

No.21/1/2019-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi.  
Date: 08<sup>th</sup> March, 2019

**OFFICE MEMORANDUM**

Subject: Nomination of Stenographers Grade 'D' of CSSS with seven years of regular service for Level-I Training programme to be conducted by ISTM w.e.f. 08<sup>th</sup> April, 2019 to 26<sup>th</sup> April, 2019.

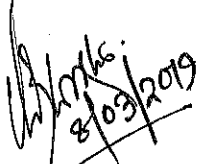
The undersigned is directed to say that Stenographers Grade 'D', whose details are given in the Annexure-I, are nominated to participate in the Level-I Training programme to be conducted by the ISTM w.e.f. 08<sup>th</sup> April, 2019 to 26<sup>th</sup> April, 2019. It is requested that these officials be relieved of their duties with the direction to report to **Shri Jitender Bhatti, Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 08<sup>th</sup> April, 2019.**

**2. Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time. The officials at S.No. 1 to S.No. 4 have been re-nominated for their last and final chance. Absenteeism and withdrawal from the course, including part/different components of the programme will not be allowed in normal circumstances.**

**3. It may be noted that Level-I training programme is mandatory in nature and officials who participate and successfully complete the said training programme shall only be considered for promotion to the grade of PA under Seniority Quota. Further, as per Department's OM No. T-25017/1/2015-Trg.(ISTM) dated 04.07.2016, the officials nominated for the training shall be relieved for training by the respective Ministries/Departments/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DoP&T. As per Para 2 of the ibid OM, postponement of participation from the first chance to second chance would be allowed only with the prior approval of DoP&T. However, such approval for postponement of participation does not entitle the officer to obtain the respective promotion/grade/increment in the relaxation of Rules. It is reiterated that the officer will be entitled for the respective promotion/grade/increment only after he/she successfully completes the respective cadre training programme of CSS/CSSS. It may also be noted that the officials who do not attend the mandatory training programme even after two documented nominations by this Department, shall be debarred for future training programme under Cadre Training Plan.**

**4. As part of the Training course, 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 TA/DA advance for each participant along with their relieving order.**

5. The Concerned Cadre Units are requested to send Curriculum Vitae of each participant specifically indicating their gender and language in prescribed proforma given in the Annexure-II to Shri Jitender Bhatti, Assistant Director, ISTM, New Delhi. **Shri Jitender Bhatti, Assistant Director**, is accessible on Phone No. **011-26737649**.

Handwritten signature and date: 8/09/2019

(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel: 24623157

To

- (i) Under Secretaries (Admn.) of all the concerned Cadre Units.
- (ii) Officials concerned.

Copy to:

- (i) Shri Jitender Bhatti, Assistant Director, ISTM, JNU Campus (old), New Delhi, alongwith a copy of the list of 35 participants.
- (ii) Guard File
- (iii) Asst. Director, Official Language, North Block for Hindi translation of the O.M.

## Annexure-I

## Nomination for Level-I Training Programme to be held from 08.04.2019 to 27.04.2019

S.No.	CSL No.	Name (Sh./ Smt./ Ms.)	Cadre Unit	Date of Birth	SLY
1.	1322	Ashok Kumar Verma*	DoP&T	13-10-73	1993
2.	2302	Tapsya Arora*	DoP&T	31-12-84	2010
3.	2306	Sulekha*	Defence	24-03-86	2010
4.	2309	Anil Bhatti*	Agri & Co.	30-03-85	2010
5.	2313	Santosh Kumar	I&B	01-03-86	2010
6.	2314	Sumit Bankoti	IP&P	13-03-92	2010
7.	2315	Akash Bhardwaj	Home Affairs	12-03-89	2010
8.	2317	Geeta Madan	Power	04-08-86	2010
9.	2318	Krishan Chandra Parewa	DoP&T	15-10-86	2010
10.	2319	Pankaj Gandhi	DoP&T	24-03-85	2010
11.	2320	Saurabh Tiwari	Commerce	13-07-85	2010
12.	2321	Harjot Singh	DOP&T	03-08-90	2010
13.	2322	Ritu Aneja	Commerce	19-08-88	2010
14.	2323	Jaya Mangain	Commerce	11-12-84	2010
15.	2324	Shobha Raghave	Agri. & Co.	03-06-87	2010
16.	2325	Sri Ram	EF&CC	09-09-81	2010
17.	2326	Purna Dimri Sharma	H&FW	01-10-87	2010
18.	2327	Hemant Kumar	Home Affairs	10-08-80	2010
19.	2328	Shailesh Dwivedi	Home Affairs	03-07-86	2010
20.	2329	Ritika Arora	H&FW	06-02-85	2010
21.	2330	Pooja	Fertilizers	31-07-88	2010
22.	2331	Deepti Sharma	UPSC	22-09-83	2010
23.	2332	Geetu Sheel	Telecom	12-08-82	2010
24.	2333	Chander Prakash	DoP&T	23-07-83	2010
25.	2334	Rajni	DoNER	28-09-82	2010
26.	2335	Som Dutt	Expenditure	02-03-87	2010
27.	2336	Ruby Sharma	H& FW	25-09-84	2010
28.	2337	Neha Gupta	Agri & Co.	21-07-87	2010
29.	2338	Archana Pathak	NITI Aayog	29-07-86	2010
30.	2339	Niranjani	Expenditure	04-04-80	2010
31.	2340	Ritu	UPSC	26-03-88	2010
32.	2341	Baljeet Singh	Defence	07-08-87	2010
33.	2343	Arvind Kumar Sharma	Food & PD	01-11-85	2010
34.	2344	Meena Sourab Daroch	Commerce	11-03-88	2010
35.	2346	Neha Thakur	DoP&T	06-01-85	2010

\*2<sup>nd</sup> and Final chance

Annexure-II

CURRICULAM VITAE

- 1. Name of the official
- 2. Date of Birth
- 3. Gender (Male/Female)
- 4. Designation & Scale of Pay
- 5. Office in which employed
- 6. Academic Qualification
- 7. Date of Joining as Steno Grade 'D'  
Rank No.
- 8. Whether the official belongs to SC/ST/OBC,  
if yes, please specify  
(Yes/No)
- 9. Previous Training Undergone
  - (i). ISTM
  - (ii) Other Training Institute
- 10. (i) Office Address
  - Ministry/Department
  - Name of Building & Room No.
  - Office Tel. No.
  - Residential Address
  - Mobile/Tel. No./email
- 11. Name of Under Secretary (Admn.)
- 12. Telephone No./Fax No.

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Signature of the official