

No.21/2/2015-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> May, 2017

**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. 15<sup>th</sup> May, 2017 to 2<sup>nd</sup> June, 2017.

The undersigned is directed to say that Stenographers Grade 'D', whose details are given in the Annexure-I, are nominated/re-nominated to participate in Level-I Training programme to be conducted by the ISTM w.e.f. 15<sup>th</sup> May, 2017 to 2<sup>nd</sup> June, 2017. It is requested that these officials be relieved of their duties with the direction to report to **Smt. Subhashree A., Assistant Director, ISTM, Administrative Block, JNU Campus (old), New Delhi** on 15<sup>th</sup> May, 2017 at 9.00 AM.

**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. 4, 5, 6, 7 & 8 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/Organizations 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 programmes 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 20,000/- (Rupees Twenty 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**

Smt. Subhashree A., Assistant Director, ISTM, New Delhi. Smt. Subhashree A. is accessible on 011-26185312.

6. This OM is available on the website of this Department [www.dopt.gov.in](http://www.dopt.gov.in)→About Us→Central Secretariat→CSSS→Training Circular.

  
(Pradeep A)

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) Smt. Subhashree A., 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 15.05.2017 to 02.06.2017**

S.No.	CSL No.	Name (Sh./Smt./Ms.)	Cadre Unit	Date of Birth	SLY
1.	446	Rajbir	Corporate Affairs	12-03-61	1984
2.	1218	Bhawana Malhotra	RT&H	30-01-73	1991
3.	1322	Ashok Kumar Verma	DoP&T	13-10-73	1993
4.	2131	Babita*	Telecom	01-06-80	2005
5.	2225	Vaibhav Kumar*	Home Affairs	08-10-80	2006
6.	2259	Sateesh Bhan Prajapati*	I&B	13-10-80	2006
7.	2270	Rajesh Kumar*	I&B	16-03-72	2006
8.	2283	Nishi Girotra*	Power	12-03-61	2006
9.	2286	Narendra Singh Kumar Kardan	Home Affairs	15-05-74	2007
10.	2287	Mahesh Roy	Health & FW	15-12-77	2008
11.	2288	Divya Bajaj	RT&H	17-06-67	2009
12.	2289	Aruna Bansal	Home Affairs	07-04-90	2009
13.	2290	Mukesh Kumar	Home Affairs	06-09-83	2009
14.	2291	Mamta Mehra	Steel	27-11-75	2010
15.	2292	Uma	Defence	10-04-84	2010
16.	2293	Ankit Kumar	Coal	25-05-91	2010
17.	2294	Hemlata Mathur	Coal	01-10-85	2010
18.	2295	Poonam kathuria Rana	Expenditure	06-10-85	2010
19.	2296	Govind Singh	NITI Aayog	29-11-84	2010
20.	2297	Ranjana Kumari	UPSC	31-12-85	2010
21.	2298	Roman Kumar	Fertilizers	23-10-87	2010
22.	2299	Deepika Gupta	Power	16-08-88	2010
23.	2300	Yashomati Nandini Verma	Expenditure	07-07-82	2010
24.	2301	Dolly	Defence	05-09-83	2010
25.	2302	Tapsya Arora	DoP&T	31-12-84	2010
26.	2303	Jaya Mitra	Telecom	27-05-87	2010
27.	2304	Siddhrath Chhiber	H&FW	04-04-89	2010
28.	2305	Tarun Kumar Singhania	Power	30-08-76	2010
29.	2306	Sulekha	Defence	24-03-86	2010
30.	2307	Sunaina Gill	DoP&T	25-10-84	2010
31.	2308	Rajesh Kumar	Culture	01-01-92	2010
32.	2309	Anil Bhatti	Agri & Co.	03-10-78	2010
33.	2310	Pankaj Kumar	Commerce	30-03-85	2010
34.	2311	Shalini Dogra	Higher Education	15-04-85	2010
35.	2312	Gurpreet Kaur	H&FW	12-07-84	2010

\* Renominated for final chance. The officers who are nominated for the final chance are deemed to have been relieved for the training.

*P. C. Monga*  
8/5/17  
Section Officer

**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. \_\_\_\_\_

Signature of the official