

No. 21/1/2014-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: 13th August, 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. 08/09/2014 to 26/09/2014 -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 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 08/09/2014 to 26/09/2014. 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 9.00AM on 8th September, 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 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."** Cadre Units are, therefore, 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. 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 **Smt. Savita Sen**, Assistant Director, ISTM, New Delhi. **Smt. Savita Sen**, Assistant Director, is accessible on Phone No. 011-26165593.


(Kameshwar Mishra) 13/8/14
Under Secretary to the Govt. of India
Tel: 24623157

To

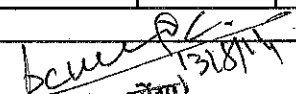
Under Secretary (Admn) of the concerned Cadre Units.

Copy to: Smt. Savita Sen, Assistant Director, ISTM, JNU Campus (old), New Delhi alongwith a copy of the list of participants.

ANNEXURE-I

S. No.	CSL No.	Name (Shri/Smt./Ms.)	Cadre Unit	Category	Date of Birth	Date of joining	SL Year
1	300	Geeta Nassa*	HRD	Genl.	13-11-1964	09-05-85	1984
2	620	Sarita Jain*	Planning Comn.	Genl.	06-05-1963	14-01-86	1985
3	2042	Gaya Prasad*	Tribal Affairs	Genl.	22-01-1972	24-06-02	2000
4	2055	Sanjay Kumar Sharma**	Science & Tech.	Genl.	25-09-1972	02-03-01	2000
5	2058	Sanjay Kumar**	MHA	OBC	01-03-1974	23-08-01	2000
6	2059	K. Reguram**	DOPT	Genl.	19-04-1976	07-03-02	2000
7	2070	Vidya Charan Prasad*	IP&P	Genl.	15-10-1972	28-01-02	2000
8	2072	Gauri Shankar*	Commerce	Genl.	28-05-1974	14-01-02	2000
9	2075	Tripti Dhupar*	MHA	Genl.	21-12-1979	21-09-01	2000
10	2080	Sonu Sikri*	Health & FW	Genl.	05-01-1975	01-01-04	2001
11	2084	Mamta Verma*	MHA	Genl.	15-07-1975	15-07-03	2001
12	2085	Pramod Kumar Sinha*	Health & FW	OBC	15-12-1976	11-02-04	2001
13	2091	Rajesh Kumar*	UPSC	OBC	01-01-1973	10-09-03	2001
14	2076A	Rajib Kumar Singh*	Planning Comn.	Genl.	01-03-1977	29-09-03	2001
15	2107	Pushpa Singh	Expenditure	SC	12-04-70	10-10-03	2003
16	2108	M. Anil Kumar	Expenditure	Genl.	28-03-69	10-10-03	2003
17	2109	Kamal Kumar Khatri	MHA	Genl.	14-12-73	06-03-06	2004
18	2111	Ajeet Kumar	MHA	OBC	01-03-77	21-03-07	2004
19	2112	Inderjeet Kaur	Water Res.	SC	15-10-73	05-08-05	2004
20	2113	Deepak Kumar	Corporate Affrs.		05-11-75	10-05-06	2004
21	2114	Ajay Kumar	MHA	OBC	10-08-78	28-02-06	2004
22	2115	Shriniwas	Envn. & Forests	Genl.	15-03-69	28-04-06	2004
23	2116	Ramdeo Nayak	Rural Dev.	OBC	20-01-70	20-01-06	2004
24	2117	P.K. Prasad	Water Res.	Genl.	04-05-68	04-01-06	2004
25	2118	Abhijit raha	DOPT	Genl.	21-03-73	09-01-06	2004
26	2120	Madan Lal	DOPT	Genl.	01-03-59	26-12-05	2004
27	2121	Sanjay Kumar	Planning Comn.	Gen.	13-11-72	09-01-06	2004
28	2122	Prabhat Kumar Sinha	Rural Dev.	OBC	01-01-73	13-01-06	2004
29	2123	Ranjeet Kumar	DOPT	Genl.	02-02-78	30-03-06	2004
30	2126	Sarika Jain	DOPT	Genl.	03-03-77	01-03-06	2004
31	2128	Rakesh Kumar	DOPT	SC	25-03-71	01-03-06	2005
32	2130	Dinesh Chandra Jaiswar	I & B	SC	29-12-80	15-01-07	2005
33	2131	Babita	Telecom.	SC	01-06-80	16-03-07	2005
34	2132	Pooja Dhingan	Health & F.W.	SC	01-07-80	13-02-07	2005
35	2134	Ajay Kumar Saroj	MHA	SC	12-05-85	27-09-07	2005
36	2135	Rajender Kumar	I & B	SC	27-06-75	30-05-07	2005
37	2138	Raj kumar	MHA	SC	26-01-77	29-03-07	2005
38	2139	Roshan Lal	Defence	SC	05-03-79	02-07-07	2005
39	2140	Seema	MHA	SC	16-09-79	27-04-07	2005
40	2142	Sunil	IP & P	SC	10-05-79	30-04-07	2005
41	2144	Lala	MHA	SC	10-06-79	05-07-07	2005
42	2145	Lakhan Lal Meena	Agri. & Coopn.	ST	05-03-79	30-03-07	2005
43	2146	Nutan Minz	Envn. & Forests	ST	15-01-80	31-07-07	2005
44	2147	Mahesh Chand Meena	Health & F.W.	ST	10-07-84	19-02-07	2005
45	2148	Hari Singh Meena	Rural Dev.	ST	02-07-80	02-01-07	2005
46	2150	Anandi Lal Meena	Road Tpt. & High	ST	02-09-86	20-06-07	2005
47	2151	Dileshwari Manjhar	Legal Affairs	ST	07-11-80	22-05-07	2005
48	2152	Chandra Singh Bonal	Science & Tech.	ST	16-02-77	20-08-07	2005
49	2153	Sohal Lal Binijhwar	Education	ST	13-06-84	29-01-07	2005
50	2154	Monika Tigga	Tribal Affairs	ST	07-10-82	07-05-07	2005

** 3rd and final nomination. / * 2nd time nomination


 (पी. सी. मोंगा)
 (P. C. MONGA)
 अनुमान अधिकारी/Section Officer
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Trg
 भारत सरकार/Govt. of India

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 _____

Signature