

**No.A-50011/5/2011-Admn.III**  
**Government of India**  
**Ministry of Corporate Affairs**

Room No.518, 5<sup>th</sup> Floor, 'A' Wing,  
Shastri Bhawan, New Delhi-110001

Dated: 16<sup>th</sup> May, 2011

**OFFICE MEMORANDUM**

**Subject: Training programme for all staff members / officers of the  
Ministry on File Tracking System (FTS).**

The undersigned is directed to say that a training programme on File Tracking System (FTS) is being organized for staff members / officers of the Ministry on 18 and 19<sup>th</sup> May, 2011 in the Conference Hall of the Ministry as per details given below:

S. No.	Details of employees	Date	Timing
1	Outsourced Computer Operators	18.05.2011	11:00 AM to 12:00 Noon
2	Outsourced Stenos	18.05.2011	12:00 Noon to 01:00 PM
3	UDCs/LDCs	18.05.2011	02:00 PM to 03:00 PM
4	Assistants (As per Annexure -I)	18.05.2011	03:00 PM to 04:00 PM
5	Assistants (As per Annexure -II)	18.05.2011	04:00 PM to 05:00 PM
6	PAs and Stenos	19.05.2011	11:00 AM to 12:00 Noon
7	PPS/PSs	19.05.2011	12:00 Noon to 01:00 PM
8	STAs/IOs/ Computers/SAs	19.05.2011	02:00 PM to 03:00 PM
9	Section Officers/Asstt. Directors	19.05.2011	03:00 PM to 04:00 PM
10	Directors/DSs/USs/ DDs/JDs	19.05.2011	04:00 PM to 05:00 PM

Contd.../-

3. All officers and staff are required to attend the said training programme. The training programme is mandatory for all to have first hand knowledge of FTS.

  
J.S. Gupta)

Under Secretary to the Govt. of India

To

All officers and staff at the Hqrs.

Copy to:

1. PPS to Secretary
2. PSs to AS/JSs/ DIIs/ EA/ CA
3. Shri Suhail Fasih, Scientist – C, NIC and Course Coordinator.
4. General Section – For arranging light refreshment.
- 5/ e-Governance Cell – for placing on MCA Website.