

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

Lok Nayak Bhavan, Khan, New Delhi – 110 003.
Dated the 30th July 2010.

OFFICE MEMORANDUM

Subject:- Task Force constituted for development of Cadre Training Plan for CSSS – Training Need Analysis – calling for data.

The undersigned in directed to say that a Task Force has been constituted for development of Cadre Training Plan for Central Secretariat Stenographers' Service. In this connection, Training Need Analysis is being carried out by an Expert / Consultancy Team deputed by the Task Force. The Expert Team is collecting data on training needs of the CSSS officials in the proforma enclosed.

2. The officials of Central Secretariat Stenographers' Service are requested to submit their inputs in the enclosed proforma latest by 9.08.2010 to the undersigned. The comments can also be sent through email : minz@nic.in.

Encl: As above



(J. Minz)
Under Secretary to the Govt. of India
Telefax: 24623157

To

The officials of CSSS.

**IDENTIFICATION OF TRAINING NEEDS (ITN) AND FORMULATION OF CADRE
TRAINING PLAN FOR PAs/PSs/PPSs/Sr.PPSs/PSOs OF CSSS.**

Background:

CS Division, Department of Personnel and Training, Government of India is in the process of identifying training needs of officers belonging to CSSS for their career growth and development by formulating a Cadre Training Plan. As part of the exercise the questionnaire given below has been designed to identify the training needs on the basis of which the design of the training will be determined.

Kindly give your free and frank opinion on the questions given below:-

QUESTIONNAIRE

1. Name & Designation:
2. Ministry/Department/Office
3. Enumerate your ten most important duties/responsibilities:

4. Prioritise the above duties in terms of competence for effective functioning and proportion of time spent

5. In view of the changes likely to be affected in your role and responsibilities in the light of recent development kindly mention the areas of duties where you perceive any need for enhancement in the areas of
 - (1) Knowledge,
 - (2) Skills
 - (3) Attitude.

6. In the light of your response to 2-5, which are the precise areas in which you require training (categorise/club training requirement in to knowledge, skill and attitude).
