

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: 26th August, 2014

OFFICE MEMORANDUM

Subject: Nomination of Stenographers Grade 'D' of CSSS with seven years of approved service for 5th Level-I Training programme to be conducted by ISTM w.e.f. 08/09/2014 to 26/09/2014 -reg

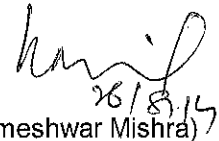
In continuation of this Department's O.M. of even number dated 13/08/2014, the undersigned is directed to say that Stenographers Grade 'D' with seven years of approved service, whose names are given in the Annexure-I, are nominated to participate in the Level-I Training programme being conducted by the ISTM w.e.f. 08/09/2014 to 26/09/2014. It is requested that 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. **Concerned 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 participant would be taken on a study tour. In order to meet the expenditure for the study tour, M/o Education is required to sanction an advance of Rs 20,000/- (Rupees Twenty thousand only) as TA/DA advance along with his relieving order.

5. Concerned Cadre units are requested to send his/her Curriculum Vitae specifically indicating his 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.


26/8/14

(Kameshwar Mishra)
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	Date of Birth	SL Year
1	1885	Md. Anis Ansari	Education	01.03.1969	1996
2	1782	Arathi Bidri	DoP&T	12.06.1978	1996
3	328	Sawtanter Sharma	Labour & Empt.	30.03.1963	1984
4	342	Shashi Bala	Science & Tech.	02.09.1961	1984
5	1796	P.S. Sunil Kumar	Commerce	14.02.1967	1996

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 PS(Ad-hoc)/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