

No.6/1/2015-CS-II(C)(Part-I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated 24th November, 2015.

OFFICE MEMORANDUM

Subject: Recruitment of Stenographers Grade 'D' in CSSS through Stenographers Grade 'C' & 'D' Examination, 2014 conducted by Staff Selection Commission (SSC) - nomination of qualified candidates - reg.

In continuation of this Department's OM of even number dated 09.07.2015 vide which 108 candidates of Steno Grade 'C' & 'D' Examination, 2014 were nominated to various cadre units of CSSS, the undersigned is directed to convey the approval of the competent authority to the posting/nomination of Ms. Chahat Kaur, Steno Grade 'D' to **D/o Industrial Policy & Promotion.**

2. As per the CTP issued vide this Department's OM No.20/28/2010-CS-II(A) dated 20.10.2011, "the candidates who qualify Grade 'D' Stenographers Examination conducted by SSC would be directly nominated to Institute of Secretariat Training and Management (ISTM) for undergoing foundational training course and after successful completion, the candidates would be nominated to various Ministries/Departments by the DoP&T".

3. In view of para-2 above, Ms. Chahat Kaur was nominated for Induction Training at ISTM during 08.06.2015 to 17.07.2015. She joined as Steno Grade 'D' at ISTM w.e.f. 04.06.2015 and her training commenced on 08.06.2015. However, she did not attend the Induction Training during 18.06.2015 to 02.07.2015 on medical grounds. She reported to ISTM on 03.07.2015. She was, however, directed by ISTM to report to this Department. Ms. Chahat Kaur subsequently reported to this Department on 03.07.2015.

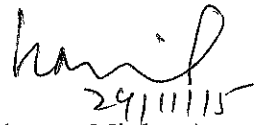
4. With the approval of competent authority in this Department, she is now being nominated/posted as in para (1) above. However, the said nomination/posting would be subject to the following:-

- I. Ms. Chahat Kaur would be re-nominated for the next first batch of the Induction Training for Stenographer Grade 'D' which she has to compulsorily attend and complete.
- II. Her probation period will not be confirmed in the post till such time she successfully completes the mandatory Induction Training programme for Stenographers Grade 'D'.



5. With regard to issue of payment of salary to Ms. Chahat Kaur, ISTM is requested to make the payment of salary during the period of her stay at ISTM in connection with Induction Training i.e. 04.06.2015 to 02.07.2015. The issue of payment of salary for the period she reported at DoP&T i.e. 03.07.2015 to date of her nomination/joining a cadre unit will be examined as per the procedure/rules in the matter.

6. D/o Industrial Policy & Promotion is requested to ensure that in case some staff have been outsourced for stenographic assistance by showing the vacancies of Steno Grade 'D', the same may be reduced proportionately keeping in view the number of Steno Grade 'D' nominated to D/o Industrial Policy & Promotion. The Financial Adviser of D/o Industrial Policy & Promotion is also requested to ensure that outsourced stenographic assistance is proportionately reduced as and when the nominated Stenos Grade 'D' join in the Cadre Unit.



(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax : 24623157

To

D/o Industrial Policy & Promotion, (US, Admin), Udyog Bhavan, New Delhi along with dossier of Ms. Chahat Kuar.

Copy to:

1. Internal Finance Division of D/o Industrial Policy & Promotion - w.r.t. para-6 of this O.M.
2. Shri Chandan Mukherjee, Deputy Director, Administrative Block, old JNU Campus, ISTM, Olof Palme Marg, New Delhi for appropriate action.
3. Ms. Chahat Kaur, Rank No. 82, Steno Grade 'D' of Steno Grade 'C' & 'D' Examination, 2014.
4. Guard File.