

No. 21/1/2013-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-110003  
Dated the 13<sup>rd</sup> February, 2014

**OFFICE MEMORANDUM**

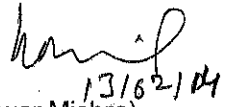
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {15<sup>th</sup> SDR (F)} / Induction Training at ISTM w.e.f. 24.02.14 to 04.04.14 -reg.

In continuation of this Department's O.M. of even number dated 23/01/2014, the undersigned is directed to say that Smt. Bhavna Sagar, Stenographer Grade 'D', M/o Agriculture & Cooperation is nominated to participate in the Stenographers Direct Recruits (Foundation) course {15<sup>th</sup> SDR(F)} / Induction Training to be conducted by the ISTM from 24.02.14 to 04.04.14. It is requested that nominated official be relieved of her 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 24<sup>th</sup> February, 2014.

2. As per the CTP issued vide O.M. dated 20.10.2011 "The stenographers Grade 'D' not completing the foundation course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. For this purpose two opportunities shall be provided to the candidates. However, in exceptional cases one more opportunity may be given with the approval of DoPT". As such, the Cadre Unit is also requested to ensure that the officials nominated to the above Foundation training course are relieved in time as this training course is mandatory in nature. The Stenographers Grade 'D' who do not complete and qualify the foundation training course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM in terms of this Department's O.M. No. 21/4/2012-CS-II(A) dated 9<sup>th</sup> August, 2012. Absenteeism and withdrawal from the course, including part/different components of the programme, will not be allowed in normal circumstances.

3. 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 Agriculture & Cooperation is required to sanction an advance of Rs 20,000/- (Rupees Twenty thousand only) as T.A/DA advance along with her relieving order.

4. M/o Agriculture & Cooperation of CSSS is also requested to send her Curriculum Vitae specifically indicating her gender and medium in prescribed proforma as per the Annexure -II to Ms. Savita Sen, Assistant Director, ISTM, New Delhi. Shri Savita Sen, Assistant Director is accessible on Phone No. 011-26165593.



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

To

- (i) Under Secretary (Admn), Agriculture & Cooperation
- (ii) Under Secretary, D/o Animal Husbandry, Dairying & Fisheries

**Copy to:** Ms. Savita Sen, Assistant Director, ISTM, JNU Campus (old) New Delhi w.r.t this Department's O.M. of even no. dated 23<sup>rd</sup> January, 2014.