

**No. 21/2/2022-CS-II(Trg.)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training**

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3<sup>rd</sup> Floor, LokNayakBhawan,  
Khan Market, New Delhi – 110003.  
Dated the 20<sup>th</sup> April, 2022

**OFFICE MEMORANDUM**

**Subject: 38<sup>th</sup> Level-I (L-I-38) Training Programme from 02<sup>nd</sup> May, 2022 to 20<sup>th</sup> May, 2022 for Stenographers Grade "D" of CSSS - regarding.**

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The undersigned is directed to state that Stenographers Grade 'D' of CSSS, whose names are given in the **Annexure** to this OM, are hereby nominated to participate in the 38<sup>th</sup> Level-I (L-I-38) Training Programme being conducted by the ISTM from 02.05.2022 to 20.05.2022. **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 4<sup>th</sup> July, 2016.

2. All the 35 candidates, listed in the Annexure to this OM, are directed to attend the mandatory training programme without fail and contact the Course Coordinator, **Shri Pandey Rakesh, Assistant Director (Tel No.011- 26737520, Mobile No.- 9910906627, e-mail ID: Pandey.Rakesh74@gov.in)** of this training programme for further necessary action.

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 ISTM is likely to undertake a study tour for the participants as decided by them at appropriate level. In order to meet the expenditure for the study tour, the administrative Ministries/Departments may please sanction advance on demand by ISTM towards T.A. advance for each participant.

5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Pandey Rakesh, Assistant Director & Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 02.05.2022.

6. This issues with the approval of competent authority.

  
(P. Bairagi Sahu)

Deputy Secretary to the Government of India  
Tel. 24622365

To

The Director/ Deputy Secretary (Admin) of the Cadre units of the nominated officials (through website of DoP&T).

**Copy to :-**

1. The Director, ISTM, Administrative Block, Old JNU Campus, New Delhi – 110 067.
2. ISTM (Shri Pandey Rakesh, Assistant Director & Course Coordinator), Administrative Block, Old JNU Campus, New Delhi – 110 067. The list of officers, who report for training on 02<sup>nd</sup> May, 2022 may please be furnished to this Department on next day positively.
3. Training Division, DoP&T, Old JNU Campus, New Delhi.
4. Officers concerned (through website of DoP&T).
5. Guard file for record.

**Annexure to the OM No. 21/2/2022-CS.II (Trg.) dated 20.04.2022**

<b>List of Stenographers Grade-`D` of CSSS nominated for Level-I training programme to be held from 02.05.2022 to 20.05.2022</b>					
<b>S.N.</b>	<b>CSL No.</b>	<b>Name (Shri/Smt. /Ms.)</b>	<b>Date of Birth</b>	<b>Cadre</b>	<b>SLY</b>
1	3132	Shahnavaz*	22-12-1993	Industrial Policy & Promotion	2013
2	3235	Sachin Rana*	18-07-1987	Home Affairs	2013
3	3251	Arjun Kumar Patel	10-03-1991	Personnel & Training	2014
4	3252	Asha Choudhary	01-07-1988	Health & Family Welfare	2014
5	3253	Arun Kumar Singh	10-12-1987	Animal Husbandry, Dairying & Fisheries	2014
6	3254	Surbhi Kapoor	11-09-1994	Civil Aviation	2014
7	3256	Neeraj	22-11-1988	Information & Broadcasting	2014
8	3258	Desh Deepak Tiwari	14-07-1990	Information & Broadcasting	2014
9	3259	Vikar Chhikara	30-05-1992	Information & Broadcasting	2014
10	3260	Himanshu Kumar	25-10-1995	Information & Broadcasting	2014
11	3261	Gagandeep Kaur	05-12-1988	Health & Family Welfare	2014
12	3262	Tarun Naugain	24-07-1988	Civil Aviation	2014
13	3263	Afjal	01-07-1994	UPSC	2014
14	3264	Shashi	12-03-1991	Fertilizers	2014
15	3265	Manisha Dua	06-09-1993	Health & Family Welfare	2014
16	3266	Smiley	19-01-1988	Housing and Urban Affairs	2014
17	3267	Vipul Kumar	01-02-1993	Water Resources	2014
18	3268	Utkarsh	21-11-1990	Supply	2014
19	3270	Shivani	02-02-1996	Information & Broadcasting	2014
20	3271	Aarzo Sethi	26-06-1994	New & Renewable Energy	2014
21	3272	Ravi	16-01-1993	Water Resources	2014
22	3273	Gaurav Shukla	20-07-1992	Fertilizers	2014
23	3274	Rohit Anand	20-10-1992	Youth Affairs & Sports	2014
24	3275	Anita	07-11-1985	Personnel & Training	2014
25	3277	Dheeraj	07-10-1993	Personnel & Training	2014
26	3278	Rohit Sharma	17-12-1993	Road Transport & Highways	2014
27	3279	Rizwan	10-04-1992	Secondary & Higher Education	2014
28	3280	Abhishek Mishra	19-01-1993	Agriculture & Farmers Welfare	2014
29	3281	Nitesh Bansal	10-04-1993	Personnel & Training	2014
30	3282	Deepak Kumar Chauhan	10-03-1995	Agriculture & Farmers Welfare	2014
31	3283	Suman Sharma	05-05-1988	Environment, Forest & Climate Change	2014
32	3284	Deepak Bisht	15-04-1993	NITI Aayog	2014
33	3285	Sakshi Bhatia	19-11-1991	Road Transport & Highways	2014
34	3286	Avdhesh Kumar Mishra	03-04-1992	Commerce	2014
35	3287	Isha Singh	16-03-1993	Science & Technology	2014

\*2nd Nomination

