

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: 30<sup>th</sup> June, 2014.

**OFFICE MEMORANDUM**

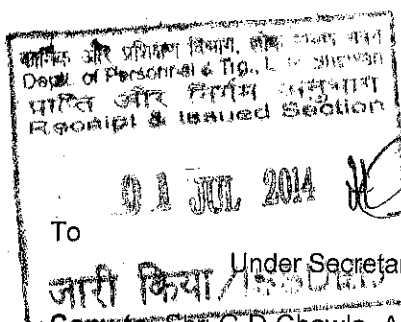
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {17<sup>th</sup> SDR (F)} / Induction Training at ISTM w.e.f. 21.07.2014 to 29.08.2014 -reg.

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 (CTP) 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, 2012, whose names are given in the Annexure-I, are nominated to participate in the Stenographers Direct Recruits (Foundation) course {17<sup>th</sup> SDR(F)} / Induction Training to be conducted by the ISTM from 21.07.14 to 29.08.14 . It is requested that nominated officials be relieved of their duties with the direction to report to Shri G.D.Chawla, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 21<sup>st</sup> July, 2014.

2. As per the CTP issued vide O.M. dated 20.10.2011 "The stenographers Grade 'D' not completing the foundation course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. For this purpose two opportunities shall be provided to the candidates."As such, the 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, 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 proforma as per the Annexure -II, to Shri G.D. Chawla, Assistant Director, ISTM, New Delhi. Shri G.D. Chawla, Assistant Director is accessible on phone no. 011-26165593.



*hnil*  
306114  
(Kameshwar Mishra)  
Under Secretary to the Govt. of India  
Telefax: 24623157

Copy to: Shri G.D.Chawla, Assistant Director, ISTM, JNU Campus (old) New Delhi along with a copy of the list of participants 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. You are 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 18<sup>th</sup> SDR (F) which is scheduled to be held from 10.11.2014 to 19.12.2014.

**List of candidates Nominated for 17th Batch of SDR(F) w.e.f. 21.07.2014 to 29.08.2014**

**Annexure-I**

S.No	Roll No.	Name of Candidate(Sh./Smt./Ms.)	Gender	Rank No.	Date of Birth	Cadre where nominated	DATE OF JOINING
1	2201509764	VIKASH KUMAR	M	51	02/02/1986	CONSUMER AFFAIRS	19/08/2013
2	2201005716	VIVEK RATHEE	M	31	02/02/1993	DEFENCE	19/08/2013
3	2201510659	NAVEEN	M	177	10/07/1992	DEFENCE	19/08/2013
4	3206013888	BRIJESH KUMAR	M	114	04/01/1984	DEFENCE	29/08/2013
5	2201502668	PROMILA KASHYAP	F	70	03/11/1984	DEFENCE	06/09/2013
6	2201009448	PRIYA CHAUHAN	F	276	25/09/1987	DEFENCE	10/09/2013
7	2201501869	SWATI SHARMA	F	281	26/09/1985	EXPENDITURE	19/08/2013
8	3206500007	BHISHMA NARAYAN	M	795	15/10/1984	EXPENDITURE	26/08/2013
9	3205004600	DEVARSHI ASHISH	M	222	19/02/1992	FERTILIZERS	12/08/2013
10	2002001858	SUMIT KUMAR	M	90	23/01/1993	FOOD & PUBLIC DISTRIBUTION	21/08/2013
11	3003004845	KULDIP KUMAR	M	336	18/03/1990	HEALTH & FAMILY WELFARE	08/08/2013
12	2003002228	ASHISH KUMAR	M	400	05/02/1993	HEALTH & FAMILY WELFARE	08/08/2013
13	3005500432	MITRAPAL SINGH	M	245A	01/01/1994	HEALTH & FAMILY WELFARE	10/09/2013
14	2402001776	PUNIT KUMAR MEENA	M	801	06/01/1991	HIGHER EDUCATION	14/08/2013
15	2201502744	RUCHI	F	329	20/10/1990	HIGHER EDUCATION	06/09/2013
16	2402002395	RAKESH KUMAR	M	802	14/12/1990	HOME AFFAIRS	14/08/2013
17	2201016415	SANJEET YADAV	M	416	10/10/1986	HOME AFFAIRS	26/08/2013
18	2201502793	NIKHIL VARMA	M	351	11/02/1988	HOME AFFAIRS	05/09/2013
19	2201511126	TARUN KUMAR	M	393	09/09/1986	INDUSTRIAL POLICY & PROMOTION	08/08/2013
20	2201505203	KAMAL KUMAR VERMA	M	379	30/09/1991	INDUSTRIAL POLICY & PROMOTION	14/08/2013
21	2405011698	NIRMALA KUMARI MEENA	F	805	02/07/1988	INFORMATION & BROADCASTING	08/08/2013
22	2201510520	KUL BHUSHAN	M	360	04/01/1988	INFORMATION & BROADCASTING	22/08/2013
23	2201004061	MANISH KUMAR	M	322	27/12/1988	INFORMATION & BROADCASTING	31/08/2013
24	2201503471	HEMRAJ	M	265	07/11/1989	LABOUR & EMPLOYMENT	09/09/2013
25	2201501455	MANORAMA MINJ	F	120	03/03/1987	MICRO SMALL & MED ENTERPRISES	30/08/2013
26	2201510704	KAMAL	M	166	20/01/1986	PERSONNEL & TRAINING	21/08/2013
27	9001000148	SAURABH KUMAR	M	440	07/06/1993	PERSONNEL & TRAINING	02/09/2013
28	2003003789	RAJNEESH	M	126	15/10/1993	POSTS	29/08/2013
29	2002001209	ANUBHA CHAUHAN	F	382	21/11/1991	POWER	13/08/2013
30	3010511797	AMIT KUMAR MAURYA	M	455	18/11/1989	POWER	23/08/2013

31	2201004165	HEMLATA UPADHYAY	F	324	26/07/1987	POWER	05/09/2013
32	2201500852	ARVIND SINGH	M	275	01/07/1987	SCIENCE & TECHNOLOGY	29/08/2013
33	2201500287	RAJU KUMAR	M	349	19/05/1990	SCIENCE & TECHNOLOGY	29/08/2013
34	2201011809	PRADEEP KUMAR	M	328	25/01/1992	SCIENCE & TECHNOLOGY	30/08/2013
35	2201001248	PRIYA NANDWANI	F	350	04/08/1987	SUPPLY	16/08/2013
36	2405001110	ARCHANA MEENA	F	793	01/06/1993	TELECOMMUNICATIONS	07/08/2013
37	2201501635	SUNIL KUMAR	M	207	24/04/1991	TELECOMMUNICATIONS	12/08/2013
38	2201506050	DEEPIKA YADAV	F	480	28/10/1987	TELECOMMUNICATIONS	12/08/2013
39	2201502630	SHEETAL	F	398	01/08/1983	TELECOMMUNICATIONS	13/08/2013
40	2201502141	VUNG LAM NIANG	F	691	07/08/1981	TELECOMMUNICATIONS	14/08/2013
41	2405003390	DEEPAK MEENA	M	775	07/05/1994	TELECOMMUNICATIONS	19/08/2013
42	2201512200	HARSHWANT SINGH	M	145	15/11/1988	TRIBAL AFFAIRS	22/08/2013
43	3206501632	DEEPAK KUMAR	M	353	03/11/1988	WATER RESOURCES	30/08/2013
44	3201503470	VIRENDRA KUMAR	M	372	03/10/1987	WATER RESOURCES	10/09/2013
45	3005500777	NAVEEN KUMAR	M	389A	5/7/1990	SUPPLY	10/09/2013
46	2201008570	NARENDRA KUMAR*	M	414	16/10/1988	INFORMATION & BROADCASTING	09/07/2013
47	2201502968	ASHMITA SINGH*	F	371	23/11/1988	INFORMATION & BROADCASTING	10/07/2013
48	2201509352	PRAVEEN KUMAR*	M	421	18/10/1988	INFORMATION & BROADCASTING	10/07/2013
49	2201507627	ROHIT VERMA*	M	233	15/02/1990	PERSONNEL & TRAINING	11/07/2013
50	2201510544	BHAVYA VIRMANI*	F	185	10/02/1991	INFORMATION & BROADCASTING	15/07/2013
51	2201500935	OMKAR NATH*	M	279	28/01/1992	TELECOMMUNICATIONS	17/07/2013
52	2201512021	MEHBOOB*	M	366	25/04/1989	POWER	17/07/2013
53	2002000463	AFRAJ KHAN*	M	252	12/10/1989	WATER RESOURCES	01/08/2013
54	2201509603	NEHA TIWARI*	F	308	09/05/1990	HIGHER EDUCATION	01/08/2013
55	2201504882	ASHA TIWARI*	F	125	11/08/1986	HOME AFFAIRS	06/08/2013

\*Nominated for Second time

*P. C. MONGA*  
 (P. C. MONGA)  
 जयपुरा अधिकारी / Section Officer  
 कर्मिक एवं प्रशिक्षण विभाग  
 Dept. of Personnel & Training  
 भारत सरकार / Govt. of India

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 \_\_\_\_\_

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Signature