

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: 14th June, 2017

OFFICE-MEMORANDUM

Subject:- 3-days Orientation Programme (24th – 26th July, 2017) 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 24th – 26th July, 2017.

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 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 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 9.00 A.M. on 24th July, 2017. 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 is also being requested to send relevant information outlining the objects, course contents of the programme directly to the officers.

4. The officers may be advised to contact Dr. (Ms). Sunita H. Khurana, Director (Course Coordinator), ISTM and Ms. Geetha Menon, Assistant Director, ISTM on Telephone No. 26185308, 26185309 and 26165593 (email: geetha.menon@nic.in, coordunit-istm@gov.in) for further enquiries/information and assistance if any.



(Biswajit Banerjee)

Under Secretary to the Government of India

Tel: 011-2619 4167

E-mail: biswajitbanerjee.edu@nic.in

To

As per list attached

Copy to:

1. Dr. (Ms). Sunita H. Khurana, Director and Course Coordinator and Ms. Geetha Menon, Assistant Director, New Delhi for information. It is requested 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 website.

List of the participants nominated for 3-day Orientation Course scheduled from 24th – 26th July, 2017 in the Institute of Secretariat Training and Management (ISTM)

1.	Ministry of Agriculture & Farmers Welfare	1.	Shri Abhay Kumar Singh	PS to Minister,
		2.	Shri Shashi Bhushan	Director
2.	M/o AYUSH	3.	Shri T.V.Raghavan	Deputy Secretary, OSD to MOS(IC)
3.	Ministry of Chemicals & Fertilizers	4.	Shri Jitendra Trivedi	Director
		5.	Shri Atul Kumar Chaudhary	Director
4.	Ministry of Commerce & Industry	6.	Ms. Palka Sahni	Deputy Secretary
		7.	Ms. Surabhi Sharma	Deputy Secretary,
		8.	Shri Ajay Yadav	Deputy Secretary
		9.	Shri Sushil Kamalakar Satpute	Director
		10.	Shri Venkata Hari Krishna Pellakuri	Director
		11.	Shri Vijay Nanalal Kothari	Director
5.	Ministry of Communications & Info Tech	12.	Shri Swapnil Anand Walinjar	Director Equivalent Asst Director General
		13.	Shri Rahul Gosain	Director
		14.	Shri Sunila Agrawal	Assistant D.G.
		15.	Shri Vivek Kumar Daksh	Director, Asstt D G
6.	Ministry of Consumer Affairs, Food & Public Distribution	16.	Shri Ram Chandra Meena	OSD to Minister
		17.	Shri Dinesh Kumar Gupta	Director
		18.	Shri Phool Chand Meena	Deputy Secretary PS to MOS
		19.	Shri Dharmesh Makwana	Director
		20.	Shri Omprakash	Deputy Secretary Equivalent G M
7.	M/o Civil Aviation	21.	Shri Akhiesh Tilotia	Director , OSD to MOS
8.	Ministry of Culture	22.	Ms. Riddhi Mishra	Deputy Secretary
9.	Cabinet Sectt.	23.	Shri Ajit Kumar	Deputy Secretary
		24.	Shri Ramachandra Mishra	Director
		25.	Shri Alok Tiwari	Deputy Secretary
		26.	Shri Jitendra Kumar Joshi	Director

		27.	Shri Krishna Kant Singh	Director
		28.	Shri Amitesh Kumar Sinha	Director
10.	Ministry of Defence	29.	Shri Vinod Pal	Director
		30.	Shri Shiv Ratan Agrawal	Director
11.	Ministry of Drinking Water and Sanitation	31.	Shri Ashit Bhushan	OSD to MOS
		32.	Shri G. Dev Tripathi	PS to Minister
		33.	Shri Hanif Qureshi	Director
		34.	Shri Mahesh Thakur	Deputy Secretary
12.	Ministry of Environment, Forest & Climate Change	35.	Dr. Anjan Kumar Mohanty	D I G (Forest)
13.	Election Commission of India	36.	Shri Nikhil Kumar	Deputy Secretary
		37.	Shri Mukesh Meena	Director
14.	M/o Earth Sciences	38.	Shri Manoj Gupta	Director
15.	Ministry of Finance	39.	Shri Anshul Mishra	PS to MOS,
		40.	Shri Saurabh Shukla	Deputy Secretary
		41.	Shri H. Atheli	Deputy Secretary
		42.	Shri Anshuman Sharma	Deputy Secretary
		43.	Shri Siddharth	OSD to MOS
		44.	Shri Upendra Joshi	OSD to Minister
		45.	Ms. Mandeep Kaur	Deputy Secretary
		46.	Shri Ashok Kumar Singh	Director
		47.	Shri Vyasan R	Deputy Secretary
		48.	Shri Harish Kumar Vashisth	Dy Secretary
		49.	Shri Vinish Chaudhary	Director
		50.	Shri Lokesh Kumar Sharma	Director
		51.	Ms. Mudita Mishra	Director
		52.	Shri Rishikesh Singh	Director
		53.	Ms. Anindita Sinharay	Director
		54.	Shri Sidhil Sasi	Director
		55.	Shri Arvind Saran	Deputy Secretary
16.	Ministry of Food Processing Industries	56.	Shri Ajay Negi	Director
		57.	Shri Jitendra Kumar	Director
17.	Ministry of Health and Family Welfare	58.	Shri P.K. Thakur	OSD to Minister
		59.	Shri Ritesh Chauhan	Deputy Secretary PS to Minister
18.	Ministry of Home Affairs	60.	Shri Shurbir Singh	OSD to MOS
		61.	Shri Babu Lal Meena	Deputy secretary

		62.	Shri Arvind Khare	Director
		63.	Shri Satinder Kumar Bhalla	Director
		64.	Shri Venkata Dharma Reddy Alla	Director
		65.	Shri Pushkar Sahay	Director Equivalent Jt Adviser
		66.	Shri Sandeep Arya	Director
		67.	Shri Yogesh Mohan Dixit	Director
		68.	Shri Pramod Kumar	Director
		69.	Shri Santosh Sharma	Director
		70.	Shri Aswani Kumar Yadav	Deputy Secretary OSD to MOS
19.	Ministry of Housing & Urban Poverty Alleviation	71.	Shri Ram Sajiwan Singh	Director
		72.	Shri Saurabh Gaur	Director
		73.	Shri Satinder Pal Singh	Director
20.	Ministry of Human Resources Development	74.	Shri Ashok Maheshwari	Director
		75.	Ms. Rashi Sharma	Deputy Secretary
		76.	Shri Sanjay Kumar Sinha	Director
		77.	Shri Girish Chandrashekhar	Director
		78.	Shri Dps Rajesh	OSD to MOS
		79.	Ms. Nigar Fatima Husain	Director
		80.	Shri Vijaya Bhaskar Gurala	Director
		81.	Ms. Nazli Jafri Shayin	Director
21.	Ministry of Information and Broadcasting	82.	Shri Dhiraj Singh	OSD to Minister
		83.	Shri Sanjay Kumar Pandey	OSD to Minister
		84.	Dr. N Yuvaraj	Deputy Secretary PS to Minister
		85.	Shri Pawan Kumar Sain	PS to MoS
		86.	Shri Pankaj Kumar Salodia	Director
		87.	Shri Girish Chandra Aron	Director
22.	Ministry of Law and Justice	88.	Smt. Meenu Choudhary	Director
		89.	Shri Muralidhar Pandey	Director

23.	M/o Labour & Employment	90.	Shri Rahul Kashyap	Director OSD to MOS(IC)
24.	Ministry of Micro, Small & Medium Enterprises	91.	Shri Sudhanshu Kumar	PS to MOS
		92.	Shri Sh Jaipal Singh	Director PS to MOS
25.	Ministry of Mines	93.	Shri Rakesh Kumar Meena	Deputy Secretary
26.	Ministry of Minority Affairs	94.	Shri Devendra Yadav	Director
		95.	Shri P.J. Antony	PS to Minister
		96.	Shri Pramod Kumar Thakur	Director
27.	NITI Aayog	97.	Ms. Sukhgeet Kaur	Director
28.	President's Sectt	98.	Shri Ashok Kumar Mehta	PS to President of India
		99.	Shri Niranjana Kumar Sudhansu	Director
29.	Vice President's SEctt.	100.	Shri Anshuman Gaur	OSD to Minister
30.	PMO	101.	Dr. Basant Swarup	Director
		102.	Shri S.R. Bhavsar	Deputy Secretary OSD
31.	Ministry of Panchayati Raj	103.	Shri Bhuvnesh Kulshrestha	PS to MOS
32.	Ministry of Petroleum & Natural Gas	104.	Shri Mahesh K M	Deputy Secretary
		105.	Shri Praphullachandra Sharma	Deputy Secretary
33.	Ministry of Parliamentary Affairs	106.	Shri Jagmohan Sundriyal	PS to Minister
		107.	Shri Saurabh Gaur	PS to Minister
		108.	Shri Shiva Nand	Deputy Secretary OSD to Minister
34.	Ministry of Personnel, P.G. and Pension	109.	Ms. Kavitha Padmanabhan	Deputy Secretary,
		110.	Dr. Dinesh Mahur	C V O
		111.	Shri More Ashish Madhaorao	Deputy Secretary
		112.	Shri Sudhir Kumar	Director,
		113.	Ms. Jyoti Trivedi	Director,
		114.	Shri Subramanya M S Rao	Director,
		115.	Shri Harihar Prasad Mehra	Director,
		116.	Shri Rahul Kumar Sachan	Director
		117.	Shri Ramawatar Meena	Director
		118.	Shri Mohan Lal Hirwal	Director Equivalent Regional Dir

		119.	Shri Bharat Singh Laspal	Director
		120.	Ms. Ruchika Gupta	Director Equivalent Joint Secretary
		121.	Shri Ashok Kumar Mahtha	Director
35.	Ministry of Power	122.	Shri Gyanesh Bharti	Director
36.	Ministry of Road Transport & Highways	123.	Shri Senthil Pandian C	PS to MOS
		124.	Shri Sudhir Ravindra Deulgaonkar	OSD to Minister
		125.	Dr. Piyush Jain	Director
37.	Ministry of Railways	126.	Shri Jujavarapu Balaji	PS to MOS
		127.	Shri Hanish Yadav	OSD to Minister
38.	Ministry of Rural Development	128.	Shri Yashpal	PS to Minister
		129.	Ms. Gargi Sharma Goel	PS to MOS
		130.	Shri Vijay Parkash	Director
		131.	Shri Raghvendra Pratap Singh	Director
39.	Ministry of Shipping	132.	Shri Devendra Kumar Rai	Director
		133.	Shri Arun Narendranath N	OSD to Minister
		134.	Shri Rajgopal Sharma	OSD to Minister,
40.	Ministry of Skill Development & Entrepreneurship	135.	Shri Kundan Kumar	PS to MOS(IC)
41.	Ministry of Science & Technology	136.	Ms. Preeti Katiyar	Director D/o Bio-Technology
		137.	Shri K Balaji Majumdar	PS to MOS
		138.	Shri Pramod Kumar Panda	Director
42.	Department of Space	139.	Shri Shankar Manoharan	Director,
43.	Ministry of Steel	140.	Shri Neeraj Agrawal	Deputy Secretary
		141.	Shri Manvendra Goyal	Director
44.	Ministry of Social Justice & Empowerment	142.	Shri Khagesh Garg	Director
		143.	Shri Vikash Prasad	Director
		144.	Shri Deepak Mehra Director	Director
45.	Ministry of Textile	145.	Shri Neerav Kumar Mallick	Director
		146.	Shri Subhashish Banerjee	Deputy Secretary Addl Dev Commr

		147.	Shri Sanchita Banerjee Rodrigues	Director OSD to Minister
46.	Ministry of Tribal Affairs	148.	Shri Rajbir Singh Panwar	PS to MOS
		149.	Shri Manoj Kumar Sahoo	Deputy Secretary PS to Minister
47.	M/o Tourism	150.	Ms. Aashima Mehrotra	Director
48.	M/o Youth Affairs & Sports	151.	Shri Yogesh Kumar	Director
		152.	Ms. Niharika Rai	Deputy Secretary PS to MOS(IC)
49.	M/o Water Resources, River Development & Ganga Rejuvenation	153.	Shri Ashish Kumar	Director
		154.	Shri Girraj Goyal	Director
50.	M/o Women & Child Development	155.	Shri Manoj Kumar Singh	Director

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