

**Most Immediate**

**08/07/2010-CSI(Trg)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS-I Section**

New Delhi, dated the 16<sup>th</sup> March, 2011

**OFFICE MEMORANDUM**

**Subject : Level 'F' Training Programme at the ISTM for Officers of CSS  
in the Grade of Deputy Secretaries (21/3/2011 to 8/4/2011).**

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The undersigned is directed to inform that Officers of the CSS in the Grade of Deputy Secretaries whose names are given in **Annexure-I** have been nominated to participate in the Level 'F' Training Programme being conducted by ISTM w.e.f. **21/03/2011 to 08/04/2011**. It is requested that officers mentioned in **Annexure-I** may be relieved of their duties, **subject to vigilance clearance wherever not yet received**, and advised to report to **Shri K.S. Kumar**, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 21<sup>st</sup> March, 2011**.


2. As the training of the officers and its successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above training programme are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officer concerned shall be entertained by this Department or the Institute as this would have the effect of affecting the promotion of the officers.

3. The aforesaid training includes an overseas component and participants will be required to prepare reflection papers on their overseas visits. The expenditure incurred on the overseas visits by the participants will be borne by the ISTM.

4. A copy of the course brochure prepared by ISTM is also enclosed for ready reference. As mentioned in 'Programme Methodology', every nominated officer is required to indicate at least three policy areas they would like to work during the training programme.

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5. Confirmation with regard to the release of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri K.S. Kumar**, Joint Director, ISTM, New Delhi by **18<sup>th</sup> March, 2011**, at the aforesaid address with a copy to the undersigned. **Shri K.S. Kumar, Joint Director, ISTM** is accessible on **Phone No. 26108946** and email **kskumar53@hotmail.com**.

  
(Vidyadhar Jha)  
Under Secretary to the Govt. of India  
Tele : 24624046

To  
All Cadres { Joint Secretary(Admn.) concerned }  
Ministry/Department of  
New Delhi.

Copy forwarded for information & necessary action to :-

1. Officers concerned.
2. **Director, ISTM**, Administrative Block, Old JNU Campus, New Delhi-11067.
3. **Shri K.S. Kumar, Joint Director**, ISTM, Old JNU Campus, New Delhi.  
The list of officers, who report for training on 21<sup>st</sup> March, 2011 may please be furnished to this Department by **22/3/2011**. As already requested, **ER Sheets of the participants may also be got filled up separately, particularly in respect of those officers who have not yet submitted the same to CSI Division.**
4. Sh. Shailendra Kumar, Deputy Secretary, Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. PA to Director(CSI)
6. US(D)
7. Guard file
8. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>CS Division>CSS/CSI-Training Circular - DS)

  
(Vidyadhar Jha)  
Under Secretary to the Govt. of India  
Tele : 24624046

**Annexure I****Level 'F' Training Programme for Deputy Secretaries of CSS  
(21/03/2011 to 08/04/2011)**

| <b>S. No.</b> | <b>CSL No.</b> | <b>NAME OF THE OFFICER<br/>Sh./Smt./Ms. (SL year)</b> | <b>DATE OF BIRTH</b> | <b>CADRE WHERE WORKING<br/>Ministry/Department</b> |
|---------------|----------------|---|----------------------|--|
| 1.            | 3855           | V.K. Gupta  | 04/12/53             | Supply   |
| 2.            | 4168           | R. B. Chawla  | 01/01/54             | Posts  |
| 3.            | 3397           | Rubina Ali  | 18/12/66             | Culture  |
| 4.            | 3402           | Rupali Bannerjee                                      | 14/02/65             | Food Processing Industries                         |
| 5.            | 3417           | Nita Kejrewal   | 13/07/65             | Rural Development                                  |
| 6.            | 3422           | Margaret Gangte                                       | 14/08/64             | Defence  |
| 7.            | 3427           | Daniel E Richards                                     | 26/10/65             | IPP  |
| 8.            | 3442           | G. Jayanti  | 12/03/64             | I&B  |
| 9.            | 3447           | S.K. Tripathi   | 15/12/60             | Posts  |
| 10.           | 3452           | Jaya Dubey  | 05/06/65             | Deptn. to UIDAI                                    |
| 11.           | 3457           | V Srinivas  | 27/05/61             | Deptn. to Govt. of Karnataka                       |
| 12.           | 3877           | U D Bhargava  | 11/08/54             | Road Transport & Highways                          |
| 13.           | 3892           | Shanker Mukherjee                                     | 16/09/55             | Planning Commission                                |
| 14.           | 4175           | Bhagwan Singh   | 12/08/53             | Food & Public Distribution                         |
| 15.           | 4181           | Chanan Ram  | 01/10/56             | DOP&T  |
| 16.           | 4202           | RC Nayak  | 13/08/54             | Home Affairs                                       |
| 17.           | 4204           | DCS Rao   | 19/07/53             | Youth Affairs & Sports                             |
| 18.           | 3565           | Dr. Suparna S Pachauri                                | 28/08/65             | Higher Education                                   |
| 19.           | 3575-A         | Manoj K Kejriwal                                      | 01/07/68             | Animal Husbandry                                   |
| 20.           | 3580           | Anuradha S. Chagti                                    | 28/02/67             | DOP&T  |
| 21.           | 3600           | Vandana Jain  | 13/01/68             | Agriculture & Coop.                                |
| 22.           | 3610           | Kongthang Tongthang                                   | 06/06/66             | Tribal Affairs                                     |
| 23.           | 3620           | K.Nagraja   | 16/03/68             | Deptn. to DRT Bangalore                            |
| 24.           | 3630           | Girija Nandan Singh                                   | 02/06/64             | Consumer Affairs                                   |
| 25.           | 3894           | A.K. Gambhir  | 21/06/54             | Defence  |
| 26.           | 3925           | VK Wadhavan   | 06/12/53             | Minority Affairs                                   |
| 27.           | 3948           | Pradeep Kumar   | 07/11/53             | Tribal Affairs                                     |
| 28.           | 3968           | Prem Kumar Hans                                       | 20/11/53             | Defence  |

CURRICULAM VITAE

|    |   |                                  |
|----|---|----------------------------------|
| 1. | Name of the Officer Nominated                                       | _____                            |
| 2. | Date of Birth   | _____                            |
| 3. | Designation & Scale of Pay  | _____                            |
| 4. | Office in which employed  | _____<br>_____<br>_____<br>_____ |
| 5. | Academic Qualification  | _____<br>_____                   |
| 6. | Date of joining as Deputy Secretary<br><b>Select List year</b>      | _____<br>_____                   |
| 7. | Whether the nominee is a member<br>of SC/ST. If yes, please specify | Yes/No<br>SC/ST                  |
| 8. | Previous Training undergone<br>(i) ISTM                             | _____                            |
|    | (ii) Other Training Instt.  | _____                            |
| 9. | (i) Office Address  | _____                            |
|    | Ministry/Department   | _____                            |
|    | Room No. & Name of Building   | _____                            |
|    | Place of Office, Tele./Fax Nos.                                     | _____                            |
|    | (ii) Residential Address  | _____                            |
|    | with Tele. No,  | _____                            |
|    | e-mail, if any.   | _____                            |