

**Subject: - Comments invited from the stake holders on the proposed In-service Training (IST) Plan for CSS/CSSS Officers.**

In order to prepare the officers of Central Secretariat Service (CSS) and Central Secretariat Stenographer Service (CSSS) to perform their roles more effectively at various stages in their career, the Government introduced Cadre Training Plans for CSS in the year 2006 and for CSSS in the year 2011. The gist of these plans is as under:-

CSS				
S. No.	Name of the course	Level of Officers	Duration	Remarks
1	Foundation course	For DR Assistants (Probationers)	12 weeks	Those who do not qualify the course are not to be confirmed.
2	Level 'A'	UDCs with 4 years of approved service.	06 weeks	Successful completion of training is essential for the promotion to the next grade.
3	Level 'B'	Assistants with 6 years of approved service.	5 weeks	
4	Level 'C'	Dispensed away with.		
5	Level 'D'	Section Officers with 6 years of approved service.	20 weeks	
6	Level 'E'	Under Secretaries with 4 years of approved service.	8 weeks	
7	Level 'F'	Merged with level 'G'.		
8	Level 'G'	CSS officers immediately after they are promoted as Director on regular basis, having at least 3 years of service left.	4 weeks	
CSSS				
	Name of the Course	Level of Officers	Duration	Remarks
1	Foundation course	For Stenographer grade 'D' newly recruited Stenographers grade 'D'	6 weeks	Those who do not qualify the course are not to be confirmed.
2	Level '1'	Stenographers grade 'D' with 7 years of approved service.	3 weeks	Successful completion of training is essential for the promotion to the next grade.
3	Level '2'	Personal Assistants with 3 years of approved service.	2 weeks	
4	Level '3'	Private Secretaries with 4 years of approved service.	3 weeks	
5	Level '4'	Principal Private Secretaries with 4 years of approved service.	3 weeks	

2. While reviewing level 'G' and 'E', it was decided to modify & strengthen the same to provide required exposure & domain knowledge since the scope of responsibility at US and Director level changes dramatically. Hence Level 'E' 'G' have been remodeled.

3. Apart from the above to take care of the training needs it was felt that there is a need to introduce In Service Training (IST) for CSS/CSSS Officers at regular intervals. Though, with the introduction of mandatory Cadre Training Plan, at every level of promotion, an officer has to undergo training; yet, it was felt that at some levels there is gap of more than 4 years between trainings. Therefore it is proposed to start IST, as per the revised plan given below for the CSS and CSSS.

4. The salient features of the revised plan are as under:-

**A. IST for CSS**

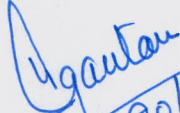
- A 5 day IST with a component of 3 days exposure visit for Assistants with 3 years of service may be organized in ISTM.
- For Section Officers, it may be organized preferably in management institutions since they are expected to take up higher role.
- There may be no need for IST at the level of Under Secretary since there is a mandatory training after 4 years.
- At the level of Deputy Secretary, they may be nominated in the on-going IST programme of Training Division. It may be made mandatory for promotion of Director.

**B. IST for CSSS**

- 5 day training for Stenographers Grade D may be organized in ISTM on Social Skill, ICT, Public Relation, Official Secrecy, etc, with a component of exposure visit.
- There may be no need for IST at the level of PA, PS and PPS in CSSS since there is a mandatory training after 3 years at each level.
- At the level of Senior PPS in CSSS, a customized IST may be organized in management institutions which may be made mandatory for promotion to the post of PSO.

4. All the ISTs would be mandatory in nature for promotion to the next level.

5. The above mentioned proposal is brought to the notice of the members of CSS and CSSS The comments, if any, in this regard may be sent on the e-mail address given below, latest by 5:30 pm on 27.03.2015.

  
20/3/2015

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