

**IMMEDIATE**

**No. 21/3/2020-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, Lok Nayak Bhawan,  
Khan Market, New Delhi - 110003.

**Dated : 03.09.2020**

**OFFICE MEMORANDUM**

**Subject: Level-I Training Programme from 14<sup>th</sup> September, 2020 to 01<sup>st</sup> October, 2020 for Stenographers Grade `D` of CSSS - regarding.**

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The undersigned is directed to refer to the OM No.21/3/2020-CS.II(A/Trg.) dated 13.03.2020 *vide* which 35 Stenographers Grade `D` of CSSS were nominated for Level-I training at ISTM from 13.04.2020 to 01.05.2020 (copy enclosed).

2. The aforesaid training programme was suspended due to COVID-19 pandemic *vide* OM No.21/3/2020-CS.II(A/Trg.) dated 31.03.2020 (copy enclosed).

3. ISTM has now been decided to conduct 18<sup>th</sup> Level-I training programme of CSSS-CTP through **online/flipped mode from 14.09.2020 to 01.10.2020.**

4. In view of above, all the 35 candidates nominated earlier *vide* OM mentioned at para-1 are directed to contact the course coordinator of this training programme for further necessary action and also attend the mandatory training programme without fail. Shri Agam Aggarwal, Deputy Director (Tel No. 011- 26737603, Mobile No - 9810957831, e-mail ID: [agam.aggarwal@nic.in](mailto:agam.aggarwal@nic.in)) is the course coordinator of this training programme.

5. As already intimated *vide* this Department's O.M. No.No. 21/3/2020-CS.II(A/Trg.) dated 13.03.2020, all the nominated candidates for the above-stated training programme are directed to visit the ISTM website, fill up the online form and submit the same at the URL path: [http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form) to ISTM immediately. It is also intimated that once the nomination form is submitted online at the URL path given above immediately, the same may also be got endorsed and forwarded by the Competent Authority in the respective Ministry/Department and submitted to ISTM (through online mode at the e-mail ID given above) positively before joining. It may please be noted that without the endorsement of the nomination by the Competent Authority in the respective Ministry/Department, no candidate will be allowed to join the training programme.

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Further, it may please be noted that the said training programme will be conducted on the *i-GOT* platform. Therefore, it is imperative that a candidate needs also to be registered as an user on *ISTM-TMIS* before joining the programme. In case of any doubt/clarification, Shri Moloy Sanyal, Deputy Secretary, ISTM (Tel No. 011-26737602, Mob.No.9810961492, email ID: moloy-sanyal@nic.in)/Shri Agam Aggarwal, Deputy Director and Course Director, ISTM may please be contacted immediately at the above contact numbers/email IDs for further guidance.

6. Cadre Units are also requested that these officers may please be duly permitted before hand to join the online training programme with the direction to report to Shri Agam Aggarwal, Course Director, ISTM and Shri Moloy Sanyal, Deputy Secretary, ISTM at the above-mentioned contact details for further modalities before the training commences on 14.09.2020.



(Dinesh)

Under Secretary to the Govt. of India

☎: 2465 4020

To

The Director/ Deputy Secretary (Admin) of all the Cadre units participating in CSSS (through website of DoP&T).

Copy to :-

1. ISTM [Shri Moloy Sanyal, Deputy Secretary], Administrative Block, Old JNU Campus, New Delhi – 110 067
2. ISTM [Shri K. Govindarajulu, Deputy Director (Coord)], Administrative Block, Old JNU Campus, New Delhi – 110 067 w.r.t. letter referred at para-3;
3. ISTM [Shri Agam Aggarwal, Deputy Director & Course Coordinator], Administrative Block, Old JNU Campus, New Delhi – 110 067;
4. Training Division, DoP&T, Old JNU Campus, New Delhi;
5. Officers concerned as mentioned in letter referred at para-1 (through website of DoP&T);
6. Guard file for record.

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Department of Personnel & Training

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3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi - 110003.

Dated: 13.03.2020

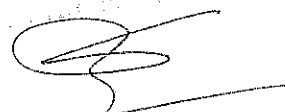
OFFICE MEMORANDUM

**Subject: Level-I Training Programme from 13<sup>th</sup> April, 2020 to 1st May, 2020 for Stenographers Grade 'D' of CSSS.**

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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 13.04.2020 to 01.05.2020. **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 4<sup>th</sup> 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.



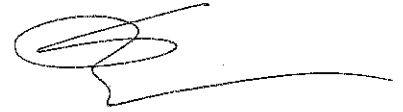
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## Annexure to the OM No. 21/3/2020-CS.II(A/Trg.) dated 13.03.2020

**List of Stenographers Grade 'D' of CSSS nominated for Level-I training programme to be held from 13.04.2020 to 01.05.2020**

S.No.	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	Cadre	SLY
1	2370	Neha Gupta*	12-12-1986	skill	2010
2	2448	Vipin Kumar*	01-03-1983	Road Transport & Highways	2010
3	2449	Yogendra Kumar*	01-12-1983	Defence	2010
4	2450	Pratap Paswan*	12-05-1987	Home Affairs	2010
5	2456	Kritika*	09-01-1988	Secondary & Higher Education	2010
6	2464	Vijay Kumar*	28-03-1982	Finance(DIPAM)	2010
7	2476	Mridula Priyadarshini*	30-09-1984	Health & FW	2010
8	2482	Jyoti*	30-09-1990	Fertilizers	2010
9	2493	Niranjana Kumar*	01-01-1984	Home Affairs	2010
10	2502	Nidhi Sharma /Kapil*	30-09-1983	Expenditure	2010
11	2505	Uttam Kumar*	05-06-1991	Power	2010
12	2510	Neha Sharma	17-09-1987	Defence	2010
13	2511	S. Sundararajan	11-08-1982	Personnel & Training	2010
14	2512	Neeraj Kumar	01-04-1984	Secondary & Higher Education	2010
15	2513	Raj Kumari	10-02-1980	Telecommunication	2010
16	2514	David Kumar	01-03-1990	Home Affairs	2010
17	2515	Udal Singh	03-07-1986	Micro Small & Med. Enterprises	2010
18	2516	Krishan Kant Sharma	15-12-1988	Science & Technology	2010
19	2517	Neelam Singh	15-01-1991	Personnel & Training	2010
20	2518	Bipin Kumar	20-08-1988	Secondary & Higher Education	2010
21	2519	Meenakshi Bhatt	14-01-1989	Planning Commission	2010
22	2520	Laxmi	06-10-1982	Defence	2010
23	2521	Mohammad Tayyab	01-03-1985	Agriculture & Coop.	2010
24	2522	Geeta Joshi	13-02-1985	Secondary & Higher Education	2010
25	2523	Yogesh Lunia	11-11-1981	Power	2010
26	2524	Mayank Kumar Tyagi	25-07-1987	Health & FW	2010
27	2525	Sushma	15-01-1985	Expenditure	2010
28	2526	Neeraj Gautam	19-01-1991	Home Affairs	2010
29	2527	Raju Kumar	15-01-1988	Micro Small & Med. Enterprises	2010
30	2528	Alok Kumar	05-03-1983	Legal Affairs	2010
31	2529	Chandan Kumar	19-01-1986	Information & Broadcasting	2010
32	2530	Kanika Malhotra	09-02-1987	Urban Development	2010
33	2531	Anil Kumar	26-04-1989	UPSC	2010
34	2532	Nirbhav Kumar Mishra	30-01-1984	Telecommunication	2010
35	2533	Ritika Nischal	17-03-1991	Personnel & Training	2010

\* 2nd Nomination



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Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, LokNayakBhawan,  
Khan Market, New Delhi – 110 003.

Date: 31.03.2020

Office Memorandum

**Subject:** Postponement of Level-I, Level-II & other Training Programmes for CSSS officials/officers scheduled to be held at ISTM in April, 2020 – regarding.

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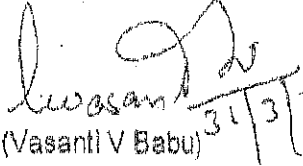
The undersigned is directed to refer to this Department's OM No.21/3/2020-CS.II(A/Trg.) dated 13.03.2020 nominating 35 Stenographers Grade 'D' for Level-I training programme & OM No.21/1/2019-CS.II(A) dated 18.03.2020 nominating 35 PAs /PS (ad-hoc) for Level-II training programme scheduled to be held at ISTM from 13.04.2020 to 01.05.2020 & 13.4.2020 to 24.04.2020 respectively.

2. The aforesaid training programmes for which nominations have already been made and other training programmes which were scheduled to be held in the month of April, 2020 in respect of CSSS officials/ officers have been postponed, as intimated by the Institute of Secretariat Training and Management (ISTM) in view of the prevailing situation consequent upon the outbreak of COVID-19. The details of the training programmes for CSSS officials/officers, thus postponed are given below:-

Sl. No.	Name of the Programme	Commencing from date	Duration
1.	CSSS-18 <sup>th</sup> Level-I Trg. Prog.	13 <sup>th</sup> April, 2020	03 weeks
2.	CSSS-50 <sup>th</sup> Level-II Trg. Prog.	13 <sup>th</sup> April, 2020	02 weeks
3.	CSSS-51 <sup>st</sup> Level-II Trg. Prog.	20 <sup>th</sup> April, 2020	02 weeks
4.	CSSS-44 <sup>th</sup> Level-III Trg. Prog.	13 <sup>th</sup> April, 2020	03 weeks
5.	CSSS-45 <sup>th</sup> Level-III Trg. Prog.	27 <sup>th</sup> April, 2020	03 weeks

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3. Fresh dates for the schedules of the aforesaid training programmes will be communicated later. In this respect, the website of this Department at <https://www.dopt.gov.in> and that of ISTM i.e. <https://www.istm.gov.in> may be checked from time to time for updates.

  
(Vasanti V Babu)

Under Secretary to the Government of India  
☎ 2465 4020

To

The Director/ Deputy Secretary (Admin) of the Cadres/ Ministries/ Departments.

Copy to :-

1. ISTM [Shri K. Govindarajulu, Deputy Director (Coord)], Administrative Block, Old JNU Campus, New Delhi - 110 067 w.r.t. the e-mail dated 23.03.2020;
2. ISTM [Shri Nafe Singh, Consultant & Course Coordinator], Administrative Block, Old JNU Campus, New Delhi - 110 067;
3. ISTM [Shri Bhagaban Padhy, Under Secretary & Course Coordinator], Administrative Block, Old JNU Campus, New Delhi - 110 067;
4. Training Division, DoP&T, Old JNU Campus, New Delhi;
5. Officers concerned (through website of DoP&T);
6. File No. 21/1/2019-CS II(A) dated 18.03.2020/ Guard file for record.