	30
14	30.11.23 to 02.12.23	Chamba	30
15	11.12.23 to 13.12.23	Solan	30
16	26.12.23 to 28.12.23	Bilaspur	30
17	01.01.24 to 03.01.24	Kangra	30
18	08.01.24 to 10.01.24	Una	30
19	16.01.24 to 18.01.24	Mandi	30
20	22.01.24 to 24.01.24	Kullu	30
21	29.01.24 to 31.01.24	Hamirpur	30
22	05.02.24 to 07.02.24	Una	30
23	12.02.24 to 14.02.24	Bilaspur	30
24	19.02.24 to 21.02.24	Mandi	30
25	26.02.24 to 28.02.24	Kangra	30
26	04.03.24 to 06.03.24	Shimla	30
27	11.03.24 to 13.03.24	Una	20
		Kinnaur	10
28	18.03.24 to 20.03.24	Hamirpur	30
29	25.03.24 to 27.03.24	Bilaspur	30
30	28.03.24 to 30.03.24	Sirmaur	30