

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) {3rd 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 {3rd 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 Smt. Savita Sen, 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 Smt. Savita Sen, Assistant Director, ISTM, New Delhi with a copy to the undersigned. Smt. Savita Sen, Assistant Director is accessible on Phone No. 26165593 (O).


(Kameshwar Mishra) 28/3/12
Under Secretary to the Govt. of India
Telefax : 24623157

To

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

Copy to: Smt. Savita Sen, 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.

**Nominaton for 3rd Stenographers Direct Recruits(Foundation) / Induction
Training to be held at ISTM from 23/4/2012 to 1/6/2012**

S. No.	Name of Candidate	Gender	Category	Rank No.	Date of Birth	Cadre where working	Medium	Taken over on strength on
1	Krishna	F	General	427	10-11-1987	Agri & Coop	English	03-11-2011
2	Mukesh Kumar	M	General	481	15-09-1988	Agri & Coop	English	03-11-2011
3	Priya Bala	F	SC	595	01-07-1990	Agri & Coop	English	03-11-2011
4	Amit Kumar Pal	M	OBC	642	10-09-1990	Agri & Coop	Hindi	11-11-2011
5	Mahtab Alam	M	OBC	718	10-09-1985	Agri & Coop	Hindi	11-11-2011
6	Pushpendra Kumar	M	General	305	19-04-1991	Agri & Coop	Hindi	05-12-2011
7	Sita Raturi	F	General	318	01-06-1985	Agri & Coop	English	05-12-2011
8	Bhavana Sagar	F	SC	462	30-01-1984	Agri & Coop	English	05-12-2011
9	Pooja	F	SC	567	16-05-1989	Agri & Coop	English	05-12-2011
10	Rajan Prajapati	M	OBC	430	10-08-1984	Agri & Coop	English	07-12-2011
11	Anamika	F	SC	444	12-01-1987	Expenditure	English	28-11-2011
12	Deepti	F	SC	421	16-09-1989	Expenditure	English	13-12-2011
13	Shilpa Dua	F	General	200	09-01-1987	Expenditure	English	15-12-2011
14	Honey Kumar	M	SC	473	09-03-1985	Expenditure	English	16-12-2011
15	Monika Rani	F	General	614	01-06-1985	Food & P.D	Hindi	21-11-2011
16	Shailesh Dwivedi	M	General	245	03-07-1986	Food & P.D	English	14-12-2011
17	Isha Gupta	F	General	RL16	27-11-1985	MHA	English	02-12-2011
18	Kanwaljeet	M	SC	465	26-03-1990	IP&P	English	18-10-2011
19	Pramod Kumar	M	SC	292	19-11-1984	DOP&T	English	08-12-2011
20	Krishan Chandra Parewa	M	SC	219	15-10-1986	DOP&T	English	09-12-2011
21	Harjot Singh	M	General	230	03-08-1990	DOP&T	English	15-12-2011
22	Chander Prakash	M	General	260	23-07-1983	DOP&T	English	23-12-2011
23	Neelam Singh	F	General	630	15-01-1991	DOP&T	Hindi	27-12-2011
24	Tarun Kumar Singhania	M	General	180	30-08-1976	Power	English	01-12-2011
25	Vivek Shukla	M	General	517	10-07-1990	Power	English	01-12-2011
26	Geeta	F	General	218	04-08-1986	Power	English	19-12-2011
27	Pooja Sharma	F	General	397	17-09-1987	RT&Highways	English	30-11-2011
28	Ashish Kumar	M	SC	489	25-04-1986	RT&Highways	English	30-11-2011

29	Sachin Dhingra	M	General	525	16-03-1986	RT&Highways	English	30-11-2011
30	Anoop Kumar	M	General	81	06-07-1986	Culture	English	29-12-2011
31	Mamta Mehra	F	General	96	27-11-1975	Steel	English	17-01-2012
32	Ankit Kumar	M	OBC*	128	25-05-1991	Coal	Hindi	16-01-2012
33	Hemlata Mathur	F	SC	150	01-10-1985	Coal	English	16-01-2012
34	Govind Singh	M	General	160	29-11-1984	Planning Com	English	29-11-2011
35	Dorothy Joseph	F	General	168	28-05-1990	MSME	English	01-02-2012
36	Roman Kumar	M	General	172	23-10-1987	Fertilizers	English	17-01-2012
37	Jaya Mitra	F	General	177	27-05-1987	Telecomm	English	09-01-2012
38	Sulekha	F	SC	181	24-03-1986	Defence	English	09-02-2012
39	Sunaina Gill	F	General	188	25/10/1984	DOP&T	English	09-01-2012
40	Rajesh Kumar	M	OBC*	190	01-01-1992	Culture	Hindi	29-12-2011
41	Akash Bhardwaj	M	General	212	12-03-1989	MHA(PMO)	English	14-12-2011
42	Neha Singh Bhadauria	F	General	216	02-03-1990	MHA	English	10-01-2012
43	Ritika Arora	F	General	246	06-02-1985	Health & FW	English	20-12-2011
44	Pooja	F	OBC*	252	31-07-1988	Fertilizers	English	30-12-2011
45	Deepti Arora	F	General	253	22-09-1983	UPSC	English	09-01-2012
46	Suraj Kumar	M	SC*	257	24-12-1989	Defence	English	02-03-2012
47	Rajni	F	SC	261	28-09-1982	MHA	English	13-01-2012
48	Som Dutt	M	General	262	02-03-1987	Expenditure	English	24-01-2012
49	Ruby Sharma	F	General	263	25-09-1984	Health & FW	English	23-01-2012
50	Amit Kumar Gupta	M	General	RL41	11-08-1984	Expenditure	Hindi	01-03-2012
51	Mauji Ram	M	SC	RL43	05-08-1986	Expenditure	Hindi	30-01-2012
52	Santosh Pratap Singh	M	General	RL50	30-12-1987	MHA	English	09-01-2012
53	Santosh Kumar	M	General	RL61	10-02-1985	Health & FW	Hindi	09-01-2012
54	Bhawna	F	General	RL60	12-06-1990	Expenditure	English	02-01-2012
55	Madan Lal	M	OBC	RL32	10-08-1983	Legal Affairs	English	28-02-2012
56	Naveen Kumar	M	OBC	RL23	28-03-1983	Power	English	24-02-2012
57	Meenakshi	F	General	RL29	01-04-1985	MHA	English	01-03-2012

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