

F. No. 20/28/2010-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-II Division

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3rd Floor, Lok Nayak Bhavan
New Delhi – 110003.
Date: 20.10.2011

OFFICE MEMORANDUM

Subject: Cadre Training Plan (CTP) for the officers/officials of Central Secretariat Stenographers Service (CSSS).

The undersigned is directed to state that the Department of Personnel and Training (DoPT), Government of India vide its O. M. No. 20/28/2010-CS-II dated 17th May 2010 had set up a Task Force to review the existing training plan of Central Secretariat Stenographers Service (CSSS) and develop a Cadre Training Plan for proper and systematic training of the officers/officials of CSSS keeping in view their career growth and development. Having reviewed the present training plan of CSSS, the Task Force submitted its report and the Government has accepted the recommendations of the Task Force on 26.08.2011. The main recommendations are as under:

(A) Foundation course for Stenographers Grade 'D' (Induction Training):

The foundation course has been designed for the newly recruited Stenographers Grade 'D'. The foundation course will be of six 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. It has, therefore, been decided to carry out all the pre-appointment formalities centrally by the CS-II Division of DoPT from the Financial Year 2012-13 onwards and the training schedule will be fixed/arranged in consultation with the ISTM. The pay and allowances of these direct recruit Stenographers Grade 'D' shall be drawn and disbursed by the ISTM. Marks obtained by the candidates in the training shall be added to the marks obtained in the Grade 'D' Stenographers Examination conducted by SSC and a final ranking shall be assigned leading to seniority. The

Stenographers Grade 'D' not completing the foundation course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. For this purpose two opportunities shall be provided to the candidates. However, in exceptional cases one more opportunity may be given with the approval of DoPT. After completion of all the formalities, the candidates will be allocated to the Ministries/Departments based on their qualification and potential attitude shown during the training at ISTM. The final allocation would be decided by the Department of Personnel & Training taking into account the other administrative factors, namely, number of posts in a particular Ministry/Department, reservation aspect and performance of candidates etc. However, for the Financial Year 2011-12 it has been decided that the candidates will first be nominated to the respective cadre units and thereafter they will join the training at ISTM.

(B) Level-I:

The Stenographers Grade 'D' with seven years of approved service in the grade shall be eligible for Level-I training programme. The duration of the training programme will be three weeks. Successful completion of Level-I programme will be essential for promotion to the grade of Personal Assistant. The ISTM will organize as many programmes as necessary to cover all the Stenographer Grade 'D' with minimum seven years service. Preference would be given to seniors in the zone of consideration for promotion.

(C) Level-II:

Personal Assistants with three years of approved service shall be eligible for undergoing Level-II programme. The duration of this training programme will be two weeks. The nomination of Personal Assistants shall be made by CS-II Division of the DoPT giving due preference to the senior Personal Assistants who may be included in the zone of consideration for promotion to the next higher grade.

(D) Level-III:

Private Secretaries with four years of approved service shall be eligible for undergoing Level-III programme. The duration of this training programme will be three weeks. Successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. The nominations will be made by CS-II Division of DoPT according to their seniority in the grade of Private Secretary.

(E) Level-IV:

Principal Private Secretaries with four years of approved service shall be eligible for undergoing Level-IV programme. The duration of this training programme will be three weeks. Successful completion of Level-IV programme will be essential for promotion to the grade of Sr. Principal Private Secretary. The nominations will be made by CS-II Division of DoPT according to the seniority in the grade of Principal Private Secretary.

(F) Refresher Training Programme for Sr. Principal Private Secretaries(Sr. PPS)/Principal Staff Officers(PSO):

Sr. Principal Private Secretaries and Principal Staff Officers who could not attend the Level-IV programme will be nominated for this programme. The duration of the training will be two weeks subject to the condition that they have more than two years of service left. The nominations will be made by CS-II Division of DoPT according to the seniority in the grade of Sr. PPS/PSO.

2. All training programmes, except Level-II and Refresher Training Programme for Sr. Principal Private Secretaries/Principal Staff Officers, **are mandatory** and the officers/officials who participate and successfully complete their training programmes may only be considered for promotion to the next higher grades. However, the scheme of training programme will not be mandatory for the financial year 2011-12, as the development of infrastructure for implementation of CTP for CSSS at ISTM may take some more time. However, from the year 2012-13 onwards, the same will be mandatory as per the training programmes as detailed in paragraph 1 above.

3. **Exemptions from mandatory training programmes:**

There shall be no exemption from mandatory training as a rule. However, the following cases could be considered for postponement from the mandatory training related to the promotions under the following circumstances:

- (a) Maternity/paternity leave/parental care/child care up to 5 years after birth on the basis of medical certificate issued by AMA (as per CSMA Rules).
- (b) Serious illness of self/family members on the basis of medical certificate issued by AMA (as per CSMA Rules).

- (c) Marriage of the officers/officials and/or their sons/daughters on the production of proof, falling during the duration of the course.
- (d) Officers/officials who have less than two years of service left for superannuation.

4. **Debarment:**

- (a) The officers/officials who do not attend the mandatory training programmes even after three documented nominations by the CS-II Division, shall be debarred for future training programmes under the Cadre Training Plan and in addition administrative action shall be taken to deny grant of promotion to such debarred officers/officials.
- (b) In the case of officers/officials leaving the training in between the programme, other than on medical grounds, the entire cost of training shall be recovered from such officers/officials for non-completion of training.

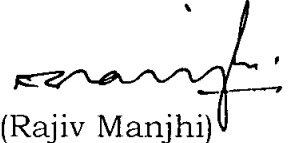
5. **Other Issues:**

- (a) There should be a gap of minimum two years between two mandatory training programmes in so far as cadre training plan is concerned.
- (b) The successful completion/qualification of mandatory training programme on the part of the CSSS personnel is to be taken into account for next promotion. Entry to this effect shall also be made in their APARs. Those who miss the training for specific reasons should invariably be nominated for the next training programme. This condition of mandatory training should not be relaxed in normal circumstances and the promotion should be considered only after the officers/officials successfully complete such training. The promotion/benefit linked to training will also stand postponed till an officers/officials completes training.

6. The overall responsibility for implementation of the Cadre Training Plan for CSSS personnel is assigned to ISTM which would work in association with CS-II Division and Training Divisions of the DoPT. For implementation of the Cadre Training Plan for CSSS, the faculty position in ISTM is proposed to be augmented. Accordingly, it is proposed that three posts of Deputy Director be created for implementation of the CTP for CSSS. Till this is done, as an interim arrangement, two Consultants who are well versed with the training of the Central Secretariat Stenographers Service may be engaged to implement the Cadre Training Plan for CSSS immediately.

7. All the Ministries/Departments shall bring the various training programmes included in the Cadre Training Plan for CSSS personnel to the notice of all the officers/officials of the CSSS in their respective Ministries/Department.

8. Hindi version will follow.



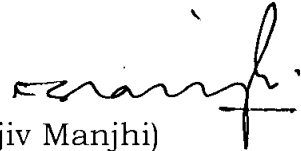
(Rajiv Manjhi)

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