

**08/02/2012-CSI(Trg)  
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 27<sup>th</sup> March, 2012**

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme for UDCs at ISTM during the period 16/04/2012 to 11/05/2012.**

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. **16/04/2012 to 11/05/2012**.


S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	Meenu Bakshi *	12/01/1971	Planning Commission
2.	U. Jaya Prakash *	21/07/1975	Urban Development
3.	Smt. Shaista Ahmed *	25/05/1969	Power
4.	Hukam Chand	18/01/1955	UPSC
5.	Dular Chand	01/01/1956	UPSC
6.	Rakesh Jain	30/11/1968	Home Affairs
7.	Shobha Rawat	30/06/1975	Home Affairs
8.	S.S. Negi	16/10/1959	Commerce
9.	Sonia Sharma	25/12/1971	Urban Development
10.	Smt. Manju Kapoor	14/09/1971	Economic Affairs
11.	Dina Nath	08/05/1977	Expenditure
12.	B.N. Kalita	01/01/1962	DOP&T/SSC
13.	Samar Nath Chakraborty	03/02/1956	DOP&T/SSC
14.	Dinender Kumar	23/01/1969	AR&PG
15.	Sunita Gautam	30/10/1968	DOP&T
16.	Ashwani Kumar	01/07/1974	Urban Development

2. 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**. The concerned authorities are therefore requested that the officials may be relieved of their duties without fail and advised to report to **Shri R K Kundi, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 16<sup>th</sup> April, 2012.**

3. As the training of the officers and its 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 officers in the training will be evaluated and the reports be added in their APARs while considering their 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 adversely affect the promotion of the officers. **The officers who do not attend or successfully complete the Level 'A' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

4. As the aforesaid training includes study tour, 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 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 at the earliest to **Shri R K Kundi**, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. **Shri R K Kundi**, Deputy Director(Co-ordinator) ISTM is accessible on phone No.26185314 (O).

  
( **V Srinivasaragavan** )

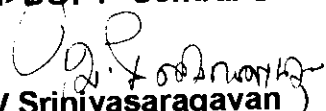
Under Secretary to Government of India  
Tele. : 24629412

To

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

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu, Jt. Director(BT/Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/3/2012-ISTM(Coord) dated 30<sup>th</sup> December, 2012.
3. ISTM, (**Shri R K Kundi**, D.D/Coord.) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **16/04/2012** 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. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC**)
7. Guard File.

  
( **V Srinivasaragavan** )

Under Secretary to Government of India  
Tele. : 24629412

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. \_\_\_\_\_