

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

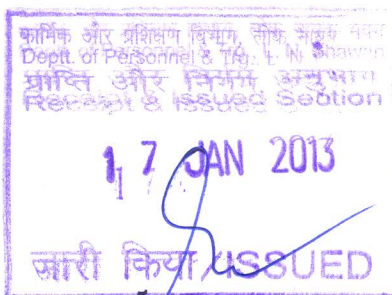
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {11th SDR(F)} / Induction Training at ISTM w.e.f -25/03/2013 to 03/05/2013- reg.

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 {11th 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 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 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
o/c

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.

New Joining-Batch-2011

11th SDR(F)

S. No.	Name of Candidate	Gender	Catogory	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
1	LALIT TRIPATHI	M	General	147	27/12/1987	Home Affairs	English	29/08/2012
2	DEEPTI VERMA	F	General	373	26/06/1989	Labour & Employment	English	29/08/2012
3	KIRAN KUMARI	F	General	120	14/02/1992	Home Affairs	Hindi	29/08/2012
4	MUNISH KUMAR	M	OBC	73	21/03/1989	Mines	English	30/08/2012
5	CHARU TRIKHA	F	General	392	24/08/1986	Labour & Employment	English	30/08/2012
6	LOKESH VERMA	M	OBC	558	30/08/1983	Expenditure	English	30/08/2012
7	PRADEEP KUMAR	M	SC	588	15/07/1989	Power	Hindi	30/08/2012
8	SATYENDRA KUMAR BHASHKAR	M	SC	625	18/08/1986	Home Affairs	Hindi	30/08/2012
9	SNEH BATRA	F	General	88	10/02/1990	Agricutlure & Cooperation	English	31/08/2012
10	LOKESH KUMAR	M	General	102	14/03/1986	Home Affairs	English	31/08/2012
11	RAHUL SONI	M	OBC	167	15/01/1992	Water Resources	Hindi	31/08/2012
12	ANJU RANI	F	OBC	172	30/08/1982	Shipping	English	31/08/2012
13	NITIN	M	SC	273	05/05/1988	Supply	English	31/08/2012
14	VINEET KUMAR	M	General	275	10/02/1992	Commerce	Hindi	31/08/2012
15	SUMIT SAGAR	M	SC	321	01/03/1988	Science & Technology	English	31/08/2012
16	MONIKA KALRA	F	General	382	15/03/1987	Power	English	31/08/2012
17	SANJAY KUMAR	M	OBC	542	03/03/1982	Defence	English	31/08/2012
18	PRATIBHA GOSAIN	F	General	108	17/02/1986	Expenditure	English	03/09/2012
19	INDRAJEET KUMAR	M	General	551	01/02/1986	Home Affairs	Hindi	03/09/2012
20	CHANDRA SHEKHAR RANIWAL	M	SC	243	25/12/1991	Supply	English	04/09/2012
21	SUNIL KUMAR	M	General	291	20/01/1989	Power	English	04/09/2012
22	AABID AHMED	M	OBC	462	21/02/1992	Defence	English	04/09/2012
23	JYOTI	F	SC	475	01/01/1989	Supply	English	04/09/2012
24	ASHISH RAWAT	M	General	476	23/08/1991	Defence	English	04/09/2012
25	ANJU PANCHAL	F	OBC	665	21/02/1988	Health & Family Welfare	English	04/09/2012
26	SARITA DEVI	F	OBC	228	17/08/1989	UPSC	Hindi	05/09/2012
27	NISHA	F	General	363	01/07/1992	Urban Development	Hindi	05/09/2012
28	PREETI BALA	F	OBC	492	02/10/1981	Agricutlure & Cooperation	Hindi	05/09/2012
29	PUSHPENDRA KUMAR	M	SC	454	10/01/1985	MSME	Hindi	05/09/2012
30	SANGEETA KUMARI	F	OBC	294	17/07/1982	Planning Commission	Hindi	06/09/2012
31	SASIKALADEVI K	F	OBC	507	10/05/1990	Water Resources	English	06/09/2012
32	MOHAMMAD SUYAB SIDDIQUI	M	OBC	568	12/12/1987	Expenditure	English	06/09/2012
33	MEENU	F	OBC	371	11/12/1987	Home Affairs	English	07/09/2012
34	RAGANI SINHA	F	OBC	605	05/02/1982	Defence	Hindi	07/09/2012
35	MANGLA PRASAD	M	SC	653	07/03/1992	Urban Development	Hindi	07/09/2012
36	SANKARESWARI M	F	OBC	701	26/07/1991	Home Affairs	English	07/09/2012
37	ARUNA KUMARI	F	SC	237	17/03/1987	Fertilizers	English	10/09/2012
38	SUDHANSHUDHAR SINGH	M	General	347	17/11/1987	Health & Family Welfare	Hindi	10/09/2012
39	KIRAN KUMARI	F	SC	651	20/08/1984	Agricutlure & Cooperation	English	10/09/2012
40	ASHOK KUMAR	M	OBC	187	25/06/1988	Supply	Hindi	10/09/2012
41	RUCHI BHATIA	F	General	82	01/04/1986	Posts	English	11/09/2012
42	HARISH KUMAR	M	OBC	210	09/01/1985	Water Resources	English	11/09/2012
43	ANJALI SINGH	F	General	402	11/03/1989	Power	English	11/09/2012
44	PANKAJ SAINI	M	OBC	708	07/02/1987	Home Affairs	English	11/09/2012
45	MEENA SHARMA	F	OBC	256	06/12/1988	Defence	Hindi	12/09/2012
46	NEHA SHARMA	F	General	364	25/05/1985	Water Resources	English	12/09/2012
47	HARSH BHARDWAJ	M	General	450	07/06/1989	Defence	English	12/09/2012
48	NAKUL	M	General	499	06/01/1988	Defence	English	12/09/2012
49	DEVENDRA SINGH	M	OBC	352	08/08/1990	Personnel & Training	Hindi	13/09/2012
50	RAJESH KUMAR	M	OBC	413	30/03/1985	Personnel & Training	English	13/09/2012
51	BHEEM SINGH MEENA	M	ST	944	30/05/1986	Rural Development	Hindi	13/09/2012
52	DHARAMSHEELA KUMARI	F	OBC	389	05/12/1992	Home Affairs	Hindi	14/09/2012
53	IQBAL AHMED	M	OBC	540	26/06/1989	Defence	Hindi	17/09/2012
54	SURESH PRAJAPAT	M	OBC	660	25/08/1988	Defence	Hindi	17/09/2012
55	MAHESH CHAND SHARMA	M	General	161	22/06/1985	Supply	English	18/09/2012

CURRICULAM VITAE

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