

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, 3<sup>rd</sup> Floor,  
New Mehrauli Road, New Delhi-110067  
Dated: 13<sup>th</sup> July, 2016

**Office Memorandum**

Subject:- 3-days Orientation Programme (10-12<sup>th</sup> August, 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 10 - 12<sup>th</sup> August, 2016.

2. The programme is designed for officers of the rank of Director and Deputy Secretary joining the Ministries/Departments 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 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 10<sup>th</sup> August, 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 Shri Satyajit Mishra, Joint Director & Course Director, ISTM, New Delhi on Telephone No. 9999137223 (email: satyajit.mishra@nic.in) for further enquiries/information and assistance, if any.

Encl:- As above

  
(A.N. Narayanan)  
Deputy Secretary (Training)  
Tel. No. 011-26107960  
E-mail: an.narayanan@nic.in

To

As per list attached

Copy to:

1. Shri Satyajit Mishra, Joint Director & Course 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 10-12<sup>th</sup> August, 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		PS to Minister	Shri Jagmohan Sundriyal
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	C V O	Dr. Dinesh Mahur
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		Dr. Basant Swarup
15	Ministry of Railways	OSD to Minister	Shri Hanish Yadav
16	Ministry of Shipping	Deputy secretary	Shri Abhishek Chandra
17		Director	Shri Devendra Kumar Rai
18		OSD to Minister	Shri Arun Narendranath N
19		OSD to Minister,	Shri Rajgopal Sharma
20	Ministry of Commerce & Industry	Deputy Secretary D/o Industrial Policy & Promotion	Ms. Palka Sahni
21		Deputy Secretary, D/o Industrial Policy & Promotion	Ms. Surabhi Sharma
22		OSD to MOS(IC), D/o Industrial Policy & Promotion	Shri Unnaat P Pandit
23		Deputy Secretary M/o of Commerce and Industry	Shri Surabhi Sharma
24		Director, D/o Industrial Policy and Promotion	Shri Sushil Kamlakar Satpute
25	Director, D/o Commerce	Shri Syed Md Andaleeb Razi	
26	Ministry of Home Affairs	OSD to MOS	Shri Shurbir Singh
27		Deputy secretary	Shri Babu Lal Meena
28		Director	Shri Arvind Khare
29		Director	Shri Satinder Kumar Bhalla



30		Director	Shri Venkata Dharma Reddy Alla
31	Ministry of Finance	PS to MOS, D/o of Revenue	Shri Anshul Mishra
32		Deputy Secretary D/o of Economic Affairs	Shri Saurabh Shukla
33		Deputy Secretary D/o Expenditure	Shri H. Atheli
34		Deputy Secretary D/o Financial Services	Shri Anshuman Sharma
35		OSD to MOS	Shri Siddharth
36		OSD to Minister	Shri Upendra Joshi
37		Director D/o Financial Services	Shri Sindhu Pillai
38		Director D/o Financial Services	Shri Ashok Kumar Singh
39		Director D/o of Revenue	Ms. Chandan Mishra Dwivedi.
40		Dy Secretary D/o Disinvestment	Shri Harish Kumar Vashisth
41		Director D/o Expenditure	Shri Vinish Chaudhary
42		Director D/o Revenue	Shri Lokesh Kumar Sharma
43		Director D/o Financial Services	Ms. Mudita Mishra
44		Director D/o Economic Affairs	Shri Rishikesh Singh
45	Ministry of Skill Development & Entrepreneurship	PS to MOS(IC)	Shri Kundan Kumar
46	Ministry of Micro, Small & Medium Enterprises	PS to MOS	Shri Sudhanshu Kumar
47	Ministry of Agriculture & Farmers Welfare	PS to Minister, D/o Agriculture, Cooperation & Farmers Welfare.	Shri Abhay Kumar Singh
48	Ministry of Information and Broadcasting	PS to MOS	Shri Pawan Kumar Sain
49		OSD to Minister	Shri Dhiraj Singh
50		OSD to Minister	Shri Sanjay Kumar Pandey
51	Cabinet Sectt.	Deputy Secretary	Shri Ajit Kumar
52		Director	Shri Ramachandra Mishra
53	Ministry of Consumer Affairs, Food & Public Distribution	OSD to Minister	Shri Ram Chandra Meena
54		Director	Shri Dinesh Kumar Gupta
55	Ministry of External Affairs	Director	Dr. Pramil Gupta
56		Director,	Dr. Ajith Kumar
57	Ministry of Petroleum & Natural Gas	Deputy Secretary	Shri Mahesh K M
58		Deputy Secretary	Shri Praphullachandra Sharma
59	Ministry of Culture	Deputy Secretary	Ms. Riddhi Mishra
60		Director	Ms. Deepika Pokharna
61		Director	Shri Arun Gupta
62	Ministry of Rural Development	PS to MOS D/o Rural Development	Ms. Gargi Sharma Goel
63		PS to Minister	Shri Yashpal
64		Deputy Secretary	Shri Sameer Verma
65	Ministry of Communications & Info Tech	Deputy Secretary D/o Telecommunication	Shri Birendra Pratap

66		Director D/o Electronics & Information Technology	Shri Rahul Gosain
67		Assistant D.G. D/o Electronics & Information Technology	Shri Sunila Agrawal
68	Ministry of Human Resources Development	Deputy Secretary D/o School Edu & Literacy	Ms. Rashi Sharma
69		Deputy Secretary D/o Higher education	Shri Siljo V.K.
70		Director D/o Higher Education	Shri Sanjay Kumar Sinha
71		Director	Shri Girish Chandrashekhar
72		OSD to MOS	Shri Dps Rajesh
73		Director D/o School Edu & Literacy	Ms. Nigar Fatima Husain
74	Ministry of Mines	Deputy Secretary	Shri Rakesh Kumar Meena
75	Ministry of Textile	Director	Shri Neerav Kumar Mallick
76	Ministry of Drinking Water and Sanitation	OSD to MOS	Shri Ashit Bhushan
77		PS to Minister	Shri G. Dev Tripathi
78		Director	Shri Hanif Qureshi
79	Ministry of Minority Affairs	PS to Minister	Shri P.J. Antony
80		Director	Shri Devendra Yadav
81	Ministry of Health and Family Welfare	OSD to Minister	Shri P.K. Thakur
82	Ministry of Power	Director	Shri Gyanesh Bharti
83		Director	Shri Vishal Kapoor
84	President's Sectt	Director	Shri Niranjan Kumar Sudhansu
85		PS to President of India	Shri Ashok Kumar Mehta
86	Ministry of Tribal Affairs	PS to MOS	Shri Rajbir Singh Panwar
87	Ministry of Law and Justice	Director	Smt. Meenu Choudhary
88	Ministry of Defence	Director	Shri Vinod Pal
89		Director	Shri Venkata Rama Raju Chelle
90		Director	Shri Brahmananda Srivastava
91		Director	Shri Shiv Ratan Agrawal
92	Ministry of Housing & Urban Poverty Alleviation	Director	Shri Satinder Pal Singh
93		Director	Shri Ram Sajiwan Singh
94		Director	Shri Brij Mohan Agrawal
95		Director	Shri Saurabh Gaur
96	Ministry of Urban Development	Commissioner	Shri Subu R
97	Ministry of Science & Technology	PS to MOS	Shri K Balaji Majumdar
98		Director D/o Bio-Technology	Ms. Preeti Katiyar
99	Ministry of Chemicals & Fertilizers	Director	Shri Prabhas Kumar
100		Director D/o Pharmaceuticals	Shri Jitendra Trivedi
101		Director D/o Pharmaceuticals	Shri Atul Kumar Chaudhary
102	Department of Space	Director, Department of Space	Shri Shankar Manoharan



103	Ministry of Panchayati Raj	PS to MOS	Shri Bhuvnesh Kulshrestha
104	Ministry of Steel	Director	Shri Manvendra Goyal
105	Ministry of Social Justice & Empowerment	Director D/o Social Justice & Empowerment	Shri Arvind Kumar
106		Director D/o Social Justice & Empowerment	Shri Khagesh Garg
107	Ministry of Overseas Indian Affairs	Director	Shri Pramil Gupta
108	Ministry of Food Processing Industries	Director	Shri Ajay Negi
109	Ministry of Environment, Forest & Climate Change	D I G (Forest)	Dr. Anjan Kumar Mohanty
110	Ministry of Development of North Eastern Region	Director	Shri Ravindra Choudhary
111	Vice President's Sectt	OSD to Minister	Shri Anshuman Gaur