

No. 21/1/2014-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
Date: 23<sup>rd</sup> September, 2014

**OFFICE MEMORANDUM**

Subject: Nomination of Stenographers Grade 'D' of CSSS with seven years of approved service for 6<sup>th</sup> Level-I Training programme to be conducted by ISTM w.e.f. 13.10.2014 to 31.10.2014 -reg

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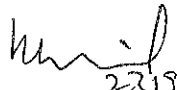
The undersigned is directed to refer to this Department's O.M. No. 20/28/2010-CS-II(A) dated 20.10.2011(available on the website of DOPT) regarding Cadre Training Plan(CTP) for the officials of Central Secretariat Stenographers' Service(CSSS) and to say that Stenographers Grade 'D' with seven years of approved service, whose names are given in the Annexure-I, are nominated to participate in the Level-I Training programme to be conducted by the ISTM w.e.f. 13.10.2014 to 31.10.2014. It is requested that 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 **9.00AM on 13<sup>th</sup> October, 2014.**

2. **Concerned Cadre units of CSSS are also requested to ensure that the officials nominated to the above Level-I training programme are relieved in time as this training course is mandatory in nature.** Absenteeism and withdrawal from the course, including part/different components of the programme may not be allowed in normal circumstances.

3. **As per the CTP "The officers / officials who do not attend the mandatory training programmes even after three documented nominations by the CS-II Division, shall be debarred for future training programmes under the Cadre Training Plan and in addition administrative action shall be taken to deny grant of promotion to such debarred officers/officials."** It may be noted that their promotion and continuation in the grade of PA, as vide this Department's O.M. No. 5/1/2014-CS-II(C) dated 12.5.2014 is conditional to their successful completion of Level-I Training Programme. As such, **Cadre Units are requested to ensure that officials nominated for the 3<sup>rd</sup> time are relieved, without fail.**

4. As part of the Training course, the participant would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/Department are required to sanction an advance of Rs 20,000/- (Rupees Twenty thousand only) as TA/DA advance for each participant along with their relieving order.

5. Concerned Cadre units are requested to send Curriculum Vitae of each participant specifically indicating their gender and language in prescribed proforma given in the Annexure-II to **Smt. Savita Sen**, Assistant Director, ISTM, New Delhi. **Smt. Savita Sen**, Assistant Director, is accessible on Phone No. 011-26165593.

  
23/9/14  
(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Tel: 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 the list of participants.

## Nomination for Level-I Training Programme to be held from 13.10.2014 to 31.10.2014

S. No.	CSL No.	Name (Shri/Smt./Ms.)	Cadre Unit	Category	Date of Birth	Date of joining	SL Year
1	300	Geeta Nassa**	HRD	Genl.	13-11-1964	09-05-85	1984
2	2070	Vidya Charan Prasad**	IP&P	Genl.	15-10-1972	28-01-02	2000
3	2072	Gauri Shankar**	Commerce	Genl.	28-05-1974	14-01-02	2000
4	2080	Sonu Sikri**	Health & FW	Genl.	05-01-1975	01-01-04	2001
5	2091	Rajesh Kumar**	UPSC	OBC	01-01-1973	10-09-03	2001
6	2111	Ajeet Kumar*	MHA	OBC	01-03-77	21-03-07	2004
7	2118	Abhijit Raha*	DOPT	Genl.	21-03-73	09-01-06	2004
8	2122	Prabhat Kumar Sinha*	Rural Dev.	OBC	01-01-73	13-01-06	2004
9	2123	Ranjeet Kumar*	DOPT	Genl.	02-02-78	30-03-06	2004
10	2142	Sunil*	IP & P	SC	10-05-79	30-04-07	2005
11	2144	Lala*	MHA	SC	10-06-79	05-07-07	2005
12	2147	Mahesh Chand Meena*	Health & F.W.	ST	10-07-84	19-02-07	2005
13	2148	Hari Singh Meena*	Rural Dev.	ST	02-07-80	02-01-07	2005
14	342	Shashi Bala*	Science & Tech	Gen.	02.09.1961	02-08-85	1984
15	761	Kamal Bhalla	Rural Dev.	Gen.	04-03-65	09-11-87	1987
16	415	Gurjeet Singh Chatha	DOPT	Gen.	06-04-62	03-01-86	1984
17	2155	Lalit Mohan Meena	Telecom.	ST	31-12-79	05-02-07	2005
18	2156	Pushpendra Kumar Meena	Rural Dev.	ST	19-11-84	05-01-07	2005
19	2157	Lata Ekka	Health & F.W.	ST	06-01-82	12-09-07	2005
20	2158	Routhangpui Khuptong	Home Affairs	ST	27-04-81	09-05-07	2005
21	2159	H. Cing Khan Nuam	Legal Affairs	ST	24-12-78	08-03-07	2005
22	2160	Jai Narayan Meena	SJ & Empmt.	ST	25-12-77	04-06-07	2005
23	2161	Rajendra Kr. Meena	Petroleum & NG	ST	12-07-69	05-01-07	2005
24	2162	Jai Prakash Meena	Home Affairs	ST	15-05-78	06-06-07	2005
25	2163	Jitendra Kumar Meena	Telecom.	ST	30-10-81	14-02-07	2005
26	2164	Rajendra Singh Meena	Health & F.W.	ST	12-05-84	19-02-07	2005
27	2165	Laxmi Bai Meena	Science & Tech.	ST	12-03-85	13-06-07	2005
28	2166	Maya Ram	Health & F.W.	ST	09-03-78	18-05-07	2005
29	2167	Ramawatar Meena	Rural Dev.	ST/PH	01-03-78	20-12-06	2005
30	2168	Deendayal Meena	Science & Tech.	ST	05-09-79	28-05-07	2005
31	2169	Sandeep C. Bawane	Education	ST	13-12-81	16-01-07	2005
32	2170	Kali Charan	Telecom.	ST	27-06-76	09-03-07	2005
33	2171	Tej Ram Meena	Agri. & Coopn.	ST	29-11-74	29-03-07	2005
34	2172	Babu Lal Meena	Home Affairs	ST	20-06-76	06-06-07	2005
35	2173	Sanjeev Kumar Besra	I & B	ST	06-05-83	11-01-07	2005
36	2174	Ram Kumar	Telecom.	ST	06-08-76	22-08-07	2005
37	2175	Punya Mitra Chakma	Agri. & Coopn.	ST	13-12-83	09-04-07	2005
38	2176	Prem Chand Mardi	Health & F.W.	ST	05-06-79	05-03-07	2005
39	2177	Inderjeet Tudu	IP & P	ST	13-05-77	24-08-07	2005
40	2178	Susanta Kumar Naik	Health & F.W.	ST	24-07-80	24-09-07	2005
41	2179	Ajay Chisim	SJ & Empmt.	ST	27-04-80	18-09-07	2005
42	2180	Ajay Kumar	Telecom.	SC	01-03-81	01-05-06	2005
43	2181	Rakesh Kumar Diwakar	Minority Affairs	General	05-04-75	31-07-07	2005

\*\* 3rd and final nomination

\*2nd nomination

*[Handwritten Signature]*  
P. C. Meena  
S.O. 23/9/14

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 Steno Grade 'D' \_\_\_\_\_  
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 \_\_\_\_\_

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Signature