

No.21/3/2012-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Lok Nayak Bhawan, New Delhi.
Date: 23rd May, 2012

OFFICE MEMORANDUM

Subject :Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {7th SDR(F)} / Induction Training at ISTM w.e.f 11/6/2012 to 20/7/2012- regarding.

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 whose names are given in the Annexure-I are nominated to participate in the Stenographers Direct Recruits (Foundation) course {7th SDR(F)} / Induction Training being conducted by the ISTM from 11/6/2012 to 20/7/2012. It is requested that these officials may please be relieved of their duties with the direction to report to Shri Biswajit Banerjee, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 11th June, 2012.

2. 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 and the Stenographers Grade 'D' who do not complete the foundation course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. **Absenteeism and withdrawal from the course, including part/different components of the programme may 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 for 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 in prescribed proforma given in the Annexure-II to Shri Biswajit Banerjee, Assistant Director, ISTM, New Delhi. Shri Biswajit Banerjee, Assistant Director is accessible on Phone No. 26185311 (O).


(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax : 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

Copy to: Shri Biswajit Banerjee, Assistant Director, ISTM, JNU Campus (old) New Delhi
alongwith a copy of list of participants w.r.t ISTM's letter No. A-33083/3/2012-
ISTM(Coord.) dated 30/12/2011.

Annexure - I

**Nominaton for 7th Stenographers Direct Recruits(Foundation) / Induction Training
to be held at ISTM from 1 1/6/2012 to 20/7/2012**

S.No.	Name of the Candidate	Gender	Category	Rank No.	Date of Birth	Cadre where working	Medium	Taken over on strength on
1	Vivek Shukla	M	General	517	10-07-1990	Power	English	01-12-2011
2	Bhoopendra Singh Chauhan	M	General	524	01-06-1985	I&B	Hindi	20-04-2012
3	Geeta Rawat	F	General	529	17-03-1988	Science & Technology	English	14-02-2012
4	Himanshu Pal	M	OBC	537	15-08-1989	Home Affairs (PMO)	English	23-01-2012
5	Pankaj Kumar	M	OBC	542	02-07-1983	DOP&T	Hindi	16-01-2012
6	Sunil Kumar	M	SC	556	11-10-1981	Home Affairs	English	14-12-2011
7	Chandan Kr Singh	M	General	570	07-02-1990	Defence	Hindi	16-04-2012
8	Minakshi Kumari	F	General	575	02-01-1989	Home Affairs	Hindi	06-02-2012
9	Padmini	F	SC*	598	12-08-1987	Science & Technology	Hindi	19-12-2011
10	Arun Kumar	M	SC	599	01-12-1981	Earth Sciences	English	27-03-2012
11	Nidhi Kapil	F	General	604	30-09-1983	Expenditure	English	16-04-2012
12	Diwakar Kumar	M	General	615	12-10-1988	Defence	English	02-04-2012
13	Raj Kumari	F	SC	620	10-02-1980	Telecommunic ations	Hindi	15-03-2012
14	Neelam Singh	F	General	630	15-01-1991	DOP&T	Hindi	27-12-2011
15	Geeta Joshi	F	General	637	13-02-1985	Secondary & Higher	English	12-03-2012
16	Alok Kumar	M	OBC	651	05-03-1983	Legal Affairs	Hindi	05-03-2012
17	Sandhya	F	SC	672	05-04-1986	Defence	English	29-03-2012
18	Sonu Kumar	M	SC	681	15-05-1990	Posts	Hindi	29-12-2012
19	Ashok Kumar	M	SC	701	22-02-1986	Defence	Hindi	13-04-2012
20	Sunil Kumar	M	OBC	719	23-02-1989	I&B	Hindi	11-04-2012
21	Rahim Hussain Ansari	M	OBC	736	01-01-1982	Food & PD	Hindi	16-12-2011
22	Sanjeev Gupta	M	General	RL/30	30-09-1983	MSME	English	09-04-2012
23	Hemant Kumar	M	General	RL/49	18-09-1987	Expenditure	English	16-03-2012
24	Isha Gupta	F	General	RL/16	27-11-1985	Home Affairs	English	02-12-2011
25	Madan Lal	M	OBC	RL/32	10-08-1983	Legal Affairs	English	28-02-2012
26	Laljeet Kumar	M	OBC	RL/65	30-12-1989	Expenditure	Hindi	19-04-2012
27	Rajaram Yadav	M	OBC	RL/68	02-11-1984	Home Affairs	Hindi	30-01-2012
28	Awadhesh Kumar Sharma	M	OBC	RL/69	15-12-1987	Health & F W	Hindi	19-01-2012

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.) _____
Telephone No. / Fax No. _____

Signature of the official