

No. 21/1/2014-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
Date: 22<sup>nd</sup> May, 2014

**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. **16/06/2014 to 04/07/2014**  
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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 the DoPT) regarding Cadre Training Plan (CPT) 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 being conducted by the ISTM from **16/06/2014 to 04/07/2014**. It is requested that these officials may please be relieved of their duties with the direction to report to Shri Gagandeep Chawla, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00AM on 16<sup>th</sup> June, 2014**.

2. **Cadre Units of CSSS are also requested to ensure that the officials nominated to the above Level-I training programme are relieved in time as this training course is mandatory in nature.** The Steno Grade 'D' whose names are given in the Annexure-I have been promoted in the PA Grade with the condition that they are required to undergo Level-I training within one year. Their continuation in PA Grade would be subject to successful completion of Level-I training. 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 TA/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 and language in prescribed proforma given in the Annexure-II to **Shri Gagandeep Chawla**, Assistant Director, ISTM, New Delhi. **Shri Gagandeep Chawla**, Assistant Director, is accessible on Phone No. 011-26165593.



(K. Suresh Kumar)

Under Secretary to the Govt. of India  
Tel: 24654020

To

Under Secretary (Admn) of the concerned Cadre Units.

**Copy to:** Shri Gagandeep Chawla, Assistant Director, ISTM, JNU Campus (old), New Delhi  
alongwith a copy of the list of participants.

## LIST OF PARTICIPANTS FOR LEVEL-I TRAINING PROGRAMME

ANNEXURE-I							
S. No.	CSL No.	Name (Shri/Smt./Ms.)	Cadre Unit	Category	Date of Birth	Date of Reg. Apptt.	SL Year
1	300	Geeta Nassa	Petroleum & NG	Genl.	13/11/1964	5/9/1985	1984
2	620	Sarita Jain	I & B	Genl.	06/05/1963	14/01/1986	1985
3	901	Satish Kumar	Urban Dev.	Genl.	18/01/19156	30/06/1988	1988
4	1885	Md. Anis Ansari**	Supply	OBC	01/03/1969	13/05/1998	1996
5	1892	Radhey Shyam	Defence	OBC	05/08/1969	27/03/1998	1996
6	1926	M. Senthil Rathinam**	P&NG	OBC	04/06/1977	22/06/1998	1996
7	1935	Manoj Kumar Singh **	I & B	Genl.	10/01/1969	09/07/1997	1996
8	2010	Amit*	I & B	Genl.	18/01/1978	28/03/2002	1999
9	2019	Sandeep Kumar Ambastha*	Corporate Affrs.	Genl.	05/03/1973	30/10/1996	1999
10	2041	Pooja Kohli*	SJ & Empmt.	Genl.	08/09/1977	06/05/1997	1999
11	2042	Gaya Prasad*	Urban Dev.	Genl.	22/01/1972	24/06/2002	2000
12	2051	Deepak Kumar*	Expenditure	Genl.	02/02/1972	16/03/2001	2000
13	2052	Babita Sharma*	I & B	Genl.	21/08/1974	02/03/2001	2000
14	2055	Sanjay Kumar Sharma*	SJ & Empmt.	Genl.	25/09/1972	02/03/2001	2000
15	2056	Renu Kumar*	Commerce	Genl.	01/09/1973	27/02/2001	2000
16	2058	Sanjay Kumar*	MHA	OBC	01/03/1974	23/08/2001	2000
17	2059	K. Reguram*	DOPT	Genl.	19/04/1976	07/03/2002	2000
18	2070	Vidya Charan Prasad	MHA	Genl.	15/10/1972	28/01/2002	2000
19	2072	Gauri Shankar	MHA	Genl.	28/05/1974	14/01/2002	2000
20	2073	Vijay Kumar	Expenditure	Genl.	19/11/1973	23/10/2001	2000
21	2074	Vishwajeet Kumar	Rural Dev.	Genl.	14/04/1975	10/10/2001	2000
22	2075	Tripti Dhupar	MHA	Genl.	21/12/1979	21/09/2001	2000
23	2076	Rashmi P. Panda	Science & Tech.	Genl.	11/05/1972	13/12/2001	2000
24	2078	Arvind Kumar	Science & Tech.	Genl.	02/02/1972	28/11/2003	2001
25	2079	Jenendra Kawatra	Planning Comn.	Genl.	12/05/1972	13/08/2003	2001
26	2080	Sonu Sikri	MHA	Genl.	05/01/1975	01/01/2004	2001
27	2081	B. Halder*\$	DOPT	SC	02/01/1976	03/11/2003	2001
28	2082	Manoj Kumar	Defence	SC	02/03/1972	08/07/2003	2001
29	2083	Rajnish Kumar	Earth Sciences	OBC	15/12/1975	20/02/2004	2001
30	2084	Mamta Verma	MHA	Genl.	15/07/1975	15/07/2003	2001
31	2085	Pramod Kumar Sinha	MHA	OBC	15/12/1976	11/02/2004	2001
32	2086	Jitendra Kumar Bharti	DOPT	OBC	01/03/1977	07/10/2003	2001
33	2087	Arun Kumar Sharma	MHA	Genl.	04/11/1974	09/10/2003	2001
34	2089	Ganga Ram Yadav	MHA	OBC	04/02/1976	13/02/2004	2001
35	2091	Rajesh Kumar	Agri. & Coopn.	OBC	01/01/1973	10/09/2003	2001
36	2094	Vimal Kumar	MHA	OBC	05/12/1976	04/12/2003	2001
37	2076A	Rajib Kumar Singh	Agri. & Coopn.	Genl.	01/03/1977	29/09/2003	2001

\*\* 3rd and final nomination

\* Second time nomination

\$ Not promoted as his DPC recommendations have not yet received.

CURRICULAM VITAE

1. Name of the officer nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ Male/Female \_\_\_\_\_
3. Designation & Scale of Pay \_\_\_\_\_
4. Office in which employed \_\_\_\_\_
5. Whether Hindi/English Stenographers \_\_\_\_\_
6. Academic qualification \_\_\_\_\_
7. Date of joining as Steno Grade 'D' \_\_\_\_\_  
Select List Year \_\_\_\_\_
8. Whether the nominee is a member Yes/No  
of SC/ST if yes, please specify SC/ST
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 \_\_\_\_\_

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Signature