

No. 21/2/2015-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.

Date: 1<sup>st</sup> October, 2015  
6<sup>th</sup>

**OFFICE MEMORANDUM**

Subject: Nomination of Stenographers Grade 'D' of CSSS with seven years of approved service for Level-I Training programme to be conducted by ISTM w.e.f. 19<sup>th</sup> October, 2015 to 6<sup>th</sup> November, 2015-reg

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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 DOPT) regarding Cadre Training Plan(CTP) for the 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 to be conducted by the ISTM w.e.f. 19<sup>th</sup> October, 2015 to 6<sup>th</sup> November, 2015. It is requested that that these officials may please be relieved of their duties with the direction to report to **Smt. Savita Sen**, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00AM on 19<sup>th</sup> October, 2015**.

2. **As this training course is mandatory in nature, concerned cadre units of CSSS are requested to ensure that the officials nominated to the above Level-I training programme are relieved in time.** Absenteeism and withdrawal from the course, including part/different components of the programme will not be allowed in normal circumstances.

3. As per the CTP, **"The officers/officials who do not attend the mandatory training programmes even after three documented nominations by the CS-II Division, shall be debarred for future training programmes under the Cadre Training Plan and in addition administrative action shall be taken to deny grant of promotion to such debarred officers/officials."** As such, Cadre Units are requested to ensure that officials nominated for the 3<sup>rd</sup> time are relieved, without fail.

4. 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.

5. Concerned Cadre units are requested to send Curriculum Vitae of each participants specifically indicating their gender and language in prescribed proforma given in the Annexure-II to **Smt. Savita Sen**, Assistant Director, ISTM, New Delhi. **Smt. Savita Sen**, Assistant Director, is accessible on Phone No. 011-26165593.

  
(Rajesh Saraswat)

Under Secretary to the Govt. of India  
Tel: 24654020

To

Under Secretary (Admn) of the concerned Cadre Units.

Copy to: (i) Smt. Savita Sen, Assistant Director, ISTM, JNU Campus (old), New Delhi, alongwith a copy of the list of participants.

(ii) Guard File.

(iii) Asst. Director, Official Language, North Block for Hindi translation of the O.M.

## Annexure-I

Nomination for Level-I Training Programme to be held from 19.10.2015 to 06.11.2015							
S.No.	CSL No.	Name(Sh./Smt./Ms.)	Cadre Unit	Category	Date of Birth	Date of Joining	SL Year
1	2091	Rajesh Kumar#	UPSC	OBC	01-01-73	10-09-03	2001
2	2151	Dileshwari Manjhwari*	Legal Affairs	ST	07-11-80	22-05-07	2005
3	2190	Rajesh Kumar Sharma*	MHA	Genl.	11-07-75	31-03-08	2005
4	2191	Pankaj Kohli*	MHA	Genl.	04-10-75	28-11-07	2005
5	2192	Arun Kumar*	Minority Affairs	SC	04-03-78	10-08-07	2005
6	2194	Bibhushan Kumar*	Minority Affairs	Genl.	03-06-77	31-07-07	2005
7	2197	Darshna Devi*	SJ & Empmt.	OBC	11-12-70	05-04-04	2005
8	2201	Ajay Kumar*	MHA	Genl.	31-12-73	25-07-07	2006
9	2218	Jyoti Madan*	Health & F.W.	Genl.	24-05-83	01-04-09	2006
10	2224	Seema Kaushik	Telecom.	Genl.	13-02-87	09-03-09	2006
11	2225	Vaibhav Kumar	MHA	Genl.	08-10-80	18-05-09	2006
12	2226	Vikas Kumar	Water Res.	Genl.	30-04-80	21-04-09	2006
13	2227	Nisha Sangal	Urban Dev.	Genl.	11-07-83	24-03-09	2006
14	2228	Sarwesh Kumar	Urban Dev.	OBC	05-06-85	11-05-09	2006
15	2229	Suraksha	I & B	Genl.	06-06-81	23-03-09	2006
16	2232	Rajwant Singh	I & B	Genl.	13-06-81	30-07-09	2006
17	2233	Lalmani Prasad	I & B	OBC	05-01-84	16-07-09	2006
18	2234	Sudarshan Kumar	Water Res.	OBC	01-04-81	19-01-09	2006
19	2235	Raj Kishore Mishra	Urban Dev.	Genl.	30-07-81	17-07-09	2006
20	2236	Sumit Kumar Choudhary	I & B	Genl.	02-12-81	01-06-09	2006
21	2237	Uday Shankar	Health & F.W.	Genl.	01-03-81	27-03-09	2006
22	2238	Ragini Asthana	IP & P	Genl.	01-03-80	19-05-09	2006
23	2239	Shobhna Mathur	IP & P	Genl.	16-09-85	02-02-09	2006
24	2240	Alok Kumar	I & B	OBC	30-10-83	01-05-09	2006
25	2241	Rishi Kumar	MHA	Genl.	10-09-80	17-03-09	2006
26	2242	Komal Malhotra	I & B	Genl.	07-09-83	13-04-09	2006
27	2244	Sapna Kumari	Health & F.W.	Genl.	03-02-85	18-06-09	2006
28	2245	Nilam Kumari	Water Res.	OBC	06-03-81	27-01-09	2006
29	2246	Bishwanath Singh	Urban Dev.	OBC	05-07-75	11-02-09	2006
30	2247	Himanshu Shekhar	IP & P	OBC	11-01-72	16-12-08	2006
31	2249	Manish Kumar Gupta	MHA	OBC	06-12-78	20-02-09	2006
32	2251	Md. Mahfooz Alam	Agri. & Coopn.	OBC	01-01-79	16-01-09	2006
33	2252	Pramod Kumar	Telecom.	OBC	18-02-78	19-06-09	2006
34	2253	Anurag Kumar	Health & F.W.	OBC	01-03-81	06-05-09	2006
35	2254	Rajeev Ranjan Prasad	Urban Dev.	OBC	04-02-74	21-07-09	2006
* 2nd nomination							
# Special permission for 4th time nomination							

*pc*  
P.C. MONGA  
SO.