

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

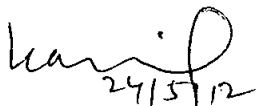
Subject :Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits (Foundation) {6th SDR(F)} / Induction Training at ISTM w.e.f 11/6/2012 to 20/7/2012- regarding.

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 {6th 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 Smt. Savita Sen, 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 Smt. Savita Sen, Assistant Director, ISTM, New Delhi. Smt. Savita Sen, Assistant Director is accessible on Phone No. 26165593 (O).


(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax : 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 list of participants w.r.t ISTM's letter No. A-33083/3/2012-ISTM(Coord.) dated 30/12/2011.

Nominaton for 6th Stenographers Direct Recruits(Foundation) / Induction Training to be held at ISTM from 11/6/2012 to 20/7/2012

S.No.	Name of Candidate	Gender	Category	Rank No.	Date of Birth	Cadre where working	Medium	Taken over on strength on
1	Uma	F	General	116	10-04-1984	Defence	English	14-03-2012
2	Sapna Garg	F	General	127	10-06-1978	Civil Aviation	English	02-04-2012
3	Ranjana Kumari	F	OBC	163	31-12-1985	UPSC	Hindi	21-02-2012
4	Dolly	F	General	175	05-09-1983	Defence	English	13-04-2012
5	Pankaj	M	SC	187	28-09-1989	IP&P	English	22-03-2012
6	Santosh Kumar	M	General	205	01-03-1986	I&B	Hindi	12-03-2012
7	Ravi Pratap Singh	M	SC	206	18-01-1982	Defence	English	20-04-2012
8	Harjot Singh	M	General	230	03-08-1990	DOP&T	English	15-12-2011
9	Ritika Arora	F	General	246	06-02-1985	Health & FW	English	20-12-2011
10	Geetu Sheel	F	SC	256	12-08-1982	Telecommunications	English	03-04-2012
11	Suraj Kumar	M	SC*	257	24-12-1989	Defence	English	02-03-2012
12	Ruby Sharma	F	General	263	25-09-1984	Health & FW	English	23-01-2012
13	Baljeet Singh	M	General	282	07-08-1987	Defence	English	14-03-2012
14	Komal	F	SC*	283	10-01-1991	Food & PD	English	07-02-2012
15	Sushma Joshi	F	General	312	21-04-1987	Home Affairs	English	13-04-2012
16	Sita Raturi	F	General	318	01-06-1985	Agriculture & Cooperation	English	05-12-2011
17	Susheel Kumar	M	OBC	323	16-06-1990	I&B	Hindi	27-01-2012
18	Sushil Kumar	M	SC	324	20-10-1979	DOP&T	English	25-04-2012
19	Kaushal Kumari	F	SC	329	06-07-1984	Food & PD	English	06-01-2012
20	Ankit Dogra	M	General	332	08-05-1989	Defence	English	30-03-2012
21	Ritu Rani	F	General	335	15-08-1987	Home Affairs	English	21-03-2012

22	Deepak Pant	M	General	338	28-04-1984	I&B	English	23-03-2012
23	Kiran Yadav	F	General	340	02-07-1986	Telecommunications	English	18-04-2012
24	Seema Mishra	F	General	354	15-11-1983	Secondary & Higher Educations	English	28-02-2012
25	Ishwear Chandra Chauhan	M	OBC	373	20-03-1983	DOP&T	Hindi	27-12-2011
26	Ruchi Seth	F	General	380	20-08-1985	Defence	English	19-04-2012
27	Reena Shahi	F	General	383	21-09-1987	Defence	Hindi	16-02-2012
28	Nagendra Singh Yadav	M	OBC	393	10-11-1989	Rural Development	Hindi	29-02-2012
29	Vijender Kumar	M	SC	413	17-08-1984	Social Justice & Empowerment	English	22-11-2011
30	Ravi Kumar	M	OBC	415	06-03-1986	Health & FW	English	
31	Aishwarya	F	General	438	29-09-1985	Expenditure	English	04-05-2012
32	Anshumlika	F	OBC	452	10-10-1988	IP&P	Hindi	30-12-2011
33	Bhavana Sagar	F	SC	462	30-01-1984	Agriculture & Cooperation	English	05-12-2011
34	Baby	F	SC	464	18-01-1980	I&B	English	16-12-2011
35	Ashish Kumar	M	SC	489	25-04-1986	RT&Highways	English	30-11-2011

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 Secretry (Admn.) _____
Telephone No. / Fax No. _____

Signature of the official