

No.21/1/2019-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: 21.06.2019

OFFICE MEMORANDUM

Subject: Nomination of Stenographers Grade 'D' of CSSS with seven years of regular service for Level-I Training programme to be conducted by ISTM w.e.f. 08th July, 2019 to 26th July, 2019.

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. 08th July, 2019 to 26th July, 2019. It is requested that these officials be relieved of their duties with the direction to report to **Shri Rajeev Kumar Jha, Assistant Director**, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 08th July, 2019.

2. **Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time. The officials at S.No. 1 to S.No. 2 have been re-nominated for their last and final chance. Absenteeism and withdrawal from the course, including part/different components of the programme will not be allowed in normal circumstances.**

3. **It may be noted that Level-I training programme is mandatory in nature and officials who participate and successfully complete the said training programme shall only be considered for promotion to the grade of PA under Seniority Quota. Further, as per Department's OM No. T-25017/1/2015-Trg.(ISTM) dated 04.07.2016, the officials nominated for the training shall be relieved for training by the respective Ministries/Departments/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DoP&T. As per Para 2 of the ibid OM, postponement of participation from the first chance to second chance would be allowed only with the prior approval of DoP&T. However, such approval for postponement of participation does not entitle the officer to obtain the respective promotion/grade/increment in the relaxation of Rules. It is reiterated that the officer will be entitled for the respective promotion/grade/increment only after he/she successfully completes the respective cadre training programme of CSS/CSSS. **It may also be****

noted that the officials who do not attend the mandatory training programme even after two documented nominations by this Department, shall be debarred for future training programme under Cadre Training Plan.

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 35,000/- (Rupees Thirty Five Thousand only) as TA/DA advance for each participant along with their relieving order.

5. All officers nominated for the aforesaid Level-I training programme, are also directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is http://www.istm.gov.in/home/online_nomination_form. The officers may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM. The 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 Jitender Bhatti, Assistant Director, ISTM, New Delhi. **Shri Rajeev Kumar Jha, Assistant Director**, is accessible on Phone No. **011-26737625**.



(Dinesh)

Under Secretary to the Govt. of India

Tel: 24654020

To

- (i) Under Secretaries (Admn.) of all the concerned Cadre Units.
- (ii) Officials concerned.

Copy to:

- (i) Shri Rajeev Kumar Jha, Assistant Director, ISTM, JNU Campus (old), New Delhi, alongwith a copy of the list of 35 participants.
- (ii) Guard File
- (iii) Asst. Director, Official Language, North Block for Hindi translation of the O.M.

Nomination for Level-I Training Programme to be held from 08.07.2019 to 26.07.2019

S.No.	CSL No.	Name (Sh./ Smt./ Ms.)	Cadre Unit	Date of Birth	SLY
1.	2295	Poonam Kathuria Rana*	Expenditure	06-10-85	2010
2.	2320	Saurabh Tiwari*	Commerce	13-07-85	2010
3.	2347	Mamta Rani	I&B	13-10-82	2010
4.	2348	Pushpendra Kumar	Agri & Co.	19-04-91	2010
5.	2349	Savita Kwatra	Telecom	01-07-91	2010
6.	2350	Shikha	NITI Aayog	13-01-84	2010
7.	2352	Kavita	Sci. & Tech.	21-04-87	2010
8.	2353	Javed	IP&P	16-01-84	2010
9.	2354	Kamal Singh	I&B	22-08-87	2010
10.	2355	Sita Raturi	Agri. & Co.	01-06-85	2010
11.	2356	Mohd. Azharuddin	Home Affairs	21-06-87	2010
12.	2357	Susheel Kumar	I&B	16-06-90	2010
13.	2358	Sushil Kumar	DoP&T	20-10-79	2010
14.	2359	Ekta Bhatia	Agri. & Co.	03-09-76	2010
15.	2360	Niraj Kumar	Secondary Education	25-12-84	2010
16.	2361	Kaushal Kumari	Food & PD	06-07-84	2010
17.	2362	Rakesh Kumar Salodia	Secondary Education	02-06-84	2010
18.	2363	Ritu Rani	DoNER	15-08-87	2010
19.	2364	Deepak Pant	I&B	28-04-84	2010
20.	2366	Virat Kanchan	Labour & Emp.	08-07-88	2010
21.	2367	Tejpal Singh	DoP&T	18-08-88	2010
22.	2368	Shruti	I&B	01-06-86	2010
23.	2369	Rajan	Sci. & Tech.	08-02-86	2010
24.	2370	Neha Gupta	MSDE	12-12-86	2010
25.	2371	Jitender Sharma	Expenditure	10-10-86	2010
26.	2372	Shobha Ritash Chand	YA&S	01-03-85	2010
27.	2373	Seema Tiwari	Secondary Education	15-11-83	2010
28.	2374	Shiv Kumar Verma	Defence	07-04-89	2010
29.	2375	Sanjeev Kumar	Commerce	15-06-80	2010
30.	2376	Umesh Kumar	Defence	25-03-87	2010
31.	2377	Deep Kumar	Commerce	27-07-84	2010
32.	2378	Anil Kumar	Power	13-02-76	2010
33.	2379	Asha Bansal	Agri. & Co.	16-11-87	2010
34.	2380	Ajay Kumar	I&B	19-02-85	2010
35.	2381	Ishwear Chandra Chauhan	DoP&T	20-03-83	2010

*2nd and Final chance

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 _____
(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./email _____
- 11. Name of Under Secretary (Admn.) _____
- 12. Telephone No./Fax No. _____

Signature of the official