

No.21/1/2012-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Lok Nayak Bhawan, New Delhi.
Date: 23rd March, 2012

OFFICE MEMORANDUM

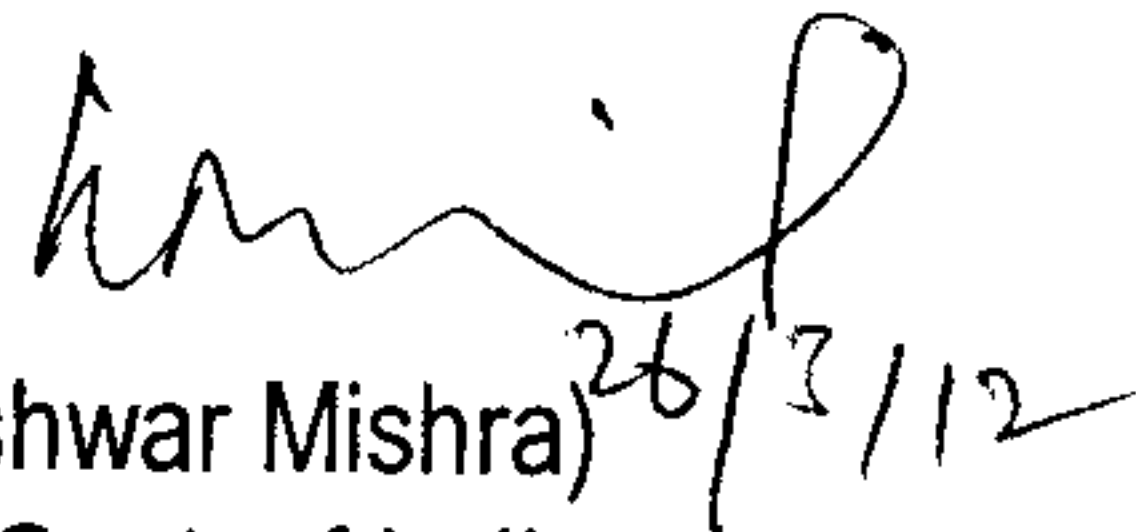
Subject :Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {4th SDR(F)} / Induction Training at ISTM w.e.f 23/4/2012 to 1/6/2012- regarding.

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 (CTP) for the officers/officials of Central Secretariat Stenographers Service (CSSS) and to say that Stenographers Grade 'D' nominated to different Cadre Units on the basis of Stenographers Grade 'D' Examination, 2010 whose names are given in the Annexure-I are nominated to participate in the Stenographers Direct Recruits (Foundation) course {4th SDR(F)} / Induction Training being conducted by the ISTM from **23/4/2012 to 1/6/2012**. 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, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00 AM on 23rd April, 2012.**

2. Cadre Units of CSSS are 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 and the Stenographers Grade 'D' who do not complete the foundation course shall not be confirmed in the post 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 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 Shri G.D. Chawla, Assistant Director, ISTM, New Delhi with a copy to the undersigned. Shri G.D.Chawla, Assistant Director is accessible on Phone No. 26165593 (O).


(Kameshwar Mishra) 26/3/12
Under Secretary to the Govt. of India
Telefax : 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

Copy to: Shri G.D. Chawla, Assistant Director, ISTM, JNU Campus (old) New Delhi alongwith a copy of list of participants w.r.t ISTM's letter No. A-33083/3/2012-ISTM(Coord.) dated 30/12/2011.

Annexure - I

**Nominaton for 4th Stenographers Direct Recruits(Foundation) / Induction
Training to be held at ISTM from 23/4/2012 to 1/6/2012**

S. No	Name of the Candidte	Gender	Category	Rank No.	Date of Birth	Cadre where working	Medium	Taken over on strength on
1	Archana Pathak	F	General	271	29-07-1986	Planning Com	English	23-12-2011
2	Ritu	F	OBC*	280	26-03-1988	UPSC	English	12-01-2012
3	Komal	F	SC*	283	10-01-1991	Food & PD	English	07-02-2012
4	Arvind Kumar Sharma	M	General	284	01-11-1985	Food & PD	English	03-02-2012
5	Neha Thakur	F	General	289	06-01-1985	DOP&T	English	20-12-2011
6	Bablu Kumar	M	OBC	304	10-01-1991	Commerce	Hindi	01-02-2012
7	Savita Kwatra	F	General	308	01-07-1991	Telecom	English	09-01-2012
8	Kavita	F	General	313	21-04-1987	Sci & Tech	English	23-01-2012
9	Kamal Singh	M	SC	316	22-08-1987	I&B	English	10-02-2012
10	Mohd. Azharuddin	M	OBC*	319	21-06-1987	MHA(PMO)	Hindi	24-01-2012
11	Susheel Kumar	M	OBC	323	16-06-1990	I&B	Hindi	27-01-2012
12	Ekta Bhatia	F	General	325	03-09-1976	Agri & Coop	English	29-12-2011
13	Kaushal Kumari	F	SC	329	06-07-1984	Food & PD	English	06-01-2012
14	Rakesh Kumar Salodia	M	SC	333	02-06-1984	S&HE	Hindi	23-01-2012
15	Rajni Soni	F	General	342	27-06-1987	Agri & Coop	English	22-12-2011
16	Virat Kanchan	M	OBC	346	08-07-1988	Labour	Hindi	18-01-2012
17	Tejpal Singh	M	OBC*	347	18-08-1988	DOP&T	Hindi	10-01-2012
18	Shruti	F	General	348	01-06-1986	I&B	English	19-01-2012
19	Rajan	M	SC	350	08-02-1986	Sci & Tech	English	01-02-2012
20	Shobha	F	SC*	353	01-03-1985	YA&Sports	English	12-12-2011
21	Seema Mishra	F	General	354	15-11-1983	S&HE	English	28-02-2012
22	Sanjeev Kumar	M	General	359	15-06-1980	Commerce	Hindi	29-12-2011
23	Umesh Kumar	M	OBC	361	25-03-1987	Defence	Hindi	13-02-2012
24	Anil Kumar	M	General	364	13-02-1976	Power	English	01-02-2012
25	Surya Prakash Verma	M	General	372	02-11-1983	Labour	Hindi	28-12-2011
26	Ishwear Chandra Chauhan	M	OBC	373	20-03-1983	DOP&T	Hindi	27-12-2011
27	Manish Kumar Yadav	M	OBC	378	20-05-1986	Supply	Hindi	30-01-2012
28	Harish Pandey	M	General	382	23-02-1986	Agri & Coop	English	02-12-2011
29	Reena Shahi	F	General	383	21-09-1987	Defence	Hindi	16-02-2012
30	Dharam Veer Yadav	M	General	384	02-03-1986	IP&P	Hindi	15-12-2011
31	Mahaveer Prasad Gupta	M	General	388	02-04-1990	Defence	Hindi	30-12-2011
32	Gunjan	F	General	405	15-11-1985	Planning Com	English	29-12-2011
33	Sheetal	F	SC*	419	23-11-1986	Defence	English	02-02-2012
34	Narender Kumar	M	SC*	422	05-06-1984	RT&H	English	16-12-2011

35	Jay Prakash	M	SC	426	03-08-1985	Supply	Hindi	13-02-2012
36	Pooja	F	General	428	28-03-1990	Defence	English	06-02-2012
37	Mithun Pal Singh	M	SC*	429	05-08-1990	Sci & Tech	Hindi	07-02-2012
38	Madhu Deoli	F	General	432	29-01-1986	Planning Com	English	26-12-2011
39	Anju Rani	F	SC	436	10-03-1981	Civil Aviation	English	23-12-2011
40	Anita	F	OBC*	443	07-01-1986	Telecom	English	01-03-2012
41	Harish Chandra Ratoori	M	General	448	05-09-1983	Power	English	13-01-2012
42	Anshumalika	F	OBC	452	10-10-1988	IP&P	Hindi	30-12-2011
43	Minakshi	F	SC	456	29-05-1981	MHA	English	29-12-2011
44	Priyanka Kumari	F	OBC	461	05-11-1983	Expenditure	Hindi	30-12-2011
45	Yashpal Arya	M	SC	467	12-09-1987	MHA	English	09-01-2012
46	Vipin Arora	M	General	472	09-07-1986	SJ&Emp.	English	17-01-2012
47	Premlata Sinha	F	OBC	477	04-08-1989	Telecom	Hindi	02-02-2012
48	Nidhi Kumari	F	General	480	24-09-1990	SJ&Emp.	Hindi	02-02-2012
49	Amit Kumar	M	SC	482	31-08-1980	MHA	English	21-12-2011
50	Asha Vijayi	F	SC*	490	25-08-1986	Supply	English	09-02-2012
51	Sandeep Reddy	M	SC	493	15-08-1987	Sci & Tech	English	24-01-2012
52	Kapil Arora	M	General	498	23-02-1989	Expenditure	English	06-02-2012
53	Vipin Kumar	M	OBC	499	01-03-1983	RT&H	Hindi	05-01-2012
54	Yogendra Kumar	M	General	500	01-12-1983	Defence	Hindi	17-02-2012
55	Dolly Arora	F	General	RL53	25-04-1988	Posts	English	16-01-2012
56	Amit Kumar	M	General	RL58	20-07-1990	MHA	Hindi	13-12-2011

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.) _____
Telephone No. / Fax No. _____

Signature of the official