

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
OPPOSITE ARMY BASE HOSPITAL, BRAR SQUARE, DELHI CANTT- 10
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Important Circular
(Through CGDA website)

To

All PCsDA/ PIFAs/CsDA/IFAs/CFA (Fys)
Controller RTCs/NADFM/DPTI/DTC

Subject: - Induction Training for Jr. Hindi Translator, Steno Gr. - II and MTS.

Reference: - This HQR Important Circular no even dated 02-11-2015.

Instructions have already been issued to all Controller offices vide circular cited under reference to conduct in-house two weeks induction training programme of newly recruited Stenographers Gr-II, Jr. HT and MTS as and when they join their respective offices.

2 The approved modules of two weeks Induction training for Jr. Hindi Translator, Stenographers and MTS are forwarded herewith for taking further necessary action as stipulated in this HQrs office Important Circular No. even dated 02-11-2015. The Training Programme may also be included in the In-House Annual Course Calendars.

Sdxxx
(Sangeet)
Dy. CGDA (Trg.)

File No: TD/3364/InductionTrg/2015

Dated: 28th Jan.2016

Copy to:-

- 1 O/c AN -IV/AN-VIII/ AN-XI (Local) - for information please.
- 2 EDP Centre (Local) - With a request to upload the Circular on the CGDA website


(R.K. Raina)
SAO (Trg)

Course at a Glance

Induction Training Course for Stenographers Gr-II

1	Total duration Working Days	Two Weeks 10 Days
2.	Total no of sessions	40 Sessions
3.	Registration Valediction	On the first day at 09:15 AM On the last day at 4:00 PM
4	Assessment	Written-20 marks Other- 5 Marks Total- 25 Marks

