

No. 11/3/2008-CS-I (Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd floor, Lok Nayak Bhawan,
New Delhi, dated 19th March, 2010

OFFICE MEMORANDUM

**Subject :- Orientation training for Officers (Assistants/ SOs/ USs)
who are transferred to new Departments/Ministries on
Recruitment/Transfer/Promotion – reg.**

DAR&PG have entrusted a pilot project to ISTM for 2 weeks orientation training for Asstt./ SOs/ Under Secretaries who are transferred to new Departments / Ministries on recruitment/transfer/promotion etc. This includes field visits to the relevant organizations under the Ministries with a view to expose the new entrants in a Ministry to the organizations/offices under control of that Ministry. **The orientation training would be conducted by ISTM.**

2. As the orientation/induction training of the officers are mandatory in nature, the Cadre Authorities are requested to ensure that the officers may be nominated and **relieved in time** for compulsory orientation/induction training programme as and when ISTM intimates them about such programmes.



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To
The Secretary,
All Ministries/Departments of
Government of India
New Delhi.