

08/02/2012-CSI(Trg)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Training)

2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the 18th July, 2012

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme for UDCs at ISTM during the period 27/08/2012 to 21/09/2012.

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. **27/08/2012 to 21/09/2012**.

S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	Meenu Bakshi *	12/01/1971	Planning Commission
2.	Dinender Kumar *	23/01/1969	AR&PG
3.	Raj Kumar-I	26.09.1976	UPSC
4.	Suman Kumar Singh *	19.03.1975	Urban Dev.
5.	B.K. Laskar *	15.01.1960	DOP&T
6.	Sunil Kumar Jain *	11.02.1959	UPSC
7.	Suraj *	12.11.1977	MHA (MOIA)
8.	Khorbohra Ram Devdas	06.02.1955	DOP&T
9.	N.K. Panda	11.06.1971	P&NG
10.	Ranjit Kumar	11.01.1972	P&NG
11.	Desh Deepak	13.06.1972	RT&H
12.	Dharamveer	25.03.1970	I&B
13.	Chandrathara Roy	28.12.1970	I&B
14.	Deep Chand	02.03.1955	UPSC
15.	Manoj Kumar-V	25.06.1968	UPSC
16.	Kanta Rawat	05.10.1957	UPSC
17.	Kanchan Sandhu	20.02.1970	Urban Development
18.	Bhupender Kumar	17.09.1972	Urban Development
19.	Anjani Kumar Mishra	13.12.1972	RT&H
20.	Poonam Suneja	31.08.1973	DOP&T
21.	Sunil Kumar Pandit	01.05.1974	Food & PD

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 AD(OM-I), ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 27th August, 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 officials in the training, as evaluated and reported by ISTM, 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 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 **AD(OM-I)**, ISTM, New Delhi, with a copy to the undersigned.



(**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, Jt. Director(BT/Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/01/2005-ISTM(Coord) dated 19th March, 2012.
2. ISTM, (**AD(OM-I)/Coordinator.**), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **27/08/2012** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
5. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC**)
6. Guard File.



(**Vidyadhar Jha**)

Under Secretary to 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 **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. _____