

IMMEDIATE

No. 21/4/2012-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 9th August, 2012.

OFFICE MEMORANDUM

Subject:- Cadre Training Plan for the Stenographers Grade 'D' of CSSS-reg.

The undersigned is directed to state that as per the Cadre Training Plan(CTP) of CSSS it has been stipulated that all the candidates who qualify the Grade 'D' Stenographers Examination and are appointed as Stenographers Grade 'D' are required to undergo the foundation training course (induction training) at Institute of Secretariat Training and Management(ISTM). The induction training for Stenographer Grade 'D' is mandatory and candidates who have not completed the foundation course would not be confirmed in the post till such time they pass the examination conducted by the ISTM.

2. Cadre units are, therefore, requested to ensure that the Stenographers Grade 'D' are relieved for the induction training programmes conducted by the ISTM as and when they are nominated by DoP&T failing which the probation of the candidates who do not attend and qualify induction training will not be cleared.


9/8/12
(Kameshwar Mishra)

Under Secretary to the Govt. of India

To

Deputy Secretary (Admn.) of all Cadre/Ministry