No. 6/6/2014-CS-II(C)
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: 5th December, 2014.

OFFICE MEMORANDUM

Subject: Nomination of Stenographers Grade 'D' of CSSS for Stenographers Direct Recruits Foundation Course / Induction Training at ISTM w.e.f. 05.01.2015 to 13.02.2015 -reg.

The undersigned is directed to refer to this Department's OM No. 20/28/2010-CS-II(A) dated 20/10/2011 (available on the web-site of the DoP&T) regarding Cadre Training Plan (CTP) for the officers/officials of Central Secretariat Stenographers Service (CSSS) and to say that Stenographers Grade 'D' nominated to different Cadre Units on the basis of Stenographers Grade 'C' & 'D' Examination, whose names are given in the Annexure-I, are nominated to participate in the Stenographers Direct Recruits Foundation course / Induction Training to be conducted by the ISTM from 05.01.2015 to 13.02.2015. It is requested that nominated officials be relieved of their duties with the direction to report to Shri Chandan Mukherjee, Deputy Director, ISTM, Administrative Block, JNU Campus (old), New Delhi at 9.00 AM on 5th January, 2015.

2. As per the CTP issued vide O.M. dated 20.10.2011 'The stenographers Grade 'D' not completing the foundation course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. As such, the Cadre Units of CSSS are also requested to ensure that the officials nominated to the above Foundation training course are relieved in time as this training course is mandatory in nature. The Stenographers Grade 'D' who do not complete and qualify the foundation training course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM in terms of this Department's' O.M. No. 21/4/2012-CS-II(A) dated 9th August, 2012. Absenteeism and withdrawal from the course, including part/different components of the programme, will not be allowed in normal circumstances.

3. 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 T.A/DA advance to each participant along with their relieving order.

4. As the said Induction Training is mandatory, cadre authorities are required to relieve the concerned officials without fail. Concerned officials should also note that in case they do not undergo the said training programme, they will not be confirmed in the grade and their probation period may be considered for extension. Hence, they should, in their own interest, make necessary efforts to get themselves relieved well in time to join the said training programme.
5. Cadre Units of CSSS are also requested to send Curriculum Vitae of each participant specifically indicating their gender and medium in prescribed proforma as per the Annexure –II to Shri Chandan Mukherjee, Deputy Director, ISTM, New Delhi. Shri Chandan Mukherjee, Deputy Director is accessible on phone no. 011-26185312.

(Kameshwar Mishra)
Under Secretary to the Govt. of India
Telefax: 24623157

To

Under Secretary (Admn) of the concerned Cadre Units

Copy to: Shri Chandan Mukherjee, Deputy Director, ISTM, JNU Campus (old) New Delhi along with a copy of the list of participants with the request that study material for the foundation training course be provided online at least 15 days before the start of the training programme and at the end of the course, the proficiency in stenography & typing be checked through a test of qualifying nature and the marks obtained be indicated in the certificates issued by the ISTM. You are also requested to send the list of participants just after commencing of the training programme.
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<tr>
<th>S.No.</th>
<th>Roll No.</th>
<th>Name of candidates</th>
<th>Gender</th>
<th>Rank No.</th>
<th>Date of Birth</th>
<th>Cadre where nominated</th>
<th>Date of Joining</th>
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* Last Nomination
CURRICULAM VITAE

1. Name of the officer nominated

2. Date of Birth

3. Designation & Scale of Pay

4. Office in which employed

5. Whether Hindi/English Stenographers

6. Academic qualification

7. Date of Joining as Steno Grade 'D'
   Select List Year

8. Whether the nominee is a member of SC/ST if yes, please specify
   Yes/No
   SC/ST

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.
    e-mail

_________________________
Signature