

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,  
Third Floor, New Mehrauli Road,  
New Delhi-110067

04 January 2013

Office Memorandum

Sub: 5-day Orientation Programme (28 Jan-01 Feb, 2013) 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 undersigned 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 28 January-01 February, 2013.

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 have joined the Ministry/Department during 1<sup>st</sup> January, 2012 to December, 2012 and not attended the programme, 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 28 January, 2013. 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 Shri Sandeep Mukherjee, Deputy Director & Course Coordinator, ISTM, New Delhi on Telephone 26185316 for further enquiries/information and assistance, if any.

(K.K. Chug)

Director (Training)

Telephone: 011-26107960

**To:**  
**As Per list attached**

Copy to:

1. Shri Sandeep Mukherjee, Deputy 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 of officers who have not attended the Workshop during 28 January to 01 February, 2013

S.No.	Name of Ministry of Department	S.No.	Name(s) of officers (Shri/Mrs./Ms) to be nominated for undergoing the Orientation Programme	Overall S.No.
1.	Director (Admn), Cabinet Secretariat Rastapathi Bhawan New Delhi	1	Nipun Vinayak, IAS(MH:2001), Deputy Secretary	1.
		2	Nikunja Bihari Dhal, IAS(OR:93), Director	2.
2.	Director (Admn.), Department of Agriculture & Cooperation Krishi Bhawan New Delhi	1	Shailesh, CES, Deputy Secretary	3.
3.	Director (Admn) Ministry of Chemicals & Fertilizers Department of Chemicals & Petro Chemicals Shastri Bhawan New Delhi-110001	1	Arun Agrawal, ITS, Director	4.
4.	Director (Admn) Ministry of Coal Shastri Bhawan New Delhi-110001	1	Hemant Jain, ICAS, Deputy Secretary	5.
5.	Director (Admn) Department of Commerce Udyog Bhawan New Delhi	1	A.P. Das Joshi, IAS(AM:94), Director	6.
		2	Anu Poulouse Mathai, IES, Director	7.
		3	Rajendra Pratap Singh (IDAS:1999), Deputy Secretary	8.
6.	Director (Admn) Ministry of Commerce & Industry Department of Industrial Policy & Promotion Udyog Bhawan, New Delhi	1	Sunita Yadav, IES, Deputy Secretary	9.
		2	Atul Singh, (IRSME:1993) Director	10.
7.	Director (Admn) Ministry of Corporate Affairs Shastri Bhawan, New Delhi	1	Navneet Chouhan, ITS, Director	11.
8.	Director (Admn) Ministry of Defence South Block New Delhi	1	Rajesh Kumar Shekhawat, IRSE, Director	12.
		2	Praveen Kumar, IOFS, Director	13.
9.	Director (Admn) Ministry of External Affairs South Block New Delhi	1	Anand Singh, IAS(KL:2000), Pvt Secy	14.
10.	Director (Admn) Ministry of Finance Department of Economic Affairs North Block New Delhi	1	Sanjay Garg, IAS (KL:94), Directro	15.
		2	Rajesh Sanan, IRS, Director	16.

11.	Director (Admn) Ministry of Finance Department of Expenditure North Block, New Delhi	1	Vijay Mohan Jain, IRS, Director	17.
		2	Vijay Kumar Singh (ICAS:1995), Director	18.
12.	Director (Admn) Ministry of Finance Department of Financial Services Jeevan Deep, Sansad Marg New Delhi	1	Priya Kumar, IIS, Director	19.
		2	Mustafa Mohammad, IAS (UP:95), Director	20.
		3	Mihir Kumar (IDAS:1996), Director	21.
		4	Anna Roy, (IES:92) Director	22.
13.	Director (Admn) Ministry of Finance Department of Revenue South Block, New Delhi	1	Kamlesh Kumar Pant, IAS (HP:93), Director	23.
		2	Pankaj Hazarika, IDAS, Deputy Secretary	24.
14.	Director (Admn) Ministry of Health & Family Welfare Nirman Bhawan, New Delhi	1	Ashish Chandra Verma, IAS(UT:94), Pvt Secy	25.
		3	Ram Prasad Meena, IPS, Director	26.
15.	Director (Admn) Ministry of Home Affairs North Block, New Delhi	1	Rais Ahmed, IOFS, Director	27.
		2	Prashant Nanasaheb Nikam, IRAS, Director	28.
16.	Director (Admn) Ministry of Human Resource Development Department of Higher Education Shastri Bhawan New Delhi	1	Pramod Kumar Saha, ICAS, Dy. Secretary	29.
17.	Director (Admn) Ministry of Information & Broadcasting Shastri Bhawan New Delhi	1	Rolley Mahendra Varma, IOFS, Director	30.
		2	Deepak Kumar (Cen Power Engineering Service :2000) Deputy Secretary	31.
18.	Director (Admn) Department of Personnel & Training North Block New Delhi	1	Utkaarsh R Tiwari, IRS, Director	32.
		2	Deepika Lohia Aran, IOFS, Dy Secretary (Trg)	33.
		3	Shri Jai Prakash Garg ITS, Regional Director, SSC, Allahabad	34.
19.	Director (Admn) Ministry of Rural Development Krishi Bhawan, New Delhi	1	Manoj Kumar P, ISS, Director	35.
20.	Director (Admn) Ministry of Shipping Transport Bhawan, Sansad Bhawan New Delhi	1	Sambit Tripathy, IRS, Director	36.
		2	B. Krishnamoorthy, IOFS, Dy. Secretary	37.
21.	Director (Admn) Ministry of Urban Development Nirman Bhawan New Delhi	1	Veena Kumari Meena, IAS (UP:93), Director	38.
		2	Raj Kumar Singh, IDSE, Director	39.
22.	Director (Admn) Ministry Youth Affairs & Sports Shastri Bhawan, New Delhi	1	Ram Darash Chouhan, ICAS, Dy Secretary	40.

23.	Director (Admn) PMO, South Block New Delhi	1	Shakil P Ahamed, IAS(AM:95), Director	41.
24.	Director (Admn) Planning Commission Yojna Bhavan, Sansad Marg New Delhi	1	Rohani Kumar Gautam, IDSE, ADG, UIAI	42.
25.	Director (Admn) President's Secretariat Rastrapati Bhawan New Delhi	1	Suresh Yadav, IRS, OSD to the President	43.
		2	Pradeep Gupta, IOFS, PS to the President	44.
26.	Director (Admn) Delhi Development Authority Vikas Sadan, INA New Delhi	1	Shri Mahendra Kumar Gupta, IRPS, Commissioner, DDA	45.
27.	Director (Admn) M/o Textiles Udyog Bhawan, New Delhi	1	Keshav Kumar, IFS (UT:2002) Deputy Secretary	46.
28.	Deputy Secretary (Admn) Ministry of Petroleum and Natural Gas Shastri Bhawan New Delhi-110067	1	Nalin Kumar Srivastava (ICAS:2001) Deputy Secretary	47.
29.	Director (Admn) M/o Water Resources, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001	1	Ashok Gupta (IOFS:1989), Director	48.
30.	Director (Admn) Ministry of Statistics & Programme Implementation Sardar Patel Bhawava Parliament Street New Delhi-110001	1	Kundan Singh (IOFS:1990) Director	49.
31.	Director (Training) Election Commission of India Nirvachan Sadan, Ashoka Road New Delhi-110001	1	Jayasree MG (ISS:1998), Director	50.
32.	Director (Admn) M/o Housing & Urban Poverty Alleviation Nirman Bhavan New Delhi	1	Alka Selot Ashtana (ITS:1994) Director	51.
33.	Director (Admn) Ministry of Women & Child Development Shastri Bhawan New Delhi	1	Rakesh Kumar (ITS:1991), Director	52.