

No. 21/1/2013-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 10th March, 2014.

OFFICE MEMORANDUM

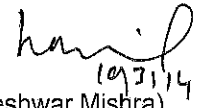
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {16th SDR (F)} / Induction Training at ISTM w.e.f. 21.04.14 to 30.05.14 -reg.

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 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, 2012, whose names are given in the Annexure-I, are nominated to participate in the Stenographers Direct Recruits (Foundation) course {16th SDR(F)} / Induction Training to be conducted by the ISTM from 21.04.14 to 30.05.14 . It is requested that nominated officials be relieved of their duties with the direction to report to Shri Herkal Govind, Deputy Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 21st April, 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 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. 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 9th 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 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 to 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 medium in prescribed proformae as per the Annexure -II, to Shri Herkal Govind, Deputy Director, ISTM, New Delhi. Shri Herkal Govind, Deputy Director is accessible on Phone No. 011-26105592.



(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax: 24623157

To

Under Secretary (Admn) of the concerned Cadre Units

Copy to: Shri Herkal Govind, Deputy Director, ISTM, JNU Campus (old) New Delhi along with a copy of the list of participants with the request that study material for the foundation training course be provided online at least 15 days before the start of the training programme and at the end of the course, the proficiency in stenography & typing be checked through a test of qualifying nature and the marks obtained be indicated in the certificates issued by the ISTM. You are also requested to send the list of participants just after commencing of the training programme so that this Department may re-nominate the non-participants in 17th SDR (F) which is scheduled to be held from 21.07.2014 to 29.08.2014.

LIST OF CANDIDATES NOMINATED FOR 16TH BATCH OF SDR(F)

ANNEXURE-1

S.No.	Roll No.	Name of Candidate	Gender	Category	Rank No.	Date of Birth	Cadre where nominated	DATE OF JOINING
1	2003002219	HIMANSHU SHARMA*	M	UR	220	20/02/1992	AGRICULTURE & COOPERATION	07/06/2013
2	3206500313	MUKESH KUMAR*	M	OBC	474	02/02/1992	AGRICULTURE & COOPERATION	10/06/2013
3	2201004895	VINOD KUMAR*	M	OBC	386	25/10/1985	HEALTH & FAMILY WELFARE	14/06/2013
4	3007000990	SANTOSH KUMAR*	M	OBC*	256	02/05/1994	AGRICULTURE & COOPERATION	20/06/2013
5	2201500954	SACHIN KUMAR TRIPATHI*	M	UR	267	30/06/1988	PLANNING COMMISSION	27/06/2013
6	2201004574	TH KHUM NGAIH LIAN	F	ST	680	01/02/1991	INFORMATION & BROADCASTING	08/07/2013
7	2201511255	MADHU BALA	F	OBC*	354	27/07/1988	AGRICULTURE & COOPERATION	09/07/2013
8	2201008570	NARENDRA KUMAR	M	SC	414	16/10/1988	INFORMATION & BROADCASTING	09/07/2013
9	2201502827	PURNIMA SHARMA	F	UR	197	06/05/1993	INFORMATION & BROADCASTING	10/07/2013
10	2201502968	ASHMITA SINGH	F	UR	371	23/11/1988	INFORMATION & BROADCASTING	10/07/2013
11	2201510120	NEERJA	F	SC	397	15/06/1981	SUPPLY	10/07/2013
12	2201509352	PRAVEEN KUMAR	M	SC	421	18/10/1988	INFORMATION & BROADCASTING	10/07/2013
13	2201507627	ROHIT VERMA	M	SC	233	15/02/1990	PERSONNEL & TRAINING	11/07/2013
14	2201504930	KOMAL	F	UR	319	12/09/1990	INFORMATION & BROADCASTING	11/07/2013
15	2201510988	ANJALI MEHTA	F	UR	172	17/09/1991	EXPENDITURE	15/07/2013
16	2201510544	BHAVYA VIRMANI	F	UR	185	10/02/1991	INFORMATION & BROADCASTING	15/07/2013
17	2201501474	POONAM UPADHAY	F	UR	295	24/07/1993	LABOUR & EMPLOYMENT	15/07/2013
18	2201511305	SADHANA YADAV	F	OBC*	298	15/04/1989	LABOUR & EMPLOYMENT	15/07/2013
19	2201504224	KHYATI MALHOTRA	F	UR	321	13/03/1992	LABOUR & EMPLOYMENT	15/07/2013
20	2201500348	NABEEL IQBAL	M	UR	375	04/08/1986	FERTILIZERS	15/07/2013
21	1601000427	PAWAN KUMAR	M	OBC	436	15/04/1990	AGRICULTURE & COOPERATION	15/07/2013
22	2201500948	SWATI MAHAJAN	F	UR	333	03/11/1985	WATER RESOURCES	16/07/2013
23	2201500567	SANA KAPOOR	F	UR	159	30/09/1990	EXPENDITURE	17/07/2013
24	2201500935	OMKAR NATH	M	UR	279	28/01/1992	TELECOMMUNICATIONS	17/07/2013
25	2201509317	RUCHIKA MADHWAL	F	UR	327	13/06/1990	EXPENDITURE	17/07/2013
26	2201512021	MEHBOOB	M	OBC	366	25/04/1989	POWER	17/07/2013
27	2003005530	GAUSHE ALAM	M	UR	388	12/08/1991	WATER RESOURCES	17/07/2013
28	2201501852	RAVI RAWAT	M	UR	326	17/07/1988	PERSONNEL & TRAINING	18/07/2013
29	2201510636	PRIYANKA CHAWLA	F	UR	284	16/11/1989	UPSC	19/07/2013

10/13/14
 (P. C. MONDA)
 अनुमान अधिकारी/Section Officer
 कार्यालय एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Trg
 भारत सरकार/Govt. of India

30	3206502238	SAZIA KHATOON	F	OBC	283	05/01/1993	PERSONNEL & TRAINING	22/07/2013
31	2003002437	NAZIM ALI	M	OBC	419	01/01/1991	AGRICULTURE & COOPERATION	22/07/2013
32	2201501371	SAVITA	F	SC	343	02/02/1989	LABOUR & EMPLOYMENT	23/07/2013
33	2003001648	NITIN KUMAR	M	UR	127	02/10/1993	POWER	24/07/2013
34	2201511208	GANESH KUMAR	M	SC*	132	10/10/1987	PERSONNEL & TRAINING	24/07/2013
35	1601002598	MOHD MAIMUDDIN	M	OBC	204	09/02/1990	SUPPLY	26/07/2013
36	2201506314	NITESH KUMAR	M	OBC	431	30/07/1990	TELECOMMUNICATIONS	26/07/2013
37	1601000185	CHAMPA	F	SC	320	15/01/1994	INDUSTRIAL POLICY & PROMOTION	29/07/2013
38	2201000544	LATA	F	UR	269	16/08/1986	EXPENDITURE	31/07/2013
39	2201502540	ANKUR JHA	M	UR	151	07/04/1992	WATER RESOURCES	01/08/2013
40	2002000463	AFRAJ KHAN	M	OBC	252	12/10/1989	WATER RESOURCES	01/08/2013
41	2201508727	KIRTI SAHU	F	OBC*	296	15/01/1992	INFORMATION & BROADCASTING	01/08/2013
42	2201509603	NEHA TIWARI	F	UR	308	09/05/1990	HIGHER EDUCATION	01/08/2013
43	1601006044	RAVINDER KUMAR	M	UR	77	16/03/1991	PERSONNEL & TRAINING	02/08/2013
44	2201502692	RAVI KUMAR	M	SC*	258	30/06/1991	SUPPLY	02/08/2013
45	3003002218	CHETRAM	M	OBC	290	08/06/1989	FERTILIZERS	02/08/2013
46	2003001252	SAURABH KUMAR	M	UR	338	05/05/1989	PERSONNEL & TRAINING	02/08/2013
47	3206500489	RAHUL PRASAD	M	OBC*	215	16/10/1990	URBAN DEVELOPMENT	05/08/2013
48	3003013445	UPENDRA SINGH	M	OBC	229	07/03/1986	HOME AFFAIRS	05/08/2013
49	3003011366	POOJA AGRAWAL	F	UR	282	02/03/1989	TRIBAL AFFAIRS	05/08/2013
50	2201503036	GARIMA	F	UR	305	24/12/1987	TELECOMMUNICATIONS	05/08/2013
51	2201008890	LATA KIRTI	F	SC	396	09/05/1986	INFORMATION & BROADCASTING	05/08/2013
52	2201504882	ASHA TIWARI	F	UR	125	11/08/1986	HOME AFFAIRS	06/08/2013
53	3009014241	AMIT KUMAR VERMA	M	OBC	399	12/31/1988	AGRICULTURE & COOPERATION	06/08/2013

*Nominated for second time.

Sample
10/3/14
(P. C. MONGA)
अनुमान अधिकारी/Section Officer
कर्मिक एवं प्रशिक्षण विभाग
Dept. of Personnel & Trg.
भारत सरकार/Dept. of India

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.) _____
12. Telephone No. / Fax No. _____

Signature of the official