

**No.8/5/2011-CSI(Trg.)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training**

2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the 17th August, 2011

OFFICE MEMORANDUM

Subject : Level 'D' Training Programme at the ISTM for Section Officers who are in the Zone of Promotion for Grade I (US) of the CSS. (05/09/2011 to 28/10/2011)

The undersigned is directed to inform that Section Officers promoted on adhoc basis to Grade I (Under Secretary) vide **DOP&T Orders No.5/3/2010-CS-I(U) dated 11th November, 2010 and 5/7/2011-CS.I(U) dated 11/8/2011**, whose particulars are given below, have been **re-nominated**, for the above mentioned **Level 'D' Training Programme** which is being conducted by ISTM w.e.f. **05/09/2011 to 28/10/2011**.

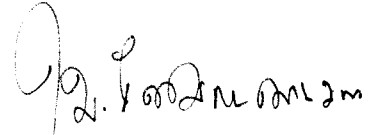
S. No	CSL No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Deptt.
1	6823	Lalit Kumar Sharma *	13/04/56	Industrial Policy & Promotion
2	6842	B.K. Phungreingam Angam*	15/04/67	Science & Technology
3	6849	Raju Lal Meena *	01/06/66	Minority Affairs
4	6854	Ashish Malhotra	22/09/74	Social Justice & Empowerment

2. The above officers have been promoted on ad-hoc basis under the condition that the officers who have not undergone mandatory Level 'D' Training as enjoined in cadre training plan for the CSS, will have to undergo the aforesaid training within a period of six months. **In order to comply with the mandatory conditions for imparting training for holding higher responsibilities these officers are given another (*last) chance for the successful completion of the mandatory Level 'D' training programme.**

3. In case these officers are not relieved by the concerned Ministry/Deptt. or in case 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 Section Officer apart from any other action as deemed necessary**. The concerned authorities are therefore requested that the officers may be relieved of their duties without fail and advised to **report to Ms. Rekha Sharma, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 5th September, 2011.**

4. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated above may be advised to draw necessary TA/DA advance of **Rs. 55,000/-** (Rs.10,000/- for study tour and Rs.45,000/- for the field visit in states) from their respective Ministry/ Department. This amount may be sanctioned in the name of nominated officers in the form of Cash and the same will be collected by ISTM from the participating officers.

5. Confirmation with regard to the release of the officers along with their respective bio-data(Annexure-II) may please be sent by **25th August, 2011** to **Ms. Rekha Sharma**, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. **Ms. Rekha Sharma**, DD/(Co-ordinator), ISTM, is accessible on Phone No.26185314 (O).



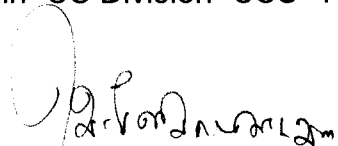
(**V Srinivasaragavan**)

Under Secretary to Government of India
Tele. : 24629412

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

Copy forwarded for information and necessary action to:

1. Officers concerned.
2. ISTM, (**Shri K. Govindarajulu - Deputy Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. **A-33090/1/2005-ISTM (Coord)** dated **09th May, 2011**. **ER Sheets of the participants may also be got filled up, as already requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2nd July 2009.**
3. ISTM, (**Ms. Rekha Sharma, Deputy Director**), Admn. Block, Old JNU Campus, New Delhi-11067 - **The list of officers, who report for training on 05th September, 2011 may please be furnished to this Department next day positively.**
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. PA to Director(CSI)
6. **US(U), CSI Section, DOP&T – *Officers (1 to 3) are nominated for the third time for the training. Their successful completion of the mandatory training may be confirmed before they name are considered for inclusion in the Select List of USs.**
7. Website of this Department (www.persmin.nic.in<CS Division<CSS<Training Circulars<S.O.)
8. Guard File.



(**V Srinivasaragavan**)

Under Secretary to Government of India
Tele. : 24629412

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 **Section Officer**
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
(a) ISTM _____
(b) Other Training Institute _____
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. _____