

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
OPPOSITE ARMY BASE HOSPITAL, BRAR SQUARE, DELHI CANTT. - 110010
Ph: 011-25694268, 25694298 Fax: 011-25694308 Email: trgdiv-brar.cgda@nic.in

Important Circular (Through CGDA Website)

To

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

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

As per DOPT OM dated 30.10.2014 circulated vide our AN-VIII letter dated 15.01.2015, it has been decided that in all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a prerequisite for completion of Probation.

2. The induction training of newly recruited Auditors/Clerks is being conducted in the RTCs. However, there is no provision for Induction training of stenographers Gr-II/Jr.HT/MTS to be imparted by the training institutes.

3. It has been decided that all Controllers will conduct in-house two weeks induction training programme of newly recruited stenographers Gr-II/Jr.HT/MTS as and when they join the controller office. The uniform Module will be sent to all Controllers after approval by the HQrs office.

4. The Competent Authority has assigned following Controller's office to prepare the 02 weeks module of induction training for Jr. Hindi Translator, Stenographers and MTS and forward the same immediately to this HQrs office by 16th November, 2015 for our approval and circulating to all Controllers to have an uniform module for imparting Induction Trainings to the above mentioned categories.

SI No	Name of Controller	Module
1.	PCDA (WC) Chandigarh	MTS
2.	PCDA New Delhi	Stenographers Gr-II
3.	Hindi Cell of HQrs Office	Jr. Hindi Translator

5. All the above Controllers are requested to take necessary action for preparing the two weeks modules of Induction Training in respect of Jr.HT, Stenographers and MTS in the stipulated time frame.

This may be accorded '**Priority**'.

Sdxxx
(Mustaq Ahmad)
Sr.ACGDA (Trg)

File no:- TD/3364/Induction Trg/2015

Dated: 02 Nov, 2015

Copy to:-

1. O I/C AN-XI/AN-VIII
2. EDP centre (Local)

-for information please.
-with a request to upload the circular
on the CGDA website.

RK
(R K Raina)
Sr.AO (Trg)