

**List of topics for training of CVC official (Stenographer's cadre)**

- Office Procedure (handling of receipts, file management, etc.)
- Noting & Drafting.
- E-office (receipt & file management in e-office, etc.)
- Duties and Responsibilities of PA/Stenographers.
- CCS (Conduct) Rules.
- TA Rules.
- CGHS/CS (MA) Rules.
- Leave Rules.
- Communication Skills.
- Gender Sensitization
- RTI Act.