

No. EDN-HE(1)B(4)01/2026-Comp. Apptt.
 Directorate of Higher Education
 Himachal Pradesh Shimla-1

Office Order

In compliance with the directions of the Government and in pursuance of Clause-4 of Office Order No. Per (DOR)-B-(1)-4/2026 dated 04.08.2026 issued by the Directorate of Recruitment, Himachal Pradesh, Shimla-2 the following officers are hereby engaged for imparting training/orientation to newly engaged State Cadre Job Trainee JOA(IT) as per schedule mentioned below.

Sr. No.	Name of Officer/Officials	Programme/Training	Schedule	Days
1	Sh. H. K. Bhardwaj, JC (F&AS) DHE HP	Basic functioning of the Department, Office Procedures,	24.08.2026	1
2	Sh. Narender Sharma, AC (F&AS) DSE HP		25.08.2026	2
3	Sh. Bisham Chand, Distt. Attorney, DHE HP	Legal Proceeding, Court matters	26.08.2026	3
4	Sh. Chetan Kumar, SO (F&AS) DHE HP	Noting & Drafting Skills, File Management & Case Processing, maintenance of Official record, FR, SR, Leave Rule Office Manual,	27.08.2026 & 29.08.2026	4&5
5	Sh. Munish Kumar, SO (F&AS) DSE HP		31.08.2026 & 01.09.2026	6&7
6	Dr. Gopal Sanghaik, OSD, DHE HP	RTI and Appeal Matters	02.09.2026	8
7	Sh. Ashok Kumar Dhiman, Superintendent Gr.-I DHE HP	Inquiry related matters	03.09.2026 & 05.09.2026	9&10
8	Officer/Officials from Deptt. of IT, HP	e-office/IT-related procedures	7, 8 & 09.09.2026	11-13
9	Sh. H. K. Bhardwaj, JC (F&AS) DHE HP Sh. Chetan Kumar, SO (F&AS) DHE HP	Pension, Pay Fixation, Retirement matter Conduct and Discipline, Government Procurement & Purchase Procedures,	10.09.2026 & 11.09.2026	14&15

The above arrangement shall come into force with immediate effect.

(Suneeta Singh)
 Director of Higher Education
 Himachal Pradesh, Shimla-1

Endst. No. Even Dated: Shimla-171001, the
 Copy forwarded for information and necessary action to:-

21, August, 2026

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 w.r.t. letter no. EDN-A-Kha(2)-04/2026 dated 18.08.2026.
2. The Director, Directorate of Recruitment, Himachal Pradesh, Shimla-2.
3. The Director School Education Himachal Pradesh Shimla-1.
4. All the Officers/Officials of the Directorate of Higher/School Education Himachal Pradesh.
5. The concerned JOA (IT) Job Trainees, through the concerned controlling office.
6. In-charge, IT Cell to upload the same on departmental website.
7. The Superintendent, Store to make necessary arrangements for the above training/programme.
8. Guard file.

शिक्षा निदेशालय उच्चतर हि०प्र०

21 AUG 2026

शिमला-1

Director of Higher Education
 Himachal Pradesh, Shimla-1