

**08/02/2011-CSI(Trg.)-Vol-II  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Training)**

**2<sup>nd</sup> Floor, Lok Nayak Bhavan, New Delhi**  
Dated the **17<sup>th</sup>** October , 2011

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme at ISTM for UDCs with five years'  
Approved service in the grade ( 14/11/2011 to 09/12/2011 ).**

The undersigned is directed to inform that UDCs, whose particulars are given below, have been **re-nominated** for **Level 'A' Training Programme** which is being conducted by ISTM w.e.f. **14/11/2011 to 09/12/2011**.

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	<b>Paritosh Mandal *</b>	23/10/1965	Urban Development
2.	<b>Surendra Kumar Patnaik *</b>	23/06/1968	Planning Commission
3.	T.K. Das	03/11/1960	CPWD, Kolkata
4.	Mir Nasiruddin	09/02/1959	Urban Development
5.	K.D. Gupta	02/01/1959	Urban Development
6.	Sanjay K. Dhiman	04/04/1970	Expenditure
7.	Munna Lal	02/02/1959	Home Affairs
8.	Subhransu Putantunda	26/01/1968	Economic Affairs
9.	Ajay Kumar Nath	23/08/1960	Urban Development
10.	N.C. Das	09/01/1962	Urban Development
11.	Bimaljyoti Roy	17/12/1965	Science & Technology
12.	Jitender Chugh	05/02/1976	Posts
13.	Brij Nandan	11/01/1974	Law & Justice
14.	Jugal Kishore	19/08/1975	Expenditure
15.	Murlidharan Nair P.	08/07/1970	Health & Family Welfare
16.	V.N. Venkataraman	27/06/1971	DGHS

2. As per DOP&T OM No.4/6/2010-CS.II dated 21/01/2011 and 4/2/2006-CS.II dated 20/06/2011 their adhoc promotion is subject to the condition that the adhoc promotion/appointment would be continued only if they attend and qualify the mandatory training as and when nominated by CS.I(Training) Section failing which their ad-hoc appointment would be terminated. **In order to comply with the mandatory conditions for imparting training for holding higher responsibilities these officials are given another (\*last) chance for the successful completion of the mandatory Level 'A' training programme.**

3. The concerned authorities are therefore requested that the officials may be relieved of their duties without fail and advised to **report to Ms. Rekha Sharma, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 14<sup>th</sup> October, 2011. The performance of the officials in the training, as evaluated and reported by ISTM thereof, may be added in their APARs.** 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. In case these officers are not relieved by the concerned Ministry/Department or any of them does not complete the training successfully, such non-attending of the training or not completing the training successfully would **entail reversion to the post of UDC apart from any other action as deemed necessary.**

4. 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.

5. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent by **5<sup>th</sup> 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 5<sup>th</sup> January, 2011.
3. ISTM, (Ms. Rekha Sharma, D.D.) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **14/11/2011** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
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<CSS<Training Circulars<U.D.C.**)

  
( **Vidyadhar Jha** )

Under Secretary to the Government of India  
Tele. : 24624046

**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 <b>UDC</b> 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.	_____