

No.17025/5/2014 -Trg (ISTM)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division  
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Old JNU Campus, Block IV, Fourth Floor,  
New Mehrauli Road, New Delhi-110067  
Dated: 29 May 2019

**Office Memorandum**

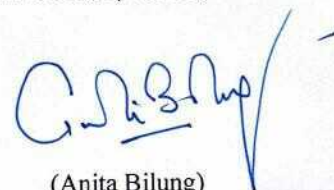
**Sub:** 3-day Orientation Programme (to be held from 1<sup>st</sup> July to 3<sup>rd</sup> July) for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme, to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi - Reg

The undersigned is directed to say that 3-day Orientation Programme for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme is scheduled to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi during 01/07/2019 to 03/07/2019.

2. The programme is designed to cater to the needs of an officer of the rank of Director and Deputy Secretary joining the Ministries/Departments for the first time under the Central Staffing Scheme. List of such officers who joined the Ministry/Department is attached. The course is expected to cover Machinery of Government, Office Procedure, Noting and Drafting, Parliamentary Procedure, Budget Procedure, Purchase Procedure and Right to Information.

3. There is no course fee payable and the period of the training will be treated as 'on duty' Ministries/Departments are requested to nominate the officers as per the list attached and to relieve them to join the programme at ISTM, Old JNU Campus, New Delhi-110067 on 1<sup>st</sup> July, 2019 at 09:30 AM. The Institute has also been asked to send relevant information outlining the objects, course contents of the programme directly to the officers.

4. Participants are requested to fill in the online nomination form available in the link: [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form) by 15th June 2019. The Course Code is OCD-18. Difficulty, if any, in locating and/or filling the form may be brought to the notice of the Course Directors contact Shri Sanjay Kumar Sharma, Additional Director & Ms. Parna Sahana, Assistant Director, ISTM, New Delhi.



(Anita Bilung)

Under Secretary to the Government of India  
Tel: 011-26166856  
E-mail: anita.bilung@nic.in

**To:** As per list attached

**Copy to:**

1. Shri Sanjay Kumar Sharma, Additional Director & Course Coordinator, ISTM, New Delhi for information and with a request to forward the requisite training programme material to the officers directly
2. Ms. Parna Sahana, Assistant Director & Course Coordinator, ISTM, New Delhi for information and with a request to forward the requisite training programme material to the officers directly
3. NIC, Training Division, Old JNU Campus, New Delhi with a request to upload the circular on the website



**List of the participants nominated for 3-day Orientation Course scheduled from 1<sup>st</sup>- 3<sup>rd</sup> July, 2019 in the Institute of Secretariat Training and Management (ISTM)**

S. No.	Names of the Ministry / Department	Sl. No.	Names of Officers Shri/Smt/Ms	Designation
1.	President Secretariat	1.	Vikram Singh	PS to President of India
2.	PMO	2.	Vijay Kumar Mantri	Deputy Secretary
		3.	Siddhartha Nath	Director
		4.	S.R. Bhavsar	OSD
		5.	Yadav Manharsinh Laxmanbhai	Deputy Secretary
3.	Central Vigilance Commission	6.	Rajesh Kanungo	Director
4.	Cabinet Secretariat	7.	Alok Tiwari	Deputy Secretary
		8.	Amitesh Kumar Sinha	Director
		9.	Tina Soni	Deputy Secretary
5.	Ministry of Agriculture & Farmers Welfare	10.	Rajesh Malik	Director
		11.	Rajan Agrawal	Director
		12.	Krishna Kishore Govindarajula	Director
		13.	Rajnish Dev Burman	PS to MOS
		14.	Sarbeswar Majhi	Deputy Secretary
6.	D/o Atomic Energy	15.	Ashish Kumar	OSD to MOS
		16.	Mythili K Rajendran	Internal F A
		17.	Prashant Kumar Jha	OSD to MOS
7.	M/o AYUSH	18.	Shashi Ranjan Kumar Vidyarthi	Director
		19.	T.V.Raghavan	Deputy Secretary, OSD to MOS(IC)
		20.	Swapnil M. Naik	PS to MOS(IC)
8.	Ministry of Chemicals & Fertilizers	21.	Narayan Gambhir	OSD to Minister
		22.	Niranjan Lal	Director
		23.	Pankaj Gupta	Director
		24.	Sanjay Krishna Navhale	Deputy Secretary
9.	Ministry of Commerce & Industry	25.	Bhaskar Choradia	Director (DGS&D)
		26.	Surabhi Sharma	Deputy Secretary
		27.	Sanjay	Director
		28.	Pingale Vijay Maruti	PS to Minister
		29.	Rajeev Kandpal	Director
		30.	Uday Singh Mina	Director (D/o IPP)
		31.	Senthil Nathan S.	Deputy Secretary
		32.	Shruti Singh	Director
		33.	Dinesh Singh	Deputy Secretary
		34.	Sangeeta Saxena	Director
		35.	Sampa Saha	Director



		36.	Anurag Sehgal	Deputy Secretary
10.	Ministry of Communications & Info Tech	37.	Tarun Verma	OSD to MOS(IC)
11.	Ministry of Consumer Affairs, Food & Public Distribution	38.	Hema Jaiswal	Director
		39.	Phool Chand Meena	PS to MOS
		40.	Dharmesh Makwana	Director
		41.	Ajay Yadav	OSD to Minister
		42.	Alok Kumar Verma	Director
12.	Ministry of Civil Aviation	43.	Akhilesh Tilotia	OSD to MOS
		44.	Pranjol Chandra	Director
		45.	Rohit Yadav	PS to HMCA
13.	Ministry of Corporate Affairs	46.	Abhijit Phukon	Director
14.	Ministry of Culture	47.	Mukesh Kumar Jha	Deputy Secretary
		48.	Ritu Sharma	Director (National Gallery of Modern Arts)
		49.	Anita Rupavataram	Director (National Gallery of Modern Arts)
		50.	Nazneen Banu	Director (National Gallery of Modern Arts)
		51.	Manoj Kumar Tripathi	Director
15.	Ministry of Defence	52.	Harish Kumar	Director
		53.	Prachish Khanna	Director
		54.	Vipul Bansal	PS to Minister
		55.	Satish Singh	Director
		56.	C. Sudharsan Reddy	Director
		57.	Virender Kumar Adhana	Director
		58.	Kedar Prasad Burande	Director
		59.	Tripuresh Dhar Diwivedi	Director
		60.	Ambarish Barman	Deputy Secretary
		61.	Trilok Chand Gupta	Director
		62.	Nitika Gupta	Director
		63.	Pankaj Pandey	Director
		64.	Susheel Khajuria	Deputy Secretary
16.	Ministry of Drinking Water and Sanitation	65.	Mahesh Thakur	Deputy Secretary
		66.	Yugal Kishore Joshi	Director
		67.	Sonali Ghosh	Director
		68.	Renjitha Maniyil Haridasan	Deputy Secretary
		69.	Kapil Chaudhary	Director
		70.	Ajay Kumar	Director
17.	Ministry of Environment, Forest & Climate Change	71.	Anuradha Singh	Director
		72.	Arvind Kumar Nautiyal	Director
		73.	Poonam Singh	Director



		74.	Kushal Vashist	Director
		75.	Manoj Kumar Gangeya	Director
		76.	Rakesh Kumar	Director
		77.	Satyendra Kumar	Deputy Secretary
18.	Election Commission of India	78.	Nikhil Kumar	Director
		79.	Mukesh Meena	Director
19.	Ministry of Finance	80.	Anwar Hussain Shaik	Director
		81.	Anshuman Sharma	Deputy Secretary
		82.	Anjana Vashishtha	Deputy Secretary
		83.	Harsha Dass	Director
		84.	Sanjay Kumar	Director
		85.	Rahul Kapoor	Director
		86.	Manmohan Sachdeva	Director
		87.	Lalit Wadhwa	Deputy Secretary
		88.	Gandhi Kumar Natrajan	Deputy Secretary
		89.	Lalit Wadhwa	Deputy Secretary
		90.	Vyasan R	Deputy Secretary
		91.	Harsha Dass	Director
		92.	Anindita Sinharay	Director
		93.	Sanjay Kumar	Director
		94.	Bhartendu Kumar Singh	Director
		95.	Sibi Chakkravarthy M	PS to MOS
		96.	Paras Mal Sankhla	OSD to Minister
		97.	Suresh Pentakota	Director
		98.	Vishal Pratap Singh	Deputy Secretary
		99.	Provash Ranjan Biswas	Director
		100.	Pankaj Gupta	Director
		101.	Mukesh Kumar Gupta	Director
		102.	Manish Kumar Jha	Deputy Secretary
		103.	Naval Kishor	Director
		104.	Pawan Kumar	Deputy Secretary
20.	Ministry of Food Processing Industries	105.	Ashima Jain	PS to MOS
21.	Ministry of Health and Family Welfare	106.	Ritesh Chauhan	PS to Minister
		107.	Sachin Mittal	Director
		108.	N. Yuvaraj	Deputy Secretary
		109.	Sanjay Roy	Director
		110.	Anil Ranga	Director
		111.	Vidhushi Chaturvedi	Director
		112.	Mukesh Kumar	PS to MOS
22.	Ministry of Home Affairs	113.	Ashwani Kumar	Director
		114.	Amrendra Kumar Sengar	OSD to Minister
		115.	Yogesh Mohan Dixit	Director
		116.	Sushil Pal	PS to MOS
		117.	Shreeshail Malge	Director
		118.	B.C.Joshi	Director



		119.	Deepak Kumar	Director
		120.	Ravinder Kumar	Director
		121.	Rakesh Kumar Pandey	Director
		122.	Shiv Narain	Director (NATGRID)
		123.	Sachin Shinde	PS to MOS
		124.	Sreekanth T	Director
		125.	Manish Kumar Garg	Director (NATGRID)
23.	Ministry of Housing & Urban Poverty Alleviation	126.	Nandita Gupta	Director
		127.	Gurjeet Singh Dhillon	Director
		128.	Raj Kumar Gautam	Director
		129.	Rahul Kapoor	Director
		130.	Suneet Mehta	Deputy Secretary
24.	Ministry of Human Resource Development	131.	Subrat Kumar Pradhan	Deputy Secretary
		132.	Ritu Aggarwal	Deputy Secretary
		133.	Renuka Mishra	Director
		134.	Rajnish Kumar	Director
25.	Ministry of Information and Broadcasting	135.	Pankaj Kumar Salodia	Director
		136.	Jyoti Mehta	Director
26.	Ministry of Labour & Employment	137.	Manoj Kumar Gupta	Director
27.	Ministry of Law and Justice	138.	Jayachandran K.S.	Deputy Secretary
		139.	Giridhar Gopalkrishna Pai	Director
		140.	Anshuman Gaur	PS to Minister
28.	Ministry of Mines	141.	Veena Kumari Dermal	Director
29.	Ministry of Minority Affairs	142.	Nijamuddin	Director
		143.	Pramod Kumar Thakur	Director
30.	NITI Aayog	144.	Nidhi Sharma	PS to Vice Chairman
31.	Ministry of Power	145.	Sunil Gautam	Director
32.	Ministry of Parliamentary Affairs	146.	Shiva Nand	OSD to Minister
33.	Ministry of Petroleum & Natural Gas	147.	Vijay Sharma	Director
		148.	Satyajit Mohanty	OSD to Minister
34.	Ministry of Personnel, P.G. and Pension	149.	Kavitha Padmanabhan	Deputy Secretary
		150.	More Ashish Madhaorao	Deputy Secretary
		151.	Subramanya M S Rao	Director
		152.	Rajul Bhatt	Director
		153.	Khushboo Goel Chowdhary	Deputy Secretary
		154.	Sagarika Patnaik	Director
		155.	Ashwini Dattatraya Thakre	Deputy Secretary
		156.	Smita Sarangi	Deputy Secretary



		157.	Kailash Dan Ratnoo	Director
		158.	Raghuraj Madhav Rajendran	Deputy Director (Senior) (LBSNAA)
		159.	Vani Anand Singh	Regional Dir (SSC)
		160.	Rajesh Raypa	Director (UPSC)
35.	Ministry of Railways	161.	Jujavarapu Balaji	PS to MOS
		162.	Gedam Praveen Nilkan	PS to Minister
		163.	Saket Kumar	PS to MOS
		164.	Rakesh Kumar Mishra	PS to MOS
36.	Ministry of Rural Development	165.	Navneet Mohan Kothari	PS to Minister
		166.	Manik Chandra Pandit	Deputy Secretary
		167.	Virendra Sharma	Director
37.	Ministry of Shipping	168.	Shipra Sharma	Director
		169.	Dashrath Prasad	Director
		170.	Pandurang Kondiram Raut	Deputy Director General
38.	Ministry of Skill Development & Entrepreneurship	171.	Deepti Srivastava	Director
39.	Ministry of Science & Technology	172.	Preeti Katiyar	Director
		173.	Manoj Kumar	Director
40.	Department of Space	174.	Praveen Karanth	Deputy Secretary
		175.	Nandini Prabhakar Anvekar	Director
41.	Ministry of Social Justice & Empowerment	176.	Vikash Prasad	Director
		177.	Neeraj Semwal	PS to Minister
		178.	Dhanpreet Kaur	PS to MOS
		179.	Deepak Mehra	Director
		180.	Tasneem Maajid Ganai	Director
		181.	Bharat Lal Meena	Director
42.	Ministry of Textiles	182.	Nidhi Mani Tripathi	PS to MOS
		183.	Sanchita Banerjee Rodrigues	OSD to Minister
		184.	Hemant Kumar Nanda	Director
		185.	Balram Kumar	Director
		186.	Santosh Kumar Singh	Additional Dev. Commissioner (Handlooms)
		187.	Kousik Chakraborty	Deputy Jute Commissioner
43.	Ministry of Tribal Affairs	188.	Manoj Kumar Sahoo	PS to Minister
		189.	Rajender Kumar	Director
		190.	Anil Kumar Adepally	Director
		191.	M. Dilip Kumar	PS to MOS



44.	Ministry of Youth Affairs & Sports	192.	Arun Kumar Yadav	Director
45.	Ministry of Road Transport & Highways	193.	Sanket S. Bhondve	Deputy Secretary
46.	Regional Director, Mumbai, Staff Selection Commission	194.	Vani Anand Singh	Director
47.	Ministry of Power	195.	Vishal Pal Singh	Deputy Secretary
		196.	Manoj Kumar Singh	PS to MOS(IC)
48.	Ministry of Steel	197.	Anil Kumar	Deputy Secretary
		198.	Sameer Shukla	PS to Minister
		199.	Aman Sharma	Director
		200.	Girraj Prasad Meena	Deputy Secretary
49.	Ministry of Electronics & Information Technology	201.	Santhana Gopalan	Assistant DG (UIDAI)
		202.	Roop Kishor	Director
		203.	Kumar Ravi Kant Singh	PS to MOS
		204.	Nishant Kumar Tiwary	Assistant DG (UIDAI)
50.	Ministry of Heavy Industries & Public Enterprises	205.	Mohd. Zakir Hussain	Director
		206.	Rama Kant Singh	Director
		207.	Lokesh Bajpai	Director
		208.	Ashok Maheshwari	CVO (Common Instrumentation)
51.	M/o Micro, Small & Medium Enterprises	209.	Raj Kumar Digvijay	PS to MOS(IC)
52.	M/o New & Renewable Energy	210.	Prasanth N	Deputy Secretary
53.	M/o Statistics & Programme Implementation	211.	Ravi Gupta	Director
54.	Ministry of Women & Child Development	212.	Manoj Kumar Singh	Director
		213.	Ashok Kumar Yadev	Deputy Secretary
		214.	Sudhir Prasad	Director
		215.	Navendra Singh	Director

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