

No. 21/4/2012-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: 22nd August, 2014

OFFICE MEMORANDUM

Subject: - Nomination for Special Training Programme for Differently-Abled (Visually Impaired) Stenographers to be held at the premise of NAB w.e.f. 01/09/2014 to 12/09/2014-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' / PA, whose names are given in the Annexure-I, are nominated to participate in Special Training Programme for Stenographers Grade 'D' / PA being conducted by National Association for Blind at R.K. Puram, Sector-V, New Delhi from **01/09/2014 to 12/09/2014**. It is requested that these officials may please be relieved of their duties with the direction to report to **Shri G.D. Chawla, Assistant Director**, at **National Association for Blind, R.K. Puram, Sector-V, New Delhi, on 1st September, 2014 at 9.00AM sharp**.

2. The concerned Cadre Units are also requested to ensure that the official nominated to the above Special Training Programme for Visually Impaired Stenographers of CSSS are relieved in time as this training course is mandatory in nature. The officials, whose names are given at S.No. 1 to 4 in the Annexure-I have been promoted in the PA Grade with the condition that they are required undergo training within one year. Their continuation in PA Grade would be subject to successful completion of training. Absenteeism and withdrawal from the course, including part/different components of the programme will not be allowed in any circumstances as this programme is specially designed for the concerned stenographers.

3. The concerned Cadre Units are also requested to send their Curriculum Vitae specifically indicating his/her gender and language in prescribed proforma given in the Annexure-II to **Shri G.D. Chawla, Assistant Director, ISTM, New Delhi**. Shri G. D. Chawla, Assistant Director, is accessible on Phone No. 011-26165593.

Kameshwar Mishra
22/8/14

(Kameshwar Mishra)
Under Secretary to the Govt. of India
Tel: 24623157

To

Under Secretary (Admn) of the concerned Cadre Unit.

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

Annexure-I

S.No.	Name (Sh./Smt./Ms.)	DoB	Cadre	CSL No./Rank
1.	Gita Chakravarthy (PA)	17-03-1965	Legal Affairs	CSL No.1938
2.	Nutan Singhal (PA)	17-10-1972	Food & PD	CSL No.1953
3.	Goldy Kaur Chatore (PA)	26-01-1973	IP&P	CSL No.1954
4.	Jameel Ahmed (PA)	01-08-1973	Water Resources	CSL No.1955
5.	Rekha Kumari (Steno 'D')	04-06-1988	Home Affairs	Rank-812A
6.	Nimmi Singh (Steno 'D')	05-03-1987	Information & Broadcasting	Rank-814A
7.	Savita (Steno 'D')	21-07-1990	Power	Rank-814B

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'/PA _____
 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