

Training policy of Central Secretariat Stenographers Service (CSSS)

The Government of India's policy is to impart training at various levels to enrich the officials with modern approach and equip them to cater to the needs of the society. The training of officers/officials of the CSSS cadre was introduced in the year 2011 for a proper and systematic training of officers/officials of CSSS keeping in view the growth and development.

Mandatory Cadre Training Programme for CSSS Officers

Stenographer Gr.D

Foundation Course for Stenographers Gr.D (Induction Training)

The Foundation Course has been designed for the newly recruited Stenographers Gr.D. The Foundation Course will be of 6 weeks duration and will be mandatory. The candidates who qualify Grade 'D' Stenographers Examination conducted by SSC would be directly nominated to Institute of Secretariat Training and Management (ISTM) for undergoing foundational training course and after their successful completion the candidates would be nominated to various Ministries/Departments by the DOPT. The direct recruit stenographers will be given training in rules, regulations and Information & Communication Technology (ICT) skills.

In Service Training:

Stenographers Gr. D who have completed 3 years of service will be given In Service Training. It will enhance their skills, motivation, latest trends in information and communication skills/tools, e-governance, citizen services. The duration of the training will be decided by ISTM in consultation with DOPT.

Level-I Programme

Stenographers Gr.D with 7 years regular service in the grade shall be eligible for level -I programme. The duration of the training programme will be of 3 weeks. This training is mandatory for promotion to Personal Assistants.

Personal Assistants:

Level II Programme

Personal Assistants with 3 years regular service will be eligible for undergoing this Level II Programme. The duration of this Programme will be of 2 weeks. This training programme is mandatory for promotion to the grade to Private Secretary.

Private Secretaries

Level III Programme

Private Secretaries with 4 years regular service shall be eligible for undergoing the Level III programme. The duration of this training programme will be for a period of 3 weeks. This training programme is mandatory for promotion to the grade of Principal Private Secretary.

Principal Private Secretaries:

Level IV Programme

Principal Private Secretaries with 4 years regular service shall be eligible for undergoing Level IV Programme. The duration of this training programme will be for 4 weeks which may also include 1 week foreign component.

Senior Principal Private Secretaries/ Principal Staff Officers:-

Level V programme:

Sr. Principal Private Secretaries(Sr.PPS) with 3 years regular service and Principal Staff Officers are eligible to undergo this programme. This training programme will be mandatory for promotion of Sr. PPS to the post of Principal Staff Officer (PSO). PSO who had not undergone Level IV programme are also eligible to undergo this training. Duration of this programme will be for a period of 3 weeks which may also include 1 week foreign component.

Refresher Course Training Programme:

Refresher training programme for various grades would be organized for officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion. The duration and content will be prepared by ISTM in consultation with the Ministry.

General Conditions:-

While nominating the officials for training, preference may be given to those who are in the consideration zone for promotion to the next higher grade as promotion is linked to mandatory training which is compulsory.

ISTM will organize Refresher training programme of various grades for those officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion.

ISTM while formulating course contents for the training apart from enhancing stenographic skills also include e-office, social media and net surfing, Official Secrets Act, stress management, Behaviour skills, Information and communication skills, computer knowledge in word, excel and power point, social media and public relations etc.

Exemption for various Mandatory Training /In-Service training programmes for the officers of CSSS in respect of Cadre Training Plans (CTPs)

- 1 All phases of the Mandatory Cadre Training/In- Service Training Programme shall be attended by all officers in the first chance when it falls due. CSSS officer/official will be given a maximum of three chances to complete each level of the mandatory Cadre Training Programme available to them.
- 2 Postponement of participation from the **first chance to second chance and from the second chance to the third chance** would be allowed only with the prior approval of DoPT. However, such approval for postponement of participation does not entitle the officer to obtain the respective promotion/grade/increment in relaxation of the Rules. It is reiterated that the officer will be entitled for the respective promotion/grade/increment only after he/she successfully completes the respective cadre training programme for CSSS.
- 3 Postponement of participation from the **second chance to the third chance** would be allowed by DoPT only in the case of rare and extraordinary circumstances, which are defined as under:
 - (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the Officer.
 - (c) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (d) Child Care Leave approved by Competent Authority.
 - (e) Marriage of self/the children
 - (f) Officers on Election Duty.
- 4 CSSS Officer deputed by government of India to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.

- 5 Officers of CSSS cadre who are more than 58 years of age, as on 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
- 6 The officers who do not attend the mandatory training programmes even after three nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan
- 7 Failure to attend any level of the mandatory MCT Programme in the 'three-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSSS services, with no exception.
- 8 In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- 9 In the case of officers leave the training, in between the programme, other than on medical grounds, the entire cost of training shall be recovered from such officer for non-completion of training.
- 10 **Authority empowered to permit postponement:** The cases relating to postponement will be handled by CS Division of DOPT. The postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3rd chance. In exceptional cases Secretary (P) can give permission beyond 3rd chance if the Officer is not able to attend the training on case to case basis.
- 11 The officer nominated for training shall be relieved for training by the respective Ministries/Department/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DoP&T.
