

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: 20th January, 2012

OFFICE MEMORANDUM

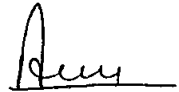
Subject : Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {1st SDR(F)} / Induction Training at ISTM w.e.f 5/3/2012 to 13/4/2012-regarding.

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 { 1st 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 Ms. Hari Kiran Gurla, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00 AM on 5th 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 Ms. Hari Kiran Gurla, Assistant Director, ISTM, New Delhi with a copy to the undersigned. Ms. Hari Kiran Gurla, 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: Ms. Hari Kiran Gurla, 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 1st Stenographers Direct Recruits(Foundation) / Induction Training to be held at ISTM from 5/3/2012 to 13/4/2012

S.No.	Name of Candidate	Gender	Category	Rank No.	Date of Birth	Cadre where working	Medium	Taken over on strength on
1	Neha Gupta	F	General	267	21-07-1987	Agri & Coop	English	03-11-2011
2	Krishna	F	General	427	10-11-1987	Agri & Coop	English	03-11-2011
3	Amit Kumar	M	General	475	12-03-1990	Agri & Coop	Hindi	03-11-2011
4	Mukesh Kumar	M	General	481	15-09-1988	Agri & Coop	English	03-11-2011
5	Priya Bala	F	SC	595	01-07-1990	Agri & Coop	English	03-11-2011
6	Jitendra Kumar	M	OBC	445	21-02-1987	Agri & Coop	Hindi	04-11-2011
7	Mohammad Tayyab	M	OBC	634	01-03-1985	Agri & Coop	Hindi	11-11-2011
8	Amit Kumar Pal	M	OBC	642	10-09-1990	Agri & Coop	Hindi	11-11-2011
9	Mahtab Alam	M	OBC	718	10-09-1985	Agri & Coop	Hindi	11-11-2011
10	Vineet Kumar	M	OBC	677	18-07-1989	Agri & Coop	Hindi	15-11-2011
11	Pushpendra Kumar	M	General	305	19-04-1991	Agri & Coop	Hindi	05-12-2011
12	Sita Raturi	F	General	318	01-06-1985	Agri & Coop	English	05-12-2011
13	Bhavana Sagar	F	SC	462	30-01-1984	Agri & Coop	English	05-12-2011
14	Pooja	F	SC	567	16-05-1989	Agri & Coop	English	05-12-2011
15	Rajan Prajapati	M	OBC	430	10-08-1984	Agri & Coop	English	07-12-2011
16	Asha Bansal	F	General	366	16-11-1987	Agri & Coop	English	19-12-2011
17	Anil Bhatti	M	SC	193	03-10-1978	Agri & Coop	English	20-12-2011
18	Hemant Kumar	M	SC	244	10-08-1980	Civil Aviation	English	07-12-2011
19	Vinay Kumar	M	General	494	25-05-1984	Civil Aviation	Hindi	15-12-2011
20	Beena Choudhary	F	OBC	479	24-06-1988	Commerce	Hindi	16-11-2011
21	Ritu Aneja	F	General	231	19-08-1988	Commerce	English	24-11-2011
22	Pankaj Kumar	M	General	195	30-03-1985	Commerce	English	25-11-2011
23	Meena Kumari	F	SC	285	11-03-1988	Commerce	English	28-11-2011
24	Gaurav Kumar	M	General	215	07-12-1986	Commerce	English	29-11-2011
25	Sushil Kumar Bharti	M	SC	711	23-05-1984	Commerce	English	08-12-2011
26	Saurabh Tiwari	M	General	229	13-07-1985	Commerce	English	09-12-2011
27	Usha	F	General	191	02-01-1987	Commerce	English	14-12-2011
28	Jaya Mamgain	F	General	232	11-12-1984	Commerce	English	20-12-2011
29	Deep Kumar	M	SC	362	27-07-1984	Commerce	English	20-12-2011

30	Shiv Prakash	M	SC	571	05-05-1990	Commerce	Hindi	20-12-2011
31	Sri Ram	M	SC	241	09-09-1981	Env.&Forests	Hindi	01-12-2011
32	Anshu Sharma	M	General	439	02-01-1985	Env.&Forests	English	19-12-2011
33	Anamika	F	SC	444	12-01-1987	Expenditure	English	28-11-2011
34	Deepti	F	SC	421	16-09-1989	Expenditure	English	13-12-2011
35	Shilpa Dua	F	General	200	09-01-1987	Expenditure	English	15-12-2011
36	Honey Kumar	M	SC	473	09-03-1985	Expenditure	English	16-12-2011
37	Rajneesh Kumar	M	General	RL\31	02-01-1990	Expenditure	English	19-12-2011
38	Niranjani	F	SC	278	04-04-1980	Expenditure	English	28-12-2011
39	Geeta Kumari	F	SC	407	16-05-1981	Expenditure	English	28-12-2011
40	Jitender Sharma	M	OBC	352	10-10-1986	Expenditure	English	02-01-2012
41	Poonam Kathuria	F	General	158	06-10-1985	Expenditure	English	05-01-2012
42	Yashomati Nandini	F	SC	174	07-07-1982	Expenditure	Hindi	29-12-2011
43	Raghuvendra Kumar	M	OBC	400	04-04-1992	Fertilizers	Hindi	30-12-2011
44	Jyoti	F	SC	568	30-09-1990	Fertilizers	English	30-12-2011
45	Monika Rani	F	General	614	01-06-1985	Food & P.D	Hindi	21-11-2011
46	Shailesh Dwivedi	M	General	245	03-07-1986	Food & P.D	English	14-12-2011
47	Praveen Kumar	M	SC	420	09-08-1978	Health & FW	English	09-12-2011
48	Mayank Kumar Tyagi	M	General	643	25-07-1987	Health & FW	English	09-12-2011
49	Prerna Dimri	F	General	242	01-10-1987	Health & FW	English	14-12-2011
50	Siddarth Chhibber	M	General	178	04-04-1989	Health & FW	English	16-12-2011
51	Gurpreet Kaur	F	General	202	12-07-1984	Health & FW	English	16-12-2011
52	Isha Gupta	F	General	RL\16	27-11-1985	Home Affairs	English	02-12-2011
53	Furkan Ali	M	OBC	RL\59	08-07-1992	Home Affairs	Hindi	13-12-2011
54	Kanwaljeet	M	SC	465	26-03-1990	IP&P	English	18-10-2011
55	Javed	M	General	314	15-01-1984	IP&P	English	15-11-2011
56	Sumit Bankoti	M	General	207	13-03-1992	IP&P	English	16-11-2011
57	Gunjan Gupta	F	General	360	14-12-1988	IP&P	English	09-12-2011
58	Mamta Rani	F	SC	290	13-10-1982	I&B	English	23-11-2011
59	Divya Sharma	F	General	535	04-11-1987	I&B	English	01-12-2011
60	Deepa	F	OBC	558	08-06-1988	I&B	English	07-12-2011

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