

Most Immediate

**8/5/2013-CS.I(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the **14th March, 2013**

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Under Secretaries of CSS
for the period 06/05/2013 to 14/06/2013.**

The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM w.e.f. **06/05/2013 to 14/06/2013**. It is requested that nominated officers may be relieved of their duties and advised to report to **Shri Sandeep Mukherjee, Deputy Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9 A.M. on 06th May, 2013.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Cadre Authorities are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering for their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' 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 an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be released in **Cash** only.

P.T.O.

4. Each of the participants is required to indicate at least three public policy areas they would like to work during the training programme in the project study. This information may be sent to the **Shri Sandeep Mukherjee, Deputy Director/Course Coordinator, ISTM, New Delhi at the earliest.**

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri Sandeep Mukherjee, Deputy Director//Coordinator, ISTM, New Delhi immediately. Shri Sandeep Mukherjee, Deputy Director/Coordinator, ISTM, is accessible on Phone No. 26185316(O) Mob.9910905502.**

Encls.: Annex.I, II


(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

To
Ministry/Department of
All Cadres { Joint Secretary(Admn.) concerned }

New Delhi.

Copy forwarded for information & necessary action to :-

- (1) ISTM, (Shri Satyajit Mishra, Joint Director), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their OM No. A-33090/01/2005-ISTM(Coord) dated 5th March, 2013. **ER Sheets of the participants may also be got filled up, as separately requested.**
- (2) ISTM, (Shri Sandeep Mukherjee, Deputy Director), Administrative Block, Old JNU Campus, New Delhi-11067. **The list of officers, who report for training on 06th May, 2013 may please be furnished to this Department next day positively.**
- (3) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (4) PA to Dir(CS.I)/PA to US(T)/US(U)/US(D)
- (5) Guard file
- (6) Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (7) Hindi Section, DOP&T, New Delhi - For Hindi version.


(**Vidyadhar Jha**)

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Annexure I

Level 'E' Training Programme for Under Secretaries of CSS
(06/05/2013 to 14/06/2013)

S. No.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DOB	CADRE WHERE WORKING Ministry/Department
1	4801-A	Nitin Kumar *	15/10/72	Overseas Indian Affairs
2	4805-A	Smt.Sumita Singh *	27/09/70	Economic Affairs
3	4941	K. V. Gopala Rao *	20/08/58	UPSC
4	4968	S. C. Kanojia *	10/04/62	Health & Family Welfare/UPSC
5	4970	Navin Chander Ragtah *	26/07/59	Higher Education
6	4976	P.S. Ghosh *	01/01/57	Higher Education
7	4989	Smt. Shyla Titus *	06/09/60	Tribal Affairs
8	4994	S. K. Chitkara *	01/01/60	Legislative Department
9	4900	Dinesh Arora **	19/08/59	Agriculture & Cooperation
10	4916	Sunil Kumar Sharma **	12/09/57	Defence
11	4917	Anil Kakaria **	21/01/60	Higher Education
12	5029	Y. Thondhang **	01/03/57	Water Resources
13	5038	Satish K. Kalhotra **	15/04/58	Rural Development
14	5062	Mashoda Lal **	07/05/60	Rural Development
15	5075	Bal Krishan Verma **	15/05/57	Supply
16	5082	Kabindra Joshi **	12/04/61	Revenue
17	5087	Ranjan Kumar*	10/12/57	On dept to ISTM / Mines
18	5092	Srinibas Pradhan*	02/03/58	Home Affairs
19	5095	T. Rafeeq Ahmed*	24/08/57	National Fish. Dev. Bd, Hyd/UPSC
20	5103	Neeta Gupta(Smt.)*	29/08/60	Home Affairs
21	5130	Prem Chandra Pande*	05/01/58	Agri. & Cooperation
22	5132	Sushila Ananth(Smt.)*	09/10/60	Agri.&Cooperation
23	5142	Anshuman Sharma*	30/10/57	UPSC
24	5145	A.D. James*	16/04/62	Road Tpt & Highways
25	5151	Som Pal Singh	02/01/58	UPSC
26	5152	SS. Rana	05/11/60	On dept. to MCD
27	5156	Anurag Srivastava	22/09/58	Power
28	5157	Sampath Narayanan	01/06/59	Scientific Industrial Research
29	5166	P. Ahilan	24/04/56	Agriculture & Cooperation
30	5167	Surendra Rawat	02/12/57	Social Justice & Empowerment
31	5169	Valsamma K Daniel(Mrs.)	17/07/55	Home Affairs
32	5172	A. Murugaiyan	23/04/58	SSC(Chennai)
33	5173	Sachi Kanta Sahoo	02/06/59	UPSC
34	5176	Italia Mohan(Ms.)	23/02/56	Defence
35	5298	Rekha Chauhan(Smt.)	02/12/58	Rural Development
36	5299	Bijender Singh	01/07/59	Mines
37	5314	Bupinder Singh	05/04/61	NDMA
38	5316	Laxmi Narayan	08/08/58	Labour & Employment
39	5317	KK Daimary	30/01/58	Defence
40	5319	Roop Singh	01/10/56	Food & PD
41	5402	Mahendra Kumar	07/11/57	Home Affairs
42	5414	Dhan Pat Singh	31/07/55	Telecommunications
43	5420	PL.Verma	01/08/55	Information & Broadcasting
44	5438	Manik Mandal	01/07/58	Higher Education
45	5494	Devendra Kumar	01/01/60	Higher Education

* Re-nomination cases. **Last & final chance

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 Under Secretary
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. _____