

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: 9th October, 2012

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 19/11/2012 to 07/12/2012-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 web-site of the DoP&T) regarding Cadre Training Plan (CPT) for the officers/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 19/11/2012 to 07/12/2012. It is requested that these officials may please be relieved of their duties with the direction to report to Ms. Savita Sen, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 19th November, 2012.

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 and the Stenographers Grade 'D' (with seven years approved service) who do not complete and qualify the Level-I training programme shall not be promoted to the grade of Personal Assistant till such time they pass the examination conducted by the ISTM. 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 T.A/DA advance for each 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 in prescribed proforma given in the Annexure -II to Ms. Savita Sen, Assistant Director, ISTM, New Delhi. Ms. Savita Sen, Assistant Director is accessible on Phone No. 011-26165593.


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

To

Under Secretary (Admn) of the concerned Cadre Units.

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

ANNEXURE-I

S.No.	CSL No.	Name (Shri/Smt./Ms.)	Cadre Unit	Date of Birth	SL Year
1	1938	Gita Chakravathy	Expenditure	17-03-1965	1997
2	1939	Amita Sharma	Defence	18-03-1973	1997
3	1940	Anju Mohan	UPSC	29-10-1974	1997
4	1941	Bhawana Sharma	Labour & Empmt.	04-07-1970	1997
5	1942	Ramesh Mittal	Home Affairs	05-07-1968	1997
6	1943	Anu Kapur Makkar	Defence	25-07-1970	1997
7	1944	B.S.R.Lakshmi	Envn. & Forests	22-07-1969	1997
8	1945	Leena Regi	UPSC	11-06-1973	1997
9	1946	Azazuddin	IP & P	03-07-1974	1997
10	1947	Satyavir	Home Affairs	01-10-1972	1997
11	1948	Rajesh Gupta	Civil Aviation	13-02-1972	1997
12	1949	Vandana Aggarwal	Civil Aviation	24-12-1970	1997
13	1950	S.M. Jha	Food & PD	15-05-1973	1997
14	1952	Manvendra Singh Patwal	SJ & Empmt.	14-06-1978	1997
15	1953	Nutan Singhal	Food & PD	17-10-1972	1997
16	1954	Goldy Kaur Ghatore	IP & P	26-01-1973	1997
17	1955	Jameel Ahmed	Water Res.	01-08-1973	1997
18	1956	Sanjay L.	Labour & Empmt.	04-12-1973	1997
19	1957	S. Anandan	Road Tpt. & High	30-12-1972	1997
20	1958	C. Lingappa	Road Tpt. & High	04-01-1975	1997
21	1959	Varinder Sharma	Health & F.W.	22-02-1971	1998
22	1961	Kusum Sehgal	Power	21-11-1974	1998
23	1962	Sunita Sharma	Power	16-09-1969	1998
24	1963	Deepak Sharma	Legal Affairs	30-07-1973	1998
25	1964	Hazari Lal Bhutani	Home Affairs	16-11-1963	1998
26	1965	Baleshwar Bhargava	Supply	16-10-1973	1998
27	1966	Naresh Kumar	UPSC	26-01-1968	1998
28	1967	Sanjay Kr. Srivastava	IP & P	16-01-1966	1998
29	1968	Suman Sukheja	Commerce	30-06-1970	1998
30	1969	Sanjay Sharma	Defence	22-11-1971	1998
31	1970	Vishal Katyal	Urban Dev.	30-03-1969	1998
32	1971	Sushil Kumar	Telecom.	02-03-1973	1998
33	1972	Bijendra Kumar	Food & PD	03-06-1976	1998
34	1973	Veena Bisht	Minority Affairs	27-01-1969	1998
35	1974	Sanjeev Kumar Jha	Civil Aviation	18-05-1974	1998
36	1976	Rashtraratna Surya Bh. Sinha	Agri. & Coopn.	14-11-1979	1999
37	1978	Aditya Nath Jha	Agri. & Coopn.	02-11-1973	1999
38	1979	Arvind Jha	I & B	18-07-1974	1999
39	1984	Neeraj Singh	Agri. & Coopn.	05-07-1977	1999
40	1985	Prakash Mahto	Agri. & Coopn.	15-01-1972	1999
41	1986	Anil Kumar Sinha	Agri. & Coopn.	24-04-1976	1999
42	1987	Raj Kumar Awasthi	I & B	01-01-1975	1999
43	1988	Rashmi Kumari	Science & Tech.	07-06-1980	1999
44	1989	Alka Sharma	Expenditure	23-08-1977	1999
45	1990	Rajeev Ranjan	Power	16-01-1975	1999
46	1991	Rama Vishal Malhotra	Telecom.	07-06-1978	1999
47	1996	Anindita Paul	Urban Dev.	20-08-1977	1999
48	1998	Anita Sharma	Expenditure	16-01-1978	1999
49	1999	Mamta Rani Manchanda	Telecom.	09-08-1978	1999
50	2000	Sahdev Rawat	Expenditure	11-11-1980	1999

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 Secretry (Admn.) _____
12. Telephone No. / Fax No. _____

Signature of the official