

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 4th February 2013

OFFICE MEMORANDUM

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

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. **04/03/2013 to 29/03/2013**.

S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1	Usha Krishna Kumar *	14/07/1967	DOP&T
2	Yogesh Kumar	25.10.1966	UPSC
3	Sanjeev Kumar Garg	16.01.1967	UPSC
4	Sudha Kant Gautam	08.12.1974	UPSC
5	P.K. Sahoo *	28.04.1966	Expenditure
6	Joy Prakash	15.08.1970	Expenditure
7	J Ruth Salomi	22.05.1966	Expenditure
8	Lal Singh	01.07.1966	Expenditure
9	Manoj Newa	15.06.1969	Expenditure
10	Abhijit Ghosh Dastidar	28.05.1965	Expenditure
11	Om Prakash -4	17.09.1967	IPP
12	Sashi Sekhar Mehto	03.01.1959	IPP
13	Raj Kumar Ojha	18.10.1968	H&FW
14	Hari Krishan	12.09.1965	H&FW


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 the Ms Manisha Bhatnagar, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 4th March, 2013.**

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 Ms. Manisha Bhatnagar, **Deputy Director**, ISTM, New Delhi, with a copy to the undersigned.

Encls. – Annexure.II


(**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. 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 **04/03/2013** 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. Hindi Section, DOP&T, New Delhi - For Hindi version.
7. 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. _____