

Most Immediate

**No.8/5/2011-CSI(Trg.)-Vol.III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training**

**2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the 20th October, 2011**

OFFICE MEMORANDUM

**Subject : Level 'D' Training Programme at the ISTM for Section Officers
who are in the Zone of Promotion for Grade I (US) of the CSS.
(21/11/2011 to 13/01/2012)**

The undersigned is directed to inform that Section Officers promoted on adhoc basis to Grade I (Under Secretary) vide **DOP&T Order No. 5/7/2011-CS.I(U) dated 11/8/2011**, whose particulars as in **Annexure I**, have been **re-nominated**, for the above mentioned **Level 'D' Training Programme** which is being conducted by ISTM w.e.f. **21/11/2011 to 13/01/2012**.

2. These officers have been promoted on ad-hoc basis under the condition that the officers who have not undergone mandatory Level 'D' Training as enjoined in cadre training plan for the CSS, will have to undergo the aforesaid training within a period of six months. **In order to comply with the mandatory conditions for imparting training for holding higher responsibilities these officers are given another chance for the successful completion of the mandatory Level 'D' training programme.**

3. In case these officers are not relieved by the concerned Ministry/Deptt. or in case any of them does not complete the training successfully, such non-attending of the training or not completing the training successfully would **entail reversion to the post of Section Officer apart from any other action as deemed necessary**. The concerned authorities are therefore requested that the officers may be relieved of their duties without fail and advised to **report to Shri Arun Gaur, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 21st November, 2011.**

4. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated above may be advised to draw necessary TA/DA advance of **Rs. 55,000/-** (Rs.10,000/- for study tour and Rs.45,000/- 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.

Contd..2/-

5. Confirmation with regard to the release of the officers along with their respective bio-data(Annexure-II) may please be sent by **4th November, 2011** to **Shri Arun Gaur**, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. **Shri Arun Gaur**, DD/(Co-ordinator), ISTM, is accessible on Phone No.26177058 (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. Officers concerned.
2. ISTM, (Shri K. Govindarajulu - Deputy Director), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. **A-33090/1/2005-ISTM (Coord)** dated **18th June, 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 2nd July 2009.**
3. ISTM, (Shri Arun Gaur, Deputy Director), Admn. Block, Old JNU Campus, New Delhi-11067 - **The list of officers, who report for training on 21st November, 2011 may please be furnished to this Department next day positively.**
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. PA to Director(CSI)
6. **US(U)**, CSI Section, DOP&T – **The officers' successful completion of the mandatory training may be confirmed before they are considered for inclusion in the Select List of USs.**
7. Website of this Department (www.persmin.nic.in<CS Division<CSS<Training Circulars<S.O.)
8. Guard File.



(**Vidyadhar Jha**)

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Annexure I

Re-nomination for Level 'D' Training Programme to be held at ISTM (21/11/2011 to 13/01/2012)

S. No	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	6940	Anil Kumar Yadav	30/08/69	Science & Technology
2	6944	Harish Chander Upadhyay	15/09/72	Economic Affairs
3	6946	Rajesh Nagpal	28/04/68	Health & Family Welfare
4	6950	Preeti Khanna Deepak	19/01/70	Disinvestment
5	6964	Atish Kamal Srivastava	15/05/68	Telecommunications
6	6966	Vimal	13/10/74	Defence
7	6968	Amba Dutt Bawari	16/10/62	Health & Family Welfare
8	6978	Suresh Kumar Makkar	13/10/65	Pensions & PW
9	6984	Manish Kumar Lal	25/06/75	Financial Services
10	6986	Kanchan Bala Hamza	19/11/64	Shipping
11	6988	Rajendra Singh Bora	20/07/69	Home Affairs
12	6992	Ajay Kumar Gaur	01/05/65	Heavy Industries

Annexure II

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. _____