

No.6/4/2014-CS.II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003  
Dated, 19<sup>th</sup> September, 2014

**OFFICE MEMORANDUM**


**Subject :** Nomination of Stenographers Grade D in pursuance to the Stenographers Grade C & D Examination, 2013 – return of dossiers - reg.

The undersigned is directed to refer to the OM of even no. dated 21.08.2014 on the subject mentioned above and to say that it has been decided that the successful candidates of Stenographers Grade C & D Examinations would henceforth be required to successfully complete the mandatory Induction Training programme under Cadre Training Plan (CTP) for the officers/officials of CSSS to be conducted by ISTM before their nomination to the cadre units. **The process has been initiated w.e.f. the SLY 2013 itself. As the Induction Training for Stenographers Gr. D is mandatory under CTP, no candidate would be allowed to join the nominated cadre without undergoing the said training.**

2. As the cadre units are aware, 157 successful candidates of Stenographers Grade C & D Examination, 2013 conducted by SSC have been nominated to the cadre units vide the above mentioned OM dated 21.08.2014. The cadre units may have initiated the process of character verification, medical examination etc. of the candidates nominated to them. In view of this, the cadre units may monitor the process of character verification etc. and complete this process on **top priority**. On completion of the process, preferably before **10<sup>th</sup> October, 2014**, the cadre units will furnish the necessary documents to this Department so that these candidates could be nominated for the induction training programme to be commenced in the second week of the month of **November, 2014**. These candidates will be asked to report to the Course Coordinator, ISTM for the Induction Training. Only after successful completion of the Induction Training Programme, the candidates will be permitted to join the respective nominated Department.

3. In view of the above, the concerned cadre units are requested to send back the dossiers of the successful candidates by nominated to them, vide OM of even No. dated 21.08.2014, to this Department immediately for their onward transmission to ISTM. The dossiers, along with copies of the correspondence, must be delivered to this Division immediately by **special messenger** only.

4. This may be given **top priority**.

  
19/9/14  
(Kameshwar Mishra)

Under Secretary to the Govt. of India

To

The Under Secretaries in-charge of Administration in participating cadre units.