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No. EDN-H (21) B (15) 47/2022-(ALL TYPE TRAININGS)-

Directorate of Higher Education

Himachal Pradesh, Shimla-1

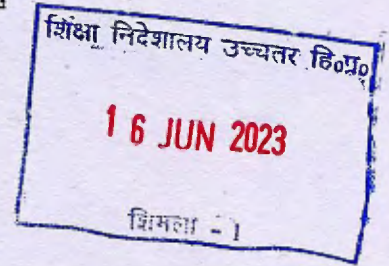
Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,

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

To

Dated: Shimla-171001, the _____ June, 2023

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



Subject: -

Regarding Online Training for Developing Competencies of Officers and Officials.

Please find enclosed herewith copy of E-mail-dated: 02/06/2023 received from Chief Executive Officer, RLS Global Smart Learning Institute UDYAM Haryana received through the Joint Secretary (Higher Education) to the Government of Himachal Pradesh, Shimla-2 on the subject cited above.

In this connection, you are hereby directed to do the needful in the matter and send the action taken report to this Directorate through return Fax/E-mail as well as to the quarter concerned.

Enclosures: 06 Pages.

Director of Higher Education
Himachal Pradesh, Shimla-1

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

Copy for information to:

- 1 The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 refer to his letter No. EDN-A-Ja (4)1 /2025-dated: 05/06/2023.
- 2 The Chief Executive Officer, RLS Global Smart Learning Institute Narwana, UDYAM - Haryana-126116 refer to his/her E-mail referred above.
- 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 4 Guard file.

Director of Higher Education
Himachal Pradesh, Shimla-1

②

No. EDN-A-Ja (4) 1/2015
Government of Himachal Pradesh
Department of Higher Education

From

The Secretary (Education) to the
Government of Himachal Pradesh Shimla-2

To

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

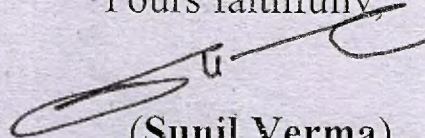
Dated, Shimla-2 the 3rd June, 2023

Subject:- Regarding Online Training for Developing Competencies
of Officers and Officials.

Sir,

I am directed to refer to your letters No. RLSGSLI/Online_Trg/05/2023 dated 02-06-2023 alongwith its enclosures received from Smt. Rashmi, Chief Executive Officer, RLS Global Smart Learning Institute, (A Regd. MSME, Government of India), Narwana, Jind Haryana on the subject cited above and to request you take necessary action in the matter accordingly.

Yours faithfully



(Sunil Verma)

Joint Secretary (Hr. Edu.) to the
Government of Himachal Pradesh

Gen
12/06/22

DHE	129343
05 JUN 2023	
Branch	SE-EDU

Sh. Satish
Gen
7/6/2023

Email

55899231
3/6/23

Dr. Abhishek Jain

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Regarding Online Training for Developing Competencies of Officers and Officials.

From : rlssmartinstitute@gmail.com

Fri, Jun 02, 2023 09:18 AM

Subject : Regarding Online Training for Developing Competencies of Officers and Officials.

2 attachments

To : C Paulrasu <arsecy-hp@nic.in>, Advocate General <advgen-hp@nic.in>, Director Agriculture <krishibhawan-hp@nic.in>, Director Department of Animal Husbandry Himachal Pradesh Shimla <dir-ah-hp@nic.in>, ayur-hp <ayur-hp@nic.in>, Dr vinod Rana <ecostat-hp@nic.in>, Election Department <election-hp@nic.in>, ceihp@rediffmail.com, eleeduhp@rediffmail.com, Director ESOMSA <social-hp@nic.in>, Director Energy HP <dir.doehp@nic.in>, Prabodh Saxena <envsecy-hp@nic.in>, VIPIN Gangta <estate-hp@nic.in>, Mahesh Kumar Sharma <fire-hp@nic.in>, Satpal Mehta <fisheries-hp@nic.in>, Rajiv Kumar <pccf-hp@nic.in>, Mr Bharat Khara <gadsecy-hp@nic.in>, dirhealthdhs@gmail.com, Dr. Abhishek Jain <secy-hedu-hp@nic.in>, hgshimla@gmail.com, Horticulture Directorate <horticul-hp@nic.in>, Director of Industries <dirindus-hp@nic.in>

Respected Sir/Madam,

The highly interactive and engaging training courses are need of the hour, to provide the participants with desired knowledge, understanding and practical skills to develop their competencies and also help the organizations in assessing Competency Frameworks, refining the systems, and bringing the employees performance to the required levels. The RLS Global Smart Learning Institute is a registered MSME (under Ministry of Micro, Small & Medium Enterprises, UDYAM-HR-08-0003613 is verifiable at https://udyamregistration.gov.in/Udyam_Verify.aspx). It organizes professional courses (list attached) on Saturdays and your organization can greatly benefit by empowerment of officers and officials in Public Administration, Financial Management, Taxation Skills, Accounting & Audit, e-Procurement, GeM, e-Office, Legal Matters, Preventing Sexual Harassment, Ethics & Values, Cyber Security, Ethical Hacking etc. The training is especially for the officers and officials working in your office/s.

The Google Meet links are provided directly on the WhatsApp numbers. After participation, the e-Notes, e-Certificate, and e-Receipt of payment are also provided.

The detailed letter with the schedule of courses is attached for your kind consideration.

With regards,

Rashmi

RLS Global Smart Learning Institute
(A Regd. MSME, Government of India)
Regn. No. UDYAM-HR-08-0003613
M. +91-9467423458.

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List of Scheduled Courses_O_Sat.pdf
25 KB

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02/06/23

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Sh. KS



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RLS Global Smart Learning Institute (RLSGSLI),
A registered Micro, Small and Medium Enterprise (MSME). Registration No. UDYAM-HR-08-0903613.
Ph. 01684-298396, +91-9467423458, eMail: rlssmartinstitute@gmail.com

From

Smt. Rashmi, Chief Executive Officer,
RLS Global Smart Learning Institute, Narwana (Jind, Haryana-126116).

To

**All the Heads of the Departments
Government of Himachal Pradesh**

No: RLSGSLI/Online_Trng/05/2023

Dated, the 2nd June, 2023

Sub: Regarding Online Training for Developing Competencies of Officers and Officials.

Respected Sir/Madam,

The highly interactive and engaging training courses are need of the hour, to provide the participants with desired knowledge, understanding and practical skills to develop their competencies and also help the organizations in assessing Competency Frameworks, refining the systems, and bringing the employees performance to the required levels. The RLS Global Smart Learning Institute is a registered MSME (under Ministry of Micro, Small & Medium Enterprises, UDYAM-HR-08-0003613 is verifiable at https://udyamregistration.gov.in/Udyam_Verify.aspx). It organizes professional courses (list attached) on Saturdays and also on Government Holidays except Sundays and your organization can greatly benefit by empowerment of officers and officials in Public Administration, Financial Management, Taxation Skills, Accounting & Audit, e-Procurement, GeM, e-Office, Legal Matters, Preventing Sexual Harassment, Ethics & Values, Cyber Security, Ethical Hacking etc. The training is especially for Officers and Officials working in the offices of Government under your kind control including Superintendents, Finance Officers, Accounts Officers, Secion Officers, Drawing and Disbursing Officers, Principals, XENs, SDOs, and their staff. We hope long term association with providing consistent training and development services in various areas of functions in your offices.

Each course/webinar (of 1.5 hours duration) covers live interactions, doubt clearing on a specific theme with nominal fee of only Rs. 220 per participant per course or Rs. 4400 per course for a batch size from 20 to 30 officers/officials. The list of courses is attached. The fee can be paid either directly by an employee, which may be reimbursed by the competent authority or paid directly by the accounts office. However, if fee is required to be paid after participation, the same may be communicated in written that 'the fee will be paid after the participation of the deputed employees'. The Google Meet links are provided directly on the WhatsApp numbers. After participation, the **e-Notes, e-Certificate, and e-Receipt** of payment are also provided.

Kindly nominate **at least 5 employees** to participate in the course/s in the following format to rlssmartinstitute@gmail.com/Whatsapp (+91-9467423458) and also circulate this letter to the subordinate offices.

Sr.	Name & Desgination	Whatsapp No.	Email (if available)	Course Title/s

With regards,

Yours faithfully,

Rashmi

(Smt. Rashmi)
Chief Executive Officer

The list of courses (updated from time to time) can be retrieved by clicking - <https://smartinstitute.rls.blogspot.com/p/upcoming-online-courses-of-rls.html>. The Banking Details are Name - RLS Global Smart Learning Institute, A/c No. 0117102000000346, Current A/c, Punjab National Bank, Narwana, IFSC- PUNB0011710, UPI ID - rlssmartinstitute@okicici, PayTm/PhonePe/GPay - 9467423458.

Skills Building Webinars/Online Training Courses

Note: Each of the following online courses is completed with Live Interactions of Doubt Clearing, followed by e-Notes and e-Certificates. The details of courses also available and updated on the webpage - <https://smartinstituterls.blogspot.com/p/upcoming-online-courses-of-ris.html>.

3rd June - Saturday

1. Trading, Profit & Loss Account, Balance Sheet with Adjustments - 1st Practical
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] **7:45 AM to 9:15 AM**

2. Duties of Government Deductors in Income Tax - Form 16/16A
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **9:30 AM to 11:00 AM**

3. Financial Administration in Government Organizations
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **11:30 AM to 1:00 PM**

4. e-Filing of Income Tax Return for Salaried Employees
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **1:30 PM to 3:00 PM**

5. Government Accounting - Cash Book Maintenance including Public Works
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] **3:30 PM to 5:00 PM**

6. Stress Management and Emotional Intelligence
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **5:30 PM to 7:00 PM**

10th June - Saturday

7. Cost Accounts - Concept and Practical Illustration
[Target Group - All Government Employees - Central, UT, and State Governments, Clerical Staff, and SAS Examination Aspirants] **7:45 AM to 9:15 AM**

8. Artificial Intelligence at Workplaces - Tools and Applications
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **9:30 AM to 11:00 AM**

9. Submission of e-TDS Return 24Q 26Q in Government Organizations
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **11:15 PM to 12:45 PM**

10. Letter Writing & Draft Preparation in Government Organizations
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] **1:45 PM to 3:15 PM**

11. Office Procedures Including Noting and Drafting
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] **3:30 PM to 5:00 PM**

12. Computation of Income Tax Liability of Salaried Persons
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] **5:30 PM to 7:00 PM**

- *24th June - Saturday***
 13. Grievance Redressal in Government - C M Window, CPGRAMS, etc.
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] 3:30 PM to 5:00 PM
- *29th June - Thursday***
 14. Pay Bill including TDS (with Practical Illustration)
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] 7:45 AM to 9:15 AM
- *15. Cloud Computing Applications in Government Organizations*
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties] 9:30 AM to 11:00 AM
- *16. Trading, Profit & Loss Account, Balance Sheet with Adjustments - 2nd Practical*
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] 11:15 AM to 12:45 AM
- *17. Leadership Skills - Self Development*
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] 3:30 PM to 5:00 PM
- *1st July - Saturday***
 18. Conduct Rules in Government Organizations
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] 11:15 AM to 12:45 PM
- *19. e-Procurement System (e-Tendering) in Government Organizations*
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] 1:45 PM to 3:00 PM
- *20. Prevention of Sexual Harassment at Workplace including POSH Act*
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] 3:30 PM to 5:00 PM
- *21. Financial Skills for Government Officers and Officials*
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] 5:30 PM to 7:00 PM
- *8th July - Saturday***
 22. Income Tax Planning for Salaried Individuals
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] 9:30 AM to 11:00 AM
- *23. Office Procedures - Noting and Drafting*
[Target Group - All Government Employees - Central, UT, and State Governments, College Bursars and SAS Examination Aspirants] 11:30 AM to 1:00 PM
- *24. University Accounts Code - Cash and Store Management in Universities*
[Target Group - Haryana Government Employees (Administrative Officers, Finance Officers, Audit Officers, Heads, DDOs, Superintendents, Bursars, and Clerical Cadre Executives)] 3:30 PM to 5:00 PM
- *25. Duties and Responsibilities of Government Heads and DDOs*
[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] 5:30 PM to 7:00 PM
- *15th July - Saturday***
 26. Letter Writing & Draft Preparation in Government Organizations

[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] **9:30 PM to 11:00 AM**

27. Pay Bill including TDS (with Practical Illustration)

[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars and SAS Examination Aspirants] **11:30 AM to 1:00 PM**

28. Audit of Procurement w.r.t. Local Purchases and e-Tenders

[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **1:30 PM to 3:00 PM**

29. Ethics and Values in Financial Administration

[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **3:30 PM to 5:00 PM**

22nd July - Saturday

30. Duties and Responsibilities of Government Heads and DDOs

[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **11:30 AM to 1:00 PM**

31. Government Accounting - Irregularities, Embezzlement, and Expenditure Monitoring

[Target Group - Executives of Government of India and State Governments & Subordinates with Administrative Duties including Bursars] **5:30 PM to 7:00 PM**

Terms and Conditions -

Each online course is with intensive learning & Doubt Clearing using the Google Meet app and the e-Notes, e-Certificates, and e-Receipt; are provided after participation

If any participant be absent to participate on scheduled time, his/her payment stands as an Advance and may be settled for any other course he/she ask to participate

The Fee is only Rs. 220 per participant per course or Rs. 4400 per course for a batch of 20 to 30 participants

For any query - Contact 01684-298396 or 09467423458.

Anyone can apply directly:
<https://wa.me/919467423458>

Or
<https://forms.gle/jBJAqk4TL0ZtYL6VA>