

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 3rd September, 2013

OFFICE MEMORANDUM

Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {14th SDR (F)} / Induction Training at ISTM w.e.f. **14.10.13 to 22.11.13** -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, 2011 whose names are given in the Annexure-I are nominated to participate in the Stenographers Direct Recruits (Foundation) course {14th SDR(F)} / Induction Training to be conducted by the ISTM from 14-10-13 to 22-11-13. It is requested that nominated officials be relieved of their duties with the direction to report to Shri Gagandeep Chawla, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00 AM on 14th October, 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 and medium in prescribed proformae as per the Annexure -II to Shri Gagandeep Chawla, Assistant Director, ISTM, New Delhi. Shri Gagandeep Chawla, 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: Shri Gagandeep Chawla, 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. He is also requested to send the list of participants just after commencing of the training programme so that this Department may re-nominate the non-participants in 15th SDR (F) which is scheduled to be held from 24.02.2014 to 04.04.2014.

Candidates nominated for 2nd time - batch-2011

S. No.	Roll No.	Name of Candidate	Gender	Category	Rank	Date of Birth	Cadre where nominated	Medium	Joining
1	2201503280	JATIN KUMAR ARORA	M	General	340	29-06-93	Information & Broadcasting	English	01-08-12
2	2201003083	PANKAJ LABROY	M	SC*	229	04-02-90	Health & Family Welfare	Hindi	24-09-12
3	3010007745	MANJU SHARMA	F	OBC	650	12-12-83	Health & Family Welfare	Hindi	24-09-12
4	3206016615	PRETY KUMARI	F	OBC	621	12-03-90	Supply	Hindi	27-09-12
5	2201500627	RAVI SHANKER	M	SC*	498	02-11-86	Defence	English	28-09-12
6	2201512091	VIPIN KUMAR VAID	M	SC	230	09-03-82	Urban Development	English	01-10-12
7	3003002244	NARENDRA PRATAP SINGH	M	General	406	22-08-85	Expenditure	Hindi	01-10-12
8	2201502056	MANJU	F	SC	434	07-11-81	MSME	English	01-10-12

Candidates nominated for 1st time - batch-2011

S. No.	Roll No.	Name of Candidate	Gender	Category	Rank	Date of Birth	Cadre where nominated	Medium	Joining
9	3003009124	AMIT KUMAR PAL	M	OBC	719	05-02-91	Agriculture & Cooperation	English	12-07-12
10	2201509274	MUNISH KUMAR	M	OBC	73	21-03-89	Mines	English	30-08-12
11	3010007014	SUDHANSHUDHAR SINGH	M	General	347	17-11-87	Health & Family Welfare	Hindi	10-09-12
12	2201501764	VIKAS SIDHARTH MEHRA	M	SC*	163	04-07-86	Health & Family Welfare	English	05-10-12
13	3206016883	AJIT KUMAR	M	OBC	711	28-09-92	Expenditure	Hindi	05-10-12
14	2002001105	ANKUR YADAV	M	OBC	33	03-02-90	Health & Family Welfare	Hindi	08-10-12
15	2003002205	SRINIVAS BALMIKI	M	SC	344	25-04-85	Expenditure	Hindi	08-10-12
16	3001501438	VIBHA KUMARI	F	General	537	22-02-88	Home Affairs	Hindi	08-10-12
17	2201504170	INDU PATHAK TIWARI	F	General	283	30-01-85	Power	English	09-10-12
18	2002001516	PRADEEP KUMAR	M	OBC	663	05-01-92	Power	Hindi	09-10-12
19	2201503865	RAJAN SINGH	M	OBC	654	03-03-82	Expenditure	English	10-10-12
20	3205003058	PANKAJ KUMAR	M	OBC	690	30-12-86	Power	Hindi	10-10-12
21	2201500936	JAGDEEP KUMAR	M	SC	599	02-02-82	Expenditure	English	12-10-12
22	3005001744	ASIM ALI	M	OBC	603	14-08-91	Expenditure	Hindi	15-10-12
23	2201500523	HARISH KUMAR	M	SC*	456	28-12-85	Expenditure	English	16-10-12
24	1601000129	MONIT KUMAR	M	OBC	692	06-05-89	UPSC	Hindi	17-10-12
25	3206016493	PUSHPA KUMARI	F	OBC	648	06-04-91	Home Affairs	Hindi	18-10-12
26	2201505440	ASHISH SHARMA	M	General	483	28-12-88	Personnel & Training	English	19-10-12
27	2201001877	MAHENDRA KUMAR	M	SC	517	21-10-81	Expenditure	English	19-10-12
28	2201504720	AMIT KUMAR	M	General	261	08-07-85	Earth Sciences	English	22-10-12

29	1401000160	BIRENDRA KUMAR	M	OBC*	438	01-12-78	Commerce	Hindi	23-10-12
30	3206002254	SANTOSH KUMAR	M	SC	626	20-02-88	Expenditure	English	29-10-12
31	2201502033	VIJAY KUMAR PANCHAL	M	General	45	17-09-86	Supply	English	31-10-12
32	2003001073	VIPIN KUMAR	M	OBC	564	17-07-93	Power	Hindi	01-11-12
33	2201512967	JYOTI VERMA	F	OBC*	221	23-07-86	Supply	English	02-11-12
34	2201500606	BUNTY GROVER	F	SC	335	20-08-79	Food & Public Distribution	English	05-11-12
35	2003000897	SATENDRA SINGH	M	OBC	633	08-01-88	Urban Development	Hindi	06-11-12
36	2201506281	AMIT KUMAR	M	General	43	05-04-90	Home Affairs	English	08-11-12
37	2002001092	ANIT KUMAR	M	OBC	288	08-07-90	Water Resources	Hindi	08-11-12
38	2201505492	PRIYA GORAIT	F	ST*	213	25-04-89	Expenditure	English	12-11-12
39	3003002001	SANJAY KUMAR	M	OBC	201	08-07-91	Water Resources	Hindi	15-11-12
40	3010006963	SARITA VERMA	F	OBC	610	06-12-90	Expenditure	Hindi	03-12-12
41	7204700236	SUBHASH CHANDRA	M	General	78	10-12-89	Defence	Hindi	05-12-12
42	1601000445	AKEEL AHMAD	M	OBC	409	05-01-92	Home Affairs	Hindi	05-12-12
43	2201502743	SUMIT KUMAR	M	OBC	730	25-11-92	Expenditure	Hindi	05-12-12
44	2201512390	MUKUL ANAND	M	OBC	131	10-05-84	Posts	Hindi	12-12-12
45	3010007809	PRIYANK KUMAR MISHRA	M	General	182	20-08-86	Food & Public Distribution	Hindi	20-12-12
46	9211000843	LINU SANAL	F	OBC	432	26-05-84	Personnel & Training	English	21-12-12
47	3003010914	PANKAJ KUMAR PATEL	M	OBC	466	26-09-90	Information & Broadcasting	Hindi	24-12-12
48	2201507544	REENA DEVI	F	OBC	100	02-10-84	Culture	English	28-12-12
49	3007500695	ANIL KUMAR	M	SC	527	01-06-86	Defence	English	28-12-12
50	2003000229	SUKHDEV SINGH	M	SC	580	05-05-91	Expenditure	Hindi	31-12-12
51	3206017965	MD NADEEM AKHTAR	M	General	516	28-12-90	Defence	English	21-01-13
52	3003002595	RAGHURAJ SINGH	M	OBC	337	01-03-87	Minority Affairs	Hindi	04-02-13
53	3003002097	ANEET KUMAR	M	OBC	421	10-08-85	youth Affairs & Sports	Hindi	05-03-13
54	3206016303	JANJEEVAN PRAKASH	M	OBC	SL/526	10-01-84	Personnel & Training	HINDI	25-03-13
55	3003009572	ASHISH SINGH BOUNAL	M	ST	RL-22	31-01-88	Rural Development	Hindi	05-04-13
56	2201502129	BINAY KUMAR	M	OBC	116	11-11-81	Minority Affairs	English	16-05-13
57	3206013339	ASHISH VERMA	M	OBC	252	25-03-87	Minority Affairs	Hindi	22-05-13

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 as PS(Ad-hoc)/PA _____
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