

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 18<sup>th</sup> June, 2013

**OFFICE MEMORANDUM**

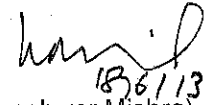
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {12<sup>th</sup> SDR (F)} / Induction Training at ISTM w.e.f. 15/07/2013 to 23/08/2013-reg.

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, 2010 & 2011 whose names are given in the Annexure-I are nominated to participate in the Stenographers Direct Recruits (Foundation) course {12<sup>th</sup> SDR(F)} / Induction Training being conducted by the ISTM from. 15/07/2013 to 23/08/2013. **The officials who have been re-nominated for 3<sup>rd</sup> time are being given the last opportunity for the successful completion of the SDR (F) training.** It is requested that these officials may please be relieved of their duties with the direction to report to Shri Biswajit Banerjee, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00 AM on 15<sup>th</sup> July, 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 Biswajit Banerjee, Assistant Director, ISTM, New Delhi. Shri Biswajit Banerjee Assistant Director is accessible on Phone No. 011-26177058.

  
18/6/13

(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Telefax: 24623157

To

Under Secretary (Admn) of the concerned Cadre Units

**Copy to:** Shri Biswajit Banerjee, Assistant Director, ISTM, JNU Campus (old) New Delhi along with a copy of the list of participants 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 stenography & typing may be checked through a test of qualifying nature and the marks obtained be indicated in the certificates issued by the ISTM.** He is also requested to send the list of participants just after commencing the training programme so that this Department may re-nominate the non-participants in 13<sup>th</sup> SDR (F) which is scheduled to be held from 19.08.2013 to 27.09.2013.

## Annexure-I

## Nominated for the first time-batch-2010

S. No.	Roll No.	Name of Candidate	Gender	Category	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
1	3206003412	PRATAP PASWAN	M	SC	503	12-05-87	Home Affairs	Hindi	03-02-12
2	2201502265	SHIKHA	F	SC*	311	13-01-84	Planning Commission	English	21-10-11
3	2405503436	SANJAY KUMAR MARMIT	M	SC*	392	01-07-89	Planning Commission	Hindi	31-10-11
4	2201506210	MAHESH ROY	M	OBC*	505	15-12-77	Health & FW	English	12-12-11
5	2201506227	RITU	F	SC*	509	22-08-87	Expenditure	English	13-02-12
6	3206001038	RAVI BHUSAN KUMAR	M	General	511	12-02-85	Planning Commission	Hindi	17-10-11
7	2001500166	LAKHMI CHAND	M	OBC*	544	01-03-87	Expenditure	Hindi	27-12-11
8	2001000003	JYOTI SHARMA	F	General	562	15-01-91	Personnel & Training	Hindi	29-12-11
9	2201501907	DEEPIKA SAINI	F	OBC*	566	24-01-87	Home Affairs	English	27-01-12
10	2201508687	DEEPSHIKHA SINGH	F	SC	572	07-10-81	Defence	English	29-05-12
11	1202500071	NIRANJAN KUMAR	M	OBC	582	01-01-84	Home Affairs	Hindi	19-01-12
12	2201000773	MEENAKSHI BHATT	F	General	632	14-01-89	Planning Commission	English	12-10-11
13	3206006777	VINAY KUMAR	M	OBC/OH	749	15-03-80	Planning Commission	Hindi	25-10-11

## Re-nominated candidates for 3rd time-batch-2011

S. No.	Roll No.	Name of Candidate	Gender	Category	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
14	2201506106	DEEPAK	M	SC	587	12-07-88	Home Affairs	English	12-07-12

## Re-nominated candidates for 2nd time - batch-2011

S. No.	Roll No.	Name of Candidate	Gender	Category	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
15	3206016878	RANJIT MEHTA	M	OBC	563	15-06-91	Industrial Policy & Promotion	Hindi	23-07-12
16	2201502166	SUMIT DHANDA	M	SC	391	26-08-87	Power	English	31-07-12
17	2003000779	RAKESH KUMAR	M	General	555	11-08-87	Higher Education	Hindi	31-07-12
18	2201500030	REKHA JOSHI	F	General	64	15-03-86	Telecommunications	English	01-08-12
19	2201501031	ANIL KUMAR	M	SC	512	23-08-73	Defence	English	01-08-12
20	2201005389	ARTI KUMAR	F	General	524	04-11-78	Home Affairs	English	03-08-12
21	2003001626	MANMOHAN SINGH	M	OBC	597	01-07-91	Telecommunications	Hindi	06-08-12
22	3010008064	RAVI SHANKAR	M	General	109	06-12-86	Agriculture & Cooperation	Hindi	07-08-12
23	2201505806	DINESH JASWAL	M	SC	242	07-12-89	Telecommunications	English	07-08-12
24	2201504757	PUSHPANJALI	F	OBC	463	03-04-86	Home Affairs	English	08-08-12
25	2201506626	SUMAN SAINI	F	OBC	549	08-09-84	Home Affairs	English	14-08-12

26	1801000276	MEENU KUMARI	F	General	386	18-01-90	Telecommunications	English	16-08-12
27	2201505605	KALPANA SHARMA	F	General	342	14-01-87	Information & Broadcasting	English	22-08-12
28	2201501810	AKHILESH KUMAR	M	SC	264	15-06-81	Power	English	23-08-12
29	2201508543	RAKSHAT	M	SC	245	14-07-87	Power	English	24-08-12
30	2201502058	ANKUR KUMAR	M	OBC	532	20-10-91	Personnel & Training	English	24-08-12
31	3205004232	KIRAN KUMARI	F	General	120	14-02-92	Home Affairs	Hindi	29-08-12
32	2201509274	MUNISH KUMAR	M	OBC	73	21-03-89	Mines	English	30-08-12
33	1601000072	VINEET KUMAR	M	General	275	10-02-92	Commerce	Hindi	31-08-12
34	3205000006	INDRAJEET KUMAR	M	General	551	01-02-86	Home Affairs	Hindi	03-09-12
35	2201514148	SUNIL KUMAR	M	General	291	20-01-89	Power	English	04-09-12
36	3010007272	SARITA DEVI	F	OBC	228	17-08-89	UPSC	Hindi	05-09-12
37	2201002246	MEENU	F	OBC	371	11-12-87	Home Affairs	English	07-09-12
38	8207500047	SANKARESWARI M	F	OBC	701	26-07-91	Home Affairs	English	07-09-12
39	2201501675	ARUNA KUMARI	F	SC	237	17-03-87	Fertilizers	English	10-09-12
40	3010007014	SUDHANSHUDHAR SINGH	M	General	347	17-11-87	Health & Family Welfare	Hindi	10-09-12
41	2201505477	KIRAN KUMARI	F	SC	651	20-08-84	Agriculture & Cooperation	English	10-09-12
42	2201505432	NAKUL	M	General	499	06-01-88	Defence	English	12-09-12
43	2201506035	RAJESH KUMAR	M	OBC	413	30-03-85	Personnel & Training	English	13-09-12
44	3206016787	DHARAMSHEELA KUMARI	F	OBC	389	05-12-92	Home Affairs	Hindi	14-09-12
45	2003000859	IQBAL AHMED	M	OBC	540	26-06-89	Defence	Hindi	17-09-12

### Nominated candidates for 1st time - batch-2011

S. No.	Roll No.	Name of Candidate	Gender	Category	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
46	2002000208	NANDRAM SINGH	M	OBC	598	11-07-93	Urban Development	Hindi	18-09-12
47	2201504802	RAM SAMUJH SHARMA	M	OBC	173	12-10-83	Posts	English	19-09-12
48	2201503489	MANOJ KUMAR TIWARI	M	General	407	11-07-86	Environment & Forests	English	19-09-12
49	2201501704	KIRTI	F	OBC	485	09-04-84	Water Resources	English	19-09-12
50	3206019872	PREETI KUMARI	F	General	235	05-01-91	Telecommunications	Hindi	20-09-12
51	2201008888	PREETI VERMA/ROHILLA	F	OBC	732	05-01-86	Home Affairs	English	20-09-12
52	6007000018	VISHWARUP BHATTACHARYA	M	General	92	24-11-84	UPSC	English	21-09-12
53	2201506745	CHANDAN KUMAR JHA	M	General	105	09-08-86	Telecommunications	English	21-09-12
54	1601500090	KANCHAN	F	OBC*	437	10-04-91	Power	English	21-09-12
55	3010007008	NEERAJ KUMAR	M	SC	488	06-08-86	Power	Hindi	21-09-12

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 Secretary (Admn.) \_\_\_\_\_
12. Telephone No. / Fax No. \_\_\_\_\_

Signature of the official