

No.21/1/2019-CS.II(C)
Government of India
Ministry of Personnel Public Grievance and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi 110 003.

Date: 30.08.2019

OFFICE MEMORANDUM

Subject: Nomination of Stenographers Grade 'D' of CSSS with seven years of regular service for Level-I Training Programme to be conducted by ISTM w.e.f. 09th September, 2019 to 27th September, 2019 – regarding.

The undersigned is directed to say that Stenographer Grade 'D' whose details are given in the **Annexure**, are nominated to participate in the Level-I Training Programme to be conducted by the ISTM w.e.f. 09th September, 2019 to 27th September, 2019. It is requested that these officials be relieved of their duties with the direction to report to **Shri Agam Aggarwal, Deputy Director**, ISTM Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 09th September, 2019.

2. Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time. The official at SI.No. 1 has been re-nominated for the last and final chance. Absenteeism and withdrawal from the course, including part/ different components of the programme will not be allowed in normal circumstances.

3. **It may be noted that Level-I training programme is mandatory in nature and officials who participate and successfully complete the said training programme shall only be considered for promotion to the grade to PA under Seniority Quota.** Further, as per Department's OM No. T-25017/1/2015-Trg. (ISTM) dated 04.07.2016, the officials nominated for the training shall be relieved for training by the respective Ministries/Departments/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DoP&T. **As per Para 2 of the ibid OM, postponement of participation from the first chance to second chance would be allowed only with the prior approval of DoP&T.** However, such approval for postponement of participation does not entitle the officer to obtain the respective promotion/ grade/ increment in relaxation of the Rules. It is reiterated that the officer will be entitled for the respective promotion/ grade/ increment only after he/ she successfully completes the respective cadre training programme of CSS/ CSSS. **It may also be noted that the officials who do not attend the mandatory training programme even after two documented nominations by this Department, shall be debarred for future training programme under Cadre Training Plan.**

... ..2/-

4. 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 ₹35,000/- (Rupees thirty five thousand only) as TA/DA advance for each participant along with their relieving order.

5. All officers nominated for the aforesaid Level-I Training Programme, are also directed to visit the ISTM website and fill the online form and submit the same online without fail immediately. The link is <http://www.istm.gov.in/home/online-nomination-form>. The officers may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM to **Shri Agam Aggarwal, Deputy Director**, ISTM, New Delhi. **Shri Agam Aggarwal, Deputy Director**, is accessible on Phone No. 011-26175590.



(Dinesh)

Under Secretary to the Govt. of India

☎: 2465 4020

To

- (i) Under Secretaries (Admn.) of all the concerned Cadre Units.
- (ii) Officials concerned.

Copy to:

- (i) Shri Agam Aggarwal, Deputy Director, ISTM, JNU Campus (old), New Delhi alongwith a copy of the list of 35 participants. It is requested that the list of officials **not attended the training programme** may please be sent to this Department immediately.
- (ii) Guard File
- (iii) Asst. Director, Official Language, North Block for Hindi translation of the O.M. ✍

Nomination for Level-I Training Programme to be held from 09.09.2019 to 27.09. 2019

Sl.No.	CSL No.	Name(Sh./Smt./Ms.)	Date of Birth	Present Cadre Unit	SLY
1.	2355	Sita Raturi*	01-06-1985	Agri& Co.	2010
2.	2382	Ram Milan	03.04.1989	Steel	2010
3.	2383	Manish Kumar Yadav	20.05.1986	Civil Aviation	2010
4.	2384	Ruchi Chopra	20.08.1985	Defence	2010
5.	2385	Harish Pandey	23.02.1986	Agri & Co-op	2010
6.	2386	Dharam Veer Yadav	02.03.1986	Home Affairs	2010
7.	2387	Pradeep Agnihotri	09.03.1984	Supply	2010
8.	2388	Neha Sharma	30.06.1986	Water Resources	2010
9.	2389	Rekha Rani	18.07.1983	Personnel & Training	2010
10.	2390	Mahaveer Prasad Gupta	02.04.1990	Defence	2010
11.	2391	Mahesh	24.03.1986	Rural Development	2010
12.	2392	Sanjay Kumar Marmit	01.07.1989	Planning Commission	2010
13.	2394	Nivi Gandhi	17.04.1987	Personnel & Training	2010
14.	2395	Pooja Sharma	17.09.1987	RT&H	2010
15.	2396	Raghuvendra Kumar	04.04.1992	Fertilizers	2010
16.	2397	Anup Singh	01.07.1991	Secondary & Higher Education	2010
17.	2398	Gunjan	15.11.1985	I&B	2010
18.	2399	Geeta Kumari	16.05.1981	Expenditure	2010
19.	2400	Ravi Kumar	06.03.1986	Health &FW	2010
20.	2402	Sheetal	23.11.1986	Defence	2010
21.	2403	Praveen Kumar	09.08.1978	Health &FW	2010
22.	2404	Deepti	16.09.1989	Expenditure	2010
23.	2405	Narender Kumar	05.06.1984	RT&H	2010
24.	2406	Jay Prakash	03.08.1985	Supply	2010
25.	2407	Krishna	10.11.1987	Agriculture & Coop.	2010
26.	2408	Pooja	28.03.1990	Defence	2010
27.	2409	Mithun Pal Singh	05.08.1990	S&T	2010
28.	2410	Rajan Prajapati	10.08.1984	Agriculture & Coop.	2010
29.	2411	Madhu Bangwal	29.01.1986	Planning Commission	2010
30.	2412	Silky	13.02.1987	Agriculture & Coop.	2010
31.	2413	Shilpi	10.01.1992	Power	2010
32.	2414	Anju Rani	10.03.1981	Civil Aviation	2010
33.	2415	Aishwarya Rawat	29.09.1985	Expenditure	2010
34.	2416	Anshu Sharma	02.01.1985	Envi. & Forest	2010
35.	2417	Anita	07.01.1986	Telecommunication	2010

*2nd and Final chance