

No.6/1/2018-CS-II(C)(ii)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

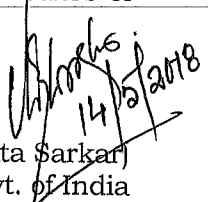
3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
Dated 14<sup>th</sup> May, 2018

**OFFICE MEMORANDUM**

Subject: Posting of Stenographers Grade 'D' of Stenographers Grade 'C' & 'D' Examination, 2016 in the cadre units of CSSS - options regarding.

The undersigned is directed to say that 69 Stenographers Grade 'D' of Stenographers Grade 'C' & 'D' Examination 2016, are presently undergoing SDR Foundational Training programme at ISTM w.e.f. 23.04.2018 to 15.06.2018. On conclusion of their training, they will be posted to participating Ministries/Departments of Central Secretariat Stenographers Service. The list of Ministries/Departments is given in Annexure-I.

2. Stenographers Grade 'D' are posted in the order of their rank in Stenographers Grade 'C' & 'D' Examination and preference exercised by them. ISTM is, therefore, requested to obtain the options from the candidates in the format given in Annexure-II. The options received from the candidates be complied in MS Excel format (copy enclosed) and the same may be forwarded in soft copy as well as in hard copy, duly authenticated, to this Department. The hardcopy of the options exercised by the individual candidates may be placed in the respective dossiers of the officials for record purpose and need not be sent to this Department.

  
(Chirabrata Sarkar)  
Under Secretary to the Govt. of India  
Telefax : 24623157  
e-mail- chirabrata.sarkar@nic.in

To

1. Shri Moloy Sanyal, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067.

Copy to:-

1. Officials undergoing Induction Training at ISTM w.e.f. 23.04.2018 to 15.06.2018 with the request to provide their options of all the cadre units of CSSS. (through website)
2. Participating Ministries/Departments of CSSS for information. (through website)

## Annexure-I

S.No.	Cadre Units
1	Agriculture & Cooperation
2	Animal Husbandary, Dairying & Fisheries
3	Civil Aviation
4	Coal
5	Commerce
6	Textile
7	Consumer Affairs
8	Corporate Affairs
9	Culture
10	Defence
11	Earth Sciences
12	Environment & Forests
13	Expenditure
14	Fertilizers
15	Food & Public Distribution
16	Health and Family Welfare
17	Ayush
18	Home Affairs
19	DONER
20	Information & Broadcasting
21	Industrial Policy & Promotion
22	Heavy Industry
23	Food Processing Industries
24	Labour
25	Legal Affairs
26	MSME
27	Mines
28	Minority Affairs
29	Personnel & Training
30	Petroleum & NG
31	NITI AYOJ
32	Posts
33	Power
34	New & Renewable Energy
35	Road, Transport & Highways
36	Rural Development
37	Panchayati Raj
38	Science & Technology
39	Secor.day & Higher Education
40	Shipping
41	Social Justice & Empowerment
42	Steel
43	Supply
44	Telecommunications
45	Tribal Affairs
46	UPSC
47	Housing and Urban Affairs
48	Water Resources
49	Women & Child Development
50	Youth Affairs & Sports
51	Skill Development & Entrepreneurship

**Proforma for giving options by Stenographers Grade 'D' for posting**

Name	Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51

Please mention S.No. of the Ministry/Department as given in Annexure-I.