

No.12016/1/2010 –Trg (TNP)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division

Old JNU Campus, Block IV, Fourth Floor,  
New Mehrauli Road, New Delhi-110067  
30 August 2012

Office Memorandum

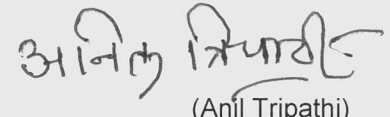
Sub: 5-day Orientation Programme (24-28 September, 2012) for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme, to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi - Reg

The under signed is directed to say that 5-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 24-28 September, 2012.

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 during 1<sup>st</sup> January, 2012 to 28<sup>th</sup> August, 2012, 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 at 09:30 AM on 24 September, 2012. 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 has also been asked to send relevant information outlining the objects, course contents of the programme directly to the officers.

4. The officers may be advised to contact Ms. Geetha Nair, Joint Director & Course Coordinator, ISTM, New Delhi on Telephone 26108946 for further enquiries/information and assistance, if any.



(Anil Tripathi)

Under Secretary to the Government of India

Telephone: 011-26161159

E-mail: anitripathi@hotmail.com

To:

**As Per list attached**

Copy to:

1. Ms. Geetha Nair, Joint Director & Course Coordinator, ISTM, New Delhi for information and with a request to kindly 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 request to upload the circular on website.

List attached to OM no. 12016/01/2010-Trg(TNP)-ISTM dated 29/08/2012

S.No.	Name of Ministry of Department	S.No.	Name(s) of officers (Shri/Mrs./Ms) to be nominated for undergoing the Orientation Programme
1	Director (Admn), Cabinet Secretariat Rastrapathi Bhawan New Delhi	1	Jugnu Gupta, IOFS (1989), Director
		2	Nipun Vinayak, IAS(MH:2001), Deputy Secretary
		3	Nikunja Bihari Dhal, IAS(OR:93), Director
2.	Director (Admn.), Department of Agriculture & Cooperation Krishi Bhawan New Delhi	1	Shailesh, CES, Deputy Secretary
		2	Sushil Kumar Singla, IFS, Director
3	Director (Admn) Ministry of Chemicals & Fertilizers Department of Chemicals & Petro Chemicals Shastri Bhawan New Delhi-110001	1	Arun Agrawal, ITS, Director
		2	Neeraj Singhal, ITS, Director
4	Director (Admn) Ministry of Coal Shastri Bhawan New Delhi-110001	1	Hemant Jain, ICAS, Deputy Secretary
5	Director (Admn) Department of Commerce Udyog Bhawan New Delhi	1	A.P. Das Joshi, IAS(AM:94), Director
		2	Anu Poulouse Mathai, IES, Director
		3	Anurag Prasad, IRS(IT), Director
		4	Prem Chand Valeti, IDES, Director
6	Director (Admn) Ministry of Commerce & Industry Department of Industrial Policy & Promotion Udyog Bhawan New Delhi	1	Sunita Yadav, IES, Deputy Secretary
7	Director (Admn) Ministry of Corporate Affairs Shastri Bhawan New Delhi	1	Navneet Chouhan, ITS, Director
8	Director (Admn) Ministry of Defence South Block New Delhi	1	Shanthi Priya Sarella, IAAS, Director
		2	Rajesh Kumar Shekhawat, IRSE, Director
		3	Rajkumar, ITS, Director
		4	Atul Kumar Singh, ITS, Director
		5	Praveen Kumar, IOFS, Director
9	Director (Admn) Ministry of Environment & Forest Paryavaran Bhawan, CGO Complex New Delhi	1	Ravi Sinha, IDSE, Director
10	Director (Admn) Ministry of External Affairs South Block New Delhi	1	Anand Singh, IAS(KL:2000), Pvt Secy

11	Director (Admn) Ministry of Finance Department of Economic Affairs North Block New Delhi	1	Sanjay Garg, IAS (KL:94), Directro
		2	Rajesh Sanan, IRS, Director
12	Director (Admn) Ministry of Finance Department of Expenditure North Block New Delhi	1	Vijay Mohan Jain, IRS, Director
13	Director (Admn) Ministry of Finance Department of Financial Services Jeevan Deep, Sansad Marg New Delhi	1	Priya Kumar, IIS, Director
		2	Ateesh Singh, IRTS, Director
14	Director (Admn) Ministry of Finance Department of Revenue South Block New Delhi	1	Kamlesh Kumar Pant, IAS (HP:93), Director
		2	Nilesh Kumar Gupta, IRS, Director
		3	Pankaj Hazarika, IDAS, Deputy Secretary
15	Director (Admn) Ministry of Health & Family Welfare Nirman Bhawan New Delhi	1	Ashish Chandra Verma, IAS(UT:94), Pvt Secy
		2	Amal Pusp, IRS, Director
		3	Ram Prasad Meena, IPS, Director
16	Director (Admn) Ministry of Home Affairs North Block New Delhi	1	Ashutosh Kumar Sinha, IPS, Director
		2	Rais Ahmed, IOFS, Director
		3	Rajesh Kumar Gupta, ITS, Director
		4	Ashutosh Jain, ITS, Director
		5	Rakesh Mittal, IDES, Director
		6	Sagar Preet, IPS, Pvt Secy to MOS
		7	Prashant Nanasaheb Nikam, IRAS, Director
17	Director (Admn) Ministry of Human Resource Development Department of Higher Education Shastri Bhawan New Delhi	1	Raju Srinivasan, IOFS, Director
		2	Pramod Kumar Saha, ICAS, Dy. Secretary
18	Director (Admn) Ministry of Information & Broadcasting Shastri Bhawan New Delhi	1	Rolley Mahendra Varma, IOFS, Director
		2	Neeti Sarkar, IRAS, Director
19	Director (Admn) Ministry of Labour & Employment Sharm Shakti Bhawan Rafi Marg, New Delhi	1	Rajender Kumar Kataria, IAS, Pvt Secy
20	Director (Admn) Ministry of Minority Affairs Paryavaran Bhawan, CGO Complex New Delhi	1	Anurag Bajpai, IFS, Director

21	Director (Admn) Ministry of Panchayati Raj Shastri Bhawan New Delhi	1	Dilip Kumar IDAS, Director
22	Director (Admn) Department of Personnel & Training North Block New Delhi	1	Utkaarsh R Tiwari, IRS, Director
		2	Anshu Sinha, IAS (MH:99), Dy Secretary
		3	Deepika Lohia Aran, IOFS, Dy Secretary (Trg)
		4	Sandeep Jain, IOFS, Dy Secy
		5	Ghanshyam Sharma, IDSE, Director, CVC
		6	Shri Jai Prakash Garg ITS, Regional Director, SSC, Allahabad
23	Director (Admn) Ministry of Petroleum & Natural Gas Shastri Bhawan, New Delhi	1	Atul Patne, IAS (MH:99), Dy Secretary
24	Director (Admn) Ministry of Rural Development Krishi Bhawan New Delhi	1	Manoj Kumar P, ISS, Director
		2	Manju Rajpal, IAS (RJ:2000), Dy Secretary
25	Director (Admn) Ministry of Shipping Transport Bhawan, Sansad Bhawan New Delhi	1	Sambit Tripathy, IRS, Director
		2	B. Krishnamoorthy, IOFS, Dy. Secretary
26	Director (Admn) Ministry of Urban Development Nirman Bhawan New Delhi	1	Veena Kumari Meena, IAS (UP:93), Director
		2	Raj Kumar Singh, IDSE, Director
27	Director (Admn) Ministry Youth Affairs & Sports Shastri Bhawan New Delhi	1	Ram Darash Chouhan, ICAS, Dy Secretary
28	Director (Admn) PMO, South Block New Delhi	1	Shakil P Ahamed, IAS(AM:95), Director
29	Director (Admn) Planning Commission Yojna Bhavan, Sansad Marg New Delhi	1	Shrish Kumar, IOFS, ADG, UIAI
		2	Rohani Kumar Gautam, IDSE, ADG, UIAI
30	Director (Admn) President's Secretariat Rastrapati Bhawan New Delhi	1	Suresh Yadav, IRS, OSD to the President
		2	Pradeep Gupta, IOFS, PS to the President
31	Director (Admn) Central Vigilance Commission Satarkata Bhawan, A Block, GPO Complex, INA, New Delhi-110023	1	Raghunath Prasad Tripathi, IDSE, Director, CVC
32	Director (Admn) Delhi Development Authority Vikas Sadan, INA New Delhi	1	Shri Mahendra Kumar Gupta, IRPS, Commissioner, DDA