OFFICE MEMORANDUM

Subject : Orientation training for Officers (Assistants/ SOs/ USs) who are transferred to new Departments/Ministries on Recruitment/Transfer/Promotion – reg.

DAR&PG have entrusted a pilot project to ISTM for 2 weeks orientation training for Asstt./ SOs/ Under Secretaries who are transferred to new Departments / Ministries on recruitment/transfer/promotion etc. This includes field visits to the relevant organizations under the Ministries with a view to expose the new entrants in a Ministry to the organizations/offices under control of that Ministry. The orientation training would be conducted by ISTM.

2. As the orientation/induction training of the officers are mandatory in nature, the Cadre Authorities are requested to ensure that the officers may be nominated and relieved in time for compulsory orientation/induction training programme as and when ISTM intimates them about such programmes.

(Dr. REENA SETHI)
Under Secretary to the Govt. of India
Tele : 24629412

To
The Secretary,
All Ministries/Departments of
Government of India
New Delhi.