

No. 21/4/2012-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.
Date: 10th May, 2013

OFFICE MEMORANDUM

Subject: Level-I Training Programme from 10/06/2013 to 28/06/2013 for Steno Grade 'D' of CSSS to be conducted by ISTM -regarding.

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 website of the DoPT) regarding Cadre Training Plan (CTP) for the officers/officials of Central Secretariat Stenographers Service (CSSS) and to say that Stenographers Grade 'D' with seven years of approved service, whose names are given in the (Annexure-I), are nominated to participate in the Level-I Training Programme being conducted by the ISTM from **10/06/2013 to 28/06/2013**. It is requested that these officials may please 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 **9.00AM on 10th June, 2013**.

2. **Concerned Cadre Units of CSSS are requested to ensure that the officials nominated to the above Level-I training programme are relieved in time as this training programme is mandatory in nature and successful completion of the same is essential for promotion to the grade of PA.** Absenteeism and withdrawn from the course, including part/different components of the programme may not be allowed in normal circumstances.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 TA/DA advance for each participant along with their relieving order.

4. Concerned 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.



19/5/13

(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 alongwith a copy of list of participants.

ANNEXURE-I

S.No.	CSL No.	Name (Shri/Smt./Ms.)	Cadre where	Date of Birth	Select
1	369	S. Thyagarajan	I & B	02/03/1963	1984
2	1556	Savitri Devi	Agri & Coop	05/01/1962	1984
3	1843	Sarbajeet Kaur	I & B	26/04/1977	1996
4	1849	Dharambir	Health & F.W.	12/05/1974	1996
5	1850	Dheeraj Bahri	Defence	04/10/1974	1996
6	1851	P. Santhi	Earth Sciences	04/12/1970	1996
7	1852	Satish Kumar	IP&P	18/05/1973	1996
8	1856	Rajendra Kumar	Science & Tech.	01/02/1971	1996
9	1857	Ambika Khuntia	Expenditure	06/04/1973	1996
10	1860	Rajnath Soni	I & B	02/07/1973	1996
11	1862	Mukesh Kumar	I & B	29/06/1975	1996
12	1863	Pradeep Rana	Science & Tech.	12/03/1974	1996
13	1867	P. Jeethendra	Telecom.	12/12/1972	1996
14	1872	Sangeetha Kannan	Petroleum & NG	17/11/1975	1996
15	1873	T. Jabili Raju	Road Tpt. & High	02/06/1970	1996
16	1875	Santosh Jaiswal	Home Affairs	01/10/1971	1996
17	1879	Jaya Ragesh	Expenditure	20/05/1972	1996
18	1880	Jitender Kumar	Home Affairs	30/09/1973	1996
19	1882	Vikas Saini	Supply	12/09/1976	1996
20	1885	Md. Anis Ansari	Supply	01/03/1969	1996
21	1887	Satish Kumar Sanger	Home Affairs	18/06/1976	1996
22	1890	KVS Punnaiah	Water Resources	24/05/1973	1996
23	1892	Radhey Shyam	Defence	05/08/1969	1996
24	1893	Yogesh Kumar Butta	Science & Tech.	10/05/1974	1996
25	1895	Geetha C	Water Resources	02/03/1973	1996
26	1899	Sonu Sehgal	Telecom.	08/08/1977	1996
27	1902	Katakam Sudhakara Rao	Science & Tech.	14/04/1969	1996
28	1904	Ram Kunwar Yadav	Water Resources	04/04/1971	1996
29	1911	Zaheer Ahmed	Power	02/08/1975	1996
30	1912	Anil Dhiman	Higher Education	20/10/1970	1996
31	1915	Deepak Kumar Sah	Higher Education	28/07/1975	1996
32	1916	Murugan. U	Home Affairs	19/05/1969	1996
33	1918	Nirupma Das	Urban Development	05/04/1972	1996
34	1920	Sanjay Kumar	Women & CD	01/03/1975	1996
35	1921	Angadhan K.P	Higher Education	10/05/1975	1996
36	1925	Bhargavi A.S	Home Affairs	01/06/1974	1996
37	1926	M. Senthil Rathinam	Higher Education	04/06/1977	1996
38	1927	A.G. Prakash	Culture	15/01/1972	1996
39	1934	Anil Kumar	Defence	25/10/1975	1996
40	1935	Manoj Kumar Singh	I & B	10/01/1969	1996
41	1936	Diwan Singh Rautela	Telecom.	27/01/1968	1996
42	2047	Mukesh Kumar	I & B	28/02/1975	2000
43	2057	Ganga Parshad	SJ & Empmt.	12/10/1974	2000
44	2061	Ganesh	I & B	03/05/1971	2000
45	2062	Arun Kumar	Rural Development	15/10/1973	2000
46	1944	B.S.R.Lakshmi*	Envn. & Forests	22/07/1969	1997
47	1945	Leena Regi*	UPSC	11/06/1973	1997
48	1963	Deepak Sharma*	Legal Affairs	30/07/1973	1998
49	1971	Sushil Kumar*	Telecom.	02/03/1973	1998
50	1989	Aika Sharma*	Expenditure	23/08/1977	1999
51	1990	Rajeev Ranjan*	Power	16/01/1975	1999
52	1998	Anita Sharma*	Expenditure	16/01/1978	1999

* Nominated second time.

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