

No.21/2/2015-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi.  
Dated: 11<sup>th</sup> May, 2016

**OFFICE MEMORANDUM**

Subject: Nomination of Stenographers Grade 'D' of CSSS with seven years of approved service for Level-I Training programme to be conducted by ISTM w.e.f. 16<sup>th</sup> May, 2016 to 3<sup>rd</sup> June, 2016.

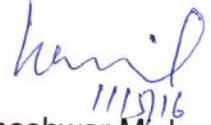
The undersigned is directed to refer to this Department's OM of even No. dated 02.05.2016 on the subject cited above. In continuation of the said nomination, 9 Stenographers Grade 'D', whose details are given in the Annexure-I, are also nominated to participate in the Level-I Training programme to be conducted by the ISTM w.e.f. 16<sup>th</sup> May, 2016 to 3<sup>rd</sup> June, 2016. It is requested that these officials be relieved of their duties with the direction to report to **Shri U S Chattopadhyay, Deputy Director**, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 16<sup>th</sup> May, 2016.

**2. As this training course is mandatory in nature, concerned cadre units of CSSS are requested to ensure that these officials nominated to the above Level-I training programme are relieved in time. Absenteeism and withdrawal from the course, including part/ different components of the programme will 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." 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 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 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 Shri U S Chattopadhyay, Deputy Director, ISTM, New Delhi. **Shri U S Chattopadhyay, Deputy Director**, is accessible on Phone No. **011-26177058**.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

1. US (Admn.), M/o Home Affairs, North Block, New Delhi.
2. US (Admn.), M/o Urban Development, Nirman Bhavan, New Delhi.
3. US (Admn.), M/o Water Resources, Shram Shakti Bhavan, New Delhi.
4. US (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
5. US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
6. US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
7. US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.

Copy to:

- (i) Shri U S Chattopadhyay, Deputy Director, ISTM, JNU Campus (old), New Delhi, alongwith a copy of the supplementary list of 9 participants.
- (ii) Guard File
- (iii) Asst. Director, Official Language, North Block for Hindi translation of the O.M.

## Annexure-I

### Nomination for Level-I Training Programme to be held from 16.05.2016 to 03.06.2016

S.No.	CSL No.	Name (Sh./Smt./Ms.)	Cadre Unit	Date of Birth	SLY
1.	2055	Sanjay Kumar Sharma*	Science & Tech.	25-09-72	2000
2.	2190	Rajesh Kumar Sharma*	MHA	11-07-75	2005
3.	2201	Ajay Kumar*	MHA	31-12-73	2006
4.	2224	Seema Kaushik#	Telecom	13-02-87	2006
5.	2225	Vaibhav Kumar#	MHA	08-10-80	2006
6.	2227	Nisha Sangal#	Urban Dev.	11-07-73	2006
7.	2234	Sudarshan Kumar#	Water Res.	01-04-81	2006
8.	2238	Ragini Asthana#	IP&P	01-03-80	2006
9.	1021	N. Ramakrishnan	I&B	10-09-62	1990

\* The officers who are nominated for the third and final chance are deemed to have been relieved for the training.

# Second nomination

*P. C. MONICA*  
*SO*  
*11/5/16*

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