

Most Immediate

**No.08/02/2011-CS.I(Trg)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.I Training**

Lok Nayak Bhawan, New Delhi
Dated the 17th October, 2011

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for U.D.Cs with 5 years' approved service in the grade (14/11/2011 to 09/12/2011).

The undersigned is directed to inform that UDCs/adhoc Assistants, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM w.e.f. **14/11/2011 to 09/12/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Ms. Rekha Sharma, Deputy Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 14th November, 2011**.

2. **The performance of the officials in the training, as evaluated and reported by ISTM thereof, may 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 promotion/regularization, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time.

3. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs. 12,000/- each from their respective Ministry/Department. This amount may be released in **Cash** only and the same shall be collected by ISTM from the participating officials.

4. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent by **5th November, 2011** to Ms. Rekha Sharma, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Ms. Rekha Sharma, Deputy Director(Co-ordinator) ISTM is accessible on phone No. 26185314 (O).


(**Vidyadhar Jha**)

Under Secretary to the Government of India
Tele. : 24624046

To

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

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-ISTM(Coord) dated 17th June, 2011.
3. ISTM, (Ms. Rekha Sharma, Deputy Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **14th November, 2011** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
5. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department (www.persmin.nic.in<CS Division<CSCS<Training Circulars<U.D.C.)

(**Vidyadhar Jha**)

Under Secretary to the Government of India
Tele. : 24624046

**Level 'A' CSS Cadre Training Programme for UDCs
with 5 years approved service in the Grade at ISTM
(14/11/2011 to 09/12/2011)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	K. Sanjiv	01/08/1967	Urban Development/CPWD
2.	Jai Kishan	18/05/1955	Urban Development
3.	R. Gopalakrishanan	24/03/1965	Urban Development
4.	M. Dharmender	25/10/1966	Urban Development/CPWD
5.	Vandana Nagi	19/03/1966	Expenditure
6.	K. Srinivas	08/06/1967	Urban Development/CPWD
7.	Satya Prakash	15/07/1957	Home Affairs
8.	Sangam Lal	10/12/1959	Home Affairs
9.	G. Maheshwari	13/07/1959	Law & Justice
10.	Sharmila Devi K.	31/05/1967	Health & Family Welfare
11.	Dilip Mallick	15/06/1966	Urban Development
12.	R.D. Iyer	25/09/1968	Urban Development/CPWD
13.	Virendra Kumar Sharma	26/03/1963	Urban Development/CPWD
14.	Anil Kumar	04/02/1966	Road Transport & Highways
15.	Sajitha Raghunath	23/05/1966	Road Transport & Highways
16.	Sudhir Sharma	29/01/1966	Road Transport & Highways
17.	Harsh Vardhan II	12/09/1957	Road Transport & Highways
18.	Rajvir Singh	03/03/1961	Road Transport & Highways
19.	Avinash Sharma	05/05/1955	Road Transport & Highways
20.	A.K. Tomar	07/01/1959	Home Affairs
21.	Bishamber Dutt	15/12/1958	Earth Sciences
22.	Banita	15/07/1976	Home Affairs
23.	Thakur Prasad	19/08/1961	Telecommunications
24.	Deepak Chadha	13/06/1972	Telecommunications
25.	Sridevi Sridhar	05/06/1968	Telecommunications
26.	S. Malini	21/04/1968	Telecommunications
27.	Meenakashi Gupta	03/05/1967	Expenditure
28.	Virender Kumar Luthra	30/03/1970	Revenue
29.	Niranjan Prasad	01/05/1968	Expenditure
30.	Latika Bhojwani	30/05/1972	Expenditure
31.	Mini Sebastian	23/11/1967	Posts
32.	Anitha S. Panicker	20/05/1967	Posts
33.	Rajiv Sharma	07/09/1966	Posts
34.	Vivek Sharma	30/04/1971	Posts
35.	Krishan Kumar	16/11/1957	Labour & Employment

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.	_____