

MOST IMMEDIATE

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: 19th September, 2014.

OFFICE MEMORANDUM

Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits Foundation course / Induction Training at ISTM w.e.f **08.10.2014 to 14.11.2014** (Two Batches)-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 (CTP) for the 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 & 2012, whose names are given in the Annexure-I, are nominated to participate in the Stenographers Direct Recruits (Foundation) course / Induction Training to be conducted by the ISTM from 08.10.2014 to 14.11.2014. It is requested that nominated officials be relieved of their duties with the direction to report to Shri G.D. Chawla, Assistant Director/ Shri P.K. Jaiswal, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00 AM on 8th October, 2014.**

2. As per the CTP issued vide O.M. dated 20.10.2011 **"The stenographers Grade 'D' not completing the foundation course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. As such, the 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, will not be allowed.

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 to each participant along with their relieving order.

4. As the said induction training is mandatory, cadre authorities are required to relieve the concerned officials without fail. Concerned officials should also note that in case they do not undergo the said training programme, they will not be confirmed in the grade and their probation period may be considered for extension. Hence, they should, in their own interest, make necessary efforts to get themselves relieved well in time to join the said training programme.

5. Cadre Units of CSSS are also requested to send Curriculum Vitae of each participant, **specifically indicating their gender and medium in prescribed proforma as per the Annexure -II**, to Shri G.D. Chawla, Assistant Director/ Shri P.K. Jaiswal, Assistant Director, ISTM, New Delhi. Shri G.D. Chawla, Assistant Director, is accessible on phone no. 011- 26165593.



19/9/15
(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax: 24623157

To

Under Secretary (Admn) of the concerned Cadre Units

Copy to: Shri G.D. Chawla, Assistant Director/ Shri P.K. Jaiswal, Assistant Director ISTM, JNU Campus (old) New Delhi along with a copy of the list of participants **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 stenography & typing be checked through a test of qualifying nature and the marks obtained be indicated in the certificates issued by the ISTM.**

Annexure-I							
S.No.	Roll No.	Name of candidates	Gender	Rank No.	Date of Birth	Cadre where nominated	Date of Joining
1	2201510480	RAHUL PAL	M	380	28-04-89	PLANNING COMMISSION	17-06-2013
2	2201502509	POOJA SHARMA	F	107	06-11-91	INDUSTRIAL POLICY & PROMOTION	28-06-2013
3	2003000143	HEMENT CHOUHAN	M	225	02-02-93	EXPENDITURE	31-07-2013
4	2201511257	VIRENDER KUMAR	M	311	20-09-85	ROAD TRANSPORT & HIGHWAYS	01-08-2013
5	2003001145	AVNEET KUMAR	M	792	31-07-93	INFORMATION & BROADCASTING	30-08-2013
6	1601002551	HARVEER SINGH	M	105	01-08-93	INFORMATION & BROADCASTING	02-09-2013
7	3009501413	AMIT SHARMA	M	476	07-03-88	INFORMATION & BROADCASTING	02-09-2013
8	2003002992	AFTAB AHMAD	M	316	05-07-90	INFORMATION & BROADCASTING	03-09-2013
9	2405000398	BAL RAM MEENA	M	794	09-06-92	EXPENDITURE	11-09-2013
10	2002003367	ANSHU RANI	F	108	11-12-87	LABOUR & EMPLOYMENT	12-09-2013
11	2405015166	SURENDRA SINDHI	M	199	24-05-92	SCIENCE & TECHNOLOGY	16-09-2013
12	2201011082	HARISH KUMAR	M	271	08-03-90	POSTS	16-09-2013
13	3003014342	MANOJ KUMAR	M	287	10-08-91	AGRICULTURE & COOPERATION	16-09-2013
14	3003500441	MRITUNJAY KUMAR	M	461	25-04-85	TELECOMMUNICATIONS	16-09-2013
15	2201507918	HARISH KUMAR SHARMA	M	193	29-10-83	DEFENCE	17-09-2013
16	3206509579	ALPNA SHRIVASTAV	F	239	04-04-88	POWER	17-09-2013
17	2201004216	NEHA JAIN	F	245	14-06-88	SCIENCE & TECHNOLOGY	18-09-2013
18	3206004432	MITHILESH KUMAR	M	383	12-01-89	SUPPLY	19-09-2013
19	2405006765	RAJESH KUMAR	M	806	01-07-81	TELECOMMUNICATIONS	19-09-2013
20	3007501080	KUSUM SINGH	F	147	15-07-87	UNION PUBLIC SERVICE COMMISSION	23-09-2013
21	2201500319	DEVENDER SINGH	M	314A	20-02-90	LABOUR & EMPLOYMENT	24-09-2013
22	2003001076	MOHD. UMAR	M	420	05-04-92	YOUTH AFFAIRS & SPORTS	24-09-2013
23	3005502154	MULAYAM SINGH	M	366A	22-06-94	SHIPPING	25-09-2013
24	2201002067	REKHA	F	367	23-07-88	SCIENCE & TECHNOLOGY	25-09-2013
25	6005002666	SHUBHAM CHOUDHARY	M	377	03-03-92	HEALTH & FAMILY WELFARE	25-09-2013
26	2405500289	LOKESH KUMAR MEENA	M	762	01-03-82	INFORMATION & BROADCASTING	30-09-2013
27	2201015717	LOVEKUSH KUMAR	M	18	05-05-83	HOME AFFAIRS	01-10-2013
28	3201503026	DIPAK PATEL	M	61	05-07-90	HOME AFFAIRS	03-10-2013
29	2201005416	BRIJESH GUPTA	M	251	29-03-93	TRIBAL AFFAIRS	03-10-2013

30	3003019244	PANKAJ KUMAR VISHWAKARMA	M	290B	18-03-89	INDUSTRIAL POLICY & PROMOTION	04-10-2013
31	2201508173	SAURABH KUMAR YADAV	M	72	09-01-92	CORPORATE AFFAIRS	08-10-2013
32	2201500649	ANJALI NEGI	F	260	04-03-86	CIVIL AVIATION	08-10-2013
33	3206011425	SINTU DAS	M	318	03-01-90	HEALTH & FAMILY WELFARE	17-10-2013
34	8201000385	RAJNISH KUMAR SHARMA	M	363	01-07-90	PERSONNEL & TRAINING	18-10-2013
35	3206001937	YASHPAL KUMAR SINHA	M	442	16-09-89	POWER	21-10-2013
36	3005501554	MAHAMMAD ARIF.	M	450A	13-08-93	EXPENDITURE	21-10-2013
37	3010504943	POOJA VERMA	F	408	19-11-93	TELECOMMUNICATIONS	24-10-2013
38	3005500797	SHOBHIT RAJ	M	290A	30-10-89	INFORMATION & BROADCASTING	29-10-2013
39	2201509610	GIRISH KUMAR	M	190	26-09-85	POWER	01-11-2013
40	2201506033	PREETI KHANIJO/CHAWLA	F	357	01-12-85	HEALTH & FAMILY WELFARE	01-11-2013
41	2201510658	VISHAL	M	313	04-03-83	WATER RESOURCES	04-11-2013
42	2201513237	SUNITA	F	129	06-11-90	SCIENCE & TECHNOLOGY	06-11-2013
43	8002000018	VINAM JAYA SREE	F	415	20-08-82	POWER	07-11-2013
44	2405007753	RAJESH KUMAR MEENA	M	791	18-07-90	TELECOMMUNICATIONS	11-11-2013
45	3010016597	VISHAL KUMAR PAL	M	208	03-01-84	TRIBAL AFFAIRS	14-11-2013
46	3003013516	DEEPAK SINGH PATEL	M	153	30-08-86	YOUTH AFFAIRS & SPORTS	20-11-2013
47	3003005861	AMRENDRA SINGH KUSHWAHA	M	221	15-10-88	COMMERCE	29-11-2013
48	2002500785	GARIMA PRAJAPATI	F	211	23-01-91	EXPENDITURE	03-12-2013
49	2405012902	RAJESH MEENA	M	807	23-08-93	DEFENCE	09-12-2013
50	3005502436	RAJVEER SINGH	M	417A	25-06-91	WATER RESOURCES	11-12-2013
51	3013500964	JYOTI BHARTI	F	458A	25-10-88	TELECOMMUNICATIONS	23-12-2013
52	3009500318	JAIDEEP SINGH	M	339	15-06-90	INFORMATION & BROADCASTING	26-12-2013
53	3003016484	MAHENDRA KUMAR SAHU	M	329A	15-09-93	POWER	30-12-2013
54	2201505835	MANOJ KUAMAR MAHTO	M	331	01-01-84	PERSONNEL & TRAINING	30-12-2013
55	2405013143	BHARAT ANCHARA	M	345	16-04-90	AGRICULTURE & COOPERATION	30-12-2013
56	3206007654	KIRAN KUMARI	F	392A	28-03-92	TELECOMMUNICATIONS	30-12-2013
57	2405003198	RAKESH KUMAR MEENA	M	648	03-03-92	PLANNING COMMISSION	01-01-2014
58	3005504146	PREMANSH CHAUHAN	M	277A	16-02-92	HOME AFFAIRS	04-01-2014
59	2201015458	KOMAL SINHA	F	71	11-08-82	EXPENDITURE	17-01-2014
60	2201509075	NUPUR VATS	F	384	05-03-86	TELECOMMUNICATIONS	24-01-2014
61	2405006510	LEENA KUMARI	F	250	03-12-87	HEALTH & FW	28-01-2014
62	2201007206	VARUNA TAYAL	F	285	07-07-91	POWER	29-01-2014

63	2405017430	MAHENDRA KUMAR MEENA	M	555	01-07-90	HOME AFFAIRS	03-03-2014
64	3003003794	SARVESH KUMAR	M	242	01-04-87	PERSONNEL & TRAINING	02-07-2014
65	6007000067	DEEPAK KUMAR KUSHWAHA	M	183	29-05-89	POSTS	05-08-2014
66	2405000154	PRITHVI RAJ MEENA	M	406	15-04-93	EXPENDITURE	03-10-2014
67	2201505761	NARESH KUMAR	M	112	27-06-83	EXPENDITURE	16/01/2014
68	3010503465	ROHIT KUMAR	M	227	15-03-93	POWER	30/06/2014
69	3003011309	ARJUN SINGH	M	155	17-01-84	PLANNING COMMISSION	31/03/2014
70	2201502457	SAVITA ARORA*	F	309	25-03-89	SUPPLY	27-06-2013
71	2201502968	ASHMITA SINGH**	F	371	23-11-88	INFORMATION & BROADCASTING	10-07-2013
72	2201501852	RAVI RAWAT *	M	326	17-07-88	PERSONNEL & TRAINING	18-07-2013
73	2201504882	ASHA TIWARI**	F	125	11-08-86	HOME AFFAIRS	06-08-2013
74	2201501635	SUNIL KUMAR*	M	207	24-04-91	TELECOMMUNICATIONS	12-08-2013
75	2402001776	PUNIT KUMAR MEENA*	M	801	06-01-91	HIGHER EDUCATION	14-08-2013
76	2402002395	RAKESH KUMAR*	M	802	14-12-90	HOME AFFAIRS	14-08-2013
77	2201001248	PRIYA NANDWANI*	F	350	04-08-87	SUPPLY	16-08-2013
78	2405003390	DEEPAK MEENA*	M	775	07-05-94	TELECOMMUNICATIONS	19-08-2013
79	2201502668	PROMILA KASHYAP*	F	70	03-11-84	DEFENCE	06-09-2013
80	2201502744	RUCHI*	F	329	20-10-90	HIGHER EDUCATION	06-09-2013
81	2201009448	PRIYA CHAUHAN*	F	276	25-09-87	DEFENCE	10-09-2013
82	3201503470	VIRENDRA KUMAR*	M	372	03-10-87	WATER RESOURCES	10-09-2013
2011							
83	3206017965	MD NADEEM AKHTAR**	M	516	28-12-90	Defence	21-01-2013
84	2201502656	SONY KUMARI*	F	101	26-11-85	Home Affairs	24-09-2012
85	2201503280	JATIN KUMAR ARORA**	M	340	29-06-93	Information & Broadcasting	01-08-2012
86	2201511441	ANJU RANI**	F	172	30-08-82	Shipping	31-08-2012
**- Nomination for 3rd time							
*- Nomination for 2nd time							

CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographers _____
6. Academic qualification _____
7. Date of joining _____
Select List Year _____
8. Whether the nominee is a member Yes/No _____
of SC/ST If yes, please specify SC/ST _____
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 _____

Signature