

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 7th June, 2011

OFFICE MEMORANDUM

**Subject : Backlog Training Programme for U.D.Cs/Assistants at ISTM
for the period 20/06/2011 to 01/07/2011.**

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. **20/06/2011 to 01/07/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Smt. Namita Malik, Assistant Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 20th June, 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. 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 **10th June, 2011** to **Smt. Namita Malik**, Assistant Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Smt. Namita Malik, Assistant Director(Co-ordinator) ISTM is accessible on phone No. 26185311 (O).



(**Vidyadhar Jha**)

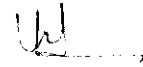
Under Secretary to Government of India
Tele. : 24624046

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 9th May, 2011.
3. ISTM, (Smt. Namita Malik, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **20th June, 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<CS Division<CSS<Training Circulars<U.D.C.**)



(**Vidyadhar Jha**)

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**Training Programme for UDCs upgraded as Assistants to be held at ISTM
(20/06/2011 to 01/07/2011)**

1.	4320	D.N. Goswami *	25/12/1965	Water Resources
2.	4252	Parmeshwari Bagri *	06/06/1968	Industrial Policy & Promotion
3.	4401	R. Bhawani *	16/07/1963	Petroleum & Natural Gas
4.	4389	Satpal Singh *	16/01/1959	Power
5.	4403	Basant Kumar *	13/01/1964	Power
6.	4452	Lajwanti Dawani *	23/03/1958	Women & Child Development
7.	4483	J.P. Singh *	14/09/1965	Finance
8.	4341	Tejinder Singh Sodhi *	23/07/1964	Industrial Policy & Promotion
9.	4455	G. Thirumalai	07/06/1967	Education
10.	4457	Roop Lal Sharma	09/09/1959	Education
11.	4458	Raj Singh	02/12/1962	Education
12.	4460	Sant Ram	01/07/1956	Education
13.	4469	Rekha Arora	01/05/1960	Supply
14.	4470	Kamlesh Nagpal	19/09/1960	Supply
15.	4471	Usha Gupta	24/12/1961	Supply
16.	4472	Veena Manchanda	02/01/1962	Supply
17.	4473	S. K. Badola	06/08/1962	Supply
18.	4474	Hardeep Singh Bhatia	24/10/1961	Telecommunications
19.	4475	Chitra Parial	03/08/1958	Telecommunications
20.	4477	A. K. Koli	18/07/1965	Telecommunications
21.	4479	Manju Agnihotry	05/11/1959	Telecommunications
22.		Jyoti Meerchandani	15/08/1962	MSME
23.	4376	Mahabir Singh Verma	06/05/1953	Industrial Policy & Promotion
24.	4384	L. K. Thakur	28/06/1962	Finance
25.	4385	Preeti Sharma	02/09/1964	Finance
26.	4386	Raj Kumar - II	10/11/1954	Finance
27.	4484	Rajeev Malhotra	09/10/1967	Finance
28.	4514	Sushil Kapoor	09/02/1961	Post
29.	4519	M.N. Sharma	15/03/1957	Defence
30.	4521	Rakesh Kumar	01/05/1963	Environment & Forests
31.	4522	V.K. Garg	01/02/1967	Environment & Forests
32.	4523	B. Malini	10/12/1961	Environment & Forests
33.	4524	Anil Prabhakar	01/08/1965	Environment & Forests
34.	4528	Sanjay Bhatt	01/06/1967	IP&P
35.	4529	Rajinder Kumar Angurala	06/07/1960	IP&P
36.	4531	Hira Ram	15/06/1960	Home Affairs
37.		R.S. Rathi	08/07/1963	Home Affairs
38.	4533	Vijay Kumar	10/03/1962	DOP&T
39.	4536	O.P. Kalra	18/08/1966	Home Affairs
40.	4537	Shashi Sharma	17/10/1958	Coal

* Renomination cases.

Annexure II

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. _____