

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 16th January, 2013

OFFICE MEMORANDUM

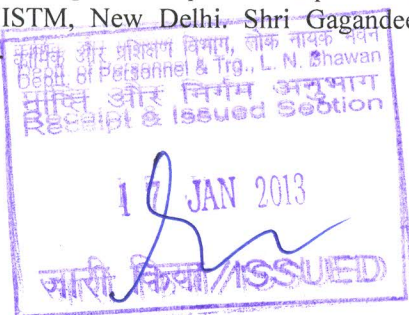
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {9th SDR (F)} / Induction Training at ISTM w.e.f 25/03/2013 to 03/05/2013-reg.

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 (Re-nominated for 3rd time), Annexure-II (Re-nominated for 2nd time) and Annexure -III (New -joining) are nominated to participate in the Stenographers Direct Recruits (Foundation) course {9th SDR(F)} / Induction Training being conducted by the ISTM from 25/03/2013 to 03/05/2013. **The officials who have been re-nominated for 3rd 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 Gagandeep Chawla, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00 AM on 25th March, 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, 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 -IV to Shri Gagandeep Chawla, Assistant Director, ISTM, New Delhi. Shri Gagandeep Chawla, Assistant Director is accessible on Phone No. 011-26165593.



To

Under Secretary (Admn) of the concerned Cadre Units


17/1/13
(Kameshwar Mishra)
Under Secretary to the Govt. of India
Telefax: 24623157

Copy to: Shri Gagandeep Chawla, Assistant Director, ISTM, JNU Campus (old) New Delhi alongwith a copy of the list of participant 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 typing may be checked through a test of qualifying nature conducted at ISTM.**

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

S. No.	Name of Candidate	Gender	Catogory	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
1	Rajaram Yadav	M	OBC	RL68	02/11/1984	Home Affairs	Hindi	30/01/2012
2	Isha Gupta	F	General	RL16	27/11/1985	Home Affairs	English	02/12/2011
3	Bhavana Sagar	F	SC	462	30/01/1984	Agriculture & Coop.	English	05/12/2011

Annexure-II

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

S. No.	Name of Candidate	Gender	Catogory	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
4	VIVEK VATS	M	General	511	23/12/1991	Agriculture & Cooperation	English	13/06/2012
5	KANIKA NAGPAL	F	General	97	16/09/1987	Agriculture & Cooperation	English	21/06/2012
6	BHAWNA	F	SC	556	09/06/1990	Agriculture & Cooperation	English	26/06/2012
7	RAJ KUMAR	M	SC	226	01/01/1989	Agriculture & Cooperation	Hindi	28/06/2012
8	LALAN KUMAR JHA	M	General	154	07/12/1978	Agriculture & Cooperation	English	29/06/2012
9	ALOK KUMAR CHOUDHARY	M	OBC	143	25/12/1982	Road Transport & Highways	Hindi	05/07/2012
10	PREETI MALIK	F	General	47	22/05/1989	Home Affairs	English	06/07/2012
11	VIKAS BALODHI	M	General	190	17/06/1985	Health & Family Welfare	English	11/07/2012
12	DEEPAK	M	SC	587	12/07/1988	Home Affairs	English	12/07/2012
13	DIPIKA JOHAR	F	General	164	27/01/1987	Telecommunications	English	17/07/2012

Annexure-III

New-Joining-2011

S. No.	Name of Candidate	Gender	Catogory	Rank	Date of Birth	Cadre where nominated	Medium	Date of Joining
14	Sushma *	F	OBC	645	15/01/1985	Expenditure	English	01/03/2012
15	MOHAMMAD FARID	M	OBC	168	20/11/1982	Women & Child Development	English	17/07/2012
16	NAVEEN KUMAR	M	SC	662	03/04/1990	Home Affairs	English	17/07/2012
17	AJEET KUMAR	M	OBC	713	13/12/1983	Home Affairs	English	17/07/2012
18	VIKRAM PANGTEY	M	ST	935	23/03/1986	Agriculture & Cooperation	English	17/07/2012
19	SWATI	F	General	464	15/02/1988	Higher Education	English	18/07/2012
20	MANOJ KUMAR MEENA	M	ST	790	31/12/1987	Planning Commission	Hindi	19/07/2012
21	SAURABH KUMAR	M	General	85	01/07/1985	MSME	English	20/07/2012
22	DEEPSHIKHA	F	SC	577	20/09/1990	Urban Development	English	20/07/2012
23	RAJENDER KUMAR	M	General	428	20/12/1987	Personnel & Training	English	23/07/2012
24	RANJIT MEHTA	M	OBC	563	15/06/1991	Industrial Policy & Promotion	Hindi	23/07/2012
25	TANNU DUA	F	General	122	24/10/1988	Expenditure	English	24/07/2012
26	SHWETA CHOUDHARY	F	General	538	10/06/1988	Rural Development	English	24/07/2012
27	NEETU	F	OBC	618	02/02/1985	Home Affairs	English	25/07/2012
28	PRIYANKA DALAL	F	OBC	723	12/01/1990	Higher Education	English	26/07/2012
29	LAXMI	F	SC	184	09/11/1980	Labour & Employment	English	27/07/2012
30	RINKY	F	General	419	02/07/1991	Personnel & Training	English	27/07/2012
31	RAMAN KUMAR YADAV	M	OBC	504	16/06/1985	Personnel & Training	English	27/07/2012
32	PREETI	F	General	80	16/05/1989	MSME	English	30/07/2012
33	ANITA	F	SC	215	18/07/1989	Urban Development	English	30/07/2012
34	KUMAR DIVYA ALOK	M	General	254	01/08/1986	Road Transport & Highways	Hindi	30/07/2012
35	RAM SUMIT SHUKLA	M	General	353	18/03/1992	Defence	Hindi	30/07/2012
36	NEETIKA SANWARIA	F	SC	546	24/02/1992	UPSC	English	30/07/2012
37	ROHIT	M	SC	614	27/12/1988	Expenditure	English	30/07/2012
38	MEERA	F	SC	624	17/04/1985	Home Affairs	English	30/07/2012
39	ASHISH KUMAR	M	SC	208	10/07/1983	Urban Development	English	31/07/2012
40	MANISH	M	OBC	385	10/09/1987	Labour & Employment	English	31/07/2012
41	SUMIT DHANDA	M	SC	391	26/08/1987	Power	English	31/07/2012
42	RAKESH KUMAR	M	General	555	11/08/1987	Higher Education	Hindi	31/07/2012
43	REENA CHAUHAN	F	General	557	14/09/1990	Expenditure	English	31/07/2012
44	NAVNEET	M	SC	569	17/11/1988	Labour & Employment	Hindi	31/07/2012
45	REKHA JOSHI	F	General	64	15/03/1986	Telecommunications	English	01/08/2012
46	NAVEEN KUMAR	M	OBC	327	08/03/1983	Shipping	English	01/08/2012
47	SUNITA	F	OBC	387	24/10/1991	Labour & Employment	English	01/08/2012
48	KANCHAN	F	General	442	25/04/1991	Health & Family Welfare	English	01/08/2012
49	ANIL KUMAR	M	SC	512	23/08/1973	Defence	English	01/08/2012
50	AMAR PAL SINGH	M	SC	514	01/03/1982	Supply	Hindi	01/08/2012
51	VINOD	M	SC	606	20/09/1984	Planning Commission	English	01/08/2012
52	SANDEEP GUPTA	M	OBC	637	10/01/1987	Personnel & Training	Hindi	01/08/2012
53	PRIYA P	F	OBC	740	02/02/1989	Agriculture & Cooperation	English	01/08/2012
54	BHUPENDER BHAGWAT	M	SC	545	07/10/1989	Power	English	02/08/2012
55	BRIJESH KUMAR VISHWAKARMA	M	OBC	325	15/07/1987	Health & Family Welfare	English	03/08/2012

* Sushma figured at S. No. 14 is from batch-2010

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 Secretry (Admn.) _____
12. Telephone No. / Fax No. _____

Signature of the official