

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, 4<sup>th</sup> Floor,  
New Mehrauli Road, New Delhi-110067  
Dated: 10<sup>th</sup> March, 2015

Office-Memorandum

Subject:- 3-days Orientation Programme (23<sup>th</sup> -25<sup>st</sup> March, 2015) 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 23<sup>th</sup> -25<sup>st</sup> March, 2015.

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 from 9<sup>th</sup> November, 2013 to 17<sup>th</sup> December, 2014 and did not attend the programme 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 23<sup>rd</sup> March, 2015. 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 Smt. Geetha Nair, Joint Director and Course Coordinator, ISTM, New Delhi on Telephone No. 26108946 (email: nairgeetha63@hotmail.com) for further enquiries/information and assistance, if any.

Encl:- As above



(Sanjeev Kumar Jindal)  
Director (Training)

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To

As per list attached

Copy to:

1. Smt. Geetha Nair, Joint Director and Course Coordinator ISTM, 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 attached to O.M. No. T-17025/5/2014-Trg(ISTM Section) dated		
Sl. No.	Name of the Ministry or Department	Name(s) of officers (Shri/Smt/Km.) to be nominated for undergoing the Orientation Programme
1	Director (Admn.) Department of Food and Public Distribution Krishi Bhawan New Delhi	1. Kumar Rahul, GM, Posted in Chandigarh
2	Director (Admn.) Ministry of Commerce and Industry Department of Commerce Udyog Bhawan, New Delhi	1. M. Imkongla Jamir, Deputy Secretary 2. Ashish Chetterjee, Private Secretary 3. Amit Singla, Deputy Secretary 4. Himani Sharad, Deputy Secretary
3	Director (Admn.) Ministry of Finance Department of Economic Affairs North Block, New Delhi	1. Manish Singh, Director
4	Director (Admn.) Ministry of Finance Department of Expenditure North Block, New Delhi	1. Ghanraj Singh, Director
5	Director (Admn.) Ministry of Road Transport and Highways Transport Bhawan, Parliament Street, New Delhi	1. Debjani Chakrabarti, Deputy Secretary 2. Sanjay Shorey, Private Secretary
6	Director (Admn.) Ministry of Petroleum and Natural Gas Shastri Bhawan New Delhi	1. Subhashish Panda, Director
7	Director (Admn.) Ministry of Railways Rail Bhawan New Delhi	1. V. Ponnuraj, Private Secretary 2. Nitishwar Kumar, Private Secretary
8	Director (Admn.) Ministry of External Affairs South Block New Delhi	1. Dilip Kumar, Private Secretary
9	Director (Admn.) Prime Minister's Office South Block, New Delhi	1. Brajendra Navnit, Director 2. S Selvakumar, Director
10	Director (Admn.) Ministry of Parliamentary Affairs Parliament House, Sansad Marg New Delhi	1. B V R Chandra Purushottam, Private Secretary
11	Director (Admn.) Ministry of Commerce and Industry Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi	1. Ravinder, Director

12	Director (Admn.) Ministry of Water Resources Shram Shakti Bhawan, Rafi Marg New Delhi	1. Sameer Varma, Private Secretary
13	Director (Admn.) Ministry of Home Affairs North Block, New Delhi.	1. Vikas Anand, Private Secretary
14	Director (Admn.) Ministry of Health and Family Welfare Nirman Bhawan New Delhi	1. Amandeep Garg, Private Secretary
15	Director (Admn.) Ministry of Housing and Urban Poverty Alleviation, Nirman Bhawan, Maulana Azad Road, New Delhi	1. Manoj Kumar Tripathi, Private Secretary
16	Director (Admn.) Ministry of Micro Small and Medium Enterprises Udyog Bhawan, Rafi Marg, New Delhi	1. Samuel S R, Jt. Dev Commr 2. Sanjay Bisariya, Jt. Dev Commr
17	Director (Admn.) Ministry of Textiles, Nirman Bhawan, Maulana Azad Road, New Delhi	1. Ram Singh, Director 2. Sushil Raosaheb Gaikwad, Director
18	Director (Admn.) Cabinet Secretariat Rashtrapati Bhawan, New Delhi	1. Syed Ali Murtaza Rizvi, Director
19	Director (Admn.) Ministry of Shipping, Transport Bhawan, New Delhi	1. Abhinav Gupta, Deputy Secretary
20	Director (Admn.) Ministry of Coal, Shastri Bhawan, New Delhi	1. Jasmeet Singh Bindra, Director
21	Director (Admn.) Ministry of Labour and Employment Shram Shakti Bhawan, Rafi Marg New Delhi	1. Suresh Singh, Director
22	Director (Admn.) Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training North Block, New Delhi	1. N Gulzar, Director 2. Saravanan M, Private Secretary
23	Director (Admn.) Ministry of Urban Development Nirman Bhawan, New Delhi	1. S Suresh Kumar, Private Secretary

24	Director (Admn.) Ministry of Consumer Affairs, Food and Public Distribution, Krishi Bhawan New Delhi	1. Sanjeev Hans, Private Secretary
25	Director (Admn.) Ministry of Law and Justice Department of Legal Affairs Shastri Bhawan, New Delhi	1. Bandana Preyashi, Private Secretary
26	Director (Admn.) Ministry of Finance Department of Financial Service Jeevan Deep Building, 10 parliament Street New Delhi	1. Ashok Kumar Singh, Director
27	Director (Admn.) Ministry of Social Justice and Empowerment Shastri Bhawan New Delhi	1. E Ramesh Kumar, Private Secretary
28	Director (Admn.) Ministry of Human Resource Development Department of Higher Education Shastri Bhawan New Delhi	1. Abhijit Sinha, Private Secretary
29	Director (Admn.) Ministry of Tribal Affairs Shastri Bhawan New Delhi	1. Suresh Kumar Vashist, Private Secretary
30	Director (Admn.) Ministry of Home Affairs, North Block New Delhi	1. Nitesh Kumar Jha, Private Secretary
31	Director (Admn.) Ministry of Health and Family Welfare, Department of Ayush Ayush Bhawan, B-Block, GPO Complex, INA, New Delhi	1. Navdeep Rinwa, Private Secretary
32	Director (Admn.) Ministry of Civil Aviation B-Block, Rajiv Gandhi Bhawan, New Delhi	1. Ravikumar N G, Private Secretary
33	Director (Admn.) Ministry of Drinking Water & Sanitation 8 <sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003	1. Rajesh Kumar, Director

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