

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: 26th March, 2012

OFFICE MEMORANDUM

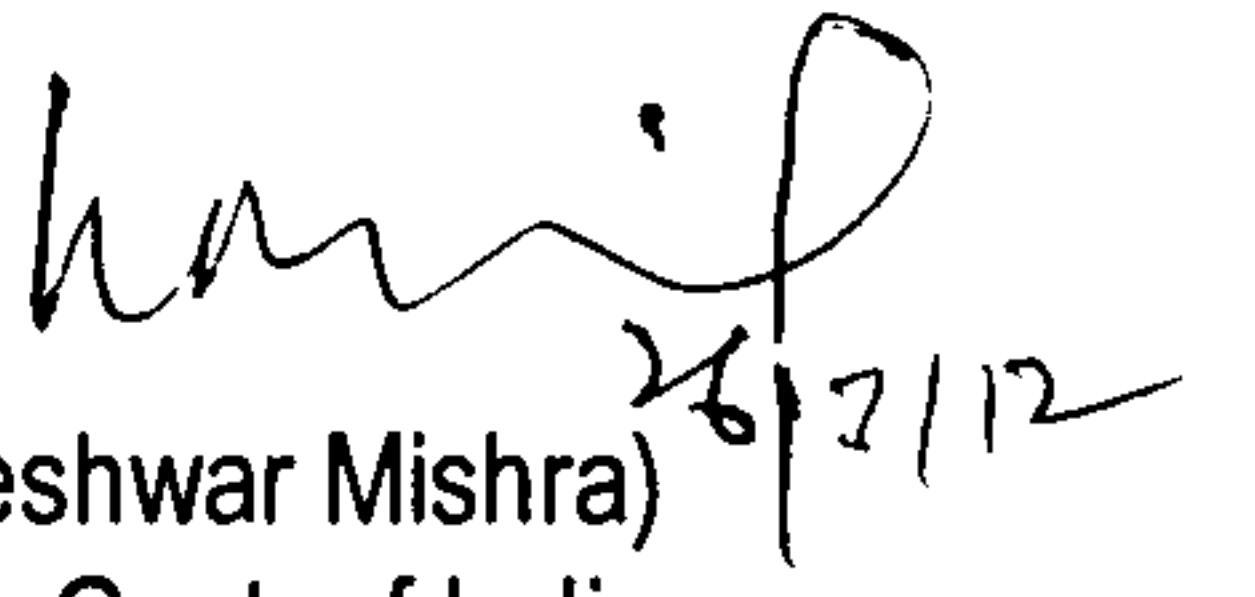
Subject :Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {5th SDR(F)} / Induction Training at ISTM w.e.f 23/4/2012 to 1/6/2012- regarding.

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 {5th 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 Nafe Singh, Deputy 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 Nafe Singh, Deputy Director, ISTM, New Delhi with a copy to the undersigned. Shri Nafe Singh, Deputy Director is accessible on Phone No. 26165310 (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 Nafe Singh, Deputy 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 5th Stenographers Direct Recruits(Foundation) / Induction
Training to be held at ISTM from 23/4/2012 to 1/6/2012**

| S.N o. | Name of the Candidte | Gender | Category | Rank No. | Date of Birth | Cadre where working | Medium | Taken over on strength on |
|--------|-----------------------|--------|----------|----------|---------------|---------------------|---------|---------------------------|
| 1 | Madhu Bala | F | SC | 504 | 20-10-1981 | Telecom | English | 01-03-2012 |
| 2 | Kritika | F | SC* | 514 | 09-01-1988 | S&HE | English | 30-12-2011 |
| 3 | Ajay Kumar Patel | M | OBC | 515 | 15-07-1985 | S&HE | Hindi | 09-02-2012 |
| 4 | Ruchika Bisht | M | General | 522 | 18-02-1991 | Telecom | English | 06-01-2012 |
| 5 | Geeta Rawat | F | General | 529 | 17-03-1988 | Sci & Tech | English | 14-02-2012 |
| 6 | Vipin Kumar Chandra | M | SC* | 533 | 25-08-1983 | SJ&Emp. | English | 27-02-2012 |
| 7 | Vijay Kumar | M | SC | 536 | 28-03-1982 | Expenditure | English | 27-02-2012 |
| 8 | Himanshu Pal | M | OBC | 537 | 15-08-1989 | MHA(PMO) | English | 23-01-2012 |
| 9 | Pankaj Kumar | M | OBC | 542 | 02-07-1983 | DOP&T | Hindi | 16-01-2012 |
| 10 | Inderaj | M | SC | 549 | 02-08-1973 | Expenditure | English | 29-12-2011 |
| 11 | Hement Kumar | M | General | 559 | 02-07-1987 | Earth Sciences | Hindi | 07-02-2012 |
| 12 | Mridula Priyadarshini | F | SC | 560 | 30-09-1984 | Health & FW | English | 21-12-2011 |
| 13 | Rajesh Kumar | M | OBC | 564 | 03-02-1985 | Consumer Affairs | Hindi | 11-01-2012 |
| 14 | Pramod Kumar | M | OBC | 565 | 25-05-1990 | SJ&Emp. | Hindi | 13-01-2012 |
| 15 | Manoj Kumar | M | SC* | 569 | 27-02-1985 | Sci & Tech | English | 01-02-2012 |
| 16 | Deepa Arora | F | General | 573 | 23-07-1983 | Fertilizers | English | 30-12-2011 |
| 17 | Avinash Kumar | M | OBC | 576 | 18-08-1982 | Expenditure | Hindi | 08-02-2012 |
| 18 | Pankaj Kumar | M | OBC | 578 | 08-01-1986 | Defence | Hindi | 17-02-2012 |
| 19 | Anil Kumar | M | SC | 579 | 27-03-1979 | Consumer Affairs | English | 06-03-2012 |
| 20 | Satyapal Singh | M | OBC | 589 | 07-06-1990 | I&B | Hindi | 30-12-2011 |
| 21 | Jitendra Kumar Pandey | M | General | 590 | 07-12-1990 | Legal Affairs | Hindi | 01-03-2012 |
| 22 | Padmini | F | SC* | 598 | 12-08-1987 | Sci & Tech | Hindi | 19-12-2011 |
| 23 | Govind Singh Rawat | M | General | 600 | 10-07-1985 | Telecom | English | 06-01-2012 |
| 24 | Preeti | F | SC | 605 | 07-09-1982 | Food & PD | English | 10-01-2012 |
| 25 | Uttam Kumar | M | OBC | 608 | 05-06-1991 | Power | Hindi | 29-12-2011 |
| 26 | D Neha | F | General | 611 | 15-07-1988 | I&B | Hindi | 17-01-2012 |
| 27 | Vishesh Kumar Saini | M | OBC* | 612 | 04-09-1990 | Expenditure | Hindi | 27-02-2012 |
| 28 | Neha Sharma | F | General | 617 | 17-09-1987 | Defence | English | 02-02-2012 |
| 29 | Sundararajan S. | M | OBC | 618 | 11-08-1982 | Expenditure | English | 29-12-2011 |
| 30 | Neeraj Kumar | M | SC | 619 | 01-04-1984 | S&HE | English | 13-02-2012 |
| 31 | David Kumar | M | OBC* | 622 | 01-03-1990 | MHA | Hindi | 03-01-2012 |
| 32 | Krishan Kant Sharma | M | General | 629 | 15-12-1988 | Sci & Tech | Hindi | 21-12-2011 |
| 33 | Laxmi | F | SC | 633 | 06-10-1982 | Defence | English | 02-02-2012 |
| 34 | Pabitra Mohan Sahoo | M | OBC | 635 | 02-05-1982 | Labour | English | 09-01-2012 |
| 35 | Neeraj Gautam | M | General | 647 | 19-01-1991 | MHA | English | 10-01-2012 |

| | | | | | | | | |
|----|----------------------|---|---------|-------|------------|----------------------|---------|------------|
| 36 | Raju Kumar | M | SC | 648 | 15-01-1988 | MSME | Hindi | 01-02-2012 |
| 37 | Chandan Kumar | M | OBC | 653 | 19-01-1986 | I&B | Hindi | 30-12-2011 |
| 38 | Anil Kumar | M | SC | 658 | 26-04-1989 | UPSC | English | 30-12-2011 |
| 39 | Nirbhav Kumar Mishra | M | General | 660 | 30-01-1984 | Telecom | Hindi | 30-01-2012 |
| 40 | Arjun Kashyap | M | OBC | 670 | 15-08-1990 | Commerce | Hindi | 18-01-2012 |
| 41 | Samar Jeet Kumar | M | SC | 676 | 02-03-1991 | Fertilizers | Hindi | 13-02-2012 |
| 42 | Lalit Kumar Verma | M | SC | 679 | 14-04-1988 | Health & FW | Hindi | 28-12-2011 |
| 43 | Ravi Ranjan | M | OBC | 680 | 08-07-1982 | Posts | Hindi | 06-02-2012 |
| 44 | Sonu Kumar | M | SC | 681 | 15-05-1990 | Posts | Hindi | 29-12-2012 |
| 45 | Dilip Kumar Patel | M | OBC | 685 | 07-02-1988 | Expenditure | Hindi | 29-02-2012 |
| 46 | Ravi Sharma | M | OBC | 688 | 18-03-1984 | Sci & Tech | English | 26-12-2011 |
| 47 | Bibha Kumari | F | SC | 689 | 01-03-1983 | Commerce | Hindi | 29-12-2011 |
| 48 | Subodh Kant Sinha | M | OBC | 691 | 15-08-1990 | MHA | Hindi | 11-01-2012 |
| 49 | Amit Kumar | M | SC | 692 | 15-10-1988 | MHA | English | 18-01-2012 |
| 50 | Dilip Kumar | M | OBC | 696 | 15-01-1988 | Expenditure | Hindi | 30-12-2011 |
| 51 | Rajeev Ranjan | M | SC | 708 | 21-12-1991 | Defence | Hindi | 21-02-2012 |
| 52 | Pravindra Kumar | M | OBC | 730 | 16-06-1984 | Expenditure | Hindi | 21-02-2012 |
| 53 | Rahim Hussain Ansari | M | OBC | 736 | 01-01-1982 | Food & PD | Hindi | 16-12-2011 |
| 54 | Shaveta Gupta | F | General | RL/39 | 26-01-1984 | Mines | English | 27-01-2012 |
| 55 | Vinod Kothiyal | M | General | RL/40 | 08-09-1989 | SJ&E(Tribal Affairs) | English | 06-02-2012 |
| 56 | Sonia Kadyan | F | General | RL\1 | 17-07-1988 | UPSC | English | 09-03-2012 |
| 57 | Pradeep Kumar Mishra | M | General | RL\20 | 24-02-1991 | S&HE | English | 11-01-2012 |

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 Secretary (Admn.) _____
Telephone No. / Fax No. _____

Signature of the official