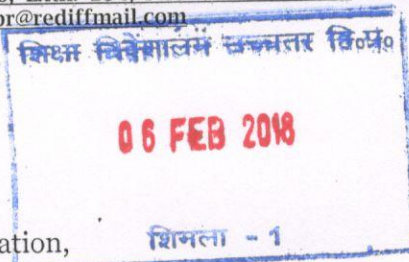


**REGISTERED POST
MOST IMMEDIATE**

No. EDN- HE(21) B (15) 05/2017-HIPA-
Directorate of Higher Education
Himachal Pradesh
Telephone No. 0177-2653120, 2653575, 2653386, Extn. 234, Fax: 0177-2812882,
2811247 e-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

Dated: Shimla-171001 the



From: - The Director of Higher Education
Himachal Pradesh

To All the Deputy Directors of Higher Education,
in Himachal Pradesh

Subject: - Tentative Training Programme on " Office Procedure and Finance Management" for Himachal Pradesh Education Department Officers/Officials.

Memo:

On the subject cited above you are hereby directed to supply the list of Officers/Officials who deal the matter HPFR-2009: Duties and responsibilities of DDO/Controlling Officers, Procurement of Goods & Inventory Management, Budgetary process, Preparation of budget, Excess & Surrender, Supplementary budget, Expenditure and Revenue receipts, Overview of FRSR and Pay Fixation, Pension Rules & New Pension Scheme, Overview of Leave Rules/Conduct Rules/CCS (CCA), Overview of TA/TTA, LTC & GPF Rules to this Directorate within two days through return fax/E-mail or special messenger so that the same could be trained/deputed for training programmes to be conducted by Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12. The orders of higher authorities be implemented/complied with the letter and spirit. Failing which disciplinary action shall be initiated against the defaulters under rules.

(Dr. Uma Verma)
Jt. Director of Higher Education(C-I)
Himachal Pradesh
Umaverma23@gmail.com
(Phone No. 0177-2652579)

Endst. No. EDN- HE (21) B (15) 05/2017-HIPA-Dated: Shimla-171001 the
Copy to:-

- 1 ✓ The Superintendent, (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby directed to upload the same on Departmental Website.
- 2 Guard file.

Jt. Director of Higher Education(C-I)
Himachal Pradesh