

No. 6/6/2014-CS-II(C)
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: 5th December, 2014.

OFFICE MEMORANDUM

Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits Foundation Course / Induction Training at ISTM w.e.f. 05.01.2015 to 13.02.2015 -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 05.01.2015 to 13.02.2015. 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 5th January, 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.** Absenteeism 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 at least 15 days 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 commencing of the training programme.

Annexure – I							
S.No.	Roll No.	Name of candidates	Gender	Rank No.	Date of Birth	Cadre where nominated	Date of Joining
1	3206509579	ALPNA SHRIVASTAV	F	239	04-04-88	POWER	17-09-2013
2	3007501080	KUSUM SINGH	F	147	15-07-87	UNION PUBLIC SERVICE COMMISSION	23-09-2013
3	6005002666	SHUBHAM CHOUDHARY	M	377	03-03-92	HEALTH & FAMILY WELFARE	25-09-2013
4	2405500289	LOKESH KUMAR MEENA	M	762	01-03-82	INFORMATION & BROADCASTING	30-09-2013
5	3201503026	DIPAK PATEL	M	61	05-07-90	HOME AFFAIRS	03-10-2013
6	2201005416	BRIJESH GUPTA	M	251	29-03-93	TRIBAL AFFAIRS	03-10-2013
7	3005500797	SHOBHIT RAJ	M	290A	30-10-89	INFORMATION & BROADCASTING	29-10-2013
8	2201510658	VISHAL	M	313	04-03-83	WATER RESOURCES	04-11-2013
9	8002000018	VINAM JAYA SREE	F	415	20-08-82	POWER	07-11-2013
10	2405007753	RAJESH KUMAR MEENA	M	791	18-07-90	TELECOMMUNICATIONS	11-11-2013
11	3010016597	VISHAL KUMAR PAL	M	208	03-01-84	TRIBAL AFFAIRS	14-11-2013
12	3005502436	RAJVEER SINGH	M	417A	25-06-91	WATER RESOURCES	11-12-2013
13	3009500318	JAIDEEP SINGH	M	339	15-06-90	INFORMATION & BROADCASTING	26-12-2013
14	2201509075	NUPUR VATS	F	384	05-03-86	TELECOMMUNICATIONS	24-01-2014
15	2201505761	NARESH KUMAR	M	112	27-06-83	EXPENDITURE	16/01/2014
16	3201503470	VIRENDRA KUMAR	M	372	03-10-87	WATER RESOURCES	10-09-2013

*- 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