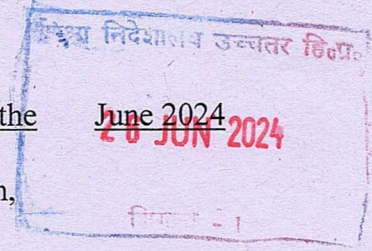


No. EDN-HE (21) B (15) 05/2024-HIPA-Training-  
Directorate of Higher Education  
Himachal Pradesh

Dated: Shimla-171001 the June 2024



To

All the Deputy Directors of Higher Education,  
in Himachal Pradesh

Subject: -

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

Please find enclosed herewith photocopy of letter number: HPSES (SS)-AWP&B-STARS-646 dated: 19-06-2024 received from State Project Director (SS) Himachal Pradesh Shimla-1 regarding training on "Office Procedure and Financial Management" as per schedule Attached herewith as per Annexure-A

You are, therefore, directed to depute Principals/Headmasters for training programmes to be conducted by the HIPA as per the allotment on scheduled dates and time. The employees who have already attended the same may not be deputed again. The newly promoted/placed Principals and Headmasters during this year and last year may be deputed on priority. The participation in the training programme should be made mandatory and in case of any exigency the substitute may be deputed. The Principals/Headmasters who are going to be superannuated within 6 months may be avoided. **The participation of your district is mandatory/compulsory in these training programmes.**

The programme is strictly residential and all the expenses on account of training boarding lodging will be borne by the State Project Office Samagra Shiksha Himachal Pradesh. TA/DA of the participants will be paid by the respective DPOs cum Principal DIET.

**KINDLY TREAT IT AS MOST URGENT.**

Enclosure: 02 pages.

(Dr. Amarjeet K Sharma)  
Director of Higher Education  
Himachal Pradesh, Shimla-1

Endst. No. Even Dated: Shimla-171001 the June 2024

Copy for information and necessary action to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2
2. The Director, HP Institute of Public Administration, Fairlawns, Shimla-12
3. The State Project Director (SS) Himachal Pradesh Shimla-1
4. The Technical Officer (Computer/IT Cell) Directorate of Higher Education HP, Shimla-1 to upload the same on departmental website.
5. Guard file.

Director of Higher Education  
Himachal Pradesh, Shimla-1

## Annexure -A

Sr. No.	Schedule Period	Participating Districts	Days	Participants Principals/Headmasters
1	01-07-2024 to 05-07-2024	Shimla	5 days	30
2	08-07-2024 to 12-07-2024	Chamba	5 days	30
3	22-07-2024 to 12-07-2024	Mandi	5 days	30
4	05-08-2024 to 09-08-2024	Solan	5 days	30
5	20-08-2024 to 24-08-2024	Kangra	5 days	30
6	27-08-2024 to 31-08-2024	Hamirpur	5 days	30
7	09-09-2024 to 13-09-2024	Kullu	5 days	30
8	23-09-2024 to 27-09-2024	Una	5 days	20
		Lahaul Spiti	5 days	10
9	07-10-2024 to 11-10-2024	Bilaspur	5 days	20
		Kinnaur	5 days	10
10	21-10-2024 to 25-10-2024	Sirmour	5 days	30
11	04-11-2024 to 08-11-2024	Solan	5 days	20
		Lahaul Spiti	5 days	10
12	18-11-2024 to 22-11-2024	Hamirpur	5 days	20
		Kinnaur	5 days	10
13	25-11-2024 to 29-11-2024	Kangra	5 days	30
14	02-12-2024 to 06-12-2024	Shimla	5 days	30
15	9-12-2024 to 13-12-2024	Bilaspur	5 days	30
16	16-12-2024 to 20-12-2024	Chamba	5 days	30
17	6-01-2025 to 10-01-2025	Una	5 days	30
18	13-01-2025 to 17-01-2025	Kangra	5 days	20
		Hamirpur	5 days	10
19	27-01-2025 to 31-01-2025	Sirmour	5 days	15
		Solan	5 days	15
20	10-02-2025 to 14-02-2025	Bilaspur	5 days	15
		Hamirpur	5 days	15
21	17-02-2025 to 21-02-2025	Shimla	5 days	20
		Una	5 days	10
22	24-02-2025 to 28-02-2025	Kullu	5 days	30
23	03-03-2025 to 07-03-2025	Mandi	5 days	30
24	10-03-2025 to 14-03-2025	Sirmour	5 days	30
25	17-03-2025 to 21-03-2025	Chamba	5 days	15
		Mandi	5 days	15
26	24-03-2025 to 28-03-2025	Kinnaur	5 days	15
		Lahaul Spiti	5 days	15

No. HPSES (SS)-AWP&B--STARS-646  
O/o THE STATE PROJECT DIRECTOR SAMAGRA SHIKSHA  
HIMACHAL PRADESH, SHIMLA-1 19.6.24

**Dated:**

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 under STARS Project.

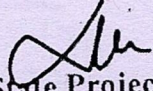
To impart this training Himachal Pradesh Institute of Public Administration has submitted its consent and has approved the 26 slots (5 day each) for this training w.e.f 01.07.2024 to 28.03.2025 (Copy enclosed). Each slot will comprise 30 participants.

You are, therefore, requested to :

1. Direct the district level officers under your control to depute Principals and Headmasters from their respective district to HIPA for this programme as per the schedule mentioned in the letter.
2. Principals/Headmasters who were imparted this training during 2023-24 may NOT be deputed again,
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 cum Principal DIET . DPOS will raise the batch wise budget demand for TA/DA from the office of undersigned .

Yours faithfully,

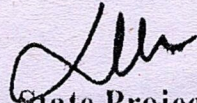
  
State Project Director(SS)  
HP, Lalpani Shimla-1

Copy:

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

Sh. Jagdish  
21/6/24

2. Joint Controller (F&A) State Project Office Samagra Shiksha Himachal Pradesh for information please.
3. All DPOs cum Principal DIETs Himachal Pradesh with the directions to raise batch wise budget demand of TA/DA of the participants from their respective district.
4. Guard file.




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

Batch	Schedule	Participating Districts	Participants Principals/Headmasters
1	01.07.24 to 05.07.24	Shimla	30
2	08.07.24 to 12.07.24	Chamba	30
3	22.07.24 to 26.07.24	Mandi	30
4	05.08.24 to 09.08.24	Solan	30
5	20.08.24 to 24.08.24	Kangra	30
6	27.08.24 to 31.08.24	Hamirpur	30
7	09.09.24 to 13.09.24	Kullu	30
8	23.09.24 to 27.09.24	Una	20
		Lahul Spiti	10
9	07.10.24 to 11.10.24	Bilaspur	20
		Kinnaur	10
10	21.10.24 to 25.10.24	Sirmaur	30
11	04.11.24 to 08.11.2	Solan	20
		Lahul Spiti	10
12	18.11.24 to 22.11.24	Hamirpur	20
		Kinnaur	10
13	25.11.24 to 29.11.24	Kangra	30
14	02.12.24 to 06.12.24	Shimla	30
15	09.12.24 to 13.12.24	Bilaspur	30
16	16.12.24 to 20.12.24	Chamba	30
17	06.01.25 to 10.01.25	Una	30
18	13.01.25 to 17.01.25	Kangra	20
		Hamirpur	10
19	27.01.25 to 31.01.25	Sirmaur	15
		Solan	15
20	10.02.25 to 14.02.25	Bilaspur	15
		Hamirpur	15
21	17.02.25 to 21.02.25	Shimla	20
		Una	10
22	24.02.25 to 28.02.25	Kullu	30
23	03.03.25 to 07.03.25	Mandi	30
24	10.03.25 to 14.03.25	Sirmaur	30
25	17.03.25 to 21.03.25	Chamba	15
		Mandi	15
26	24.03.25 to 28.03.25	Kinnaur	15
		Lahul Spiti	15

**Details of Slots booked for Office Procedure and Financial Management Training for School Heads, Principals and Educational Administrators.**

Sr. No.	Period	Days	Participation
1.	01.07.2024 to 05.07.2024	5 days	30 Participants
2.	08.07.2024 to 12.07.2024	5 days	30 Participants
3.	22.07.2024 to 26.07.2024	5 days	30 Participants
4.	05.08.2024 to 09.08.2024	5 days	30 Participants
5.	20.08.2024 to 24.08.2024	5 days	30 Participants
6.	27.08.2024 to 31.08.2024	5 days	30 Participants
7.	09.09.2024 to 13.09.2024	5 days	30 Participants
8.	23.09.2024 to 27.09.2024	5 days	30 Participants
9.	07.10.2024 to 11.10.2024	5 days	30 Participants
10.	21.10.2024 to 25.10.2024	5 days	30 Participants
11.	04.11.2024 to 08.11.2024	5 days	30 Participants
12.	18.11.2024 to 22.11.2024	5 days	30 Participants
13.	25.11.2024 to 29.11.2024	5 days	30 Participants
14.	02.12.2024 to 06.12.2024	5 days	30 Participants
15.	09.12.2024 to 13.12.2024	5 days	30 Participants
16.	16.12.2024 to 20.12.2024	5 days	30 Participants
17.	06.01.2025 to 10.01.2025	5 days	30 Participants
18.	13.01.2025 to 17.01.2025	5 days	30 Participants
19.	27.01.2025 to 31.01.2025	5 days	30 Participants
20.	10.02.2025 to 14.02.2025	5 days	30 Participants
21.	17.02.2025 to 21.02.2025	5 days	30 Participants
22.	24.02.2025 to 28.02.2025	5 days	30 Participants
23.	03.03.2025 to 07.03.2025	5 days	30 Participants
24.	10.03.2025 to 14.03.2025	5 days	30 Participants
25.	17.03.2025 to 21.03.2025	5 days	30 Participants
26.	24.03.2025 to 28.03.2025	5 days	30 Participants

  
**Additional Director,**  
**H.P. Institute of Public Administration,**  
**Fairlawns, Shimla – 171012.**