

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

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi.
Date: 02nd May, 2016.

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. 16th May, 2016 to 3rd June, 2016.

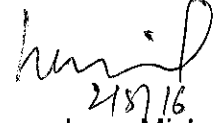
The undersigned is directed to say that Stenographers Grade 'D', whose details are given in the Annexure-I, are nominated to participate in the Level-I Training programme to be conducted by the ISTM w.e.f. 16th May, 2016 to 3rd June, 2016. It is requested that these officials be relieved of their duties with the direction to report to **Shri U S Chattopadhyay, Deputy Director**, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 16th May, 2016.

2. As this training course is mandatory in nature, concerned cadre units of CSSS are requested to ensure that these 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 3rd 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 participant specifically indicating their gender and language in prescribed proforma given in the Annexure-II to Shri U S Chattopadhyay, Deputy Director, ISTM, New Delhi. **Shri U S Chattopadhyay, Deputy Director**, is accessible on Phone No. **011-26177058**.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

1. US (Admn.), M/o Home Affairs, North Block, New Delhi.
2. US (Admn.), M/o Urban Development, Nirman Bhavan, New Delhi.
3. US (Admn.), M/o Water Resources, Shram Shakti Bhavan, New Delhi.
4. US (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
5. US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
6. US (Admn.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi.
7. US (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
8. US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
9. US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.

Copy to:

(i) Shri U S Chattopadhyay, Deputy Director, ISTM, JNU Campus (old), New Delhi, alongwith a copy of the list of 25 participants. **Further it is informed that a supplementary list of 9 candidates will be issued separately.**

(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 16.05.2016 to 03.06.2016

S.No.	CSL No.	Name (Sh./ Smt./ Ms.)	Cadre Unit	Date of Birth	SLY
1.	2255	Ramji Lal	MHA	01-11-81	2006
2.	2256	Nirmal Kumar	Urban Dev.	02-12-72	2006
3.	2258	Narendra Jogi	Urban Dev.	27-06-85	2006
4.	2259	Sateesh Bhan Prajapati	I & B	13-10-80	2006
5.	2260	Dheeraj Kumar Patel	I & B	15-10-80	2006
6.	2261	Kartik Mehra	Agri. & Coopn.	21-06-81	2006
7.	2262	M. Laxman Kumar	Water Res.	01-03-83	2006
8.	2263	Parvinder Kumar Verma	Urban Dev.	15-08-81	2006
9.	2264	Rajesh Singh	IP & P	12-08-88	2006
10.	2265	Manoj Kumar	MHA	05-02-79	2006
11.	2267	Sanjay Kumar	Health & F.W.	15-01-86	2006
12.	2268	Anuj Kumar	Commerce	10-11-79	2006
13.	2269	Akmal Ajaz Quraishi	Water Res.	02-12-79	2006
14.	2270	Rajesh Kumar	I & B	16-03-73	2006
15.	2272	Rajitta Badhan	Water Res.	05-04-82	2006
16.	2273	Saket Kumar	I & B	12-10-83	2006
17.	2274	Anoj Kumar Ambuj	I & B	04-01-85	2006
18.	2275	Satish Kumar Sharma	I & B	07-11-77	2006
19.	2276	Binay Kumar Rao	Water Res.	02-02-80	2006
20.	2277	Sanjeet Kumar Singh	Commerce	10-02-78	2006
21.	2278	Jal Singh Meena	IP & P	07-07-82	2006
22.	2279	Shiv Charan Meena	I & B	01-07-77	2006
23.	2280	Vinod Kumar Meena	Water Res.	06-07-81	2006
24.	2281	Supol Hansda	Commerce	13-07-78	2006
25.	2283	Nishi Girotra	Power	12-03-61	2006

P. C. MONGA
SO CSI
2/5/16

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