

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: 28<sup>th</sup> May, 2012

29/5

OFFICE MEMORANDUM

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

In continuation of this Department's O.M. of even number dated 23<sup>rd</sup> May, 2012, the undersigned is directed to say that 09 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 also nominated to participate in the Stenographers Direct Recruits (Foundation) course {7<sup>th</sup> 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 11<sup>th</sup> 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

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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	Shobha Chaudhary	F	General	235	6/3/1987	Agri & Coop.	English	21/11/2011
2	Vinita Tiwari	F	General	288	8/4/1983	Power	Hindi	14/03/2012
3	Shiv Kumar Verma	M	General	356	4/7/1989	Defence	English	16/03/2012
4	Silky	F	General	434	2/13/1987	Agri & Coop.	English	28/10/2011
5	Swati Sharma	F	General	580	8/30/1985	Defence	English	19/03/2012
6	Bindu	F	General	587	10/16/1987	Agri & Coop.	English	14/11/2011
7	Tarkeshwar Yadav	M	OBC	596	1/15/1985	Defence	Hindi	19/03/2012
8	Ashok Kumar	M	SC	716	6/13/1985	S&HE	English	22/12/2011
9	Bipin Kumar	M	OBC	RL51	6/4/1988	Expenditure	English	23/04/2012

*Handwritten signature*  
25/5/12