

Most Immediate

**08/02/2011-CSI(Trg.)-Vol-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Training)**

**2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the 8th December, 2011**

OFFICE MEMORANDUM

**Subject : Level 'A' Training Programme at ISTM for UDCs at ISTM
during the period 02/01/2012 to 27/01/2012.**

The undersigned is directed to inform that UDCs, whose particulars are given below, have been **re-nominated** for **Level 'A' Training Programme** which is being conducted by ISTM w.e.f. **02/01/2012 to 27/01/2012**.

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	T.K. Das *	03/11/1960	CPWD, Kolkata
2.	K.D. Gupta *	02/01/1959	Urban Development
3.	Sanjay K. Dhiman *	04/04/1970	Expenditure
4.	Munna Lal *	02/02/1959	Home Affairs
5.	N.C. Das *	09/01/1962	Urban Development
6.	V.N. Venkataraman *	27/06/1971	DGHS/ <i>PMO</i>
7.	R. Gopalakrishanan	24/03/1965	Urban Development
8.	Satya Prakash	15/07/1957	Home Affairs
9.	Sangam Lal	10/12/1959	Home Affairs
10.	Banita	15/07/1976	Home Affairs
11.	Krishan Kumar	16/11/1957	Labour & Employment

2. As per DOP&T OM No.4/6/2010-CS.II dated 21/01/2011 and 4/2/2006-CS.II dated 20/06/2011 their *adhoc promotion is subject to the condition that the adhoc promotion/appointment would be continued only if they attend and qualify the mandatory training as and when nominated by CS.I(Training) Section failing which their ad-hoc appointment would be terminated. **In order to comply with the mandatory conditions for imparting training for holding higher responsibilities these officials are given another (*last) chance for the successful completion of the mandatory Level 'A' training programme.**

3. The concerned authorities are therefore requested that the officials may be relieved of their duties without fail and advised to **report to Shri G D Chawla, Assistant Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 02nd January, 2012. The performance of the officials in the training, as evaluated and reported by ISTM thereof, may be added in their APARs.** As the training of the officials and successful completion is necessary for promotion/regularization, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time. In case these officers are not relieved by the concerned Ministry/Department or 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 UDC apart from any other action as deemed necessary.**

4. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs.15,000/- each from their respective Ministry/Department. This amount may be released in **Cash** only and the same shall be collected by ISTM from the participating officials.

5. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent at the earliest to **Shri G D Chawla, Assistant Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri G D Chawla, Assistant Director(Co-ordinator) ISTM is accessible on phone No. 26165593 (O).**



(**Vidyadhar Jha**)

Under Secretary to the Government of India
Tele. : 24624046

To

**Min/Dept.of
Joint Secretary(Estt./Admn.)
New Delhi.**

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-ISTM(Coord) dated 17th June, 2011.
3. ISTM, (**Shri G D Chawla, A.D.**) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **02/01/2012** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)



(**Vidyadhar Jha**)

Under Secretary to the Government of India
Tele. : 24624046

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 UDC
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
(i) ISTM _____
(ii) Other Training Instt. _____
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. _____