

No. 8/3/2016-CS.I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 23rd March, 2016

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Officers of CSS at ISTM
for the period from 04/04/2016 to 13/05/2016.**

The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM. It is requested that the nominated officers may be relieved of their duties and advised to report to **Ms. Geetha Nair, Joint Director/Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 4th April, 2016.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Ministries/ Departments are requested to ensure that the officers nominated to the above training 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 officers concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.

4. As per the DoPT's OM No. T-25017/01/2014-Trg. (ISTM) dated 11th August, 2015, postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3rd chance.



.....2/-

5. The officers who are being nominated for the third (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the third time) will be entertained. It is also hereby informed that if an officer who is holding the post of Deputy Secretary on adhoc basis and has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated.

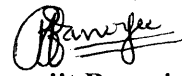
6. The participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish the following documents immediately:-

- (a) Annexure-II duly filled in.
- (b) The nominated officer should apply online for official passport, if he/she does not have an official passport already, and attach a print out of the online application submitted for official passport., and
- (c) Two copies of passport size photograph with white background.

This information may be sent to **Ms. Geetha Nair, Joint Director/Course Director, ISTM, New Delhi at the earliest.**

7. Confirmation with regard to the participation of the officers may please be sent immediately to **Ms. Geetha Nair, Joint Director/Course Director, ISTM New Delhi** who is accessible on Phone No. 26108946 (O), M.No. 09910110249.

Encls.: Annex.I & Annex.II



(Biswajit Banerjee)

Under Secretary to Government of India
Tele. : 24629413

To

**Ministry/Department of
All Cadres { Joint Secretary(Admn.) concerned }**

New Delhi.

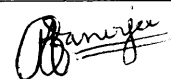
Copy forwarded for information & necessary action to :-

- (1) **ISTM Ms. Geetha Nair, Joint Director/Course Director, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 4th April, 2016 may please be furnished to the undersigned on next day positively.**
- (2) Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
- (3) PA to Dir(CS.I)/PA to US(U)/US(D)
- (4) Guard file
- (5) Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.

Annexure I

**List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM from
04/04/2016 to 13/05/2016**

S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
1	4900-A	S. Gopal Krishna	4/Aug/1970	Defence
2	5804	C.S. Mishra	3/Oct/1959	HFW – on dept to Safdarjung hospital
3	5821	Akhil Saxena	23/Sep/1961	ARPG – on dept to Tourism
4	6038	Dharamvir Sharma	26/May/1964	Revenue
5	6040	Subhash Chander	5/Jun/1963	Defence
6	6044	Bharat Bhushan Bhagat	17/Jul/1962	Env. Forests
7	6046	Manoj Sinha	2/Feb/1963	Defence
8	6048	Prem Lata Kaushik(smt.)	7/Sep/1962	Home Affairs (D/o Justice)
9	6050	Malti Rawat(Smt.)	6/Sep/1963	DONER
10	6052	Hari Mohan Kundlia	15/Aug/1963	Defence
11	6056	Rabindra Prasad Gupta	2/Feb/1965	Power (On Dep to NDMC)
12	6058	Arun Kumar Singh	3/Sep/1961	MHA
13	6060	Shyam Shankar Shukla	21/Aug/1963	DoPT (On Dep NOIDA SEZ)
14	6064	Saranga Dhar Nayak	16/Apr/1962	HFW
15	6066	Sunil Kumar	1/Dec/1963	Niti Aayog
16	6118	Pavenash Kr. Sharma	25/May/1969	Shipping
17	6120	Pawan Kumar	1/Apr/1965	PNG
18	6122	Surendra Prasad Pant	12/Jun/1964	DoPT (On Dep to DSIIDC)
19	6123	R. Laxmi Devi	25/Aug/1961	Bio-technology
20	6125	Abha Mishra	10/Nov/1960	Mines
21	6128	Pradeep Kumar Singh	1/Jul/1965	Sc. & Tech.
22	5399	Prem Prakash	15/Feb/1960	Urban Development
23	6129	V T Joseph	2/Jan/1960	Woman & Ch. Dev.
24	6131	S. Padmanabha	16/Jul/1960	Science & Technology
25	6132	Laxmi Kant Trivedi	20/Nov/1965	Expenditure
26	6134	Narendra Prasad Joshi	20/Jul/1962	Culture (On Dep Prasar Bharati)
27	6135	V. Jayanthi	1/Jun/1963	HRD



S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
28	6136	G. Srinivasan	18/Oct/1965	Commerce
29	6137	Ashish Kumar	28/Oct/1959	Disinvestment
30	6138	Bimal Kumar	25/May/1967	HFW
31	6139	Brajesh Sikka	14/Mar/1960	Commerce
32	6141	M K Pandey	22/Feb/1959	Higher Education
33	6142	Dipta Bhanu Das	26/Apr/1964	Culture
34	6144	SC. Srivastava	13/Apr/1964	UPSC
35	6145	Renu Kakkar(Smt.)	28/Nov/1959	Commerce
36	6147	Sekhar Ranjan Amin	2/Jan/1962	Environment & Forests
37	6148	Ravindra Nath Singh	1/Jul/1962	Home Affairs
38	6150	Anandi Venkateswaran(Smt.)	13/Jul/1966	Defence (On Dep MEA)
39	6151	Kirti Vardhan	7/Apr/1961	Commerce
40	6153	Krishan Singh Dahiya	14/Oct/1961	Telecommunications
41	6154	R. Gayathri(Smt.)	24/Oct/1963	DoPT (On Dep ISTM)
42	6155	S. Sudha(Mrs.)	4/Jul/1961	Commerce
43	6157	Manoj Kumar Mishra	15/May/1962	Financial Services
44	6158	Shambhu Sharan Kumar	25/Dec/1964	Social Justice & Empowerment
45	6159	Poornima Malik(Smt.)	3/May/1962	Corporate Affairs

Banerjee

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2014, 2015 & 2016

Name of the Officer:

CSL No.:

		2014	2015	2016
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

Signature of the officer with date

Full Name

Office Address