

**08/02/2012-CSI(Trg)
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 2nd May, 2012**

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme for UDCs at ISTM during the period 04/06/2012 to 29/06/2012.

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. **04/06/2012 to 29/06/2012**.

S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	Banita	15/07/1976	Home Affairs
2.	Anuj Kumar Sinha	16.06.1975	Urban Dev.
3.	Suman Kumar Singh	19.03.1975	Urban Dev.
4.	Rakesh Kumar-I	24.06.1971	H&FW
5.	Naval Kishor	15.02.1966	DOP&T
6.	Man Singh Jat	22.12.1955	DOP&T
7.	B.K. Laskar	15.01.1960	DOP&T
8.	Ramesh Chand	10.05.1961	DOP&T
9.	Budh Ram Sharma	08.08.1958	UPSC
10.	Sunil Kumar Jain	11.02.1959	UPSC
11.	Ravindra Kumar-I	02.06.1975	UPSC
12.	Suraj	12.11.1977	MHA (MOIA)
13.	Anjani Kumar Verma	05.01.1966	Earth Sciences
14.	Lalitha Mohanan	02.02.1967	MHA
15.	Rajesh Kumar	28.03.1963	DOP&T

2. In order to comply with the mandatory conditions for imparting training for holding higher responsibilities these officials are given **another 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, Asst. Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 4th June, 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-CS.I(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 (Co-ordinator), 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 19th March, 2012.
2. ISTM, (**Shri Lalit Grover**, A.D/Coord.) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **04/06/2012** 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

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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.	_____