

No.17025/5/2014 -Trg (ISTM)
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

Dated: 18 September 2019

Office Memorandum

Subject: 3-day Orientation Programme (to be held from 14th- 16th October, 2019) 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 3-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 14/10/2019 to 16/10/2019.

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 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 on 14th October, 2019 at 09:30 AM. The Institute has also been asked to send relevant information outlining the objects, course contents of the programme directly to the officers.

4. Participants are requested to fill in the online nomination form available in the link: https://www.istm.gov.in/home/online_nomination_form by 5th October 2019. Difficulty, if any, in locating and/or filling the form may be brought to the notice of the Course Director, Shri Moloy Sanyal, Deputy Secretary, ISTM, New Delhi [email: moloy-sanyal@nic.in, Tel no: 011-26737602, 011-26108946].



(Anita Bilung)

Under Secretary to the Government of India

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To: As per list attached

- Copy to:
1. Shri Moloy Sanyal, Deputy Secretary & Course Coordinator, ISTM, New Delhi for information and with a request to forward the requisite training programme material to the officers directly
 2. NIC, Training Division, Old JNU Campus, New Delhi with a request to upload the circular on the website





List of the participants nominated for 3-day Orientation Course scheduled from 14th - 16th October, 2019 in the Institute of Secretariat Training and Management (ISTM)

S. No.	Names of the Ministry / Department	Sl. No.	Names of Officers Shri/Smt/Ms	Designation
1.	President Secretariat	1.	Vikram Singh	PS to President of India
2.	PMO	2.	Vijay Kumar Mantri	Deputy Secretary
		3.	Siddhartha Nath	Director
		4.	S.R. Bhavsar	OSD
		5.	Yadav Manharsinh Laxmanbhai	Deputy Secretary
3.	Central Vigilance Commission	6.	Rajesh Kanungo	Director
4.	Cabinet Secretariat	7.	Alok Tiwari	Deputy Secretary
		8.	Amitesh Kumar Sinha	Director
		9.	Tina Soni	Deputy Secretary
5.	Ministry of Agriculture & Farmers Welfare	10.	Rajesh Malik	Director
		11.	Rajan Agrawal	Director
		12.	Krishna Kishore Govindarajula	Director
		13.	Rajnish Dev Burman	PS to MOS
		14.	Sarbeswar Majhi	Deputy Secretary
6.	D/o Atomic Energy	15.	Ashish Kumar	OSD to MOS
		16.	Mythili K Rajendran	Internal F A
		17.	Prashant Kumar Jha	OSD to MOS
7.	M/o AYUSH	18.	Shashi Ranjan Kumar Vidyarathi	Director
		19.	T.V.Raghavan	Deputy Secretary, OSD to MOS(IC)
		20.	Swapnil M. Naik	PS to MOS(IC)
8.	Ministry of Chemicals & Fertilizers	21.	Narayan Gambhir	OSD to Minister
		22.	Niranjan Lal	Director
		23.	Pankaj Gupta	Director
9.	Ministry of Commerce & Industry	24.	Bhaskar Choradia	Director (DGS&D)
		25.	Surabhi Sharma	Deputy Secretary
		26.	Sanjay	Director
		27.	Pingale Vijay Maruti	PS to Minister
		28.	Rajeev Kandpal	Director
		29.	Uday Singh Mina	Director (D/o IPP)
		30.	Senthil Nathan S.	Deputy Secretary
		31.	Shruti Singh	Director
		32.	Dinesh Singh	Deputy Secretary
		33.	Sangeeta Saxena	Director
		34.	Sampa Saha	Director
		35.	Anurag Sehgal	Deputy Secretary
10.	Ministry of Communications & Info Tech	36.	Tarun Verma	OSD to MOS(IC)
11.	Ministry of Consumer Affairs,	37.	Hema Jaiswal	Director

	Food & Public Distribution	38.	Phool Chand Meena	PS to MOS
		39.	Dharmesh Makwana	Director
		40.	Ajay Yadav	OSD to Minister
		41.	Alok Kumar Verma	Director
12.	Ministry of Civil Aviation	42.	Pranjol Chandra	Director
13.	Ministry of Corporate Affairs	43.	Abhijit Phukon	Director
14.	Ministry of Culture	44.	Mukesh Kumar Jha	Deputy Secretary
		45.	Ritu Sharma	Director (National Gallery of Modern Arts)
		46.	Anita Rupavataram	Director (National Gallery of Modern Arts)
		47.	Nazneen Banu	Director (National Gallery of Modern Arts)
		48.	Manoj Kumar Tripathi	Director
15.	Ministry of Defence	49.	Prachish Khanna	Director
		50.	Vipul Bansal	PS to Minister
		51.	Satish Singh	Director
		52.	Virender Kumar Adhana	Director
		53.	Kedar Prasad Burande	Director
		54.	Tripuresh Dhar Diwivedi	Director
		55.	Pankaj Pandey	Director
		56.	Susheel Khajuria	Deputy Secretary
16.	Ministry of Drinking Water and Sanitation	57.	Mahesh Thakur	Deputy Secretary
		58.	Yugal Kishore Joshi	Director
		59.	Sonali Ghosh	Director
		60.	Renjitha Maniyil Haridasan	Deputy Secretary
		61.	Kapil Chaudhary	Director
		62.	Ajay Kumar	Director
17.	Ministry of Environment, Forest & Climate Change	63.	Anuradha Singh	Director
		64.	Arvind Kumar Nautiyal	Director
		65.	Poonam Singh	Director
		66.	Kushal Vashist	Director
		67.	Manoj Kumar Gangeya	Director
		68.	Rakesh Kumar	Director
18.	Election Commission of India	69.	Nikhil Kumar	Director
19.	Ministry of Finance	70.	Anwar Hussain Shaik	Director
		71.	Anshuman Sharma	Deputy Secretary
		72.	Anjana Vashishtha	Deputy Secretary
		73.	Harsha Dass	Director
		74.	Sanjay Kumar	Director
		75.	Rahul Kapoor	Director
		76.	Manmohan Sachdeva	Director
		77.	Lalit Wadhwa	Deputy Secretary
		78.	Gandhi Kumar Natrajan	Deputy Secretary
		79.	Vyasan R	Deputy Secretary
		80.	Harsha Dass	Director
		81.	Anindita Sinharay	Director
		82.	Sanjay Kumar	Director

		83.	Bhartendu Kumar Singh	Director
		84.	Sibi Chakkravarthy M	PS to MOS
		85.	Paras Mal Sankhla	OSD to Minister
		86.	Suresh Pentakota	Director
		87.	Vishal Pratap Singh	Deputy Secretary
		88.	Provash Ranjan Biswas	Director
		89.	Pankaj Gupta	Director
		90.	Mukesh Kumar Gupta	Director
		91.	Manish Kumar Jha	Deputy Secretary
		92.	Naval Kishor	Director
		93.	Ashima Jain	Deputy Secretary
		94.	Pawan Kumar	Deputy Secretary
20.	Ministry of Health and Family Welfare	95.	Ritesh Chauhan	PS to Minister
		96.	Sachin Mittal	Director
		97.	N. Yuvaraj	Deputy Secretary
		98.	Sanjay Roy	Director
		99.	Anil Ranga	Director
		100.	Vidhushi Chaturvedi	Director
		101.	Mukesh Kumar	PS to MOS
21.	Ministry of Home Affairs	102.	Ashwani Kumar	Director
		103.	Amrendra Kumar Sengar	OSD to Minister
		104.	Yogesh Mohan Dixit	Director
		105.	Sushil Pal	PS to MOS
		106.	Shreeshail Malge	Director
		107.	B.C.Joshi	Director
		108.	Deepak Kumar	Director
		109.	Ravinder Kumar	Director
		110.	Rakesh Kumar Pandey	Director
		111.	Shiv Narain	Director (NATGRID)
		112.	Sachin Shinde	PS to MOS
		113.	Sreekanth T	Director
		114.	Manish Kumar Garg	Director (NATGRID)
22.	Ministry of Housing & Urban Poverty Alleviation	115.	Nandita Gupta	Director
		116.	Gurjeet Singh Dhillon	Director
		117.	Raj Kumar Gautam	Director
		118.	Rahul Kapoor	Director
		119.	Suneet Mehta	Deputy Secretary
23.	Ministry of Human Resource Development	120.	Subrat Kumar Pradhan	Deputy Secretary
		121.	Ritu Aggarwal	Deputy Secretary
		122.	Rajnish Kumar	Director
24.	Ministry of Information & Broadcasting	123.	Jyoti Mehta	Director
25.	Ministry of Labour & Employment	124.	Manoj Kumar Gupta	Director
26.	Ministry of Law and Justice	125.	Jayachandran K.S.	Deputy Secretary
		126.	Giridhar Gopalkrishna Pai	Director
		127.	Anshuman Gaur	PS to Minister
27.	Ministry of Mines	128.	Veena Kumari Dermal	Director

28.	Ministry of Minority Affairs	129.	Nijamuddin	Director
		130.	Pramod Kumar Thakur	Director
29.	NITI Aayog	131.	Nidhi Sharma	PS to Vice Chairman
30.	Ministry of Power	132.	Sunil Gautam	Director
31.	Ministry of Parliamentary Affairs	133.	Shiva Nand	OSD to Minister
32.	Ministry of Petroleum & Natural Gas	134.	Vijay Sharma	Director
		135.	Satyajit Mohanty	OSD to Minister
33.	Ministry of Personnel, P.G. and Pension	136.	Kavitha Padmanabhan	Deputy Secretary
		137.	More Ashish Madhaorao	Deputy Secretary
		138.	Subramanya M S Rao	Director
		139.	Rajul Bhatt	Director
		140.	Khushboo Goel Chowdhary	Deputy Secretary
		141.	Sagarika Patnaik	Director
		142.	Ashwini Dattatraya Thakre	Deputy Secretary
		143.	Smita Sarangi	Deputy Secretary
		144.	Kailash Dan Ratnoo	Director
		145.	Raghuraj Madhav Rajendran	Deputy Director (Senior) (LBSNAA)
		146.	Vani Anand Singh	Regional Dir (SSC)
34.	Ministry of Railways	147.	Rajesh Raypa	Director (UPSC)
		148.	Jujavarapu Balaji	PS to MOS
		149.	Gedam Praveen Nilkan	PS to Minister
		150.	Saket Kumar	PS to MOS
35.	Ministry of Rural Development	151.	Rakesh Kumar Mishra	PS to MOS
		152.	Navneet Mohan Kothari	PS to Minister
		153.	Manik Chandra Pandit	Deputy Secretary
36.	Ministry of Shipping	154.	Virendra Sharma	Director
		155.	Shipra Sharma	Director
		156.	Dashrath Prasad	Director
37.	Ministry of Skill Development & Entrepreneurship	157.	Pandurang Kondiram Raut	Deputy Director General
		158.	Deepthi Srivastava	Director
38.	Ministry of Science & Technology	159.	Preethi Katiyar	Director
		160.	Manoj Kumar	Director
39.	Department of Space	161.	Praveen Karanth	Deputy Secretary
		162.	Nandini Prabhakar Anvekar	Director
40.	Ministry of Social Justice & Empowerment	163.	Vikash Prasad	Director
		164.	Neeraj Semwal	PS to Minister
		165.	Dhanpreet Kaur	PS to MOS
		166.	Deepak Mehra	Director
		167.	Tasneem Maajid Ganai	Director
41.	Ministry of Textiles	168.	Nidhi Mani Tripathi	PS to MOS

		169.	Sanchita Banerjee Rodrigues	OSD to Minister
		170.	Hemant Kumar Nanda	Director
		171.	Balram Kumar	Director
		172.	Santosh Kumar Singh	Additional Dev. Commissioner (Handlooms)
		173.	Kousik Chakraborty	Deputy Jute Commissioner
42.	Ministry of Tribal Affairs	174.	Manoj Kumar Sahoo	PS to Minister
		175.	Anil Kumar Adepally	Director
		176.	M. Dilip Kumar	PS to MOS
43.	Ministry of Youth Affairs & Sports	177.	Arun Kumar Yadav	Director
44.	Ministry of Power	178.	Vishal Pal Singh	Deputy Secretary
		179.	Sunil Gautam	Director
		180.	Manoj Kumar Singh	PS to MOS(IC)
45.	Ministry of Steel	181.	Anil Kumar	Deputy Secretary
		182.	Sameer Shukla	PS to Minister
		183.	Aman Sharma	Director
		184.	Girraj Prasad Meena	Deputy Secretary
46.	Ministry of Electronics & Information Technology	185.	Santhana Gopalan	Assistant DG (UIDAI)
		186.	Kumar Ravi Kant Singh	PS to MOS
		187.	Nishant Kumar Tiwary	Assistant DG (UIDAI)
47.	Ministry of Heavy Industries & Public Enterprises	188.	Mohd. Zakir Hussain	Director
		189.	Rama Kant Singh	Director
		190.	Ashok Maheshwari	CVO (Common Instrumentation)
48.	M/o Micro, Small & Medium Enterprises	191.	Raj Kumar Digvijay	PS to MOS(IC)
49.	M/o Statistics & Programme Implementation	192.	Ravi Gupta	Director
50.	Ministry of Women & Child Development	193.	Manoj Kumar Singh	Director
		194.	Ashok Kumar Yadev	Deputy Secretary
		195.	Sudhir Prasad	Director
		196.	Navendra Singh	Director

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