

Most Immediate

**No.8/2/2012-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 ~~4th~~ February, 2013

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for U.D.Cs during the period 04/03/2013 to 29/03/2013.

The undersigned is directed to inform that UDCs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM w.e.f. **04/03/2013 to 29/03/2013**. It is requested that these officials may be relieved of their duties and advised to report to Ms. Manisha Bhatnagar, Deputy Director/Course Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 4th March, 2013**.

2. **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 the training of the officials and successful completion is necessary for promotion, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time. **The officials 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.**

3. The aforesaid training includes study tour and the 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.

4. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent by **13th February, 2013** to Ms. Manisha Bhatnagar, Deputy Director/Course Co-ordinator (Phone No.26175590(O), ISTM, New Delhi, with a copy to the undersigned.

(6J)
(**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. ISTM, (Sh. Satyajit Mishra, Jt. Director, 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, (Ms. Manisha Bhatnagar, **Deputy Director/Course Coordinator**), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **4th March, 2013** 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>DOPT>**Central Secretariat>CSS/Training Nomination Circulars/UDC**)
7. Hindi Section, DOP&T, New Delhi - For Hindi version.



(**Vidyadhar Jha**)

Under Secretary to the Government of India
Tele. : 24624046

**Level 'A' CSS Cadre Training Programme for UDCs at ISTM
(04/03/2013 to 29/03/2013)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	K S Subhalakshmi	19.11.1961	H&FW
2.	N K Tyagi	20.06.1963	H&FW
3.	S B Nautiyal	18.01.1969	H&FW
4.	Manju Lata	05.01.1964	H&FW
5.	Manjit Singh	08.01.1972	H&FW
6.	Hoshiar Singh	01.03.1963	H&FW
7.	Saraswathi Mohan	09.02.1967	H&FW
8.	V J Sridhar	16.07.1968	H&FW
9.	Bhooma Khatri	10.10.1965	H&FW
10.	Man Mohan Singh Chauhan	07.08.1959	H&FW
11.	Naresh Kumar-I	16.02.1960	Urban Dev.
12.	Raj Kumar-I	06.06.1966	Urban Dev.
13.	Naveen C. Pathak	20.06.1967	Urban Dev.
14.	Arun Kumar Sharma	13.05.1965	Urban Dev.
15.	Ghanshyam Chauhan	10.05.1964	IPP
16.	Suresh Devi	10.08.1964	Urban Dev.
17.	Suresh Kumar	12.01.1971	Urban Dev.
18.	Manju Tyagi	01.05.1962	Urban Dev.
19.	Gulshan Kumar	06.01.1967	Consumer Affairs
20.	Anil Kumar Bhatia	14.09.1968	RT&H
21.	JP Mishra	10.05.1959	H&FW
22.	Anil Kumar Ahluwalia	27.09.1965	Posts
23.	Lokender Sharma	26.01.1969	Urban Dev.
24.	Suraj Singh	30.03.1958	Expenditure
25.	V.K. Chhikara	30.04.1968	Urban Dev.
26.	Sanjay Mehrotra	19.05.1966	Telecom.
27.	Ghananand Joshi	28.11.1956	Urban Dev.
28.	Gita S. Zinradkar	19.07.1963	Urban Dev.
29.	Rameshwari Bisht	10.06.1964	Urban Dev.
30.	V.D. Rayal	01.07.1971	Expenditure
31.	Poonam Grover	01.09.1965	H&FW

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. _____