

**No. P-I-F007/6/2023-Pers-AP-1  
Government of Himachal Pradesh  
Department of Personnel  
(Appointment-I).**

From

**The Secretary (Personnel) to the  
Government of Himachal Pradesh**

To

**All the IAS officers of H.P. Cadre**

**Dated Shimla-2, the 16.12.2024.**

**Subject :- Regarding nominations for In-Service Training programme on 'Administration Challenges and Opportunities in Electricity Distribution Companies to be held from 06.01.2024 to 10.01.2025 at LBSNAA, Mussoorie and In-Service Training programme on "Procurement & Contract Management for Civil Servant" to be held from 06.01.2024 to 10.01.2025 at LBSNAA, Mussoorie**

Sir/Madam,

I am directed to refer the subject cited above and to inform that Shri Ganesh Shankar Mishra, IAS, Deputy Secretary (Sr.) and Ms Ankita Dhanda, IAS, Assistant Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie vide letter No T-24011(11)/3/2024-POTIST dated 02.12.2024 and T-24011(11)/1/2024-IST10 dated 11.12.2024 (copy attach) have issued one week in service training programmes.

You are, requested to send your willingness to participate in the program as per the instructions contained in enclosed letters under intimation to this department.

Encls : As above.

**Yours faithfully,**

Signed by

Duni Chand Rana

Date: 16-12-2024 15:22:51

**(D.C. Rana)  
Special Secretary(Personnel) to the  
Government of Himachal Pradesh  
E-mail: persbr1-hp@nic.in**

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Ganesh Shankar Mishra, IAS  
Deputy Director (Sr.)

Respected Sir

Greetings from the Lal Bahadur Shastri National Academy of Administration, Mussoorie.

The Academy is conducting a 5-day in-service training programme on "Procurement and Contract Management for Civil Servants" during 27<sup>th</sup> – 31<sup>st</sup> January, 2025. This IST Programme has been meticulously designed to empower Civil Servants with advance knowledge and practical skills in procurement and contract management. A short note containing the course structure and thematic content for the proposed training programme is attached at Annexure 'A'.

It is pertinent to mention that this programme is part of DoPT's in-service training programme calendar for IAS Officers. I therefore, request you to kindly nominate upto three IAS officers of 4-16 years seniority to attend this training programme. We are confident that their involvement in the training programme will enrich their professional capabilities which in turn will be of value to the State.

Interested officers may register for the programme using the programme registration link available on [www.lbsnaa.gov.in](http://www.lbsnaa.gov.in).

We look forward to your positive cooperation in this regard,

Regards

Yours sincerely,

(Ganesh Shankar Mishra)

**Shri Prabodh Saxena, IAS**  
Chief Secretary  
Himachal Pradesh, Secretariat,  
Shimla-171002  
Fax No: +91-177-2621022  
Email: [cs-hp@nic.in](mailto:cs-hp@nic.in)

**Encl: Annexure A**

Chief Secretary  
Dy. No. 2516  
Dated 11/12/24  
Himachal Pradesh

File No. ....  
Date .....  
Department of Personnel (A-I)

Government of India

Lal Bahadur Shastri National Academy of Administration  
Mussoorie-248179, Uttarakhand

Department of Personnel & Training

Ministry of Personnel, Public Grievances and Pensions

EPABX: 0135-2222000, 2632236, 2222321

FAX: 0135-2632350, 2632720

Email: [ist-trgdiv@lbsnaa.gov.in](mailto:ist-trgdiv@lbsnaa.gov.in)

Web: <http://www.lbsnaa.gov.in>

D.O.No. T-24011(11)/3/2024-POTIST

Dated: 02<sup>nd</sup> December, 2024

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***Subject: 5-Day In-Service Training Programme on "Procurement and Contract Management for Civil Servants" to be held on 27th – 31st January 2025***

## **Summary of the Program**

The *5-Day In-Service Training Programme on Procurement and Contract Management* is a specialized initiative designed to equip IAS officers with essential skills for effective procurement and contract management. This program focuses on the fundamentals of public procurement, understanding diverse contract types, and the nuances of tender documentation. Participants will gain insight into managing different type of contract, Public-Private Partnership (PPP) models, and navigating legal frameworks pertinent to bidding and tendering processes.

The course targets officers handling substantial procurement and infrastructure roles, such as CEOs of Smart Cities, Municipal Commissioners, and PSU executives. Through the program, participants will develop competencies in:


- Project initiation and budget provisioning
- Bid document preparation and evaluation
- Tender management and contract execution
- Legal considerations including arbitration, force majeure, and contract termination

Structured across five days, the training offers focused sessions on fundamental procurement principles, traditional and special procurement models, legal aspects, and international best practices. Interactive pedagogy, combining theoretical modules with group exercises, simulations, and case studies, ensures practical utility. Special emphasis is placed on integrating technology in contract management, dispute resolution, and audits for contemporary public procurement challenges.

## **Description of the Program**

This IST program addresses the complexities of public procurement and contract management, equipping civil servants with critical skills. Key highlights include:

1. **Procurement Fundamentals**
  - Overview of financial propriety and public procurement principles
  - Hands-on exercises in tender documentation and qualification criteria
2. **Traditional Contract Management**
  - Tender evaluation and goods/services management
  - Exploring dispute resolution mechanisms and the Government e-Marketplace (GEM) platform
3. **Special Procurement Models**
  - In-depth focus on Public-Private Partnerships (PPP)
  - Case studies highlighting unique contract structures
4. **Legal Frameworks**
  - Addressing penalties, termination clauses, blacklisting, mediation, and arbitration
5. **Global and Technological Perspectives**
  - Insights into international competitive bidding (ICB)
  - Leveraging technology for efficient contract management



The program fosters a holistic understanding of modern procurement practices through a blend of lectures, practical exercises, and discussions. It aims to enhance sectoral contextualization, problem-solving abilities, and collaborative project management among civil servants.

- **Dates:** 27th – 31st January 2025
- **Venue:** Indira Bhawan Campus
  - ❖ **GPS Coordinates:** 30.463626005094994, 78.06321095879663
- **Program Coordinator:**
  - ❖ *Shri Ganesh Shankar Mishra, IAS*
  - ❖ Email: [ganeshshankar.mishra@lbsnaa.gov.in](mailto:ganeshshankar.mishra@lbsnaa.gov.in)
  - ❖ Contact No.: 0135-2222114



Ankita Dhanda, IIS  
Assistant Director

Government of India  
Lal Bahadur Shastri National Academy of Administration, Mussoorie  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances and Pensions  
Ph: 0135-2222129 (O) / 2222229 (R) Fax: 0135-2632350  
Email: ankita.dhanda@lbsnaa.gov.in  
Web: <http://www.lbsnaa.gov.in>  
F.No. T-24011(11)/1/2024-IST10  
Date: 11th December, 2024



Dear Sir,

Greetings from the Lal Bahadur Shastri National Academy of Administration, Mussoorie!

The Academy is conducting a 5-day In-Service Training Programme from 6<sup>th</sup> January to 10<sup>th</sup> January, 2025, focused on building the capabilities of Civil Servants in the power/energy sector. This programme, titled '*Administrative Challenges and Opportunities in Electricity Distribution Companies (DISCOMs)*,' is an integral part of the DoPT's In-Service Training Programme. It is tailored to meet the requirements of mid-career civil servants who are moving from field positions to roles in policy-making and middle management within the government.

2. The Academy values your expertise and believes it will provide significant insights and inspiration for participants facing the dynamic challenges in this field. As a distinguished expert, you are invited to lead a session titled '*Leveraging Emerging Technologies and Disruption to Modernize Discoms*' on 9<sup>th</sup> January, 2025, from 1130 to 1300 hrs.

3. I sincerely hope that you will accept the invitation, and look forward to your positive response. In case you are not available for the session for any reason, I would request you to kindly nominate an alternate guest speaker for the same. For that, I shall be grateful to you.

4. Needless to say, the Academy would take care of your travel expenses and lodging as well as pay honorarium at approved Government rates. Please share your travel plans with Shri Ashish Kumar Patel (SPS to Course Coordinator) at [ashishkr.patel@nic.in](mailto:ashishkr.patel@nic.in) or via Mobile No. 8630120087 to facilitate the necessary arrangements. I would be delighted to receive your confirmation so that we can proceed with further arrangements.

With regards,

Yours sincerely,

(Ankita Dhanda)

Dr. Mudit Kulshreshtha  
Faculty,  
National Power Training Institute  
Email: [mudit.kulshreshtha@npti.ac.in](mailto:mudit.kulshreshtha@npti.ac.in)

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Ankita Dhanda, IIS  
Assistant Director

Government of India  
Lal Bahadur Shastri National Academy of Administration, Mussoorie  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances and Pensions  
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With regards,

Yours sincerely,

(Ankita Dhanda)

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Ankita Dhanda, IIS  
Assistant Director

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Lal Bahadur Shastri National Academy of Administration, Mussoorie  
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F.No. T-24011(11)/1/2024-IST10  
Date: 11<sup>th</sup> December, 2024

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To



The Chief Secretaries of all States/ UTs

**Subject: Nomination Request for In-Service Training Programme on 'Administration, Challenges, and Opportunities in Electricity Distribution Companies' at LBSNAA.**

13-12-24  
S.S. (Pers.)  
Respected Sir/ Madam,

Greetings from the Lal Bahadur Shastri National Academy of Administration, Mussoorie!

The Academy is now also actively engaged in the curation and delivery of in-service training programmes through its 'In-Service Training (IST)' Section that are aligned to the various sectors of governance. More specifically, it seeks to build the capacity of officers posted in positions that have high impact at the field level.

The IST Section, LBSNAA, proposes to conduct a five-day in-service training programme for capacity building of civil servants engaged in the power sector. The programme, '**Administration, Challenges, and Opportunities in Electricity Distribution Companies**' is curated so as to cater to civil servants positioned in the field to enhance understanding and practical knowledge in operational and regulatory aspects of electricity distribution. The training programme is scheduled to be held from **6th - 10th January, 2025**.

This programme is a part of DoPT's in-service training programme (refer to OM No. T-22012/8/2024-IST/IIPA dated 23.07.2024) for eligible officers viz. AIS (IAS, IPS, and IFoS) officers up to 2019 batch, and up to the rank of Secretary to the Government of India/Chief Secretary of State Governments and equivalent, Group A Officers working under the Central Staffing Scheme in the Government of India, and officers of Central Secretariat Service and Central Secretariat Stenographers Service (of the level of DS/Sr. PPS and above).

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While the programme is primarily designed to draw participants from the IAS- particularly those in the area of power sector, the structuring of the same also makes it suitable for officers drawn from the State Civil Services and other senior officers working in the field. The programme is tailored for officers not only in the electricity distribution sector, but also in other domains within the power sector, addressing the unique challenges and opportunities specific to these industries.

It is therefore requested to kindly nominate suitable officers at senior level (Level 12 and above) working in this field from your State/UT for participation in the In-Service Training Programme. The nominated candidates have to register themselves on iGoT platform (<https://igotkarmayogi.gov.in>) and LBSNAA's website (<https://www.lbsnaa.gov.in/>).

A short note (Annexure 'A') containing the course structure and thematic content for the proposed training programme is enclosed. In this context, the undersigned, being Course Coordinator of the programme can be reached out for further details of the training programme.

Yours sincerely,

  
(Ankita Dhanda)  
Assistant Director  
(9717095952)

Copy to:

Principal Secretaries/ Secretaries of (Power/Energy) Department of all States/UTs