

**Most Immediate**

**No.08/11/2011-CSI(T)-Vol.II  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi**

Dated the 7<sup>th</sup> December, 2011

**OFFICE MEMORANDUM**

**Subject : Backlog Training Programme for U.D.Cs/Assistants at ISTM  
for the period 02/01/2012 to 13/01/2012.**

The undersigned is directed to inform that UDCs upgraded to the post of Assistant, whose names are given in **Annexure I**, have been nominated for the above mentioned Backlog Training Programme. This training is being conducted by ISTM w.e.f. **02/01/2012 to 13/01/2012**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri K K Pant, Assistant Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 02<sup>nd</sup> January, 2012.**

2. **The performance of the officials in the training will be evaluated and the reports thereof be added in their APARs.** 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 the training of the officials and successful completion is necessary for regularization/promotion, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time.
3. The aforesaid training includes study tour and officers nominated above may be advised to draw necessary TA/DA advance of Rs. 15,000/- each from their respective Ministry/Department. This amount may be released in **Cash** only.
4. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent at the earliest to Shri K K Pant, Assistant Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri K K Pant, Assistant Director(Co-ordinator) ISTM is accessible on phone No. 26165593.

  
( **Vidyadhar Jha** )

Under Secretary to Government of India  
Tele. : 24624046

To

**Min/Dept.of  
Joint Secretary(Estt./Admn.)  
New Delhi.**

Copy forwarded to :-

1. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/01/2005-ISTM(Coord) dated 17<sup>th</sup> June, 2011.
2. ISTM, (Shri K K Pant, Assistant Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **02<sup>nd</sup> January, 2012** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
4. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
5. Guard File.
6. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat >CSS/Training Nomination Circulars/UDC)



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**Annexure I****Training Programme for UDCs upgraded as Assistants to be held at ISTM  
( 02/01/2012 to 13/01/2012 )**

Sl. No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	Mahender Singh	06/08/1956	Home Affairs
2.	Karaby Shyam	08/05/1969	Home Affairs
3.	Padma Uppal	12/04/1962	Defence
4.	Bimla Bagga-ii	08/08/1963	Defence
5.	Manoj Kumar Bhatia	08/10/1966	Defence
6.	Harvesh Kumar	17/12/1970	Urban Dev.
7.	V. Naganand	28/03/1968	Civil Aviation
8.	K.S.Rawat	08/06/1966	Information & Broadcasting
9.	Shashi Gambhir	18/07/1968	Information & Broadcasting
10.	K. Suresh Kumar	03/07/1966	Rural Development
11.	Promila Sharma	20/08/1960	UPSC
12.	Surinder Kumar	13/12/1964	UPSC
13.	Man Mohan Singh	28/06/1966	UPSC
14.	Neetu Banati	03/05/1969	Water Resources
15.	Krishan Kumar	07/02/1966	Information & Broadcasting
16.	Rita Bhola	28/08/1962	Information & Broadcasting
17.	Meena Gopinath	20/05/1966	Information & Broadcasting
18.	Ajay Nagpal	25/06/1969	Social Justice & Empowerment
19.	Om Bhaja Singh	04/03/1960	Defence
20.	V. Rajan	01/12/1960	Defence
21.	Ramesh Kumar	12/10/1960	Defence
22.	Pawan Kumar	27/05/1970	Defence
23.	Dharam Singh	10/05/1956	Home Affairs
24.	Mahabir	03/09/1959	Home Affairs
25.	Rachna Khanna	05/02/1966	Home Affairs
26.	Hema Rawat	12/08/1971	Home Affairs
27.	G.K. Aroara	06/01/1959	Urban Development
28.	Lata Rani Sachdeva	02/09/1959	Urban Development
29.	Rani Chellani	02/04/1960	Urban Development
30.	Tony J. Jacob	05/10/1967	Urban Development
31.	Baljinder Kaur	01/06/1964	Urban Development
32.	Niranjan Nayak	17/05/1968	Food
33.	Dinesh Kumar	05/08/1968	Power
34.	Shiv Ram	02/08/1959	Supply
35.	S.K. Wadhwa	01/07/1960	Supply
36.	J. Venkata Krishnan	05/02/1969	Supply
37.	J.S. Malik	12/01/1967	Water Resources
38.	Bhagirathi Premnath	29/04/1965	Water Resources
39.	Shashi Kumar	11/03/1972	Water Resources
40.	Hemant Kumar Sharma	10/04/1973	Road Transport &Highways

**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 UDC  
Select List year \_\_\_\_\_  
\_\_\_\_\_
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) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Place of Office, Tele. No. \_\_\_\_\_  
(ii) Residential Address \_\_\_\_\_  
with Tele. No, \_\_\_\_\_  
e-mail, if any. \_\_\_\_\_