03/03/2008-CSI(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
New Delhi

Dated the 8th December, 2008

OFFICE MEMORANDUM

Subject : Level 'B' Training Programme for Assistants with 8 years' approved service of the CSS at the ISTM (29/12/2008 to 30/01/2009).

****

The undersigned is directed to say that according to the Cadre Training Plan, Assistants of CSS with 8 years' of approved service, are required to undergo mandatory Level 'B' Training Programme. This training is being conducted by ISTM w.e.f. **29/12/2008 to 30/01/2009**. Assistants with 8 years' approved service of CSS whose names are given in **Annexure-I** have been nominated to participate in the above programme. It is requested that these officers may be relieved of their duties accordingly and advised to report to Sh. TPN Moorthy, Deputy Director (Co-ordinator) ISTM , Administrative Block, JNU Campus (Old) , New Delhi-110067 at **9 A.M. on 29th December, 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 programme are relieved in time. **The performance of the officials in the training will be evaluated and the reports thereof would be added in their CRs to be considered for their next promotion.** No request for withdrawal of nomination either from the Ministry/ Department or the officer concerned shall be entertained normally by this Department or the Institute as this would have an effect on their next promotions.

3. The aforesaid training includes study tour for which the officers nominated in **Annexure I** may be advised to draw necessary TA/DA advance of Rs.14,000/- from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers in the form of **Cash** and the same will be collected by ISTM from the participating officers.

4. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure-II**) may please be sent by **15th December, 2008** positively to Shri TPN Moorthy, Deputy Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh. TPN Moorthy, Deputy Director/(Co-ordinator), ISTM, is accessible on Phone No.26105592(O).

(Dr. REENA SETHI)
Under Secretary to the Govt. of India
Phone : 24629412

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

P.T.O

Copy forwarded to :-

1 Concerned officers.

2. ISTM, (Sh. K S Kumar- Joint Director), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/1/2007-ISTM(Coord) dated 12th March, 2008.

3 Copy to Deputy Director, (Sh.TPN Moorthy) ISTM, Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 29/12/2008 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 web site of this Department (CSI-Training Circular - Assistants)

(Dr. REENA SETHI)
Under Secretary to the Govt. of India
Phone : 24629412

Annexure I

Level 'B' Training for Assistants of CSS with 8 years approved service (29/12/2008 to 30/01/2009)

S.NO.	NAME OF THE OFFICER Sh/Smt/Ms	DATE OF BIRTH	CADRE WHERE WORKING
1.	Magandeep	17-09-1953	Finance(Cadre)
2.	Sarita Gulati	26-04-1957	Finance(Cadre)
3.	Niranjan Kumar Sinha	30-03-1970	Finance(Cadre)
4.	Rajesh Kumar	01-06-1971	Finance(Cadre)
5.	Bhaskar Chakrabarti	11-12-1957	Finance(Cadre)
6.	Bhola Nath Saini	01-11-1957	Finance(Cadre)
7.	Ravi Kumar Choudhary	22-2-1974	Finance(Cadre)
8.	Manoj Manu	03-05-1969	Finance(Cadre)
9.	Gautam Kumar Yadav	01-02-1972	Finance(Cadre)
10.	Abhijit Prasad	21-06-1972	Finance(Cadre)
11.	J. L. Jain	21-03-1951	Finance(Cadre)
12.	Sunil Kumar	25-11-1953	Finance(Cadre)
13.	Manju Mathur	04-05-1951	Finance(Cadre)
14.	Kishan Lal	05-02-1958	Finance(Cadre)
15.	C.M. Kochhar	30-09-1956	Finance(Cadre)
16.	Anita Soni	15-08-1955	Agriculture
17.	P. A. George	26-04-1952	Agriculture
18.	Rajendra Prasad	05-10-1954	Food & Public Distribution
19.	Harjit Kaur	03-09-1953	ARPG
20.	Surya Kumari C	23-09-1956	Agriculture
21.	Neeru Johar	07-02-1954	Home Affairs
22.	Suman Lata Mathur	06-08-1952	Health & Family Welfare
23.	Sunita Sharma	10-07-1955	Agriculture
24.	S.C. Kaushik	30-08-1953	Home Affairs
25.	P.C. Gera	08-02-1952	I&B
26.	Rajinder Singh	01-07-1954	I&B
27.	Ravinder Singh	12-07-1958	Power
28.	Asha Lata	29-09-1956	Home Affairs
29.	Vinod Kumar	08-04-1971	Consumer Affairs
30.	M. Kalawathi	09-07-1951	Home Affairs
31.	Milind Majumdar	12-11-1971	SSC Raipur DOPT
32.	C Ravindranath Reddy	05-05-1972	SSC Bangalore DOPT
33.	Sushil Kumar	09-10-1972	Home Affairs
34.	Rajendra Kumar Dutta	01-03-1971	Home Affairs
35.	H. S. Chadha	01-06-1955	Home Affairs
36.	Sarnam Singh Kamboj	02-03-1954	DOP&T
37.	Ashok Kumar Gupta	15-09-1968	Home Affairs
38.	Kamta Prasad	19-01-1956	DOP&T
39.	Mahesh Chand	14-06-1953	Coal
40.	S. K. Khurana	15-07-1953	IPP

P.T.O

S.NO.	NAME OF THE OFFICER Sh/Smt/Ms	DATE OF BIRTH	CADRE WHERE WORKING
41.	Satya Pal Sharma	07-07-1955	Agriculture
42.	Neelam Rani Bhatia	15-05-1958	Health & Family Welfare
43.	Pradeep Kumar Gaur	23-08-1958	I&B
44.	Harish Chandra	20-08-1954	Civil Aviation
45.	Y.P. Tuli	26-03-1954	Agriculture
46.	Praneshwar Kumar	08-01-1951	UPSC
47.	Veena Batra	01-06-1952	Health & Family Welfare
48.	Sudesh Kumari	23-11-1951	Health & Family Welfare
49.	P.K. Gandhi	10-06-1952	Power
50.	S. C. Solanki	01-12-1958	Chemicals & Petrochemicals

Annexure II

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 Assistant _____
   Year of Select List

_____

7. Whether the nominee is a member of SC/ST. If yes, please specify — Yes/No
   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. _____