

T-17025/5/2014-Trg(ISTM Section)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel and Training
Training Division

Old JNU Campus, Block IV, 4th Floor,
New Mehrauli Road, New Delhi-110067
Dated: 25th January, 2017

OFFICE-MEMORANDUM

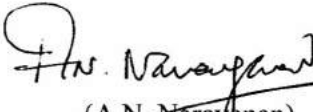
Subject:- 3-days Orientation Programme (1 - 3 March, 2017) for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme to be conducted at the institute of Secretariat Training and Management (ISTM), New Delhi.

The undersigned is directed to say that 3-days 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 1 - 3 March, 2017.

2. The programme is designed for officers 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 have joined various Ministries/Departments is attached. The course would cover Machinery of Government, office procedure, Noting and Drafting, Parliamentary procedure, Budget Procedure, Purchases Procedure and Right to Information.

3. There is no course fee payable and the period of the training will be treated as 'on duty'. Respective 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 at 9.30 A.M. on 1st March, 2017. The Ministries/Departments are also requested to relieve the officers whose names are not mentioned in the list but are eligible as per para no. 2 of this O.M. The Institute is also being requested to send relevant information outlining the objects, course contents of the programme directly to the officers.

4. The officers may be advised to contact Shri Vadali Rambabu, Deputy Director and Course Coordinator, ISTM, New Delhi on Telephone No. 26185314 (email: ram.vadali@nic.in, coordunit-istm@gov.in) for further enquiries/information and assistance if any.


(A.N. Narayanan)

Deputy Secretary to the Govt. of India
Tel:26107960
Email: an.narayanan@nic.in

To
As per list attached

Copy to:

1. Shri Vadali Rambabu, Deputy Director and Course Coordinator, ISTM, New Delhi for information it is requested to send joining instructions and training programme material to all participants. As usual evaluation reports, training materials, list of participants etc. may be sent to this Division immediately after completion of the course.

2. NIC, Training Division, Old JNU Campus, New Delhi with the request to upload the circular on website.

List of the participants nominated for 3-day Orientation Course scheduled from 1st – 3rd March, 2017 in the Institute of Secretariat Training and Management (ISTM)

1.	Ministry of Agriculture & Farmers Welfare	1.	Shri Abhay Kumar Singh	PS to Minister,
		2.	Shri Pankaj Tyagi	Director
		3.	Shri Shashi Bhushan	Director
2.	M/o AYUSH	4.	Shri T.V.Raghavan	Deputy Secretary OSD to MOS(IC)
3.	Ministry of Chemicals & Fertilizers	5.	Shri Manohar Vishwanath Nemade	Director Equivalent Jt Director
		6.	Shri Jitendra Trivedi	Director
		7.	Shri Atul Kumar Chaudhary	Director
4.	Ministry of Commerce & Industry	8.	Ms. Palka Sahni	Deputy Secretary
		9.	Ms. Surabhi Sharma	Deputy Secretary,
		10.	Shri Ajay Yadav	Deputy Secretary
		11.	Shri Sushil Kamalakar Satpute	Director
		12.	Shri Venkata Hari Krishna Pellakuri	Director
		13.	Shri Vijay Nanalal Kothari	Director
		14.	Shri Steephen L	Deputy Secretary
5.	Ministry of Communications & Info Tech	15.	Shri Swapnil Anand Walinjar	Director Equivalent Asst Director General
		16.	Shri Rahul Gosain	Director
		17.	Shri Sunila Agrawal	Assistant D.G.
		18.	Shri Vivek Kumar Daksh	Director Asstt D G
6.	Ministry of Consumer Affairs, Food & Public Distribution	19.	Shri Ram Chandra Meena	OSD to Minister
		20.	Shri Dinesh Kumar Gupta	Director
		21.	Shri Phool Chand Meena	Deputy Secretary PS to MOS
		22.	Shri Dharmesh Makwana	Director
		23.	Shri Sita Ram Meena	Director
		24.	Shri Omprakash	Deputy Secretary Equivalent G M

7.	M/o Civil Aviation	25.	Shri Angshumali Rastogi	Director
		26.	Shri Akhiesh Tilotia	Director OSD to MOS
8.	Ministry of Culture	27.	Ms. Riddhi Mishra	Deputy Secretary
9.	Cabinet Sectt.	28.	Shri Ajit Kumar	Deputy Secretary
		29.	Shri Ramachandra Mishra	Director
		30.	Shri Alok Tiwari	Deputy Secretary
		31.	Shri Jitendra Kumar Joshi	Director
		32.	Shri Krishna Kant Singh	Director
		33.	Shri Amitesh Kumar Sinha	Director
10.	Ministry of Defence	34.	Shri Vinod Pal	Director
		35.	Shri Venkata Rama Raju Chelle	Director
		36.	Ms. Urmi Shrivastava	Director
		37.	Shri Shiv Ratan Agrawal	Director
11.	Ministry of Drinking Water and Sanitation	38.	Shri Ashit Bhushan	OSD to MOS
		39.	Shri G. Dev Tripathi	PS to Minister
		40.	Shri Hanif Qureshi	Director
		41.	Shri Mahesh Thakur	Deputy Secretary
12.	Ministry of Development of North Eastern Region	42.	Shri Ravindra Choudhary	Director
13.	Ministry of Environment, Forest & Climate Change	43.	Dr. Anjan Kumar Mohanty	D I G (Forest)
14.	Election Commission of India	44.	Shri Nikhil Kumar	Deputy Secretary
		45.	Shri Mukesh Meena	Director
15.	M/o Earth Sciences	46.	Shri Manoj Gupta	Director
16.	Ministry of Finance	47.	Shri Anshul Mishra	PS to MOS,
		48.	Shri Saurabh Shukla	Deputy Secretary
		49.	Shri H. Atheli	Deputy Secretary
		50.	Shri Anshuman Sharma	Deputy Secretary
		51.	Shri Siddharth	OSD to MOS
		52.	Shri Upendra Joshi	OSD to Minister

		53.	Ms. Mandeep Kaur	Deputy Secretary
		54.	Shri Ashok Kumar Singh	Director
		55.	Shri Vyasan R	Deputy Secretary
		56.	Shri Harish Kumar Vashisth	Dy Secretary
		57.	Shri Vinish Chaudhary	Director
		58.	Shri Lokesh Kumar Sharma	Director
		59.	Ms. Mudita Mishra	Director
		60.	Shri Rishikesh Singh	Director
		61.	Ms. Anindita Sinharay	Director
		62.	Shri Sidhil Sasi	Director
		63.	Shri Arvind Saran	Deputy Secretary
17.	Ministry of Food Processing Industries	64.	Shri Ajay Negi	Director
		65.	Shri Jitendra Kumar	Director
18.	Ministry of Health and Family Welfare	66.	Shri P.K. Thakur	OSD to Minister
		67.	Shri Ritesh Chauhan	Deputy Secretary PS to Minister
19.	Ministry of Home Affairs	68.	Shri Shurbir Singh	OSD to MOS
		69.	Shri Babu Lal Meena	Deputy secretary
		70.	Shri Arvind Khare	Director
		71.	Shri Satinder Kumar Bhalla	Director
		72.	Shri Venkata Dharma Reddy Alla	Director
		73.	Shri Pushkar Sahay	Director Equivalent Jt Adviser
		74.	Shri Sandeep Arya	Director
		75.	Shri Yogesh Mohan Dixit	Director
		76.	Shri Pramod Kumar	Director
		77.	Shri Santosh Sharma	Director
		78.	Shri Aswani Kumar Yadav	Deputy Secretary OSD to MOS
20.	Ministry of Housing & Urban Poverty Alleviation	79.	Shri Ram Sajiwan Singh	Director
		80.	Shri Saurabh Gaur	Director
		81.	Shri Satinder Pal Singh	Director

21.	Ministry of Human Resources Development	82.	Shri Ashok Maheshwari	Director
		83.	Ms. Rashi Sharma	Deputy Secretary
		84.	Shri Sanjay Kumar Sinha	Director
		85.	Shri Girish Chandrashekhar	Director
		86.	Shri Dps Rajesh	OSD to MOS
		87.	Ms. Nigar Fatima Husain	Director
		88.	Shri Vijaya Bhaskar Gurala	Director
		89.	Shri Venkata Sastry Yedla	Director
		90.	Ms. Nazli Jafri Shayin	Director
22.	M/o Heavy Industries & Public Enterprises	91.	Shri Vijay Kumar Bidhuri	Deputy Secretary PS to MOS
23.	Ministry of Information and Broadcasting	92.	Shri Dhiraj Singh	OSD to Minister
		93.	Shri Sanjay Kumar Pandey	OSD to Minister
		94.	Dr. N Yuvaraj	Deputy Secretary PS to Minister
		95.	Shri Pawan Kumar Sain	PS to MoS
		96.	Shri Pankaj Kumar Salodia	Director
		97.	Shri Girish Chandra Aron	Director
24.	Ministry of Law and Justice	98.	Smt. Meenu Choudhary	Director
		99.	Shri Muralidhar Pandey	Director
25.	M/o Labour & Employment	100.	Shri Rahul Kashyap	Director OSD to MOS(IC)
26.	Ministry of Micro, Small & Medium Enterprises	101.	Shri Sudhanshu Kumar	PS to MOS
		102.	Shri Sh Jaipal Singh	Director PS to MOS
27.	Ministry of Mines	103.	Shri Rakesh Kumar Meena	Deputy Secretary
28.	Ministry of Minority Affairs	104.	Shri Devendra Yadav	Director
		105.	Shri P.J. Antony	PS to Minister
		106.	Shri Pramod Kumar Thakur	Director
29.	NITI Aayog	107.	Ms. Sukhgeet Kaur	Director

30.	President's Sectt	108.	Shri Ashok Kumar Mehta	PS to President of India
		109.	Shri Niranjana Kumar Sudhansu	Director
31.	Vice President's SEctt.	110.	Shri Anshuman Gaur	OSD to Minister
32.	PMO	111.	Dr. Basant Swarup	Director
		112.	Shri S.R. Bhavsar	Deputy Secretary OSD
33.	Ministry of Panchayati Raj	113.	Shri Bhuvnesh Kulshrestha	PS to MOS
34.	Ministry of Petroleum & Natural Gas	114.	Shri Mahesh K M	Deputy Secretary
		115.	Shri Praphullachandra Sharma	Deputy Secretary
35.	Ministry of Parliamentary Affairs	116.	Shri Jagmohan Sundriyal	PS to Minister
		117.	Shri Saurabh Gaur	PS to Minister
		118.	Shri Shiva Nand	Deputy Secretary OSD to Minister
36.	Ministry of Personnel, P.G. and Pension	119.	Ms. Kavitha Padmanabhan	Deputy Secretary,
		120.	Dr. Dinesh Mahur	C V O
		121.	Shri More Ashish Madhaorao	Deputy Secretary
		122.	Shri Sudhir Kumar	Director,
		123.	Ms. Jyoti Trivedi	Director,
		124.	Shri Subramanya M S Rao	Director,
		125.	Shri Harihar Prasad Mehra	Director,
		126.	Shri Rahul Kumar Sachan	Director
		127.	Shri Ramawatar Meena	Director
		128.	Shri Mohan Lal Hirwal	Director Equivalent Regional Dir
		129.	Shri Bharat Singh Laspal	Director
37.	Ministry of Power	130.	Ms. Ruchika Gupta	Director Equivalent Joint Secretary
		131.	Shri Ashok Kumar Mahtha	Director
		132.	Shri Gyanesh Bharti	Director

38.	Ministry of Road Transport & Highways	133.	Shri Senthil Pandian C	PS to MOS
		134.	Shri Sudhir Ravindra Deulgaonkar	OSD to Minister
		135.	Dr. Piyush Jain	Director
39.	Ministry of Railways	136.	Shri Jujjavarapu Balaji	PS to MOS
		137.	Shri Hanish Yadav	OSD to Minister
40.	Ministry of Rural Development	138.	Shri Yashpal	PS to Minister
		139.	Ms. Gargi Sharma Goel	PS to MOS
		140.	Shri Vijay Parkash	Director
		141.	Shri Raghvendra Pratap Singh	Director
41.	Ministry of Shipping	142.	Shri Devendra Kumar Rai	Director
		143.	Shri Abhishek Chandra	Deputy secretary
		144.	Shri Arun Narendranath N	OSD to Minister
		145.	Shri Rajgopal Sharma	OSD to Minister,
		146.	Shri Jyoti Kumar Bubana	Deputy Secretary
42.	Ministry of Skill Development & Entrepreneurship	147.	Shri Kundan Kumar	PS to MOS(IC)
43.	Ministry of Science & Technology	148.	Ms. Preeti Katiyar	Director D/o Bio-Technology
		149.	Shri K Balaji Majumdar	PS to MOS
		150.	Shri Pramod Kumar Panda	Director
44.	Department of Space	151.	Shri Shankar Manoharan	Director,
45.	Ministry of Steel	152.	Shri Neeraj Agrawal	Deputy Secretary
		153.	Shri Manvendra Goyal	Director
46.	Ministry of Social Justice & Empowerment	154.	Shri Khagesh Garg	Director
		155.	Shri Vikash Prasad	Director
		156.	Shri Deepak Mehra Director	Director
47.	Ministry of Textile	157.	Shri Neerav Kumar Mallick	Director
		158.	Shri Subhashish Banerjee	Deputy Secretary Addl Dev Commr
		159.	Shri Sanchita Banerjee Rodrigues	Director OSD to Minister

48.	Ministry of Tribal Affairs	160.	Shri Rajbir Singh Panwar	PS to MOS
		161.	Shri Manoj Kumar Sahoo	Deputy Secretary PS to Minister
49.	M/o Tourism	162.	Ms. Aashima Mehrotra	Director
50.	Ministry of Urban Development	163.	Shri Subu R	Commissioner
		164.	Smt. M Janaki	Deputy Secretary
51.	M/o Youth Affairs & Sports	165.	Shri Yogesh Kumar	Director
		166.	Ms. Niharika Rai	Deputy Secretary PS to MOS(IC)
52.	M/o Water Resources, River Development & Ganga Rejuvenation	167.	Shri Ashish Kumar	Director
		168.	Shri Girraj Goyal	Director
53.	M/o Women & Child Development	169.	Shri Manoj Kumar Singh	Director

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