

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

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

Dated 07.06.2022

OFFICE MEMORANDUM

Subject: 40th Level-I (L-I-40) Training Programme from 13th June, 2022 to 1st July, 2022 for Stenographers Grade "D" of CSSS - regarding.

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 40th Level-I (L-I-40) Training Programme being conducted by the ISTM from 13.06.2022 to 01.07.2022. **It may be noted that successful completion of Level-I training programme is mandatory 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. All the **25** candidates, listed in the Annexure to this OM, are directed to attend the mandatory training programme without fail and contact the Course Coordinator, **Shri N Raghuraman, Consultant (Tel No.011- 26737505, Mobile No.- 9818250639, e-mail ID: n.raghu21@govcontractor.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.

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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 N Raghuraman, Consultant & Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 13.06.2022.
6. This issues with the approval of competent authority.

Bhagirath Jha
(Bhagirath Jha)

Under Secretary to the Government of India

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To

The Director/ Deputy Secretary (Admin) of all 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 N Raghuraman, Consultant & Course Coordinator), Administrative Block, Old JNU Campus, New Delhi – 110 067. The list of officers, who report for training on 13th June, 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 06.06.2022

List of Stenographers Grade 'D' of CSSS nominated for Level-I training programme to be held from 13.06.2022 to 01.07.2022

| S.N | CSL No. | Name (Shri/Smt. /Ms.) | Date of Birth | Cadre | SLY |
|-----|---------|-----------------------|---------------|--|------|
| 1 | 3104 | Mohammad Saquib* | 01-09-1989 | UPSC | 2013 |
| 2 | 3224 | Mohd. Saleem* | 01-02-1986 | Telecommunications | 2013 |
| 3 | 3248 | Peeyush Mishra* | 01-07-1993 | Information & Broadcasting | 2014 |
| 4 | 3278 | Rohit Sharma* | 17-12-1993 | Minority Affairs | 2014 |
| 5 | 3287 | Isha Singh* | 16-03-1993 | Science & Technology | 2014 |
| 6 | 3320 | Sudhir | 25-01-1990 | Power | 2014 |
| 7 | 3321 | Pankaj Udhas | 06-08-1990 | Textile | 2014 |
| 8 | 3322 | Rajendra Kumar | 22-09-1990 | Telecommunications | 2014 |
| 9 | 3325 | Sanjay Kumar Meena | 10-06-1993 | Secondary & Higher Education | 2014 |
| 10 | 3326 | Krishan Meena | 05-06-1995 | Power | 2014 |
| 11 | 3327 | Shakti Meena | 05-02-1991 | Minority Affairs | 2014 |
| 12 | 3328 | Manoj Kumar Meena | 04-07-1989 | Food Processing Industries | 2014 |
| 13 | 3330 | Manish Kumar Meena | 03-07-1993 | Animal Husbandary, Dairying & Fishries | 2014 |
| 14 | 3331 | Chingngaihman Vaiphei | 16-11-1985 | Heavy Industry | 2014 |
| 15 | 3332 | Anjana Daimary | 28-12-1990 | Micro Small & Med. Enterprises | 2014 |
| 16 | 3333 | Kanhaiya Lal Meena | 01-06-1993 | Supply | 2014 |
| 17 | 3334 | Lalan Kumar Mandal | 15-01-1986 | Labour & Employment | 2014 |
| 18 | 3335 | Chandra Mohan Meena | 01-01-1993 | Posts | 2014 |
| 19 | 3336 | Mamta | 20-10-1992 | Micro Small & Med. Enterprises | 2014 |
| 20 | 3337 | Akshay Kumar Meena | 13-02-1993 | Labour & Employment | 2014 |
| 21 | 3338 | Prakash Singh | 20-06-1996 | Environment, Forest & Climate Change | 2014 |
| 22 | 3339 | Lata Negi | 10-10-1987 | Home Affairs | 2014 |
| 23 | 3340 | Bhupendra Singh | 29-11-1993 | Home Affairs | 2014 |
| 24 | 3341 | Manoj Kumar | 10-10-1978 | Posts | 2014 |
| 25 | 3342 | Sanjay Kumar | 21-05-1978 | Posts | 2014 |

*2nd Nomination

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