

**Most Immediate**

**No.08/12/2011-CS.I(Trg)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi**

Dated the 7<sup>th</sup> September, 2011

**OFFICE MEMORANDUM**

**Subject : Backlog Training Programme for adhoc Section Officers at  
ISTM for the period 26/09/2011 to 07/10/2011.**

The undersigned is directed to inform that adhoc Section Officers, 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. **26/09/2011 to 07/10/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri R. K. Kundi, Deputy Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 26<sup>th</sup> September, 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 instant training is meant for officers who have not undergone the Level 'B' training and those who are not above the age of 58 years as on July 2011, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time
3. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs. 12,000/- 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 **12<sup>th</sup> September, 2011** 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 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- 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 R K Kundi, Dy. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **29<sup>th</sup> September, 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. CSI(S) 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)**<CS Division<CSS<Training Circulars<Assistants.)



( **Vidyadhar Jha** )

Under Secretary to Government of India

Tele. : 24624046

**Annexure I**

**Training Programme for untrained adhoc Section Officers to be held at ISTM  
( 26/09/2011 to 07/10/2011 )**

Sl. No.	Asst. SL Yr.	Name (S/Shri/Smt/Ms)	D.O.B.	Ministry/Department
1	1999	D. K. Asija	10.10.1954	Expenditure
2	1999	Renu Jain	14.02.1955	Health & Family Welfare
3	1999	Govind Behari Gautam	03.04.1956	Health & Family Welfare
4	1999	Ravinder Mehta	20.09.1954	Health & Family Welfare
5	1999	R W Paunikar	29.04.1960	Power
6	1999	Dheeraj Kumar Meena	15.08.1978	Power
7	1999	K Vijayalakshmi	01.11.1956	Power
8	1999	Ram Kishan	08.06.1955	Social Justice & Empowerment
9	1999	Rakesh Kumar Dixit	16.09.1972	Telecommunications
10	1999	Hitlar Singh	05.02.1974	Telecommunications
11	1999	Surender Kumar	10.11.1957	Telecommunications
12	1999	Ajay Kumar	15.11.1973	UPSC
13	1999	Soumyajit Ghose	11.10.1974	UPSC
14	1999	Ajit Singh	12.01.1956	UPSC
15	1999	Neeraj Kumar-II	14.03.1975	UPSC
16	1999	Arjun Rana	31.10.1975	Minority Affairs
17	1998	B T Chichulkar	03.11.1957	Labour & Employment
18	1998	V. K. Babu	13.10.1957	Legal Affairs
19	1998	V.K. Gupta	08.01.1977	Legal Affairs
20	1998	P. F. Wakadikar	07.04.1956	Legal Affairs
21	1998	Ratnakar Yadav	25.07.1977	Petroleum & Natural Gas
22	1998	Shameem Uddin Ansari	11.07.1976	Petroleum & Natural Gas
23	1998	Bhuvaneshwari Chauhan	22.11.1956	Fertilizers
24	1998	Sudesh Bhandari	15.04.1954	Health & Family Welfare
25	1998	C P S Verma	16.07.1956	Home Affairs
26	1998	Tarawanti Chopra	02.06.1958	Information & Broadcasting
27	1998	V. K. Ahluwalia	07.05.1957	Information & Broadcasting
28	1998	Madhu Agarwal	23.10.1958	Information & Broadcasting
29	1998	Jiwan Asha	07.05.1955	Information & Broadcasting
30	1998	M M Khakha	20.01.1957	Power
31	1998	U K Tiwari	01.08.1974	Road Transport & Highways
32	1998	S Lalhang	01.01.1962	Rural Development
33	1998	V P Bhardwaj	08.05.1957	Rural Development
34	1998	Kiran Asthana	16.08.1957	Higher Education
35	1998	Navin Kumar	08.06.1975	Higher Education
36	1998	Jai Shankar Prasad	23.10.1975	Higher Education
37	1998	Kamal Deo Prasad	05.03.1971	Higher Education
38	1998	Yogeshwar Sharma	21.10.1957	Women & CD
39	1998	Sarojini Bhatt	24.07.1957	Women & CD
40	1998	Amresh Kumar	14.09.1978	Minority Affairs

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