

No. 21/4/2012-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
Date: 28<sup>th</sup> January, 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. **24/02/2014 to 14/03/2014** -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 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 **24/02/2014 to 14/03/2014**. It is requested that these officials may please be relieved of their duties with the direction to report to Ms. R. Gayathri, Deputy Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00AM on 24<sup>th</sup> February, 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 and the Stenographers Grade 'D' who do not complete and qualify the Level-I training programme shall not be considered for promotion to the grade of Personal Assistant till such time they pass the examination conducted by the ISTM.** Absenteeism and withdrawn from the course, including part/different components of the programme may not be allowed in normal circumstances.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 TA/DA advance 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 and language in prescribed proforma given in the Annexure-II to **Ms. R. Gayathri**, Deputy Director, ISTM, New Delhi. **Ms. R. Gayathri**, Deputy Director is accessible on Phone No. 011-26105592.

  
28/01/14

(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Telefax:24623157

To

Under Secretary (Admn) of the concerned Cadre Units.

**Copy to:** Ms. R. Gayathri, Deputy 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 Reg. Apptt.	SL Year
1	1556	Savitri Devi*	Agri & Coop	Genl.	05-01-62	22-02-95	1984
2	1872	Sangeetha Kannan*	Petroleum & NG	OBC	17-11-75	01-05-98	1996
3	1875	Santosh Jaiswal*	MHA	OBC	01-10-71	02-06-98	1996
4	1879	Jaya Ragesh*	Expenditure	OBC	20-05-72	27-08-98	1996
5	1880	Jitender Kumar*	MHA	OBC	30-09-73	06-05-98	1996
6	1887	Satish Kumar Sanger*	MHA	OBC	18-06-76	08-05-98	1996
7	1899	Sonu Sehgal*	Telecom.	OBC	08-08-77	28-12-98	1996
8	1926	M. Senthil Rathinam*	Education	OBC	04-06-77	22-06-98	1996
9	1935	Manoj Kumar Singh *	I & B	Genl.	10-01-69	09-07-97	1996
10	1885	Md. Anis Ansari*	Supply	OBC	01-03-69	13-05-98	1996
11	2001	Shalini Sachdeva	Planning Comn.	Genl.	19-10-79	22-02-02	1999
12	2003	K. Mahendra Reddy	Telecom.	Genl.	19-04-79	20-05-02	1999
13	2007	Neelam Bahl	Expenditure	Genl.	27-07-75	27-03-02	1999
14	2008	Birendra Prasad Guddu	Agri. & Coopn.	OBC	15-12-78	31-07-02	1999
15	2009	Sailender Negi	Agri. & Coopn.	Genl.	26-05-74	31-07-02	1999
16	2010	Amit	I & B	Genl.	18-01-78	28-03-02	1999
17	2011	Rajesh Kr. Chakraborty	Legal Affairs	Genl.	27-10-73	13-09-02	1999
18	2012	Rohit Sehgal	Telecom.	Genl.	17-12-76	02-05-02	1999
19	2017	Promila Devnani	Agri. & Coopn.	Genl.	04-03-80	29-07-02	1999
20	2019	Sandeep Kumar Ambastha	Corporate Affrs.	Genl.	05-03-73	30-10-96	1999
21	2020	Uday Kumar	Defence	Genl.	01-01-76	05-08-02	1999
22	2025	Sarika Soin	Planning Comn.	Genl.	13-07-80	02-04-02	1999
23	2026	S. Rama Prasad	Posts	Genl.	24-01-73	18-07-02	1999
24	2029	Sachin Kumar	Health & F.W.	OBC	16-03-77	09-04-02	1999
25	2030	Anita Punia	Expenditure	Genl.	06-02-77	29-04-02	1999
26	2031	Pramod Kumar Ghildayal	Science & Tech.	Genl.	06-12-74	11-10-02	1999
27	2035	Guntupalli V. Pavan Kumar	Agri. & Coopn.	Genl.	17-03-73	21-08-02	1999
28	2041	Pooja Kohli	SJ & Empmt.	Genl.	08-09-77	06-05-97	1999
29	2042	Gaya Prasad	Urban Dev.	Genl.	22-01-72	24-06-02	2000
30	2043	Rakesh Kumar Singh	DOPT	Genl.	01-01-73	19-07-01	2000
31	2044	Kamal Kumar Singh	Defence	Genl.	09-02-72	21-03-01	2000
32	2045	Mukesh Kumar Khetan	MHA	Genl.	20-10-67	28-02-01	2000
33	2046	Ajay Kumar Singh	Urban Dev.	Genl.	01-01-74	02-03-01	2000
34	2048	Dinesh Kumar Chawla	Expenditure	Genl.	16-11-69	23-05-01	2000
35	2049	Parveen Kumar	DOPT	Genl.	10-11-71	23-03-01	2000
36	2050	Anand Bhushan	UPSC	OBC	20-06-74	23-02-01	2000
37	2051	Deepak Kumar	Expenditure	Genl.	02-02-72	16-03-01	2000
38	2052	Babita Sharma	I & B	Genl.	21-08-74	02-03-01	2000
39	2053	Naresh Kr. Golani	Planning Comn.	Genl.	11-11-69	19-08-94	2000
40	2054	Vinod Kumar	Expenditure	Genl.	30-07-78	19-02-01	2000
41	2055	Sanjay Kumar Sharma	SJ & Empmt.	Genl.	25-09-72	02-03-01	2000
42	2056	Renu Kumar	Commerce	Genl.	01-09-73	27-02-01	2000
43	2058	Sanjay Kumar	MHA	OBC	01-03-74	23-08-01	2000
44	2059	K. Reguram	DOPT	Genl.	19-04-76	07-03-02	2000
45	2063	Sanjay Kumar Ojha	Rural Dev.	Genl.	02-11-76	21-08-01	2000
46	2065	Manjeet Singh	Planning Comn.	Genl.	27-10-68	25-07-01	2000
47	2066	Anjana Dhingra	Expenditure	Genl.	16-06-78	24-08-01	2000
48	2068	Satyendra Kumar	Civil Aviation	OBC	17-06-74	08-11-01	2000
49	2081	B. Halder	DOPT	SC	02-01-76	03-11-03	2001
50	2082	Manoj Kumar	Defence	SC	02-03-72	08-07-03	2001

\* Nominated for second time.

28/1/14  
 (P. C. MONDA)  
 (P. C. MONDA)  
 ॐ नमो भगवते वासुदेवाय  
 कर्मणो भवतु धनं  
 कर्मणो भवतु धनं  
 Deptt. of Personnel & Tr.  
 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 \_\_\_\_\_

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Signature