

IMMEDIATE

**No. 21/3/2020-CS.II(A/Trg.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training**

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi - 110003.

Dated: 13.03.2020

OFFICE MEMORANDUM

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

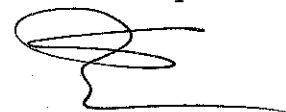
The undersigned is directed to say that Stenographers Grade 'D' of CSSS, whose names are given in the **Annexure** to this OM, have been nominated to participate in the Level-I Training Programme being conducted by the ISTM from 13.04.2020 to 01.05.2020. **It may be noted that successful completion of 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 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 thirty 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 Nafe Singh, Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 13.04.2020.



(Dinesh)

Under Secretary to the Govt. of India

☎: 2465 4020

To

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

Copy to:-

1. Shri Nafe Singh, Consultant & Course Director, ISTM, New Delhi. It is requested that **(i)** a copy each of the signed form 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. 21/3/2020-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	Niranjan 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

