

Most Immediate

07/01/2007-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 15th January, 2008

OFFICE MEMORANDUM

Subject : Level 'F' Training Programme for Deputy Secretaries with 5 years' approved service of the CSS at the ISTM (11/02/2008 to 29/02/2008)

The undersigned is directed to inform that Deputy Secretaries with 5 years' approved service of CSS whose names are given in Annexure have been nominated to participate in the second Level 'F' Training Programme being conducted by ISTM w.e.f. 11/02/2008 to 29/02/2008. It is requested that these officers may be relieved of their duties and advised to report to Smt Vinod Jindal, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 11th February, 2008.

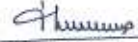
2. As the training of the officer and successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above training are released in time. The performance of the officers in the training will be evaluated and the reports thereof would be added in their CRs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers.

3. The aforesaid training includes a short study/field visit and also project preparation/presentation on recent Legislative Initiatives. Officers nominated in Annexure I may be advised to draw necessary TA/DA advance of Rs. 32,000/- from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers in the form of Cash/Demand Draft/Banker's cheque and the same will be collected by ISTM from the participating officers. A copy of the course brochure prepared by ISTM is also enclosed for ready reference.

4. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure-II) may please be sent to Smt. Vinod Jindal, Joint Director (Co-ordinator), ISTM, New Delhi by 23rd January, 2008 at the aforesaid address with a

P.T.O

copy to the undersigned. Smt. Vinod Jindal, Joint Director(Co-ordinator), ISTM, is accessible on Phone No. 26164285.




(K SURESH KUMAR)

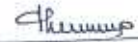
Under Secretary to the Govt. of India

Phone : 24642705

To
All Cadres (Joint Secretary(Admn.) concerned)
Ministry/Department of
New Delhi.

Copy forwarded to :-

- 1 Officers Concerned.
2. ISTM, (Sh. M.S.Kasana-Joint Director), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-Meet/ISTM(Coord) dated 2nd April, 2007.
3. ISTM, (Smt. Vinod Jindal - Joint Director/Co-ordinator), Administratiave Block, Old JNU Campus, New Delhi. It is requested that a list of officers who report for training on 11th February, 2008 may please be furnished to this Department.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
5.  NIC for uploading on the website of DOP&T, CSI (General Circular).



(K SURESH KUMAR)

Under Secretary to the Govt. of India

Phone : 24642705

Annexure I

**Level "F" Training for Deputy Secretaries with 5 years approved service of CSS
(11/02/2008 to 29/02/2008)**

S.NO.	NAME OF THE OFFICER S/Shri/Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry / Department
1	Ragunath Tripathi	03.03.50	Shipping
2	K Ravindran	09.07.50	Defence
3	Y P Dabas	05.06.51	Commerce
4	A K Sood	23.12.51	Union Public Service Commission
5	R C Gupta	25.09.51	Urban Development
6	C Gosakan	11.06.51	Tribal Affairs
7	S L Vashist	11.05.50	Consumer Affairs
8	Virendra Kapoor	18.09.50	Biotechnology
9	Anil Kumar	18.10.52	Health & Family Welfare
10	Prem Prakash	15.02.50	Mines
11	Puran Chand	01.02.50	Industrial Policy & Promotion
12	Daya Chand	08.07.50	Legal Affairs
13	Hari Ram Joshi	01.09.52	Health & family Welfare
14	L T Tluanga	16.12.52	Telecommunication
15	S K Nag	10.10.54	Disinvestment
16	B B Samaddar	03.07.54	DONER
17	R K Ojha	01.07.56	DOP&T
18	Parvinder Kaur	20.06.57	Culture
19	V K Gauba	1.02.59	Commerce
20	C V Dharma Rao	06.08.59	Tribal Affairs
21	K K Mittal	21.12.58	Food & Public Distribution
22	T K Murugan	22.05.56	Commerce
23	M C Luther	11.10.58	DOP&T
24	L S Negi	15.06.50	Telecommunication
25	M M Chopra	18.07.50	Expenditure
26	M P Singh	01.07.50	Planning Commission
27	P C Bhatt	14.08.51	Revenue
28	Jaswant Singh	10.09.50	Union Public Service Commission
29	Jeevan Lal	22.03.52	Cabinet Sectt.

30	Bachchan Kujur	25.04.51	Union Public Service Commission
31	Surinder Kumar Nayyar	17.04.51	DONER
32	Sat Pal	02.03.52	Food & Public Distribution
33	S S Gulia	17.11.50	Road Transport & Highways
34	Jiwan Das	05.07.51	TRAI (on deputation)
35	S C Bhatia	20.10.51	Coal
36	K V Mathew	25.05.50	Environment & Forests
37	Vijay Kumar	19.10.50	Health & Family Welfare
38	Kishan S Sharma	15.10.50	Revenue
39	Vijay Kumar	20.09.50	Tourism
40	Ramesh C Sharma	10.11.51	Urban Development
41	Randhir Chakarvoty	01.03.50	Human Resources Development
42	N Venugopalan	05.12.51	Urban Development
43	S K Arora	10.10.50	Small Scale Industries
44	Subhash C Sharma	20.04.53	Chemical & Petro Chemical
45	Raj Kishore	02.03.50	DOP&T

CURRICULAM VITAE

1. Name of the Officer Nominated _____
2. Date of Birth _____
3. Designation & Scale of Pay _____
4. Office in which employed _____

5. Academic Qualification _____

6. Date of joining as Deputy Secretary
Year of Select List _____

7. Whether the nominee is a member Yes/No
Of SC/ST. If yes, please specify SC/ST
8. Previous Training undergone
(i) ISTM _____
(ii) Other Training Instt. _____
9. (i) Nominee _____
(ii) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(iii) Residential Address _____
with Tele. No, if any. _____