

No. 8/16/2010-CS.I (Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Training)

11nd Floor, Lok Nayak Bhawan, Khan Mkt., New Delhi-3


Dated 29th December, 2010

OFFICE MEMORANDUM

Subject : Induction/Orientation Training Programmes for officers/Staff
on transfer/posting to new Ministries/Departments.

The undersigned is directed to refer to Secretary (P)'s DO letter of even number dated 14.9.2010 and OM of even number dated 05.10.2010 (copies enclosed) on the above subject and to state that the feedback so far received reveals that many of the Ministries/Departments are yet to prepare 'Induction Pack' and conduct 'Short-duration Trainings'. It is, therefore, requested that the matter may be accorded top priority and progress made in the matter may be intimated to this office **by 21st January, 2011 positively.**

Encl. as above


(Vidyadhar Jha)
Under Secretary to the Government of India
Tele : 24624046

To

Ministries/Department of
Deputy Secretary/Director (Admn./Estt.)

NEW DELHI

SHANTANU CONSUL

सचिव

Secretary

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भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नार्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001
Website : <http://www.persmin.nic.in>

14th September, 2010

Dear Secretary,

The need for providing proper induction training to officers who are posted to a Ministry/Department upon transfer has been felt for long. It is often noted that officers take time to settle down in new Ministries/Departments as each Ministry/Department has its unique context and knowledge base. It is, therefore, essential that a system is developed whereby transferred officers are properly inducted into the Ministry/Department so that they can start delivering quickly.

2. This may be facilitated by the following:

- (a) A detailed 'Induction Pack' should be prepared by each Ministry/Department which should have all relevant material about the Ministry/Department including various administrative and financial delegations, and references to the statutes which are applicable. This should be handed over to the new officers immediately upon joining and a senior officer may help them in assimilating information contained in these induction packs.
- (b) Short induction training of 3 to 5 days duration may be organized where senior officers of the Department/attached offices should explain the working of the Ministry/Department and help the new officers grasp the details in a comprehensive manner. In view of the fact that all such officers may not join at the same time during the year, such induction training programmes may be organized on quarterly basis. In some Ministries/Departments, it may be useful to organize short visits to the field/attached offices, so that new officers have better appreciation of the field realities.

3. It may be noted that very recently a pilot project had been initiated to develop induction packs as well as induction training modules for Ministries of Water Resources, Petroleum and Natural Gas, Health and Family Welfare, Power and Rural Development. This pilot ran successfully and these Ministries have also found this to be a useful exercise. This initiative, was supported by ISTM who are willing to support other Ministries/Departments also as per their need. You may seek assistance of ISTM in development of 'Induction Packs' as well as the 'Induction Training Modules' for your Ministry/Department.

4. Action on the above lines may be taken at an early date and this Department may be kept apprised of the progress.

With regards,

Yours sincerely,

(Shantanu Consul)

SECRET

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No. 8/16/2010-CS.I(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CSI Training)

Lok Nayak Bhawan, New Delhi.
Dated 5th October, 2010.

06 OCT 2010

OFFICE MEMORANDUM

Subject : Induction/Orientation Training Programmes for Officers/Staff on transfer
posting to Ministries/Departments

The undersigned is directed to refer to the DO Letter of even No. dated 14th September, 2010 from Secretary, DOP&T on the above mentioned subject and to request that the action taken on the lines indicated in the aforesaid letter of Secretary (P) may please be intimated to this Department early, latest by 15-10-2010.

M.C. Luther

(M.C. Luther)
Director(CS-I)
Tele.:24629411

To

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Ministry/Department of
Deputy Secretary/Director(Admn./Estt.)

New Delhi.

(Broadly attached to)
1/10/10

RECEIVED
06 OCT 2010
[Signature]