

IMMEDIATE

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

3rd Floor, LokNayakBhawan,
Khan Market, New Delhi - 110003.

Dated: 13.11.2019

OFFICE MEMORANDUM

**Subject: Level-I Training Programme from 25th November, 2019 to
13th December, 2019 for Stenographers Grade `D` of CSSS.**

The undersigned is directed to say that Stenographers Grade `D` of CSSS, whose names are given in the **Annexure** to this OM, have been nominated to participate in the Level-I Training Programme being conducted by the ISTM from 25.11.2019 to 13.12.2019. **It may be noted that successful completion of Level-I training programme will be essential for promotion to the grade of Personal Assistant.** The officers who do not attend or successfully complete the Level-I Training Programme will be liable to **debarment and denial of promotion** as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.

2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time.

3. All nominated officers for the above stated training programme are directed to visit the ISTM website, fill the online form and submit the same online **without fail** immediately. The link is **[http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)**. The officers may take a print out of the form once filled up & submitted online, and then get it signed by their sponsoring authority, carry it with them on joining day of the course and submit the same to the course coordinator at ISTM.

4. As part of the Training Programme, 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.35,000/- (Rupees thirty five thousand only) as T.A. advance for each participant, along with their relieving order.

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5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Rajesh Singh, Deputy Director & Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 25.11.2019.



(Dinesh)

Under Secretary to the Govt. of India

☎: 2465 4020

To

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

Copy to:-

1. Shri Rajesh Singh, Deputy Director & Course Director, ISTM, New Delhi.
It is requested that **(i)** a copy of the signed from authenticated by the sponsoring authority and submitted by the participants & **(ii)** a list of participants not attended the training programme may please be furnished to this department at the earliest.
2. Training Division, DoP&T, Old JNU Campus, New Delhi.
3. Officers concerned (through website of DoP&T)

Annexure to the OM No. 21/1/2019-CS.II(C) dated 13.11.2019

List of Stenographers Grade 'D' of CSSS nominated for Level-I training programme to be held from 25.11.2019 to 13.12.2019

S.No	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	Cadre	SLY
1	2338	Archana Pathak*	29-07-1986	Planning Commission	2010
2	2412	Silky*	13-02-1987	Agriculture & Coop.	2010
3	2421	Anshumalika*	10-10-1988	Industrial Policy & Promotion	2010
4	2427	Kanwaljeet*	26-03-1990	Industrial Policy & Promotion	2010
5	2432	Honey Kumar*	09-03-1985	Expenditure	2010
6	2448	Vipin Kumar	01-03-1983	Road Transport & Highways	2010
7	2449	Yogendra Kumar	01-12-1983	Defence	2010
8	2450	Pratap Paswan	12-05-1987	Home Affairs	2010
9	2451	Madhu Bala	20-10-1981	Telecommunication	2010
10	2452	Omendra Pratap Hiteshi	05-03-1990	UPSC	
11	2453	Ritu	22-08-1987	Expenditure	2010
12	2454	Ravi Bhusan Kumar	12-02-1985	Planning Commission	2010
13	2455	Mohan Prasad	11-02-1986	Power	2010
14	2456	Kritika	09-01-1988	Secondary & Higher Education	2010
15	2457	Ajay Kumar Patel	15-07-1985	Secondary & Higher Education	2010
16	2458	Vivek Shukla	10-07-1990	MHA	2010
17	2459	Bhoopendra Singh Chauhan	01-06-1985	I&B	2010
18	2460	Sachin Dhingra	16-03-1986	Home Affairs	2010
19	2461	Geeta Rawat	17-03-1988	Science & Technology	2010
20	2462	Vipin Kumar Chandra	25-08-1983	Social Justice & Empowerment	2010
21	2463	Divya Sharma	04-11-1987	I&B	2010
22	2464	Vijay Kumar	28-03-1982	Expenditure	2010
23	2465	Himanshu Pal	15-08-1989	Home Affairs (PMO)	2010
24	2466	Gagandeep Singh	14-02-1989	UPSC	2010
25	2467	Kapil Kumar	27-05-1981	UPSC	2010
26	2468	Pankaj Kumar	02-07-1983	Personnel & Training	2010
27	2469	Lakhmi Chand	01-03-1987	Expenditure	2010
28	2470	Inderaj	02-08-1973	Expenditure	2010
29	2472	Pooja	17-12-1985	Power	2010
30	2473	Sunil Kumar	11-10-1981	Home Affairs	2010
31	2474	Deepa	08-06-1988	I&B	2010
32	2475	Hement Kumar	02-07-1987	Earth Sciences	2010
33	2476	Mridula Priyadarshini	30-09-1984	Health & FW	2010
34	2477	Jyoti Sharma	15-01-1991	Personnel & Training	2010
35	2478	Rajesh Kumar	03-02-1985	Consumer Affairs	2010

* 2nd Nomination

