IMMEDIATE

No. 20/22/2008-CS-II(Pt.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 22nd October, 2013.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme (Condensed Version) from 25.11.2013 to 13.12.2013 for PS/PPS of CSSS - reg.

The undersigned is directed to say that PSs/PPSs of CSSS whose names are given in the Annexure-I to this OM have been nominated to participate in the Level-III Training Programme (Condensed Version) being conducted by the ISTM from 25.11.2013 to 13.12.2013. In order to comply with the mandatory condition as per the CTP of CSSS, the officials at S.No. 1 to 3 are being re-nominated for third time and officials at S.No. 4 to 6 are being nominated for second time. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes even after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.**

2. Therefore, Cadre Authorities are requested to ensure that the officers nominated to the above training programme are relieved in time, as this training is mandatory in nature.

3. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/Departments are required to sanction an advance of Rs. 45,000/-(Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.

4. It is requested that these officers may please be relieved of their duties with the direction to report to Smt. Geetha Nair, Joint Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 25.11.2013.

5. Cadre Authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Smt. Geetha Nair, Joint Director & Course Coordinator, ISTM, New Delhi.

22/X/13

(Kameshwar Mishra)
Under Secretary to the Govt. of India
Tel: 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

Copy to: 1. Smt. Geetha Nair, Joint Director & Course Coordinator, ISTM along with a copy of the list of Participants.

Annexure-I

List of Regular PSs of CSSS who are nominated for Level-III (Condensed Version) to be held from 25.11.2013 to 13.12.2013.

S. No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1.	N.K.Grover**	PS	23/11/1965	Legal Affairs
2.	Ms. Sangita Srivastava**	PS	11/03/1966	Expenditure
3.	M.V.K. Suresh**	PS	26/11/1974	Water Res.
4.	R.S.Rana*	PS	25/06/1961	Rural Dev.
5.	N.S.Negi*	PS	29/09/1966	Rural Dev.
6.	Hemant Kohli*	PS	22/12/1964	Urban Dev.
7.	N. Kranthi Chakraborty	PPS	29/06/1976	SJ&E
8.	Kulvinder Singh	PPS	06/11/1972	I&B
9.	Sanjeev Kumar	PPS	05/02/1970	Expenditure
10.	Nand Kishore	PPS	15/02/1968	Food & PD
11.	Ajay Kumar	PPS	10/03/1966	Expenditure
12.	Sunita Bharati	PPS	25/04/1970	MHA
13.	Kundan Lal	PPS	31/08/1962	Env. & Forests
14.	Ashok Kumar	PPS	17/12/1968	MHA
15.	Munesh Chand	PPS	15/07/1965	Env. & Forests
16.	Anil Kumar Akhria	PPS	18/08/1967	Agriculture
17.	Virender Kumar	PPS	06/11/1964	Power
18.	Bokade Deochand	PPS	28/09/1966	MHA
19.	Birendra Kumar	PPS	01/08/1969	Commerce
20.	Kamla Aind	PPS	17/08/1969	Urban Dev.
21.	Hari Om Sharma	PS	01/01/1970	MHA
22.	Shri Reji Mathews	PS	12/02/1963	Agriculture
23.	Lalit Narayani	PS	30/01/1974	Power
24.	Chanchal Ghosh	PS	31/03/1958	RT&H
25.	Anil Kumar Khosla	PS	13/09/1966	IP&P
26.	Harcharan Singh	PS	10/03/1975	Fertilizers
27.	K. Patait	PS	23/10/1968	Power
28.	Manoj Singh Chauhan	PS	25/04/1977	Urban Dev.
29.	M. Ravichandran	PS	10/07/1967	Urban Dev.
30.	Ashok Kumar Rawat	PS	08/06/1973	IP&P
31.	Sangeeta Chopra	PS	16/11/1969	RT&H
32.	D.S. Rawat	PS	01/10/1959	Urban Dev.
33.	J M P Nath	PS	31/08/1972	Expenditure
34.	Dimple Kapoor	PS	06/09/1968	RT&H
35.	V.S. Bhandari	PS	06/11/1960	MHA
36.	Kailash Nath Yadav	PS	01/04/1968	MHA
37.	Ashok Kumar Khurana	PS	12/02/1966	HRD
38.	Mani Kandan Nair	PS	30/05/1962	MHA
39.	Amar Singh Chauhan	PS	15/07/1968	Fertilizers
40.	Vibha Atri	PS	05/10/1966	Coal
41.	Padma Kumari Menon	PS	20/11/1956	Youth Affairs
42.	M. Vamsi Krishna	PS	25/05/1974	Defence
43.	Prem Lata Sharma	PS	23/04/1960	Urban Dev.
44.	Manjeet Gupta	PS	10/05/1964	Corporate Affairs
45.	Kamal Kishore	PS	01/07/1970	Coal

** Final & last chance * Re-nominated cases

Annexure-II

CURRICULAM VITAE

1. Name of the officer nominated _____

2. Date of Birth _____ Male/Female _____

3. Designation & Scale of Pay _____

4. Office in which employed _____

5. Whether Hindi/English Stenographer _____

6. Academic qualification _____

7. Date of joining as PA _____

   Select List Year _____

8. Whether the nominee is a member Yes/No

   of SC/ST if yes, please specify SC/ST

9. Previous Training undergone

   (i) ISTM _____

   (ii) Other Training Institute _____

10. (i) Office Address _____

    Ministry/Department _____

    Name of Building & Room No. _____

    Office Tel. No. _____

    Residential Address _____

    Mobile/Tel. No. _____

    e-mail _____

Signature