

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 30.09.2019

OFFICE MEMORANDUM

Subject: Level-I Training Programme from 7th October, 2019 to 25th October, 2019 for Stenographers Grade`D` of CSSS - regarding.

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 07.10.2019 to 25.10.2019. **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.

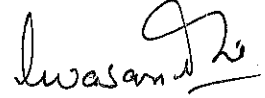
2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time.

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 forty 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 Jitender Bhatti, Assistant Director & Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 07.10.2019.



(Vasanthi V. Babu)

Under Secretary to the Govt. of India

☎: 2462 3157

To

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

Copy to:-

1. Shri Jitender Bhatti, Assistant 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 30.09.2019

List of Stenographers Grade 'D' of CSSS nominated for Level-I training programme to be held from 07.10.2019 to 25.10.2019

S.N o.	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	Cadre	SLY
1	2361	Kaushal Kumari*	06-07-1984	Food & PD	2010
2	2381	Ishwar Chandra Chauhan*	20-03-1983	DOPT	2010
3	2383	Manish Kumar Yadav*	20-05-1986	Civil Aviation	2010
4	2395	Pooja Sharma*	17-09-1987	I&B	2010
5	2396	Raghuvendra Kumar*	04-04-1992	Fertilizers	2010
6	2410	Rajan Prajapati*	10-08-1984	Agriculture & Coop.	2010
7	2418	Anamika	12-01-1987	Expenditure	2010
8	2419	Jitendra Kumar	21-02-1987	Agriculture & Coop.	2010
9	2420	Harish Chandra Ratoori	05-09-1983	Power	2010
10	2421	Anshumalika	10-10-1988	Industrial Policy & Promotion	2010
11	2422	Minakshi	29-05-1981	Home Affairs	2010
12	2423	Ravinder Kumar	06-10-1984	Micro Small & Med. Enterprises	2010
13	2424	Priyanka Kumari	05-11-1983	Expenditure	2010
14	2425	Bhavana Sagar	30-01-1984	Agriculture & Coop.	2010
15	2426	Baby	18-01-1980	Information & Broadcasting	2010
16	2427	Kanwaljeet	26-03-1990	Industrial Policy & Promotion	2010
17	2428	Yashpal Arya	12-09-1987	Home Affairs	2010
18	2429	Inderpal Singh	14-12-1986	Rural Development	2010
19	2430	Bhaskar Mehra	02-04-1986	Expenditure	2010
20	2431	Vipin Arora	09-07-1986	Social Justice & Empowerment	2010
21	2432	Honey Kumar	09-03-1985	Expenditure	2010
22	2433	Amit Kumar	12-03-1990	Agriculture & Coop.	2010
23	2434	Premlata Sinha	04-08-1989	Telecommunication	2010
24	2435	Beena Choudhary	24-06-1988	Commerce	2010
25	2436	Nidhi Kumari	24-09-1990	Social Justice & Empowerment	2010
26	2437	Mukesh Kumar	15-09-1988	Agriculture & Coop.	2010
27	2438	Amit Kumar	31-08-1980	Home Affairs	2010
28	2439	Rajni Porshwal	15-07-1986	Planning Commission	2010
29	2440	Pappu Kumar	11-01-1990	Secondary & Higher Education	2010
30	2441	Ashish Kumar	25-04-1986	Road Transport & Highways	2010
31	2442	Asha Vijayi	25-08-1986	Supply	2010
32	2444	Sanjay Kumar	15-02-1982	Secondary & Higher Education	2010
33	2445	Sandeep Reddy	15-08-1987	Science & Technology	2010
34	2446	Vinay Kumar	25-05-1984	Civil Aviation	2010
35	2447	Kapil Arora	23-02-1989	Expenditure	2010

* 2nd Nomination