

Most Immediate

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

**2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the 28th September, 2012**

OFFICE MEMORANDUM

Subject : Level 'D' Training Programme at the ISTM for CSS Officers who are in the Zone of Promotion for Grade I (US) for the period from 29/10/2012 to 21/12/2012.

The undersigned is directed to inform that the Officers, whose particulars are given below, have been **re-nominated** in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, for the above mentioned **Level 'D' Training Programme** which is being conducted by ISTM w.e.f. **29/10/2012 to 21/12/2012**.

S. No	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	6237	Smt. Sharda Sharma	24/10/1960	Shipping
2	7186	Shankra Nand Bharti	03/08/1970	Revenue
3	7190	Gulveena Badhan	17/04/1970	Planning Commission
4	7194	Sunita	15/08/1971	Expenditure
5	7206	Biplab Mumar Naskar	14/01/1971	Revenue
6	7214	M. Jena	15/07/1963	Social Justice & Empowerment

2. In order to comply with the mandatory conditions as envisaged in DOP&T OMs No.4/11/2005-CSI dated 15.12.2006, No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010 (available on www.persmin.nic.in), these officers are given **another chance for 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 **result in denial of promotion 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 Ravindra Kumar, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 29th October, 2012.**

Contd..2/-

4. The aforesaid training includes study tour as well as field visit outside Delhi. Officers re-nominated 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.

5. Confirmation with regard to the release of the officers along with their respective bio-data(Annexure-II) may please be sent by **15th October, 2012** to **Shri Ravindra Kumar**, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. **Shri Ravindra Kumar**, DD/(Co-ordinator), ISTM, is accessible on Phone No.26177058 (O).



(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

To

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

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-33090/01/2005-ISTM(Coord)/839 dated 19th March, 2012. **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 .**
2. ISTM, (**Shri Ravindra Kumar**, Dy. Director) Administrative Block, Old JNU Campus, New Delhi-110067. **The list of officers, who report for training on 29th October, 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 – **The training status of the officers be confirmed while considering their Promotion.**
6. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO)
7. Guard file.



(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

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. _____