

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 19th July, 2013

OFFICE MEMORANDUM

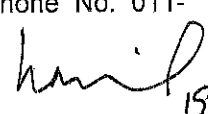
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {13th SDR (F)} / Induction Training at ISTM w.e.f. **19-08-13 to 27-09-13** -reg.

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 {13th SDR(F)} / Induction Training to be conducted by the ISTM from 19/08/2013 to 27/09/2013. **The officials who have been re-nominated for 3rd and 2nd time are being given the last opportunity for the successful completion of the SDR (F) training.** It is requested that these officials 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 19th August, 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, will 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 to 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.


(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 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 be checked through a test of qualifying nature and the marks obtained be indicated in the certificates issued by the ISTM.** She 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 14th SDR (F) which is scheduled to be held from 14.10.2013 to 22.11.2013.

Annexure-I

Re-nominated candidates for 3rd time-batch-2010

| S. No. | Roll No. | Name of Candidate | Gender | Category | Rank | Date of Birth | Cadre where nominated | Medium | Date of Joining |
|--------|------------|-------------------|--------|----------|------|---------------|-----------------------|---------|-----------------|
| 1 | 2201001007 | Isha Gupta | F | General | RL16 | 27-11-85 | Home Affairs | English | 02-12-11 |

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 |
|--------|------------|-------------------|--------|----------|------|---------------|---------------------------|---------|-----------------|
| 2 | 2201512200 | LALAN KUMAR JHA | M | General | 154 | 07-12-78 | Agriculture & Cooperation | English | 29-06-12 |
| 3 | 2201501031 | ANIL KUMAR | M | SC | 512 | 23-08-73 | Defence | English | 01-08-12 |
| 4 | 3205000006 | INDRAJEET KUMAR | M | General | 551 | 01-02-86 | Home Affairs | Hindi | 03-09-12 |
| 5 | 2201002246 | MEENU | F | OBC | 371 | 11-12-87 | Home Affairs | English | 07-09-12 |
| 6 | 8207500047 | SANKARESWARI M | F | OBC | 701 | 26-07-91 | Home Affairs | English | 07-09-12 |
| 7 | 2201505432 | NAKUL | M | General | 499 | 06-01-88 | Defence | English | 12-09-12 |
| 8 | 2201506035 | RAJESH KUMAR | M | OBC | 413 | 30-03-85 | Personnel & Training | English | 13-09-12 |
| 9 | 2003000859 | IQBAL AHMED | M | OBC | 540 | 26-06-89 | Defence | Hindi | 17-09-12 |

Re-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 |
|--------|------------|------------------------|--------|----------|------|---------------|-----------------------|---------|-----------------|
| 10 | 2201503489 | MANOJ KUMAR TIWARI | M | General | 407 | 11-07-86 | Environment & Forests | English | 19-09-12 |
| 11 | 2201008888 | PREETI VERMA/ROHILLA | F | OBC | 732 | 05-01-86 | Home Affairs | English | 20-09-12 |
| 12 | 6007000018 | VISHWARUP BHATTACHARYA | M | General | 92 | 24-11-84 | UPSC | English | 21-09-12 |
| 13 | 2201506745 | CHANDAN KUMAR JHA | M | General | 105 | 09-08-86 | Telecommunications | English | 21-09-12 |
| 14 | 1601500090 | KANCHAN | F | OBC* | 437 | 10-04-91 | DoPT(SSC, Chandigarh) | English | 21-09-12 |

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 |
|--------|------------|--------------------|--------|----------|------|---------------|----------------------------|---------|-----------------|
| 15 | 2201506570 | SONIA PAHWA | F | General | 268 | 22-07-87 | Health & Family Welfare | English | 09-07-12 |
| 16 | 2201505036 | ANKURITA | F | SC* | 333 | 07-04-92 | Planning Commission | English | 30-07-12 |
| 17 | 2201504790 | ROHIT | M | SC | 338 | 17-10-87 | Information & Broadcasting | English | 01-08-12 |
| 18 | 2201503280 | JATIN KUMAR ARORA | M | General | 340 | 29-06-93 | Information & Broadcasting | English | 01-08-12 |
| 19 | 2201501965 | VIJAY KUMAR | M | SC | 277 | 30-09-88 | Information & Broadcasting | English | 06-08-12 |
| 20 | 2201504761 | SAROJ | F | General | 315 | 19-01-91 | Information & Broadcasting | English | 06-08-12 |
| 21 | 2402500193 | KHEM CHAND SAHU | M | OBC* | 319 | 27-07-91 | Information & Broadcasting | Hindi | 06-08-12 |
| 22 | 2003000513 | VIJAYVEER SINGH | M | General | 332 | 30-04-90 | Information & Broadcasting | Hindi | 06-08-12 |
| 23 | 2201500254 | VEER SINGH KASANA | M | OBC | 652 | 30-06-90 | Expenditure | English | 06-08-12 |
| 24 | 2405002791 | CHIRANJI LAL MEENA | M | ST | 911 | 01-02-89 | Expenditure | Hindi | 08-08-12 |

| | | | | | | | | | |
|----|------------|-----------------------|---|---------|-----|----------|-------------------------------|---------|----------|
| 25 | 3003012097 | SALMAN ALI | M | OBC | 331 | 20-08-88 | Information & Broadcasting | English | 31-08-12 |
| 26 | 3005002626 | IRSHAD ALI | M | OBC | 436 | 06-03-91 | Information & Broadcasting | Hindi | 03-09-12 |
| 27 | 2201501978 | SATYENDRA KUMAR ARYA | M | General | 348 | 02-01-89 | Information & Broadcasting | Hindi | 05-09-12 |
| 28 | 3005001740 | ARJUN SINGH | M | OBC | 435 | 02-05-88 | Information & Broadcasting | Hindi | 10-09-12 |
| 29 | 2003000832 | MOHD YOUNUS | M | OBC | 481 | 05-08-86 | Information & Broadcasting | Hindi | 17-09-12 |
| 30 | 2201513607 | ATMESH KESARI | M | General | 336 | 07-08-86 | Information & Broadcasting | English | 21-09-12 |
| 31 | 2201502656 | SONY KUMARI | F | General | 101 | 26-11-85 | Home Affairs | Hindi | 24-09-12 |
| 32 | 2201003083 | PANKAJ LABROY | M | SC* | 229 | 04-02-90 | Health & Family Welfare | Hindi | 24-09-12 |
| 33 | 3010003696 | PRATAP SINGH DANGI | M | General | 300 | 04-01-87 | MSME | Hindi | 24-09-12 |
| 34 | 2402500684 | AJAY PRAKASH | M | OBC | 346 | 25-08-85 | Industrial Policy & Promotion | English | 24-09-12 |
| 35 | 2201004284 | RANDHIR KUMAR | M | OBC | 422 | 03-11-86 | Information & Broadcasting | Hindi | 24-09-12 |
| 36 | 2201502119 | PRASHASTI | F | SC* | 465 | 22-11-89 | Personnel & Training | English | 24-09-12 |
| 37 | 3003001257 | SONOO KUMAR JAYSWAL | M | OBC | 494 | 15-10-85 | Information & Broadcasting | Hindi | 24-09-12 |
| 38 | 3010007745 | MANJU SHARMA | F | OBC | 650 | 12-12-83 | Health & Family Welfare | Hindi | 24-09-12 |
| 39 | 2002500252 | KOSHAL | F | OBC | 700 | 21-03-90 | Expenditure | Hindi | 25-09-12 |
| 40 | 2002000202 | KAPIL KUMAR | M | SC | 119 | 20-02-86 | Shipping | Hindi | 26-09-12 |
| 41 | 2201503377 | HEMANT KUMAR | M | General | 200 | 06-07-89 | Water Resources | English | 26-09-12 |
| 42 | 2201501988 | KALPANA | F | SC* | 302 | 03-02-89 | Information & Broadcasting | English | 26-09-12 |
| 43 | 2201511872 | M SHANMUGAM | M | OBC* | 486 | 26-10-85 | Expenditure | English | 27-09-12 |
| 44 | 3206016615 | PRETY KUMARI | F | OBC | 621 | 12-03-90 | Supply | Hindi | 27-09-12 |
| 45 | 3206017783 | MONU KUMAR | M | SC | 491 | 21-10-92 | Posts | Hindi | 28-09-12 |
| 46 | 2201500627 | RAVI SHANKER | M | SC* | 498 | 02-11-86 | Defence | English | 28-09-12 |
| 47 | 3003000613 | RUDRA NATH GHOSH | M | General | 54 | 11-04-87 | Culture | Hindi | 01-10-12 |
| 48 | 2201512091 | VIPIN KUMAR VAID | M | SC | 230 | 09-03-82 | Urban Development | English | 01-10-12 |
| 49 | 3003002244 | NARENDRA PRATAP SINGH | M | General | 406 | 22-08-85 | Expenditure | Hindi | 01-10-12 |
| 50 | 2201502056 | MANJU | F | SC | 434 | 07-11-81 | MSME | English | 01-10-12 |
| 51 | 2201500267 | AMAN ARORA | M | General | 567 | 05-01-87 | Agriculture & Cooperation | English | 01-10-12 |
| 52 | 2002001104 | VISHESH KUMAR | M | OBC* | 53 | 10-07-90 | Consumer Affairs | Hindi | 03-10-12 |
| 53 | 2201512194 | PAWAN KUMAR | M | OBC | 118 | 06-04-85 | MSME | English | 04-10-12 |
| 54 | 2201506138 | KAVITA GAMBHIR | F | General | 224 | 14-09-87 | Supply | English | 04-10-12 |
| 55 | 2201004393 | GAURAV KATOCH | M | General | 125 | 03-06-86 | Fertilizers | English | 05-10-12 |

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