

Immediate/Time bound

No. PWD-A-AQ(4)/1/2024
Government of Himachal Pradesh
Public Works Department

From

The Secretary (PW) to the
Government of Himachal Pradesh

All the Chief Engineers of
HPPWD

Dated: Shimla 171002, the July, 2025

Subject: Regarding implementation of e-office-imparting of training to
the officer(s) / official(s) of the department thereof.

Sir,

On the above cited subject, I am directed to say that as you are aware that as per the Govt. directions, all offices of the Department are to change over to e-office mode in a time bound manner. To achieve this objective, it is an imperative that all the field staff is trained on e-office. Such training sessions have already been organized at the Zonal office levels and some of the Circle offices have also organized training on e-office.

In this context, it has been decided that in the leftover HPPWD Circles/Divisional offices, the Junior Engineer (IT) in respective HPPWD Zone will impart training to the officer(s)/official(s) of all the Circles/Divisional offices falling under their jurisdiction through virtual mode by framing proper training schedule for each Circle(s). The training schedule to be shared with the respective e-District Managers and they also to be invited for the virtual trainings. During the training session for a Circle, all the Divisions under the said Circle will also be included in the same session. It may also be ensured that Superintending Engineer/Executive Engineer(s) of respective Circle/Division(s) also remain present during this virtual training session.

All the Nodal Officers (JE, IT) under the guidance of respective Zonal Head will prepare a virtual training Calendar in respect of their Zone and ensure that such training is imparted within a period of one week positively. The training schedule and details of participants in each training session along with photographs be shared in the Whatsapp group created for e-office monitoring.

Yours faithfully,

Signed by

Surjeet Singh Rathore

Date: 03-07-2025 16:21:50

(Surjeet Singh Rathore)

Additional Secretary (PW) to the
Government of Himachal Pradesh

Endst No. As above Shimla-02, Dated 03rd July, 2025.

Copy forwarded to following for information and necessary action:-

1. Director (DT&G) Shimla with the request to direct the e-District Managers of all the districts to participate in the training sessions on e-Office as per the schedule prepared by the respective Chief Engineer HPPWD.
2. The Engineer-in-Chief, HPPWD, Nirman Bhawan, Shimla-2.
3. All the Superintending Engineer (s) of HPPWD.
4. All the Executive Engineer(s) of HPPWD.
- ✓ 5. The Nodal Officer (IT) O/o E-in-C, HPPWD for uploading the same in the official website of the department.

(Surjeet Singh Rathore)

Additional Secretary (PW) to the
Government of Himachal Pradesh