

Immediate

No. 21/1/2013-CS-II(C)(Vol-II)
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: 2nd June, 2015.

OFFICE MEMORANDUM

Subject:- Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits Foundation Course / Induction Training at ISTM w.e.f. 08.06.2015 to 17.07.2015 -reg.

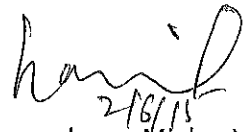
The undersigned is directed to refer to this Department's OM No. 20/28/2010-CS-II(A) dated 20/10/2011 (available on the web-site of the DoP&T) regarding Cadre Training Plan (CTP) for the officers/officials of Central Secretariat Stenographers' Service (CSSS) and to say that Stenographers Grade 'D' nominated to different Cadre Units on the basis of Stenographers Grade 'C' & 'D' Examination, whose names are given in the Annexure-I, are nominated to participate in the Stenographers Direct Recruits Foundation course / Induction Training to be conducted by the ISTM from 08.06.2015 to 17.07.2015. It is requested that nominated officials be relieved of their duties with the direction to report to Shri Chandan Mukherjee, Deputy Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at **9.00 AM on 8th June, 2015.**

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. 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.** Remaining absent 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 As the said Induction Training is mandatory, cadre authorities are required to relieve the concerned officials without fail. Concerned officials should also note that in case they do not undergo the said training programme, they will not be confirmed in the grade and their probation period may be considered for extension. Hence, they should, in their own interest, make necessary efforts to get themselves relieved well in time to join the said training programme.

5. Cadre Units of CSSS are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium in prescribed proforma as per the Annexure -II, to Shri Chandan Mukherjee, Deputy Director, ISTM, New Delhi. Shri Chandan Mukherjee, Deputy Director is accessible on phone no. 011-26185312.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Telefax: 24623157

To

Under Secretary (Admn) of the concerned Cadre Units

Copy to: Shri Chandan Mukherjee, 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 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 commencement of the training programme.

Annexure-I							
S.No.	Roll No.	Name of candidates (Shri/Ms)	Gender	Rank No.	Date of Birth	Cadre where nominated	SLY
1	8207500047	SANKARESWARI M*	F	701	26-07-91	HOME AFFAIRS	2011
2	2201502656	SONY KUMARI*	F	101	26-11-85	HOME AFFAIRS	2011
3	2201502668	PROMILA KASHYAP*	F	70	03-11-84	DEFENCE	2012
4	3010016597	VISHAL KUMAR PAL*	M	208	03-01-84	TRIBAL AFFAIRS	2012
5	2003001085	MOHAMMAD KHALID	M	317	15-09-93	FOOD & PUBLIC DISTRIBUTION	2012
6	3005500462	NIZAMUDDIN	M	222A	08-02-92	FOOD & PUBLIC DISTRIBUTION	2012

*- Last Nomination

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 _____

Signature