

**08/02/2011-CSI(Trg.)-Vol-III
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 7th February, 2012**

OFFICE MEMORANDUM

**Subject : Level 'A' Training Programme at ISTM for UDCs at ISTM
during the period 05/03/2012 to 30/03/2012.**

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. **05/03/2012 to 30/03/2012**.

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	Murlidharan Nair P **	08/07/1970	Health & Family Welfare
2.	R. Gopalakrishanan **	24/03/1965	Urban Development
3.	Satya Prakash **	15/07/1957	Home Affairs
4.	Banita **	15/07/1976	Home Affairs
5.	Meenu Bakshi *	12/01/1971	Planning Commission
6.	U. Jaya Prakash *	21/07/ 975	Urban Development
7.	Shaista Ahmed	25/05/1969	Power
8.	Sarvesh Kumar	12/08/1973	Power
9.	Tutun Kumar Singh	20/02/1974	Environment & Forests (Deptn. to Department of Telecommunications)

2. As per DOP&T OM No.4/6/2010-CS.II dated 21/01/2011 and 4/2/2006-CS.II dated 29/12/2011 their *ad-hoc promotion is subject to the condition that the ad-hoc promotion/appointment would be continued only if they attend and qualify the mandatory training as and when nominated by CS.I(Training) Section failing which their ad-hoc appointment would be terminated. **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.**

3. The concerned authorities are therefore requested that the officials may be relieved of their duties without fail and advised to **report to Shri R. K. Kundi, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 05th March, 2012. The performance of the officials in the training, as evaluated and reported by ISTM ——— may be added in their APARs.** As the training of the officials and successful completion is necessary for promotion/regularization, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time. In case these officers are not relieved by the concerned Ministry/Department or 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 UDC apart from any other action as deemed necessary.**

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 R. K. Kundi, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri R. K. Kundi, Deputy Director(Co-ordinator) ISTM is accessible on phone No. 26185314 (O).**


(**Vidyadhar Jha**)

Under Secretary to the Government of India
Tele. : 24624046

To

**Min/Dept.of
Joint Secretary(Estt./Admn.)
New Delhi.**

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu- **Jt. Director(B T)**, Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-ISTM(Coord) dated 17th June, 2011.
3. ISTM, (**Shri R. K. Kundi, D.D.**) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **05/03/2012** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC**)


(**Vidyadhar Jha**)

Under Secretary to the 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 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.	_____