

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, 3rd Floor,
New Mehrauli Road, New Delhi-110067
Dated: 2nd March, 2016

Office Memorandum

Subject:- 3-days Orientation Programme (28 -30th March, 2016) 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 28 - 30th March, 2016.

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 from 18th December, 2014 to 09th February, 2016 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 depute the officers as per the list attached to join the programme at ISTM, Old JNU Campus, New Delhi-110067 at 9.30 A.M. on 28th March, 2016. 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. ISTM will send the relevant information outlining the objects, course contents of the programme directly to the officers.

4. The officers may also be advised to contact Smt. Geetha Nair, Joint Director, ISTM, New Delhi on Telephone No. 26108946 (email: nairgeetha63@hotmail.com) for further enquiries/information and assistance, if any.

Encl:- As above


(A.N. Narayanan)
Deputy Secretary (Training)
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To

As per list attached

Copy to:

1. Smt. Geetha Nair, Joint Director, ISTM, New Delhi for information and with the request 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 DoPT's website.

List of the Participants Nominated for 3-day Orientation Course scheduled from 28-30th March, 2016 in Institute of Secretariat Training and Management

Sl.Nos	Ministry/ Department	Post & Department	Name of the Participants
1	Ministry of Parliament Affairs	PS to Minister	Shri Saurabh Gaur
2	Ministry of Labour & Employment	PS to MOS(IC)	Shri C Sudharsan Reddy
3	Election Commission of India	Deputy Secretary	Shri Nikhil Kumar
4	Ministry of Road Transport & Highways	PS to MOS	Shri Senthil Pandian C
5		OSD to Minister	Shri Sudhir Ravindra Deulgaonkar
6	Ministry of Personnel, P.G. and Pension	Deputy Secretary, D/o Personnel and Training.	Ms. Nandini Paliwal
7		Deputy Secretary, D/o Personnel and Training	Ms. Kavitha Padmanabhan
8		Deputy Secretary, D/o Pensions & Pensioners Welfare	Ms. Seema Gupta
9		Director, D/o Personnel and Training	Shri Sudhir Kumar
10		Director, D/o Personnel and Training	Ms. Jyoti Trivedi
11		Director, D/o Personnel & Training	Shri Subramanya M S Rao
12		Director, D/o Personnel and Training	Shri Harihar Prasad Mehra
13		PMO	Deputy Secretary
14	Director		Shri Shrikar Keshav Pardeshi
15	Ministry of Railways	PS to Minister	Shri Sanjeev Kumar
16		OSD to Minister	Shri Hanish Yadav
17	Ministry of Shipping	Deputy secretary	Shri Abhishek Chandra
18		Director	Shri Devendra Kumar Rai
19		OSD to Minister	Shri Arun Narendranath N
20		OSD to Minister,	Shri Rajgopal Sharma
21	Ministry of Commerce & Industry	Deputy Secretary D/o Industrial Policy & Promotion	Ms. Palka Sahni
22		Deputy Secretary, D/o Industrial Policy & Promotion	Ms. Surabhi Sharma
23		OSD to MOS(IC), D/o Industrial Policy & Promotion	Shri Unnaat P Pandit
24		Director, D/o Commerce	Shri Venkata Ravi Talla
25		Director, D/o Commerce	Ms. Ishita Ganguly Tripathy
26		Director, D/o Industrial Policy and Promotion	Shri Sushil Kamlakar Satpute
27		Director,	Shri Syed Md Andaleeb

		D/o Commerce	Razi
28		Director, D/o Commerce	Shri Venkata Nagi Reddy Kovvuri
29	Ministry of Home Affairs	OSD to MOS	Shri Shurbir Singh
30		Deputy secretary	Shri Babu Lal Meena
31		Director	Shri Arvind Khare
32		Director	Shri Gopi Chandra Chhawaniya
33		Director	Shri Satinder Kumar Bhalla
34		Director	Shri Venkata Dharma Reddy Alla
35		Director	Shri Man Singh
36		Ministry of Finance	PS to MOS, D/o of Revenue
37	Deputy Secretary D/o of Economic Affairs		Shri Saurabh Shukla
38	Deputy Secretary D/o Expenditure		Shri H. Atheli
39	Deputy Secretary D/o Financial Services		Shri Anshuman Sharma
40	OSD to MOS		Shri Siddharth
41	OSD to Minister		Shri Upendra Joshi
42	Director D/o Financial Services		Shri Sindhu Pillai
43	Director D/o Financial Services		Shri Ashok Kumar Singh
44	Director D/o of Revenue		Ms. Chandan Mishra Dwivedi.
45	Dy Secretary D/o Disinvestment		Shri Harish Kumar Vashisth
46	Director D/o Expenditure		Shri Vinish Chaudhary
47	Director D/o of Expenditure		Ms. Shivalli Malhotra Chouhan
48	Director D/o Revenue		Shri Lokesh Kumar Sharma
49	Director D/o Economic Affairs		Shri Akhilesh Kumar Mishra
50	Director D/o Financial Services		Ms. Mudita Mishra
51	Director D/o Economic Affairs		Shri Rishikesh Singh
52	Ministry of Skill Development & Entrepreneurship	PS to MOS(IC)	Shri Kundan Kumar
53	Ministry of Micro, Small & Medium Enterprises	PS to Minister	Shri Vijay Vishwas Pant
54		PS to MOS	Shri Sudhanshu Kumar
55	Ministry of Agriculture & Farmers Welfare	PS to Minister, D/o Agriculture, Cooperation & Farmers Welfare.	Shri Abhay Kumar Singh
56		Director D/o Agriculture, Cooperation & Farmers welfare	Shri Shlok Bhardwaj
57	Ministry of Information and Broadcasting	PS to MOS	Shri Pawan Kumar Sain
58		OSD to Minister	Shri Dhiraj Singh
59		OSD to Minister	Shri Sanjay Kumar Pandey

60	Cabinet Sectt.	Deputy Secretary	Shri Ajit Kumar
61		Director	Shri Ramachandra Mishra
62	Ministry of Consumer Affairs, Food & Public Distribution	Deputy Secretary D/o Food & Public Distribution	Shri Karmvir Singh
63		Director D/o Food & Public Distribution	Ms. Simerjit Kaur
64		OSD to Minister	Shri Ram Chandra Meena
65		Director	Shri Dinesh Kumar Gupta
66		Department of Atomic Anergy	Deputy Secretary
67	Director,		Shri Sorabh Babu
68	Ministry of Petroleum & Natural Gas	Deputy Secretary	Shri Mahesh K M
69		Deputy Secretary	Shri Praphullachandra Sharma
70	Ministry of Culture	Deputy Secretary	Ms. Riddhi Mishra
71		Director	Ms. Deepika Pokharna
72		Director	Shri Arun Gupta
73	Ministry of Rural Development	PS to MOS D/o Rural Development	Ms. Gargi Sharma Goel
74		PS to Minister	Shri Yashpal
75	Ministry of Communications & Info Tech	Deputy Secretary D/o Telecommunication	Shri Birendra Pratap
76		Director D/o Electronics & Information Technology	Shri Rahul Gosain
77		Assistant D.G. D/o Electronics & Information Technology	Shri Sunila Agrawal
78	Ministry of Human Resources Development	Deputy Secretary D/o School Edu & Literacy	Ms. Rashi Sharma
79		Deputy Secretary D/o Higher education	Shri Siljo V.K.
80		Director D/o Higher Education	Shri Sanjay Kumar Sinha
81		Director D/o School Edu & Literacy	Shri Girish Chadrashekhhar Hosur
82		OSD to MOS	Shri Dps Rajesh
83		Director D/o School Edu & Literacy	Ms. Nigar Fatima Husain
84	Ministry of Mines	Deputy Secretary	Shri Rakesh Kumar Meena
85	Ministry of Textile	OSD to MOS(IC)	Shri Pramod Kumar Gupta
86		Director	Shri Neerav Kumar Mallick
87	Ministry of Drinking Water and Sanitation	OSD to MOS	Shri Ashit Bhushan
88		PS to Minister	Shri G. Dev Tripathi
89		Director	Shri Hanif Qureshi
90	Ministry of Minority Affairs	PS to Minister	Shri P.J. Antony
91		PS to MOS	Shri Sunil Gautam
92		Director	Shri Devendra Yadav
93	Ministry of Health and Family Welfare	OSD to Minister	Shri P.K. Thakur
94		Director	Shri Sudeep Shrivastava
95	Ministry of Power	Director	Shri Gyanesh Bharti
96		Director	Shri Vishal Kapoor

97	President's Sectt	Director	Shri Niranjan Kumar Sudhansu
98		PS to President of India	Shri Ashok Kumar Mehta
99	Ministry of Tribal Affairs	PS to MOS	Shri Rajbir Singh Panwar
100	Ministry of Heavy Industry Industries & Public Enterprises	Director D/o Heavy Industry	Shri Praveen L Agrawal
101		Director D/o Heavy Industry	Ms. Vinita Srivastava
102		Director D/o Heavy Industry	Ms. Ritu Pande
103	Ministry of Women & Child Development	Director	Shri Krishna Bahadur Singh
104	Ministry of Defence	Director	Shri Preet Pal Singh
105		Director	Shri Vinod Pal
106		Director	Shri Venkata Rama Raju Chelle
107		Director	Shri Brahmananda Srivastava
108		Director	Shri Shiv Ratan Agrawal
109	Ministry of Housing & Urban Poverty Alleviation	Director	Shri Satinder Pal Singh
110		Director	Shri Ram Sajiwan Singh
111		Director	Shri Brij Mohan Agrawal
112	Ministry of Urban Development	Commissioner	Shri Subu R
113	Ministry of Science & Technology	PS to MOS	Shri K Balaji Majumdar
114		Director D/o Bio-Technology	Ms. Preeti Katiyar
115	Ministry of Chemicals & Fertilizers	Director	Shri Prabhas Kumar
116		Director D/o Pharmaceuticals	Shri Jitendra Trivedi
117		Director D/o Pharmaceuticals	Shri Atul Kumar Chaudhary
118	Department of Space	Director, Department of Space	Shri Shankar Manoharan
119	Ministry of Panchayati Raj	PS to MOS	Shri Bhuvnesh Kulshrestha
120	Ministry of Steel	Director	Shri Manvendra Goyal
121	Ministry of Social Justice & Empowerment	PS to MOS	Shri Ajay Kumar
122		Director D/o Social Justice & Empowerment	Shri Arvind Kumar
123		Director D/o Social Justice & Empowerment	Shri Khagesh Garg
124	Ministry of Coal	Director	Shri Mukesh Choudhary
125	Ministry of Corporate Affairs	Director	Shri Rakesh Tyagi
126	Ministry of Overseas Indian Affairs	Director	Shri Pramil Gupta
127	Ministry of Food Processing Industries	Director	Shri Ajay Negi
128	Ministry of Environment, Forest & Climate Change	Director	Shri Ashok Kumar Pateshwary
129	Ministry of Development of North Eastern Region	Director	Shri Ravindra Choudhary
130	Vice President's Sectt	OSD to Minister	Shri Anshuman Gaur