

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमिश्नरियल
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जी.एस.टी.आई.एन.: 02AABCH4054K1ZV



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OFFICE ORDER

In view of the appointment of the newly recruited JOAs (IT & Accounts), it is hereby ordered that a **two-day online training programme** shall be conducted on **8th and 9th December, 2025** for all newly recruited JOAs (IT & Accounts) of H.P. State Civil Supplies Corporation Ltd.

The training programme shall be conducted through **online mode** as per the detailed schedule given below. The participants shall ensure to register themselves for the training sessions in time as a formal attendance(**by name**) shall be taken **15 minutes before** the start of each session and shall be maintained in record of this office, hence no laxity or casual approach shall be acceptable in this regard.

The resource persons for each session shall also ensure to begin the training as per set schedule so that the next session is also started on time. Further, for the sake of conducting a successful training programme, it is requested that all concerned to please refrain from taking leave of any kind during this duration.

Schedule of the Training Programme for HPSCSC Ltd.**Day 1 – 8th December, 2025:**

Morning Session				
Sr. No.	Topic	Timing	Resource Person	Mode
1	Accounting	10:00 to 10:45 AM	Sh. Ajay Mahajan (Financial Advisor)	Online
2	Banking & Payment etc.	10:45 to 11:30 AM	-----do-----	Online
Tea Break 11.30 to 11.45 AM				
3	GST	11:45 to 12:30 PM	Sh. Neeraj Sharma (GST Consultant)	Online
4	PV Duty	12:30 to 1:30 PM	Sh. Neelam Kumar (Accounts Officer)	Online
Lunch Break 1:30 to 2:00 PM				
Evening Session				
1	Subsidy	2:00 to 3:00 PM	Sh. Diwaker Sharma (Manager Finance)	Online
2	Tax	3:00 to 3:30 PM	Sh. Ajay Mahajan (Financial Advisor)	Online

Tea Break 3:30 to 3:45 PM				
3	Conduct Rule, Noting Drafting	3:45 to 5.00 PM	Sh. Gian Chand Raita (Retd. Controller)	Online

Day 2 – 9th December, 2025:

Morning Session				
Sr. No.	Topic	Timing	Resource Person	Mode
1	Legal Matter & Sexual Harassment at work Place	10:00 to 10:45 AM	Ms. Anjali Sharma (Asstt. Manager, Legal)	Online
2	Procurement	10:45 to 11:30AM	Sh. Arvind Kumar Sharma (GM)	Online
Tea Break 11:30 to 11:45 AM				
3	ITA Software	11:45 to 12:15 PM	Sh. Suraj Ghezta (Asstt. Computer Programmer)	Online
4	EPFO	12:15 to 1:30 PM	Sh. Bhupender Sharma (Sr. Asstt. Accts)	Online
Lunch Break 1:30 to 2:00 PM				
Evening Session				
1	LPG, MED, Cement etc.	2:00 to 3:00 PM	Sh. J.P. Sharma (Procurement Manager)	Online
Tea Break 3:00 to 3:15 PM				
2	RTI	3:15 to 4:15 PM	Sh. Rajinder Kapoor	Online
	Review & Feedback Session	4:15 to 5.00 pm		

Signed by Sachin Kanwal
Date: 27-11-2025 13:38:32

Executive Director

Copy is forwarded for information & necessary action to: -

1. All Branch Managers / Officers, HPSCSC Ltd., Head Office, Shimla-9.
2. All the Divisional/ Area Managers, HPSCSC Limited with the direction to ensure participation of all the group -C officials working under their control.

3. PA to MD/ED, HPSCSC Ltd., Head Office, Shimla-9.
4. All Concerned Officers / Resource Persons.
5. ✓ Asstt. Computer Programmer, IT Branch, HPSCSC Ltd., Shimla-9 for uploading the same on the official website.

Executive Director