

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 Bhawan,
Khan Market, New Delhi.
Date: 21st May, 2015

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. 15th June, 2015 to 3rd July, 2015-reg

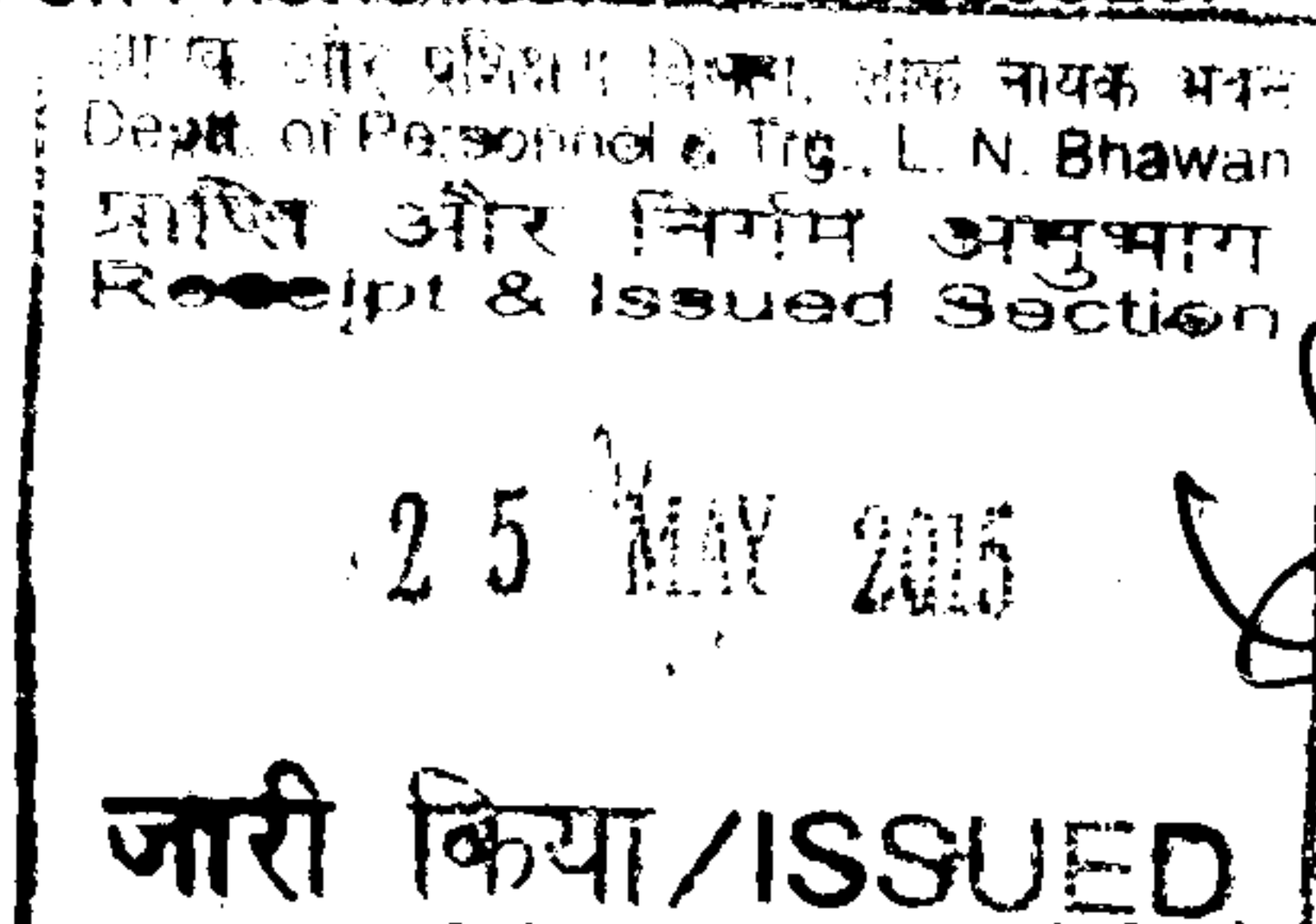
The undersigned is directed to refer to this Department's O.M. No. 20/28/2010-CS-II(A) dated 20.10.2011(available on the website of DOPT) regarding Cadre Training Plan(CTP) for the officials of Central Secretariat Stenographers' Service(CSSS) and to say that Stenographers Grade 'D' with seven years of approved service, whose names are given in the Annexure-I, are nominated to participate in the Level-I Training programme to be conducted by the ISTM w.e.f. 15th June, 2015 to 3rd July, 2015. It is requested that that these officials may please be relieved of their duties with the direction to report to **Smt. Jayashree Chellamani**, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00AM on 15th June, 2015**.

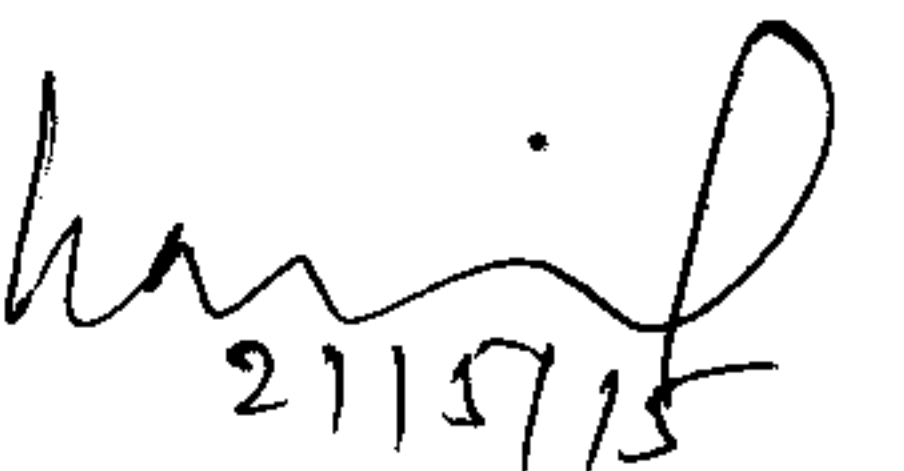
2. **As this training course is mandatory in nature, concerned cadre units of CSSS are requested to ensure that the officials nominated to the above Level-I training programme are relieved in time.** Absenteeism and withdrawal from the course, including part/different components of the programme will 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 participants, specifically indicating their gender and language in prescribed proforma given in the Annexure-II, to **Smt. Jayashree Chellamani**, Assistant Director, ISTM, New Delhi. **Smt. Jayashree Chellamani**, Assistant Director, is accessible on Phone No. 011-26185310.




21/5/15

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

Under Secretary (Admin) of the concerned Cadre Units.

- Copy to: (i) Smt. Jayashree Chellamani, Assistant Director, ISTM, JNU Campus (old), New Delhi alongwith a copy of the list of 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 15.06.2015 to 03.07.2015

| S. No. | CSL No. | Name (Shri/Smt./Ms.) | Cadre Unit | Cat. | DOB | SLY |
|--------|---------|-----------------------|------------------|-------|----------|------|
| 1 | 2111 | Ajeet Kumar** | MHA | OBC | 01-03-77 | 2004 |
| 2 | 2118 | Abhijit Raha** | DOPT | Gen. | 21-03-73 | 2004 |
| 3 | 2123 | Ranjeet Kumar** | DOPT | Gen. | 02-02-78 | 2004 |
| 4 | 2142 | Sunil ** | IP & P | SC | 10-05-79 | 2005 |
| 5 | 342 | Shashi Bala** | Science & Tech. | Gen. | 02-09-61 | 1984 |
| 6 | 761 | Kamal Bhalla* | Rural Dev. | Gen. | 04-03-65 | 1987 |
| 7 | 2161 | Rajendra Kr. Meena* | P&NG. | ST | 12-07-69 | 2005 |
| 8 | 2171 | Tej Ram Meena* | Agri & Coop. | ST | 29-11-74 | 2005 |
| 9 | 2177 | Inderjet Tudu* | IP&P | ST | 13-05-77 | 2005 |
| 10 | 2183 | Rana Mukesh Kr Singh | Home Affairs | Gen. | 05-01-71 | 2005 |
| 11 | 2184 | Kusum lata | I & B | SC | 02-11-77 | 2005 |
| 12 | 2185 | Arun Kumar | Urban Dev. | Gen. | 07-08-72 | 2005 |
| 13 | 2186 | Jayasree S. | I & B | Gen. | 20-02-74 | 2005 |
| 14 | 2189 | Yugal Kishore Goswami | Home Affairs | Gen. | 02-01-70 | 2005 |
| 15 | 2190 | Rajesh Kumar Sharma | Home Affairs | Gen. | 11-07-75 | 2005 |
| 16 | 2191 | Pankaj Kohli | Home Affairs | Gen. | 04-10-75 | 2005 |
| 17 | 2192 | Arun Kumar | Minority Affairs | SC | 04-03-78 | 2005 |
| 18 | 2193 | V. Balaji | Home Affairs | Gen. | 17-10-77 | 2005 |
| 19 | 2194 | Bibhushan Kumar | Minority Affairs | Gen. | 03-06-77 | 2005 |
| 20 | 2195 | Sunita | Envn. & Forests | Gen. | 18-02-66 | 2005 |
| 21 | 2196 | Madhu Alreja | Envn. & Forests | Gen. | 17-07-65 | 2005 |
| 22 | 2197 | Darshna Devi | SJ & Empt. | OBC | 11-12-70 | 2005 |
| 23 | 2200 | Neeru Bountra | Commerce | Gen. | 25-07-68 | 2006 |
| 24 | 2201 | Ajay Kumar | Home Affairs | Gen. | 31-12-73 | 2006 |
| 25 | 2202 | Rajiv Saklani | IP & P | Gen. | 26-09-76 | 2006 |
| 26 | 2203 | Satbir Singh | Health & F.W. | SC | 16-09-72 | 2006 |
| 27 | 2205 | Sunil Dutt | Health & F.W. | Gen. | 25-12-65 | 2006 |
| 28 | 2209 | Usha | IP & P | SC | 08-09-78 | 2006 |
| 29 | 2210 | Sumit Pal | Urban Dev. | Gen. | 21-02-83 | 2006 |
| 30 | 2211 | Saurabh Katyal | Water Res. | Gen. | 09-07-84 | 2006 |
| 31 | 2213 | Krishna Kanhaiya | Health & F.W. | Gen. | 30-08-85 | 2006 |
| 32 | 2214 | Rima Sinha | IP & P | Gen. | 12-11-85 | 2006 |
| 33 | 2215 | Vidhi Jindal | I & B | | 28-03-83 | 2006 |
| 34 | 2217 | Amit Kumar Srivastava | I & B | Gen. | 11-10-82 | 2006 |
| 35 | 2218 | Jyoti Madan | Health & F.W. | Genl. | 24-05-83 | 2006 |
| 36 | 2222 | Nisha | Water Res. | Genl. | 10-12-83 | 2006 |
| 37 | 2223 | Amit Verma | I & B | Genl. | 14-04-80 | 2006 |

**3rd and final nomination
*2nd nomination

bcampc
P. C. M. N. G. A.
(P. C. M. N. G. A.)
P. C. M. N. G. A.
Director Officer
Dept. of Personnel & Training
Govt. of Haryana

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