

**Most Immediate**

**No.08/11/2011-CSI(T)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi**

Dated the *1<sup>st</sup>* November, 2011

**OFFICE MEMORANDUM**

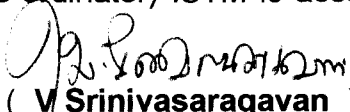
**Subject : Backlog Training Programme for U.D.Cs/Assistants at ISTM  
for the period 05/12/2011 to 16/12/2011 (Batch II).**

The undersigned is directed to inform that UDCs upgraded to the post of Assistant, whose names are given in **Annexure I**, have been nominated for the above mentioned Backlog Training Programme. This training is being conducted by ISTM w.e.f. **05/12/2011 to 16/12/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri D K Bist, Assistant Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 5<sup>th</sup> December, 2011**.

2. **The performance of the officials in the training will be evaluated and the reports thereof 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 the training of the officials and successful completion is necessary for regularization/promotion, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time.

3. The aforesaid training includes study tour and 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.

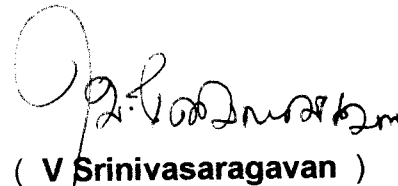
4. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent by **11<sup>th</sup> November 2011** to Shri D K Bist, Assistant Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri D K Bist, Assistant Director(Co-ordinator) ISTM is accessible on phone No. 26105592 (O).

  
( **V Srinivasaragavan** )  
Under Secretary to Government of India  
Tele. : 24629412

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

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/01/2005-ISTM(Coord) dated 17<sup>th</sup> June, 2011.
3. ISTM, (Shri D K Bist, Assistant Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **5<sup>th</sup> December, 2011** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
5. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat > CSS/Training Nomination Circulars/UDC)



( **V Srinivasaragavan** )

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**Annexure I****Training Programme for UDCs upgraded as Assistants to be held at ISTM  
( 05/12/2011 to 16/12/2011 ) Batch II**

Sl. No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	Tejinder Singh	10/04/1966	UPSC
2.	P. Udaya Sankar	06/07/1963	UPSC
3.	Sumithra Sripathi	22/07/1963	UPSC
4.	Asha Rani	10/01/1969	UPSC
5.	Meenakshi Mann	25/10/1958	Higher Education
6.	Matbar Singh	05/09/1957	Higher Education
7.	Mangal Singh Rawat	15/09/1960	Higher Education
8.	Madhu Sharma	26/01/1966	Power
9.	R Chitra	29/10/1962	Defence
10.	Indramani Pradhan	05/06/1965	Defence
11.	Satbir	15/12/1962	Expenditure
12.	Shashi Bhallabh	02/07/1959	Expenditure
13.	Sant Ram	25/04/1964	Expenditure
14.	Raj Kapoor	15/07/1962	Expenditure
15.	Leena Sarin	08/12/1970	Steel
16.	Suresh Babu	04/05/1967	Steel
17.	Ajay Kant	05/02/1965	Road Transport & Highways
18.	Gajender Singh	01/07/1966	Commerce
19.	Sunita Bhandari	29/01/1966	Commerce
20.	Aruna Aggarwal	13/01/1964	Commerce
21.	Ravinder Dev	12/04/1960	Commerce
22.	D K Haldar	27/10/1963	Urban Development
23.	A S Negi	18/05/1967	Posts
24.	Kundan Singh	16/04/1963	Posts
25.	A S Gholap	17/07/1961	Posts
26.	Dharam Pal	19/09/1959	Posts
27.	Munish R Kumar	04/07/1966	Planning Commission
28.	Vineesh Arora	27/06/1971	Planning Commission
29.	Dharam Vir Sharma	11/03/1962	Information & Broadcasting
30.	Sanjay Sharma	30/01/1966	Information & Broadcasting
31.	Satpal Singh	16/08/1965	Information & Broadcasting
32.	Dharmender Singh	24/01/1963	Consumer Affairs
33.	Om Pal Singh	08/12/1964	Health & Family Welfare
34.	Neelam Anand	26/05/1958	Health & Family Welfare
35.	Krishna Chowdhury	03/05/1956	Health & Family Welfare
36.	Meena Joshi	20/09/1965	Health & Family Welfare
37.	A K Halwasia	22/09/1962	Science & Technology
38.	Durvijay Nath	01/01/19067	Information & Broadcasting
39.	Jagdish Chand	04/01/1959	Women & Child Development
40.	Richh Pal	01/12/1960	Women & Child Development

**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. \_\_\_\_\_