

H.P. State Civil Supplies Corporation Limited

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To

**All Branch-In-Charges, Head Office,
HPSCSC Ltd.**

**All Divisional Managers,
HPSCSC Ltd.**

**All Area Managers,
HPSCSC Ltd.**

Subject: - Schedule of In-House Refresher Training Programme.

Madam/Sir,

As part of the Corporation's continuous efforts to enhance operational efficiency and strengthen administrative capabilities across all cadres, a two-day In-House Refresher Training Programme is scheduled to be organized for the officers and officials of the Corporation.

The primary objective of this initiative is to update and refresh the professional knowledge of the participants on critical regulatory frameworks, service conditions, statutory tax compliances, and day-to-day operational procedures. The programme will provide an opportunity to streamline internal processes and promote uniformity in the implementation of rules, regulations, and procedures across the organization.

The training sessions are scheduled to be conducted on 18.06.2026 and 19.06.2026. The detailed schedule of the training programme along with the designated faculty members is as under: -

Training Schedule 18.06.2026 (Thursday) & 19.06.2026 (Friday)

Date	Topic	Duration	Faculty
Morning 18.06.2026	An overview of Conduct Rules and Disciplinary Proceedings	10:00 to 11:45	Sh. Gian Chand Raita, Controller (Retd.)
	Tea Break 11:45 to 12:00		
	An overview of Service Bye-laws and Recruitment & Promotion Rules.	12:00 to 01:30	Mrs. Anjali Sharma, AM (Legal)
Lunch Break 1:30 to 2:30			
Evening 18.06.2026	An overview of Operational procedure of Wholesale Units and feeding of bills in the Software	02:30 to 03:30	Sh. Sanjeev Verma, Area Manager, Mandi & Sh. Suraj Ghezta,

			ACP
	Tea Break 03:30 to 03:45		
	An overview of various subsidy schemes and Standard Operation Procedure	03:45 to 5:00	Sh. Hussan Kashyap, Sr. Accounts Officer
Morning 19.06.2026	An overview of General Service Condition, TA, Leave	10:00 to 11:45	Sh. Gian Chand Raita, Controller (Retd.)
	Tea Break 11:45 to 12:00		
	Reservation Roster in Cases of Direct Recruitment and Promotion	12:00 to 01:30	Sh. Diwaker Sharma, Manager (Finance)
	Lunch Break 01:30 to 02:30		
Evening 19.06.2026	An overview of Deduction and filing of TDS, GST Returns etc.	02:30 to 04:30	Sh. Neeraj Sharma, Tax Consultant

You are requested to ensure that all officers and officials working under your administrative control attend these training sessions strictly as per the schedule. Attendance and punctual participation are mandatory, as the topics covered are vital for our organizational functioning and compliance.

Please acknowledge receipt of this communication and confirm the dissemination of this schedule within your respective jurisdictions.

Yours faithfully,

General Manager (Admin.)

Copy is forwarded for information and necessary compliance to: -

1. Manager (Finance), HPSCSC Ltd., Head Office Shimla-9, being the Nodal Officer for the training programme.
2. All concerned Faculty Members (Internal & External) with a request to conduct the sessions as per schedule.
3. PA to the MD/ED for kind information of the officers.
4. Notice Board / IT Cell (for uploading on the official website).

Sd/-

General Manager (Admin.)