

IMMEDIATE

No. 21/1/2019-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: 26.11.2019

OFFICE MEMORANDUM


Subject: Level-I Training Programme from 16th December, 2019 to 03rd January, 2020 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 16.12.2019 to 03.01.2020. **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**. 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 Bhagaban Padhy, Deputy Director & Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 16.12.2019.



(Dinesh)

Under Secretary to the Govt. of India

☎: 2465 4020

To

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

Copy to:-

1. Shri Bhagaban Padhy, Deputy Director & Course Director, ISTM, New Delhi. It is requested that **(i)** a copy each of the signed form 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 26.11.2019**List of Stenographers Grade 'D' of CSSS nominated for Level-I training programme to be held from 16.12.2019 to 03.01.2019**

S.No	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	Cadre	SLY
1	2423	Ravinder Kumar*	06-10-1984	Micro Small & Med. Enterprises	2010
2	2429	Inderpal Singh*	14-12-1986	Rural Development	2010
3	2438	Amit Kumar*	31-08-1980	Home Affairs	2010
4	2452	Omendra Pratap Hiteshi*	05-03-1990	UPSC	2010
5	2462	Vipin Kumar Chandra*	25-08-1983	Social Justice & Empowerment	2010
6	2479	Pramod Kumar	25-05-1990	Tribal Affairs	2010
7	2480	Deepika Saini	24-01-1987	Home Affairs	2010
8	2482	Jyoti	30-09-1990	Fertilizers	2010
9	2483	Manoj Kumar	27-02-1985	Science & Technology	2010
10	2484	Chandan Kumar Singh	07-02-1990	Defence	
11	2485	Shiv Prakash	05-05-1990	Commerce	2010
12	2486	Deepshikha Singh	07-10-1981	Defence	2010
13	2487	Deepa	23-07-1983	Fertilizers	2010
14	2488	Minakshi Kumari	02-01-1989	Home Affairs	2010
15	2489	Avinash Kumar	18-08-1982	Expenditure	2010
16	2490	Pankaj Kumar	08-01-1986	Defence	2010
17	2491	Anil Kumar	27-03-1979	Consumer Affairs	2010
18	2492	Swati	30-08-1985	Defence	2010
19	2493	Niranjana Kumar	01-01-1984	Home Affairs	2010
20	2494	Garima Gambhir Lakhanpal	12-10-1986	MSME	2010
21	2495	Bindu	16-10-1987	Agriculture & Coop.	2010
22	2496	Satyapal Singh	07-06-1990	Information & Broadcasting	2010
23	2497	Harish Singh	15-06-1987	Secondary & Higher Education	2010
24	2498	Priya Bala	01-07-1990	Agriculture & Coop.	2010
25	2499	Padmini	12-08-1987	Science & Technology	2010
26	2500	Arun Kumar	01-12-1981	Earth Sciences	2010
27	2501	Govind Singh Rawat	10-07-1985	Telecommunication	2010
28	2502	Nidhi Sharma /Kapil	30-09-1983	Expenditure	2010
29	2503	Preeti	07-09-1982	Food & Pub. Distribution	2010
30	2504	Deepika Aggarwal	23-02-1989	Home Affairs	2010
31	2505	Uttam Kumar	05-06-1991	Power	2010
32	2506	D Neha	15-07-1988	Information & Broadcasting	2010
33	2507	Vishesh Kumar Saini	04-09-1990	Expenditure	2010
34	2508	Monika Rani	01-06-1985	Food & Pub. Distribution	2010
35	2509	Diwakar Kumar	12-10-1988	Defence	2010

* 2nd Nomination

