

08/02/2012-CSI(Trg)-Vol.II  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Training)

2<sup>nd</sup> Floor, Lok Nayak Bhavan, New Delhi  
Dated the 10<sup>th</sup> September, 2012

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme for UDCs at ISTM during the period 01/10/2012 to 26/10/2012.**

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. 01/10/2012 to 26/10/2012.

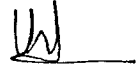
S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	<b>Khorbohra Ram Devdas*</b>	06.02.1955	DOP&T
2.	<b>Kanchan Sandhu *</b>	20.02.1970	Urban Development
3.	<b>Bhupender Kumar *</b>	17.09.1972	Urban Development
4.	Binod Chandra Pant	18.08.1968	DOP&T
5.	Prabhjot Kaur	16.08.1968	UPSC
6.	Krishna Mohan Pandey	26.01.1974	Posts
7.	Sanjay Kumar	01.07.1965	Posts

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 Shri Lalit Grover, Assistant Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 1<sup>st</sup> October, 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 **Shri Lalit Grover, Assistant Director**, ISTM, New Delhi, with a copy to the undersigned. **Shri Lalit Grover, Assistant Director** (Co-ordinator) ISTM is accessible on phone No.26105592 (O).



( **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 19<sup>th</sup> March, 2012.
2. ISTM, (**Shri Lalit Grover, Assistant Director/Coordinator**), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **01/10/2012** 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](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
6. Guard File.



( **Vidyadhar Jha** )

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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.	_____