

OFFICE MEMORANDUM

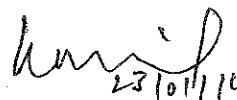
Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {15th SDR (F)} / Induction Training at ISTM w.e.f. 24.02.14 to 04.04.14 -reg.

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, 2010, 2011 & 2012, whose names are given in the Annexure-I, are nominated to participate in the Stenographers Direct Recruits (Foundation) course {15th SDR(F)} / Induction Training to be conducted by the ISTM from 24.02.14 to 04.04.14 . It is requested that nominated officials be relieved of their 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 24th 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 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 Ms. Savita Sen, Assistant Director, ISTM, New Delhi. Shri Savita Sen, Assistant Director is accessible on Phone No. 011-26165593.


23/01/14
(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax: 24623157

To

Under Secretary (Admn) of the concerned Cadre Units

Copy to: Ms. Savita Sen, Assistant Director, ISTM, JNU Campus (old) New Delhi along with a copy of the list of participants w.r.t ISTM's letter No. A-33090/01/2005-ISTM (Coord) dated 12/4/2012 **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.** She is 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 16th SDR (F) which is scheduled to be held from 21.04.2014 to 30.05.2014.

Annexure-I

LIST OF CANDIDATES NOMINATED FOR 15TH BATCH OF SDR(F)								
S. No.	Roll No.	Name of Candidate	Gender	Select List Year	Rank	Date of Birth	Cadre where nominated	Date of Joining
1	2201508687	DEEPSHIKHA SINGH*	F	2010	572	07-10-81	DEFENCE	29-05-12
2	3005001440	RAJVEER SINGH	M	2010	668/STD	12-11-88	PLANNING COMMISSION	05-12-13
3	2201511441	ANJU RANI*	F	2011	172	30-08-82	SHIPPING	31-08-12
4	2201002246	MEENU**	F	2011	371	11-12-87	HOME AFFAIRS	07-09-12
5	2201008888	PREETI VERMA/ROHILLA **	F	2011	732	05-01-86	HOME AFFAIRS	20-09-12
6	2201512091	VIPIN KUMAR VAID**	M	2011	230	09-03-82	URBAN DEVELOPMENT	01-10-12
7	3003002595	RAGHURAJ SINGH*	M	2011	337	01-03-87	MINORITY AFFAIRS	02-04-13
8	3010007014	SUDHANSHUDHAR SINGH*	M	2011	347	17-11-87	HEALTH & FAMILY WELFARE	10-09-12
9	1601000445	AKEEL AHMAD*	M	2011	409	05-01-92	HOME AFFAIRS	05-12-12
10	3003002097	ANEET KUMAR*	M	2011	421	10-08-85	YOUTH AFFAIRS & SPORTS	05-03-13
11	2201502056	MANJU **	F	2011	434	07-11-81	MSME	01-10-12
12	3206017965	MD NADEEM AKHTAR*	M	2011	516	28-12-90	DEFENCE	21-01-13
13	2201001877	MAHENDRA KUMAR*	M	2011	517	21-10-81	EXPENDITURE	19-10-12
14	3007500695	ANIL KUMAR*	M	2011	527	01-06-86	DEFENCE	28-12-12
15	3001501438	VIBHA KUMARI*	F	2011	537	22-02-88	HOME AFFAIRS	08-10-12
16	2003001073	VIPIN KUMAR *	M	2011	564	17-07-93	POWER	01-11-12
17	3206016493	PUSHPA KUMARI*	F	2011	648	06-04-91	HOME AFFAIRS	18-10-12
18	2201503865	RAJAN SINGH*	M	2011	654	03-03-82	EXPENDITURE	10-10-12
19	3205003058	PANKAJ KUMAR *	M	2011	690	30-12-86	POWER	10-10-12
20	2201502743	SUMIT KUMAR*	M	2011	730	25-11-92	EXPENDITURE	05-12-12
21	2003002219	HIMANSHU SHARMA	M	2012	220	20-02-92	AGRICULTURE & COOPERATION	07-06-13
22	3206500313	MUKESH KUMAR	M	2012	474	02-02-92	AGRICULTURE & COOPERATION	10-06-13
23	2003003685	KM DROPADI	F	2012	340	08-07-90	INDUSTRIAL POLICY & PROMOTION	12-06-13
24	1601001610	SEEMA RANI	F	2012	394	28-08-92	PLANNING COMMISSION	12-06-13
25	2201005580	SAKSHI SHARMA	F	2012	235	14-12-91	HEALTH & FAMILY WELFARE	14-06-13
26	2201004895	VINOD KUMAR	M	2012	386	25-10-85	HEALTH & FAMILY WELFARE	14-06-13
27	2002005361	PANKAJ KUMAR	M	2012	365	03-01-92	PLANNING COMMISSION	18-06-13

(P. C. MONGA)
 (P. C. MONGA)
 अनुसंधान अधिकारी/Section Officer
 कर्मचारी एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Trf
 भारत सरकार/Govt. of India

28	3007000990	SANTOSH KUMAR	M	2012	256	02-05-94	AGRICULTURE & COOPERATION	20-06-13
29	2201004784	JYOTSNA JASSAL	F	2012	202	29-12-91	URBAN DEVELOPMENT	24-06-13
30	2201506106	PINKI JOSHI	F	2012	304	15-11-89	EXPENDITURE	24-06-13
31	2201001532	S LANGKHANHAU	M	2012	630	18-02-87	AGRICULTURE & COOPERATION	24-06-13
32	2002002299	SAHDEV SINGH	M	2012	297	13-08-89	INDUSTRIAL POLICY & PROMOTION	25-06-13
33	2201005284	ANUSHIKA KUMARI	F	2012	346	01-12-92	PLANNING COMMISSION	25-06-13
34	2201511271	SOURAV KUMAR	M	2012	453	12-10-93	PLANNING COMMISSION	26-06-13
35	2201500954	SACHIN KUMAR TRIPATHI	M	2012	267	30-06-88	PLANNING COMMISSION	27-06-13
36	2201502457	SAVITA ARORA	F	2012	309	25-03-89	SUPPLY	27-06-13
37	2201009503	KOKILA AGGARWAL	F	2012	348	24-11-85	POWER	27-06-13
38	2003000466	ANISH AHAMAD	M	2012	389	21-01-91	AGRICULTURE & COOPERATION	27-06-13
39	2201506040	JYOTI	F	2012	176	15-12-87	POWER	28-06-13
40	2201507707	NAVJOT KAUR	F	2012	165	18-01-91	ENVIRONMENT & FORESTS	01-07-13
41	2201009452	YUKTI KAKRIA	F	2012	240	04-06-93	ROAD TRANSPORT & HIGHWAYS	01-07-13
42	2201511445	GUNJAN ARORA	F	2012	334	23-11-90	AGRICULTURE & COOPERATION	01-07-13
43	2201509613	NEERAJ KUMAR	M	2012	264	25-11-88	INDUSTRIAL POLICY & PROMOTION	02-07-13
44	2201508797	ARUN KUMAR	M	2012	755	13-01-85	HIGHER EDUCATION	02-07-13
45	2003001346	MANIKA PUTHIA	F	2012	41	20-04-89	HEALTH & FAMILY WELFARE	03-07-13
46	2201500285	GAURAV SHARMA	M	2012	103	26-05-92	PERSONNEL & TRAINING	03-07-13
47	2201509547	RAVI	M	2012	425	28-04-91	URBAN DEVELOPMENT	03-07-13
48	2201007565	ASHISH SAJWAN	M	2012	111	11-11-92	PERSONNEL & TRAINING	05-07-13
49	2201507807	NISHU KUMARI	F	2012	162	04-07-90	CORPORATE AFFAIRS	05-07-13
50	2201004248	DISHA PASRICHA	F	2012	213	25-12-90	EXPENDITURE	05-07-13
51	2201506304	MEENA CHOPRA	F	2012	452	11-07-85	WATER RESOURCES	05-07-13
52	2201500018	MRS.MEENAKSHI	F	2012	272	07-10-85	POWER	08-07-13
53	2201001597	PRITI SAGAR	F	2012	412	10-12-89	INDUSTRIAL POLICY & PROMOTION	08-07-13
54	2201509845	NAROTTAM KUMAR	M	2012	424	05-08-89	EXPENDITURE	08-07-13

* The officials are being nominated for 2nd time.

** The officials are being nominated for last time.

banupc
 (श. सी. जोग)
 S. S. JONGA
 Selection Officer
 कर्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & TRG
 भारत सरकार / Govt. of India

CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographers _____
6. Academic qualification _____
7. Date of joining as PS(Ad-hoc)/PA _____
Select List Year _____
8. Whether the nominee is a member Yes/No
of SC/ST if yes, please specify SC/ST
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 _____

Signature