

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

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

**OFFICE MEMORANDUM**

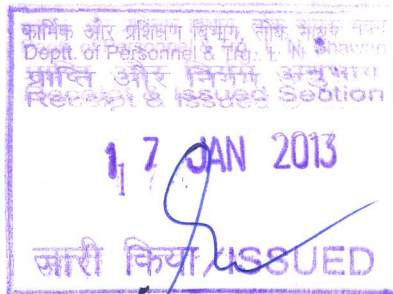
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {11<sup>th</sup> SDR(F)} / Induction Training at ISTM w.e.f -25/03/2013 to 03/05/2013- reg.

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 {11<sup>th</sup> 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 Shri Chandan Mukherjee, Deputy Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00 AM on 25<sup>th</sup> 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 9<sup>th</sup> 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 Shri Chandan Mukherjee, Deputy Director, ISTM, New Delhi. Shri Chandan Mukherjee, Deputy Director is accessible on Phone No. 011-26185312.



To

Under Secretary (Admin) of the concerned Cadre Units.

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

Copy to: Shri Chandan Mukherjee, Deputy 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.

