

**No.8/4/2012-CS-I(Trg.)-Vol.II**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

Lok Nayak Bhavan, New Delhi  
Dated, the 17<sup>th</sup> July, 2012

**OFFICE MEMORANDUM**

**Subject : Level 'D' Training Programme for Section Officers in the  
zone of promotion for Grade I(US) of the CSS at the ISTM  
(06/08/2012 to 28/09/2012)**

The undersigned is directed to inform that Section Officers/adhoc Under Secretaries of the CSS whose names are given in **Annexure- I** have been nominated to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. **06/08/2012 to 28/09/2012** as enjoined in **Cadre Training Plan** for the CSS officers. The officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri Chandan Mukherjee, Deputy Director (Co-ordinator), ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 06<sup>th</sup> August, 2012 without fail.**

2. As the training of the officers and its successful completion is mandatory as per DOP&T Notification **G.S.R.197(E) dated 19<sup>th</sup> March 2010**, 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 'D' 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 as well as field visit outside Delhi. Officers nominated in **Annexure I** may be advised to draw necessary TA/DA advance of **Rs. 70,000/-** (Rs. 15,000/- for study tour and Rs. 55,000/- for the field visit in states) from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers in the form of Cash and the same will be collected by ISTM from the participating officers.

P.T.O.

4. Confirmation with regard to the participation of the officers along with their bio-data (**Annexure-II**) may please be sent by **20<sup>th</sup> July, 2012** to **Shri Chandan Mukherjee, Deputy Director** (Co-ordinator) ISTM, New Delhi, with a copy to the undersigned. **Shri Chandan Mukherjee, Deputy Director** (Co-ordinator), ISTM, is accessible on phone No. 26185312 (O).

  
( **Vidyadhar Jha** )

Under Secretary to Government of India  
Tele. : 24624046

To

  
{**Joint Secretary(Admn.) concerned**}  
**Ministry/Department of**  
**New Delhi.**

Copy forwarded for information and necessary action to : -

1. ISTM, (**Shri K. Govindarajulu - Joint Director(BT/Coord)**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. No. A-33083/3/2012-ISTM(Coord) dated 30<sup>th</sup> December, 2011. **ER Sheets of the participants may also be got filled up, as already requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2<sup>nd</sup> July 2009 .**
2. ISTM, (**Shri Chandan Mukherjee, Deputy Director**) Administrative Block, Old JNU Campus, New Delhi-110067. **The list of officers who report for training on 06<sup>th</sup> August, 2012 may please be furnished to this Department next day positively.**
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. PA to Director(CSI)
5. **US(U), CSI Section, DOP&T – For confirming the training status of the officers while considering their Promotion.**
6. Guard file.
7. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO**)

  
( **Vidyadhar Jha** )

Under Secretary to Government of India  
Tele. : 24624046

  


**Annexure I**

**Level 'D' Training Programme to be held at ISTM  
(06-08-2012 to 28-09-2012)**

<b>S. No</b>	<b>CSL No</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>DATE OF BIRTH</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
1	7168	Ajay Kumar	23/12/1971	Water Resources
2	7184	Naoroibam S. Singh	01/03/1969	Agriculture & Cooperation
3	7186	Shankra Nand Bharti	03/08/1970	Revenue
4	7188	Anil Kumar	19/07/1975	Urban Development
5	7190	Gulveena Badhan	17/04/1970	Planning Commission
6	7194	Sunita	15/08/1971	Fertilizers
7	7196	Diwan Chand	08/08/1956	Heavy Industries
8	7198	S. Benjamin	24/09/1966	Power
9	7202	Inder Jeet	11/08/1975	Minority Commission
10	7204	Shakti Shamsher	05/10/1969	UPSC
11	7206	Biplab Mumar Naskar	14/01/1971	Revenue
12	7212	Kuldip Kumar	23/03/1960	Scientific & Industrial Research
13	7214	M. Jena	15/07/1963	Social Justice & Empowerment
14	7216	Sunil Kumar	09/11/1970	Urban Development
15	7218	Rajesh Kumar	10/07/1967	Power

**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 Section Officer  
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  
(a) ISTM \_\_\_\_\_  
(b) Other Training Institute \_\_\_\_\_
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. \_\_\_\_\_