

**Most Immediate**

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

2<sup>nd</sup> Floor, Lok Nayak Bhavan, New Delhi  
Dated the 8<sup>th</sup> June, 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. ( 04/07/2011 to 26/08/2011 )**

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 3<sup>rd</sup> September 2010 and 11<sup>th</sup> November, 2010**, 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. **04/07/2011 to 26/08/2011**.

S. No	CSL No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Deptt.
1	6476	R.K. Arora (S.O.) *	17/04/62	Health & Family Welfare
2	6738	Jyoti Gulati *	16/01/64	Staff Selection Commission
3	6758	MK Meena *	25/04/67	Home Affairs
4	6776	Sunita Saxena *	04/04/66	AR&PG
5	6790	S.K. Pani *	08/03/64	AR&PG
6	6785	Anshu Mauli Kumar	09/04/71	Women & Child Development
7	6801	Sandeep Saxena	07/09/72	Food & Public Distribution
8	6844	Ajit Kumar Dung Dung	08/11/68	Health & Family Welfare
9	6636	Jai Prakash Meena	05/03/63	Environment & Forests
10	6784	Shesh Kumar	12/09/64	Labour & Employment
11	6797	Naresh Kumar	01/09/69	Cabinet Secretariat
12	6811	Ravi Kumar Vashisht	12/11/73	Textiles
13	6812	Surajit Dutta	20/04/64	Road Transport & Highways
14	6813	Vidyadhar Jha	25/04/72	Personnel & Training
15	6814	Debranjana Chattopadhyay	12/07/64	Disinvestment
16	6816	Ravindra Nath Mohanty	19/04/63	Staff Selection Commission
17	6817	Harish Kumar Wadhwa	15/06/73	Steel

2. The above officers (except Shri RK Arora) 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 a last and final 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 Shri K. Govindarajulu, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 4<sup>th</sup> July, 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 20<sup>th</sup> June, 2011 to Shri K. Govindarajulu, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri K. Govindarajulu, DD/(Co-ordinator), ISTM, is accessible on Phone No.26185316 (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 09<sup>th</sup> 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 2<sup>nd</sup> July 2009. The list of officers, who report for training on 04<sup>th</sup> July, 2011 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. PA to Director(CSI)
5. US(U), CSI Section, DOP&T – \* For confirming the training status of the officers while considering their promotion/regularization.
6. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)) <CS Division<CSS<Training Circulars<S.O.)
7. Guard File.

( V Srinivasaragavan )

Under Secretary to Government of India  
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CURRICULAM VITAE

Annexure - II

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. \_\_\_\_\_  
\_\_\_\_\_