

No.21/1/2012-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
\*\*\*\*

Lok Nayak Bhawan, New Delhi.  
Date: 20<sup>th</sup> January, 2012

**OFFICE MEMORANDUM**

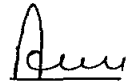
Subject : Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {2<sup>nd</sup> SDR(F)} / Induction Training at ISTM w.e.f 5/3/2012 to 13/4/2012- regarding.

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, 2010 whose names are given in the Annexure-I are nominated to participate in the Stenographers Direct Recruits (Foundation) course {2<sup>nd</sup> SDR(F)} / Induction Training being conducted by the ISTM from **5/3/2012 to 13/4/2012**. It is requested 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 **9.00 AM on 5<sup>th</sup> March, 2012**.

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 and the Stenographers Grade 'D' who do not complete the foundation course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. 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 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-II to Smt. Savita Sen, Assistant Director, ISTM, New Delhi with a copy to the undersigned. Smt. Savita Sen, Assistant Director is accessible on Phone No. 26165593 (O).



(Kiran Vasudeva)

Under Secretary to the Govt. of India  
Telefax : 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

Copy to: Smt. Savita Sen, Assistant Director, ISTM, JNU Campus (old) New Delhi alongwith a copy of list of participants w.r.t ISTM's letter No. A-3307/3/2010-ISTM dated 21/12/2011.

## Annexure - I

**Nominaton for 2nd Stenographers Direct Recruits(Foundation) / Induction Training  
to be held at ISTM from 5/3/2012 to 13/4/2012**

S.No.	Name of the Candidte	Gender	Category	Rank No.	Date of Birth	Cadre where working	Medium	Taken over on strength on
1	Pooja	F	General	394	20-02-1991	I&B	English	08-12-2011
2	Ajay Kumar	M	General	367	19-02-1985	I&B	English	16-12-2011
3	Baby	F	SC	464	18-01-1980	I&B	English	16-12-2011
4	Kamlesh	F	SC	213	10-09-1985	Labour	English	01-12-2011
5	Neha Gupta	F	General	351	12-12-1986	Labour	English	14-12-2011
6	Malti	F	SC	485	01-10-1988	Labour	English	22-12-2011
7	Ravinder Kumar	M	SC	460	06-10-1984	MSME	English	23-12-2011
8	Garima Gambhir	F	General	583	12-10-1986	MSME	English	23-12-2011
9	Tapasya Arora	F	General	176	31-12-1984	DOP&T	English	17-11-2011
10	Vivek Kumar	M	General	80	01-09-1986	DOP&T	English	01-12-2011
11	Ritika Nischal	F	General	663	17-03-1991	DOP&T	English	01-12-2011
12	Rekha Rani	F	SC	387	18-07-1983	DOP&T	English	02-12-2011
13	Pramod Kumar	M	SC	292	19-11-1984	DOP&T	English	08-12-2011
14	Krishan Chandra Parewa	M	SC	219	15-10-1986	DOP&T	English	09-12-2011
15	Rachna	F	General	164	08-06-1987	DOP&T	English	15-12-2011
16	Harjot Singh	M	General	230	03-08-1990	DOP&T	English	15-12-2011
17	Nivi Raj	F	General	395	17-04-1987	DOP&T	English	20-12-2011
18	Pankaj Gandhi	M	General	224	24-03-1985	DOP&T	English	21-12-2011
19	Chander Prakash	M	General	260	23-07-1983	DOP&T	English	23-12-2011
20	Neelam Singh	F	General	630	15-01-1991	DOP&T	Hindi	27-12-2011
21	Nabish Kumar	M	OBC	707	17-02-1989	DOP&T	Hindi	02-01-2012
22	Rajni Porshwal	F	General	483	15-07-1986	Planning Commission	English	31-10-2011
23	Gaurav Kumar	M	OBC	RL66	10-11-1986	Planning Commission	Hindi	24-11-2011
24	Bhanu Mehta	F	General	170	29-04-1986	Posts	English	22-12-2011
25	Monika	F	SC	704	24-04-1986	Posts	English	26-12-2011
26	Tarun Kumar Singhania	M	General	180	30-08-1976	Power	English	01-12-2011
27	Vivek Shukla	M	General	517	10-07-1990	Power	English	01-12-2011
28	Shilpi	F	SC	435	10-01-1992	Power	English	02-12-2011

29	Pooja	F	General	552	17-12-1985	Power	English	07-12-2011
30	Geeta	F	General	218	04-08-1986	Power	English	19-12-2011
31	P Rewati	F	SC	183	02-02-1989	Power	English	21-12-2011
32	Yogesh Lunia	M	SC	638	11-11-1981	Power	Hindi	26-12-2011
33	Mohan Prasad	M	General	512	11-02-1986	Power	Hindi	29-12-2011
34	Pooja Sharma	F	General	397	17-09-1987	RT&Highways	English	30-11-2011
35	Ashish Kumar	M	SC	489	25-04-1986	RT&Highways	English	30-11-2011
36	Sachin Dhingra	M	General	525	16-03-1986	RT&Highways	English	30-11-2011
37	Mahesh	M	General	391	24-03-1986	Rural Dev.	English	12-12-2011
38	Neelam	F	SC	491	17-09-1989	Rural Dev.	English	15-12-2011
39	Shalini Dogra	F	SC	196	15-04-1985	S&H E	English	19-12-2011
40	Sanjay Kumar	M	SC	492	15-02-1982	S&H E	English	22-12-2011
41	Anup Singh	M	OBC	402	01-07-1991	S&H E	Hindi	26-12-2011
42	Pappu Kumar	M	OBC	486	11-01-1990	S&H E	Hindi	26-12-2011
43	Bipin Kumar	M	SC	631	20-08-1988	S&H E	Hindi	26-12-2011
44	Niraj Kumar	M	General	327	25-12-1984	S&H E	Hindi	27-12-2011
45	Niti	F	SC	416	24-08-1988	S&H E	English	27-12-2011
46	Harish Singh	M	General	593	15-06-1987	S&H E	English	29-12-2011
47	Divya	F	SC	551	19-08-1989	Shipping	English	23-12-2011
48	Vijender Kumar	M	SC	413	17-08-1984	SJ&Emp.	English	22-11-2011
49	Kusum Bahuguna	F	General	RL\3	26-07-1985	SJ&Emp.	English	29-12-2011
50	Ram Milan	M	OBC	376	03-04-1989	Steel	Hindi	09-01-2012
51	Pradeep Agnihotri	M	General	385	09-03-1984	Supply	English	21-12-2011
52	Gagandeep Singh	M	General	538	14-02-1989	UPSC	English	01-12-2011
53	Kapil Kumar	M	SC	539	27-05-1981	UPSC	English	01-12-2011
54	Omendra Pratap Hiteshi	M	OBC	506	05-03-1990	UPSC	Hindi	08-12-2011
55	Kanika Malhotra	F	General	657	09-02-1987	Urban Dev.	English	20-12-2011
56	Priyanka Sharma	F	General	RL\38	11-10-1987	Water Resources	English	21-12-2011
57	Neha Sharma	F	General	386	30-06-1986	Water Resources	English	30-12-2011
58	Pawan Devrani	M	General	365	04-07-1989	W&CD	English	21-12-2011
59	Gopesh Kumar	M	General	296	08-12-1986	W&CD	Hindi	28-12-2011
60	Santosh Kumar Pandey	M	General	650	16-10-1986	YA&S	Hindi	21-12-2011

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.) \_\_\_\_\_  
Telephone No. / Fax No. \_\_\_\_\_

Signature of the official