No. T-25012/1/2024-Trg (ISTM)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing
***

Old JNU Campus, Block IV, Third Floor
New Mehrauli Road, New Delhi-110067
Date: 17th December, 2024

OFFICE MEMORANDUM

Subject: Amendment for Foundation Training Programme (FTP) for Direct Recruit Stenographers Grade -D (SDRs) of Central Secretariat Stenographers Service (CSSS) – reg.

This is in reference to this Department's Office Memorandum (O.M.) No. T-25017/1/2015-Trg (ISTM Section) dated 04.07.2016 and CS.II Division's O.M. No. 6/9/2023-II(C) dated 05.12.2024, concerning the Training Policy under the Cadre Training Plan (CTP) for officers of the Central Secretariat Stenographers' Service (CSSS).

2. To equip new recruits with the skills necessary to handle their current responsibilities and prepare them for future roles as support staff to senior officers, the existing **8-week Foundation Training Programme (FTP)** for Direct Recruit Stenographers Grade-D (SDRs) conducted offline at ISTM has been reviewed and redesigned. The revised training program will now be delivered in a **blended mode**, comprising:

- **3 weeks of online training** on the iGOT Karmayogi platform.
- **5 weeks of offline classroom sessions** at ISTM.

3.   Key Features of the approved Revised FTP for SDRs of CSSS:

- **Total Duration**: 8 weeks.
- **Mode of Delivery**:
    - **Pre-FTP (3 weeks)**: Online mode on the iGOT Karmayogi platform.
    - **Classroom Training (5 weeks)**: Offline sessions at ISTM.
- **Eligibility for Classroom Training**:
    - Candidates must complete the specified online courses on the iGOT Karmayogi platform before attending the classroom sessions.
    - CS Division will nominate candidates who successfully complete the online component for the offline classroom training.
- **Content**:
    - The 3-week online training includes **18 courses** (35 hours) covering topics listed in *Annexure-I*.
    - The 5-week classroom training includes a total of **125 sessions**, detailed in *Annexure-II*.

4.   This revised training approach is designed to enable participants to develop essential competencies such as compiling reports, indexing papers, handling e-office systems, and monitoring RTI, Court Cases, and CPGRAMs effectively.

5.   This issues with the approval of the Competent Authority.

Encl.: 2 no.(Annexure-i & ii)

Digitally signed by
Ram Bhagat Kushwaha
(Ram Bhagat Kushwaha) Date: 17.12.2024 10:06:14
Under Secretary to the Government of India

To:
       All Cadres of CSSS.

Copy to:-

1. Joint Secretary (AT & A), DoP&T, North Block, New Delhi.
2. Joint Secretary (CS), DoP&T, North Block, New Delhi.
3. Director, ISTM, DoP&T, Administrative Block, Old JNU Campus, New Delhi.
4. Chief Welfare Officer, CCSCSB, DoP&T, Lok Nayak Bhawan, New Delhi.
5. Deputy Secretary (CS.II), CS Division, DoP&T, Lok Nayak Bhawan, New Delhi.
6. Joint Director (FTP), ISTM, Old JNU Campus, New Delhi.
7. Deputy Director (FTP), ISTM, Old JNU Campus, New Delhi.
8. NIC, Training Wing, DoP&T with the request to upload in DoP&T website.

Copy for information to:-

1. PPS to Additional Secretary (Training), DoP&T, North Block, New Delhi.
2. PPS to JS (Trg), DoP&T, Old JNU Campus, New Delhi.

Details of 3 Weeks' Online mode on Igotkarmayogi Platform

Sl. No.	Main Topic	Topic	Duration
1.	Office Procedure	File Management Module, Machinery of Government of India, Departmental Security Instructions	2 Hours 17 Minutes
2.	Computer-MS-Office Suite	MS Word	2 Hours 56 Minutes
3.	Computer-MS-Office Suite	MS PPT	2 Hours 41 Minutes
4.	Computer-MS-Office Suite	MS Excel	6 Hours 55 Minutes
5.	Vigilance	Conduct and Office Discipline	35 Minutes
6.	Right to Information (Part 1)	Salient Features of RTI Act, 2005	45 Minutes
7.	Right to Information (Part 2)		41 Minutes
8.	CCS (Leave) Rules	Leave Rules	43 Minutes
9.	Noting & Drafting	Preparation of draft Note and draft Forms of Communication	2 Hours
10.	Parliamentary Procedure	Parliamentary Work – Role of Stenographers	2 Hours
11.	CS (MA) & CGHS Rules	Medical Facilities (CGHS/CSMA Rules)	1 Hour
12.	FR/SR	FR/SR Part IV-Dearness Allowance (DA) and Dearness Relief (DR) Rules by Department of Expenditure	2 Hours 25 Minutes
13.	FR/SR	FR/SR Part-II- Travelling Allowance Rules by Department of Expenditure	3 Hours 45 Minutes
14.	ChatGPT	ChatGPT and Generative AI Tools for Government Officials by Wadhwani Foundation	1 Hour
15.	Conduct Rules	Conduct Rules by ISTM	1 Hour 22 Minutes
16.	Swachh Bharat Mission	Swachh Bharat Mission – An overview by ISTM	45 Minutes
17.	Social Media	Dos and Don't of Social Media by Indian Institute of Mass Communication	1 Hour 10 Minutes
18.	Emerging Technologies	Introduction to Emerging Technologies By Wadhwani Institute of Technology and Policy	2 Hours 20 Minutes
		Total Duration	35 Hours

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APPENDIX-II

Details of 5 Weeks' Classroom sessions at ISTM

Sl. No.	Subject	Topic	No. of Sessions
1.	Common	Registration / Introduction / Expectation Sharing / Programme Overview	2
2.	Common	Interaction with a senior officer of CSSS cadre	1
3.	Gender Sensitization	Gender Sensitization, POSH Act	2
4.	Common	Etiquettes in Office	1
5.	Secretarial skills (Topics related to enhancement of professional skills of personal staff)	Management of Personal Section - Duties and Responsibilities of Stenographers (Emphasis on the shifting role)	2
6.	Presentation Skills	Presentation skills	2
7.	Office Management	Tour and Travel arrangements	1
8.	Syndicate Work	Preparation for syndicate presentations etc. on professional topics	1
9.	Management Services (All Subjects)	Organising Work & Management of Time	1
10.	Secretarial skills (Topics related to enhancement of professional skills of personal staff)	Managing Office in the absence of Reporting Officer	1
11.	Secretarial skills (Topics related to enhancement of professional skills of personal staff)	Official meetings -Role of Stenographers	1
12.	Secretarial skills (Topics related to enhancement of professional skills of personal staff)	Managing Visitors & Engagement Diary	1
13.	Secretarial skills (Topics related to enhancement of professional skills of personal staff)	Setting up & Winding up of Office	1
14.	Computer-MS-Office Suite	MS Office (MS Word – 3, MS PPT – 3, MS Excel – 4)	10
15.	E-Office	E-Office (Receipt/ eFile/ Report etc)	3

Sl. No.	Subject	Topic	No. of Sessions
16.	Office Procedure	Machinery of Government of India	1
17.	Vigilance	Conduct and Office Discipline	3
18.	Office Procedure	Departmental Security Instructions	1
19.	Right to Information	Role of CPIO/FAA under RTI Act	1
		RTI-MIS Portal	1
20.	CCS (LEAVE) Rules	Leave Rules	2
21.	LTC	LTC Provisions	1
22.	TA/DA Rules	TA Rules	2
23.	Noting & Drafting	Preparation of draft Note and draft of Communication (Practical Sessions)	4
24.	Parliamentary procedure	Parliamentary Work - Role of Stenographers	1
25.	CS(MA) & CGHS Rules	Medical Facilities (CGHS / CSMA Rules)	2
26.	Official language Policy	Official language Policy	1
27.	Course Administration	Course Administration	2
28.	Secretarial skills	Establishing Working Rapport with senior officers	2
29.	Language	Language Skills	5
30.	Study Tour	Study Tour /Bharat Darshan - Briefing	1
31.	Study Tour	Study Tour	25
32.	Study Tour	Study Tour /Bharat Darshan - De-briefing	1
33.	Syndicate Work	Syndicate Presentations on professional skills (20 topics)	5
34.	Schemes of Govt.	Central Sector and Sponsored Schemes	1
35.	Finance / Economics	Accelerated Growth with inclusion and equity	1
36.	IGoT	iGoT, Mission Karamyogi	1
37.	Handling Social Media	Social Media Manners	1

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