

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

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Old JNU Campus, Block IV, 3<sup>th</sup> Floor,  
New Mehrauli Road, New Delhi-110067  
Dated: 9<sup>th</sup> October, 2017

**OFFICE-MEMORANDUM**

Subject:- 3-days Orientation Programme to be held from 25<sup>th</sup> – 27<sup>th</sup> October, 2017 for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme at the Institute of Secretariat Training and Management (ISTM), New Delhi – regarding

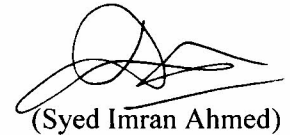
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The undersigned is directed to say that 3-days Orientation Programme for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme is scheduled to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi during 25<sup>th</sup> – 27<sup>th</sup> October, 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 9.00 A.M. on 25<sup>th</sup> October, 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, Joint Director, ISTM (Course Coordinator) on Telephone No 26161375 (email: ram.vadali@nic.in) for further enquiries/information and assistance if any.

  
(Syed Imran Ahmed)

Under Secretary to the Government of India  
Tel: 011-26107967  
E-mail: syedimran.ahmed@nic.in

To

As per list attached

Copy to:

1. Shri Vadali Rambabu, Joint 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 25<sup>th</sup> – 27<sup>th</sup> October, 2017 in the Institute of Secretariat Training and Management (ISTM)**

1.	Cabinet Secretariat	1.	Shri Alok Tiwari	Deputy Secretary
		2.	Shri Jitendra Kumar Joshi	Director
		3.	Shri Amitesh Kumar Sinha	Director
		4.	Shri Krishna Kant Singh	Director
2.	Ministry of Agriculture & Farmers Welfare	5.	Shri Abhay Kumar Singh	PS to Minister
		6.	Shri Arun Kumar	Director
		7.	Shri Kedar Nath Verma	Deputy Secretary
		8.	Shri Rajesh Malik	Director
		9.	Shri Rajan Agrawal	Director
		10.	Shri Shashi Bhushan	Director
3.	D/o Atomic Energy	11.	Shri Ashish Kumar	OSD to MOS
		12.	Shri Rakesh Garg	Director
4.	M/o AYUSH	13.	Shri Shashi Ranjan Kumar Vidyarthi	Director
		14.	Shri T.V.Raghavan	Deputy Secretary, OSD to MOS(IC)
		15.	Shri Swapnil M. Naik	PS to MOS(IC)
5.	Ministry of Chemicals & Fertilizers	16.	Shri Jitendra Trivedi	Director
		17.	Shri Dharmendra Kumar Madan	Director
		18.	Shri Narayan Gambhir	OSD to Minister
		19.	Shri Rajbir Singh Panwar	PS to MOS
		20.	Shri Niranjan Lal	Director
6.	Ministry of Commerce & Industry	21.	Shri Aman Sharma	Director
		22.	Shri Bhaskar Choradia	Director
		23.	Ms. Palka Sahni	Deputy Secretary
		24.	Ms. Surabhi Sharma	Deputy Secretary
		25.	Shri Ajay Yadav	Deputy Secretary
		26.	Shri Sushil Kamalakar Satpute	Director
		27.	Ms Indu C. Nair	Director
		28.	Shri Sanjay	Deputy Secretary
		29.	Shri Pingale Vijay Maruti	PS to Minister

		30.	Shri Anurag Sharma	Deputy Secretary
		31.	Shri Vijay Kumar Srivastava	Director
		32.	Shri Mayank Bisht	Director
		33.	Shri Rajeev Kandpal	Director
		34.	Shri Uday Singh Mina	Director
7.	Ministry of Communications & Info Tech	35.	Shri Tarun Verma	OSD to MOS(IC)
		36.	Shri Neeraj Mehrotra	Director
8.	Ministry of Consumer Affairs, Food & Public Distribution	37.	Shri Ram Chandra Meena	OSD to Minister
		38.	Shri Dinesh Kumar Gupta	Director
		39.	Ms Hema Jaiswal	Deputy Secretary
		40.	Shri Phool Chand Meena	Deputy Secretary PS to MOS
		41.	Shri Karmvir Singh	Director
		42.	Shri Dharmesh Makwana	Director
9.	M/o Civil Aviation	43.	Shri Ankur Garg	PS to Minister
		44.	Shri Akhilesh Tilotia	OSD to MOS
		45.	Shri Anshul Mishra	PS to MOS
10.	Ministry of Corporate Affairs	46.	Shri Vivek Kumar	Deputy Secretary
		47.	Shri Ashish Kushwaha	Director
		48.	Shri Sanjay Kumar Pandey	PS to Minister
11.	Ministry of Culture	49.	Ms. Riddhi Mishra	Deputy Secretary
		50.	Shri Harish Kumar	Director

12.	Ministry of Defence	51.	Shri Shiv Ratan Agrawal	Director
		52.	Shri Prachish Khanna	Director
		53.	Shri Kuldeep Parwal	Deputy Secretary
		54.	Shri Satish Singh	Director
		55.	Shri Vipul Bansal	PS to Minister
13.	Ministry of Drinking Water and Sanitation	56.	Shri Ramandeep Chowdhary	Deputy Secretary / PS to MOS
		57.	Shri Mahesh Thakur	Deputy Secretary
		58.	Shri Yugal Kishore Joshi	Director
14.	Ministry of Electronic & Information Technology	59.	Shri Rahul Gosain	Director
15.	Ministry of Environment, Forest & Climate Change	60.	Ms Anuradha Singh	Director
		61.	Shri Arvind Kumar Nautiyal	Director
		62.	Ms Poonam Singh	Director
		63.	Shri Kushal Vashist	Director
		64.	Shri Manoj Kumar Gangeya	Director
		65.	Shri Rakesh Kumar	Director
		66.	Shri Satyendra Kumar	Deputy Secretary
67.	Shri Shah Hardik Satishchandra	PS to Minister		
16.	Election Commission of India	68.	Shri Nikhil Kumar	Director
		69.	Shri Mukesh Meena	Director
17.	Ministry of Finance	70.	Shri Anwar Hussain Shaik	Director
		71.	Shri Chunilal Ghosh	Deputy Secretary
		72.	Shri H. Atheli	Director
		73.	Shri Anshuman Sharma	Deputy Secretary
		74.	Shri Sidhil Sasi	Director
		75.	Shri Deependra Kumar	Director
		76.	Ms. Mandeep Kaur	Deputy Secretary
		77.	Shri Manmohan Sachdeva	Director
		78.	Shri Lalit Wadhwa	Deputy Secretary
		79.	Shri Ashok Kumar Singh	Director
		80.	Shri Vyas R	Deputy Secretary
		81.	Shri Harish Kumar Vashisth	Director
		82.	Ms Harsha Dass	Director
		83.	Shri Anil Ranga	Director
		84.	Shri Lokesh Kumar Sharma	Director
85.	Ms. Mudita Mishra	Director		
86.	Shri Rishikesh Singh	Director		

		87.	Ms. Anindita Sinharay	Director
		88.	Shri Sanjay Kumar	Director
		89.	Shri Pramod Kumar Gupta	OSD to MOS
		90.	Dr. Bhartendu Kumar Singh	Director
		91.	Shri Arvind Saran	Deputy Secretary
18.	Ministry of Food Processing Industries	92.	Shri Atual Saxena	Director
		93.	Shri Suresh Kumar	PS to MOS
		94.	Shri Jitendra Kumar	Director
19.	Ministry of Health and Family Welfare	95.	Shri P.K. Thakur	OSD to Minister
		96.	Ms T. J Kavitha	PS to MOS
		97.	Shri Ritesh Chauhan	PS to Minister
		98.	Shri Sachin Mittal	Director
20.	Ministry of Home Affairs	99.	Shri Ashwani Kumar	Director
		100.	Shri Satinder Kumar Bhalla	Director
		101.	Shri Venkata Dharma Reddy Alla	Director
		102.	Shri Amrendra Kumar Sengar	OSD to Minister
		103.	Shri Ram Krishna Swarnkar	Director
		104.	Shri Rajeev Kumar	Director
		105.	Shri Yogesh Mohan Dixit	Director
		106.	Shri Sudhir Kumar Rai	Director
		107.	Shri Pramod Kumar	Director
		108.	Shri Sushil Pal	PS to MOS
		109.	Shri Aswani Kumar Yadav	Deputy Secretary OSD to MOS
21.	Ministry of Housing & Urban Poverty Alleviation	110.	Shri Ram Sajiwan Singh	Director
		111.	Shri Amit Kataria	Deputy Secretary
		112.	Ms M. Janaki	Deputy Secretary
		113.	Shri Naveen Kumar Agarwal	Director
		114.	Shri Raj Kumar Gautum	Director
		115.	Shri Mahendra Pal Khadolia	Director
		116.	Shri Vinay Pratap Singh	Director
22.	Ministry of Human Resources Development	117.	Shri Ashok Maheshwari	Director
		118.	Shri Anil Kumar	Director
		119.	Ms. Rashi Sharma	Deputy Secretary
		120.	Shri Sanjay Kumar Sinha	Director
		121.	Shri Girish Chandrashekhar	Director

		122.	Shri Dps Rajesh	OSD to MOS
		123.	Shri Vijaya Bhaskar Gurala	Director
23.	Ministry of Information and Broadcasting	124.	Shri Dhiraj Singh	OSD to MOS
		125.	Shri Pawan Kumar Sain	PS to MoS
		126.	Shri Pankaj Kumar Salodia	Director
24.	Ministry of Law and Justice	127.	Shri Jayachandran K.S.	Deputy Secretary
25.	Ministry of Mines	128.	Shri Amit Saran	Director
		129.	Ms Veena Kumari Dermal	Director
26.	Ministry of Minority Affairs	130.	Shri Nijamuddin	Deputy Secretary
		131.	Shri Sunil Gautam	PS to Minister
		132.	Shri Pramod Kumar Thakur	Director
27.	Ministry of New and Renewable Energy	133.	Shri Ruchin Gupta	Director
28.	NITI Aayog	134.	Ms. Sukhgeet Kaur	Director
29.	Vice President's SEctt.	135.	Shri N. Yuvaraj	PS to Vice President
30.	PMO	136.	Shri Vijay Kumar Mantri	Deputy Secretary
		137.	Shri Deepak Mittal	Director
		138.	Ms. Aishvarya Singh	Deputy Secretary
		139.	Shri Ajit Kumar	Deputy Secretary
		140.	Ms Namgya C. Khampa	Director
		141.	Shri Siddhartha Nath	Director
		142.	Shri S.R. Bhavsar	Deputy Secretary OSD
31.	Ministry of Panchayati Raj	143.	Shri Vijay Sharma	Director
		144.	Shri Kamlesh Kumar Tripathi	Director
32.	Ministry of Petroleum & Natural Gas	145.	Shri Mahesh K M	Director

33.	Ministry of Parliamentary Affairs	146.	Shri Shiva Nand	OSD to Minister
34.	Ministry of Personnel, P.G. and Pension	147.	Ms. Kavitha Padmanabhan	Deputy Secretary
		148.	Shri Prakash Dubey	Director
		149.	Shri More Ashish Madhaorao	Deputy Secretary
		150.	Shri Subramanya M S Rao	Director
		151.	Ms Rajul Bhatt	Director
		152.	Smt. Khushboo Goel Chowdhary	Deputy Secretary
		153.	Shri Sanjiv Kumar	Deputy Secretary
		154.	Shri Rajinder Kumar	Deputy Secretary
35.	Ministry of Road Transport & Highways	155.	Shri Satish Kerba Jadhav	Deputy Secretary
		156.	Shri Sudhir Ravindra Deulgaonkar	OSD to Minister
		157.	Shri Priyank Bharti	Director
		158.	Shri Paresk Kumar Goel	Director
36.	Ministry of Railways	159.	Dr. Piyush Jain	Director
		160.	Shri Jujavarapu Balaji	PS to MOS
37.	Ministry of Rural Development	161.	Shri Navneet Mohan Kothari	PS to Minister
		162.	Shri Raghvendra Pratap Singh	Director
38.	Ministry of Shipping	163.	Shri Devendra Kumar Rai	Director
		164.	Shri Arun Narendranath N	OSD to Minister
		165.	Shri Jayaseelan T	Deputy Secretary
		166.	Shri Rajgopal Sharma	OSD to Minister
		167.	Ms Shipra Sharma	Director
39.	Ministry of Skill Development & Entrepreneurship	168.	Ms Deepti Srivastava	Director
		169.	Shri Rajnish Kumar Gupta	Director
		170.	Shri Bimal Kumar Sikdar	Director
40.	Ministry of Science & Technology	171.	Ms. Preeti Katiyar	Director
		172.	Shri Manoj Kumar	Director
		173.	Shri K Balaji Majumdar	PS to MOS

41.	Department of Space	174.	Shri Shankar Manoharan	Director
		175.	Shri Praveen Karanth	Deputy Secretary
42.	Ministry of Steel	176.	Shri Rahul Bhagat	PS to MOS
43.	Ministry of Social Justice & Empowerment	177.	Shri Khagesh Garg	Director
		178.	Shri Vikash Prasad	Director
		179.	Shri Neeraj Semwal	PS to Minister
		180.	Ms Dhanpreet Kaur	PS to MOS
		181.	Shri Deepak Mehra	Director
44.	Ministry of Tourism	182.	Shri Bibhuti Bhushana Dash	Director
45.	Ministry of Textiles	183.	Ms Nidhi Mani Tripathi	PS to MOS
		184.	Shri Sanchita Banerjee Rodrigues	OSD to Minister
46.	Ministry of Tribal Affairs	185.	Shri Manoj Kumar Sahoo	PS to Minister
47.	M/o Youth Affairs & Sports	186.	Shri Arun Kumar Yadav	Deputy Secretary
48.	Minister of Water Resources, River Development & Ganga Rejuvenation	187.	Shri Shyam Lal Menna	Director
		188.	Shri Roopesh Srivastava	Director
49.	M/o Women & Child Development	189.	Shri Manoj Kumar Singh	Director
		190.	Shri Ashi Kapoor	Deputy Secretary
		191.	Shri Ashok Kumar Yadev	Deputy Secretary

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