

No. 21/1/2013-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated the 16th January, 2013

OFFICE MEMORANDUM

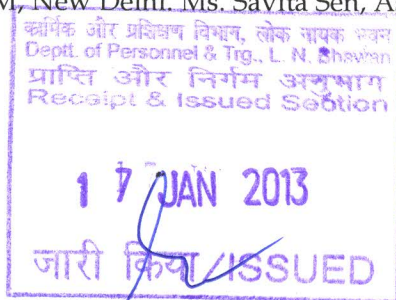
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {10th SDR (F)} / Induction Training at ISTM w.e.f 25/03/2013 to 03/05/2013-reg.

The undersigned is directed to refer to this Department's O.M No. 20/28/2010-CS-II(A) dated 20/10/2011 (available on the web-site of the DoP&T) regarding Cadre Training Plan (CPT) for the officers/officials of Central Secretariat Stenographers Service (CSSS) and to say that Stenographers Grade 'D' nominated to different Cadre Units on the basis of Stenographers Grade 'D' Examination, 2011 whose names are given in the Annexure-I(New Joining)) are nominated to participate in the Stenographers Direct Recruits (Foundation) course {10th SDR(F)} / Induction Training being conducted by the ISTM from 25/03/2013 to 03/05/2013. It is requested that these officials may please be relieved of their duties with the direction to report to Ms. Savita Sen, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 25th March, 2013.

2. Cadre Units of CSSS are also requested to ensure that the officials nominated to the above Foundation training course are relieved in time as this training course is mandatory in nature. The Stenographers Grade 'D' who do not complete and qualify the foundation training course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM in terms of this Department's O.M. No. 21/4/2012-CS-II(A) dated 9th August, 2012. Absenteeism and withdrawal from the course, including part/different components of the programme, may not be allowed in normal circumstances.

3. As part of the Training course, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/Departments are required to sanction an advance of Rs 20,000/- (Rupees Twenty thousand only) as T.A/DA advance for each for each participant along with their relieving order.

4. Cadre Units of CSSS are also requested to send Curriculum Vitae of each participant specifically indicating their gender in prescribed proforma given in the Annexure -II to Ms. Savita Sen, Assistant Director, ISTM, New Delhi. Ms. Savita Sen, Assistant Director is accessible on Phone No. 011-26165593.



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17/1/13
(Kameshwar Mishra)
Under Secretary to the Govt. of India
Telefax: 24623157

To

Under Secretary (Admn) of the concerned Cadre Units.

Copy to: Ms. Savita Sen, Assistant Director, ISTM, JNU Campus (old) New Delhi alongwith a copy of the list of participant w.r.t ISTM's letter No. A-33090/01/2005-ISTM (Coord) dated 12/4/2012 with the request that study material for the foundation training course be provided online at least 15 days before the start of the training programme and at the end of the course, the proficiency in typing may be checked through a test of qualifying nature conducted at ISTM.

New Joining -Batch-2011 - 10th SDR(F)

S. No.	Name of Candidate	Gender	Catogory	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
1	ARTI KUMAR	F	General	524	04/11/1978	Home Affairs	English	03/08/2012
2	NARBADA	F	SC	583	04/03/1983	Urban Development	English	03/08/2012
3	SUNIL KUMAR MARMIT	M	SC	379	19/07/1987	Expenditure	Hindi	06/08/2012
4	NILOTPAL KUMAR	M	General	500	06/05/1988	Agriculture & Cooperation	English	06/08/2012
5	ROHIT KUMAR RAWAT	M	SC	531	08/07/1990	Labour & Employment	Hindi	06/08/2012
6	MANMOHAN SINGH	M	OBC	597	01/07/1991	Telecommunications	Hindi	06/08/2012
7	PRAMOD KUMAR PAL	M	OBC	609	01/08/1988	Expenditure	English	06/08/2012
8	RAVI SHANKAR	M	General	109	06/12/1986	Agriculture & Cooperation	Hindi	07/08/2012
9	NEETU AGNIHOTRI	F	General	146	18/05/1987	Expenditure	English	07/08/2012
10	DINESH JASWAL	M	SC	242	07/12/1989	Telecommunications	English	07/08/2012
11	SANTOSH KUMAR	M	OBC	641	26/12/1981	Personnel & Training	Hindi	07/08/2012
12	AROMA RAJAN	F	General	126	16/08/1986	Expenditure	English	08/08/2012
13	SHASHANK SHEKHAR	M	General	153	15/12/1991	Agriculture & Cooperation	Hindi	08/08/2012
14	POOJA GUPTA	F	General	217	04/03/1985	Urban Development	English	08/08/2012
15	TARUN KUMAR ROHELLA	M	OBC	295	04/03/1983	Urban Development	English	08/08/2012
16	PUSHPANJALI	F	OBC	463	03/04/1986	Home Affairs	English	08/08/2012
17	DEEPAK KUMAR	M	OBC	728	25/06/1988	Urban Development	Hindi	08/08/2012
18	SHEETAL RANI	F	General	180	23/07/1988	Expenditure	English	09/08/2012
19	ASHUTOSH SHARMA	M	OBC	398	01/02/1993	Social Justice & Empowerment	Hindi	09/08/2012
20	AJIT KUMAR	M	SC	600	27/12/1982	Planning Commission	English	09/08/2012
21	SHILPI SINGHAL	F	General	439	14/06/1988	Planning Commission	English	13/08/2012
22	SANJEEV KUMAR	M	OBC	575	05/01/1989	Labour & Employment	Hindi	13/08/2012
23	ARVIND PANDEY	M	General	323	05/01/1992	Power	English	14/08/2012
24	SUMAN SAINI	F	OBC	549	08/09/1984	Home Affairs	English	14/08/2012
25	MANISH MOHAN	M	OBC*	383	04/10/1987	Information & Broadcasting	English	16/08/2012
26	MEENU KUMARI	F	General	386	18/01/1990	Telecommunications	English	16/08/2012
27	HIMANI BHATTI	F	OBC	284	14/08/1985	Power	English	17/08/2012
28	KAMLESH KUMAR	M	OBC	478	08/04/1984	Urban Development	Hindi	17/08/2012
29	SANJEEV KUMAR	M	General	544	26/12/1987	Urban Development	Hindi	17/08/2012
30	JAY DEEP	M	OBC	566	06/08/1985	Home Affairs	English	17/08/2012
31	AMIT KUMAR	M	OBC	655	03/01/1987	Power	Hindi	17/08/2012
32	DINESH KUMAR MEENA	M	ST	756	18/11/1990	Home Affairs	Hindi	17/08/2012
33	PARAS MALHOTRA	M	General	255	12/06/1987	Urban Development	English	21/08/2012
34	SACHIN KUMAR SHARMA	M	General	262	23/11/1985	Urban Development	English	21/08/2012
35	KAPIL PANT	M	General	441	20/07/1990	Expenditure	English	21/08/2012
36	VIPIN KUMAR	M	OBC	671	07/09/1986	Personnel & Training	Hindi	21/08/2012
37	NEHA VERMA	F	General	189	11/08/1989	Information & Broadcasting	English	22/08/2012
38	RAM SINGH	M	OBC	193	18/01/1983	Water Resources	English	22/08/2012
39	JYOTI	F	SC	263	31/03/1989	Commerce	English	22/08/2012
40	VIKRAM SINGH	M	SC	279	20/07/1980	Information & Broadcasting	English	22/08/2012
41	KALPANA SHARMA	F	General	342	14/01/1987	Information & Broadcasting	English	22/08/2012
42	MONICA	F	SC	425	20/01/1992	Power	English	22/08/2012
43	MAHESH KUMAR YADAV	M	OBC	565	04/11/1982	Labour & Employment	Hindi	22/08/2012
44	ANSHUL	F	General	39	08/06/1987	Coal	English	23/08/2012
45	ARUN KUMAR	M	SC	233	01/01/1986	Commerce	English	23/08/2012
46	AKHILESH KUMAR	M	SC	264	15/06/1981	Power	English	23/08/2012
47	SURENDRA KUMAR	M	OBC	307	16/12/1986	Supply	Hindi	23/08/2012
48	NAVNEET KUMAR	M	OBC	197	31/01/1992	Supply	Hindi	24/08/2012
49	RAKSHAT	M	SC	245	14/07/1987	Power	English	24/08/2012
50	ANKUR KUMAR	M	OBC	532	20/10/1991	Personnel & Training	English	24/08/2012
51	MANSOOR HASAN	M	OBC	716	01/01/1988	Rural Development	Hindi	24/08/2012
52	RAJESH KUMAR MEENA	M	ST	1014	05/01/1984	Defence	Hindi	24/08/2012
53	JITENDRA	M	General	55	16/08/1988	Home Affairs	English	24/08/2012
54	RISHABH KUMAR SRVASTAVA	M	General	107	13/03/1985	Environment & Forests	Hindi	27/08/2012
55	MANJU VERMA	F	General	192	08/11/1987	Urban Development	English	27/08/2012

CURRICULAM VITAE

10th SDR(F)

1. Name of the official _____
2. Date of Birth _____
3. Gender (Male/Female) _____
4. Designation & Scale of Pay _____
5. Office in which employed _____
6. Academic qualification _____
7. Date of joining as Steno Grade 'D'
Rank No. _____
8. Whether the official belongs to
SC/ST/OBC if yes, please specify SC/ST/OBC
(Yes/ No) _____
9. Previous Training undergone
 - (i) ISTM _____
 - (ii) Other Training Institute _____
10. (i) Office Address
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No./e-mail _____
11. Name of Under Secretry (Admn.) _____
12. Telephone No. / Fax No. _____

Signature of the official