

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 11th October, 2012

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme for UDCs at ISTM during the period 12/11/2012 to 07/12/2012.

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. 12/11/2012 to 07/12/2012.

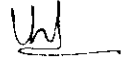
S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	Binod Chandra Pant *	18.08.1968	DOP&T
2.	Sanjay Kumar *	01.07.1965	Posts
3.	Manoj Kumar-V *	25.06.1968	UPSC
4.	R.S. Sharma	20.12.1954	UPSC
5.	Usha Krishna Kumar	14/07/1967	DOP&T
6.	Kranti Chaudhary	12.11.1969	UPSC
7.	V. Ramachandran	20.07.1954	Commerce
8.	P.K. Sahoo	28.04.1966	Expenditure

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 Deputy Director(A/c), ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 12th November, 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-CSI(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 **Deputy Director(A/c)**, 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, (**Deputy Director(A/c)/Course Coordinator**), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **12/11/2012** 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.	_____