

No-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, 3th Floor,
New Mehrauli Road, New Delhi-110067

Dated: 8 February, 2019

OFFICE-MEMORANDUM

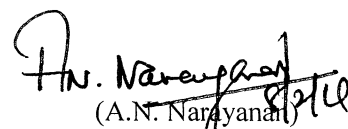
Subject:- 3-days Orientation Programme to be held from 18th – 20th March, 2019 for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme at the Institute of Secretariat Training and Management (ISTM), New Delhi – regarding

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 18th – 20th March, 2019.

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 18th March, 2019. 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. Participants are requested to fill in the online nomination form available in the link: https://www.istm.gov.in/home/online_nomination_form by 8th March 2019. The Course Code is OCD-16. Difficulty, if any, in locating and/or filling the form may be brought to the Notice of the Course Director Shri Brahmareddy Desireddy, Deputy Director, ISTM (E-mail: dbreddy-tfc@nic.in Tel. No. 011-26185314, Mobile- 91-9910581367).


(A.N. Narayanan)

Deputy Secretary

Tel: 011-26107960

E-mail: an.narayanan@nic.in

To

As per list attached

Copy to:

1. Shri Brahmareddy Desireddy, Deputy Director (Course Directors of the programme), 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 of the participants nominated for 3-day Orientation Course scheduled from 18th -20th March, 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. | Vice President's Sectt. | 2. | D Prasanth Kumar Reddy | PS to Vice President |
| 3. | PMO | 3. | Vijay Kumar Mantri | Deputy Secretary |
| | | 4. | Siddhartha Nath | Director |
| | | 5. | S.R. Bhavsar | OSD |
| | | 6. | Yadav Manharsinh Laxmanbhai | Deputy Secretary |
| 4. | Central Vigilance Commission | 7. | Rajesh Kanungo | Director |
| 5. | Cabinet Secretariat | 8. | Alok Tiwari | Deputy Secretary |
| | | 9. | Amitesh Kumar Sinha | Director |
| | | 10. | Tina Soni | Deputy Secretary |
| 6. | Ministry of Agriculture & Farmers Welfare | 11. | Arun Kumar | Director |
| | | 12. | Rajesh Malik | Director |
| | | 13. | Rajan Agrawal | Director |
| | | 14. | Shashi Bhushan | Director |
| | | 15. | Krishna Kishore Govindarajula | Director |
| | | 16. | Rajnish Dev Burman | PS to MOS |
| | | 17. | Kalu Ram Meena | Director |
| | | 18. | Sarbeswar Majhi | Deputy Secretary |
| 7. | D/o Atomic Energy | 19. | Ashish Kumar | OSD to MOS |
| | | 20. | Mythili K Rajendran | Internal F A |
| | | 21. | Prashant Kumar Jha | OSD to MOS |
| 8. | M/o AYUSH | 22. | Shashi Ranjan Kumar Vidyarthi | Director |
| | | 23. | T.V.Raghavan | Deputy Secretary, OSD to MOS(IC) |
| | | 24. | Swapnil M. Naik | PS to MOS(IC) |
| 9. | Ministry of Chemicals & Fertilizers | 25. | Narayan Gambhir | OSD to Minister |
| | | 26. | Niranjan Lal | Director |
| | | 27. | Pankaj Gupta | Director |
| | | 28. | Sanjay Krishna Navhale | Deputy Secretary |
| 10. | M/o Coal | 29. | P S Lingeswara Swami | Deputy Secretary |
| 11. | Ministry of Commerce & Industry | 30. | Bhaskar Choradia | Director (DGS&D) |
| | | 31. | Surabhi Sharma | Deputy Secretary |
| | | 32. | Sanjay | Director |

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| | | 33. | Pingale Vijay Maruti | PS to Minister |
| | | 34. | Rajeev Kandpal | Director |
| | | 35. | Uday Singh Mina | Director (D/o IPP) |
| | | 36. | Surendra Kumar Ahirwar | Director |
| | | 37. | Senthil Nathan S. | Deputy Secretary |
| | | 38. | Shruti Singh | Director |
| | | 39. | Dinesh Singh | Deputy Secretary |
| | | 40. | Sangeeta Saxena | Director |
| | | 41. | Sampa Saha | Director |
| | | 42. | Anurag Sehgal | Deputy Secretary |
| 12. | Ministry of Communications & Info Tech | 43. | Tarun Verma | OSD to MOS(IC) |
| 13. | Ministry of Consumer Affairs, Food & Public Distribution | 44. | Hema Jaiswal | Director |
| | | 45. | Phool Chand Meena | PS to MOS |
| | | 46. | Dharmesh Makwana | Director |
| | | 47. | Ajay Yadav | OSD to Minister |
| | | 48. | Alok Kumar Verma | Director |
| 14. | Ministry of Civil Aviation | 49. | Ankur Garg | PS to Minister |
| | | 50. | Akhilesh Tilotia | OSD to MOS |
| | | 51. | Pranjol Chandra | Director |
| | | 52. | Rohit Yadav | PS to Minister |
| 15. | Ministry of Corporate Affairs | 53. | Vivek Kumar | Deputy Secretary |
| | | 54. | Abhijit Phukon | Director |
| 16. | Ministry of Culture | 55. | Mukesh Kumar Jha | Deputy Secretary |
| | | 56. | Ritu Sharma | Director (National Gallery of Modern Arts) |
| | | 57. | Anita Rupavataram | Director (National Gallery of Modern Arts) |
| | | 58. | Nazneen Banu | Director (National Gallery of Modern Arts) |
| | | 59. | Manoj Kumar Tripathi | Director |
| 17. | Ministry of Defence | 60. | Harish Kumar | Director |
| | | 61. | Prachish Khanna | Director |
| | | 62. | Vipul Bansal | PS to Minister |
| | | 63. | Satish Singh | Director |
| | | 64. | C. Sudharsan Reddy | Director |
| | | 65. | Virender Kumar Adhana | Director |
| | | 66. | Kedar Prasad Burande | Director |
| | | 67. | Tripuresh Dhar Diwivedi | Director |
| | | 68. | Ambarish Barman | Deputy Secretary |
| | | 69. | Trilok Chand Gupta | Director |
| | | 70. | Nitika Gupta | Director |
| | | 71. | Pankaj Pandey | Director |
| 72. | Susheel Khajuria | Deputy Secretary | | |

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| 18. | Ministry of Drinking Water and Sanitation | 73. | Mahesh Thakur | Deputy Secretary |
| | | 74. | Yugal Kishore Joshi | Director |
| | | 75. | Sonali Ghosh | Director |
| | | 76. | Renjitha Maniyil Haridasan | Deputy Secretary |
| | | 77. | Kapil Chaudhary | Director |
| | | 78. | Ajay Kumar | Director |
| 19. | Ministry of Environment, Forest & Climate Change | 79. | Anuradha Singh | Director |
| | | 80. | Arvind Kumar Nautiyal | Director |
| | | 81. | Poonam Singh | Director |
| | | 82. | Kushal Vashist | Director |
| | | 83. | Manoj Kumar Gangeya | Director |
| | | 84. | Rakesh Kumar | Director |
| | | 85. | Satyendra Kumar | Deputy Secretary |
| 20. | Election Commission of India | 86. | Nikhil Kumar | Director |
| | | 87. | Mukesh Meena | Director |
| 21. | Ministry of Finance | 88. | Anwar Hussain Shaik | Director |
| | | 89. | Anshuman Sharma | Deputy Secretary |
| | | 90. | Anjana Vashishtha | Deputy Secretary |
| | | 91. | Harsha Dass | Director |
| | | 92. | Sanjay Kumar | Director |
| | | 93. | Rahul Kapoor | Director |
| | | 94. | Manmohan Sachdeva | Director |
| | | 95. | Lalit Wadhwa | Deputy Secretary |
| | | 96. | Gandhi Kumar Natrajan | Deputy Secretary |
| | | 97. | Lalit Wadhwa | Deputy Secretary |
| | | 98. | Vyasan R | Deputy Secretary |
| | | 99. | Harsha Dass | Director |
| | | 100. | Anindita Sinharay | Director |
| | | 101. | Sanjay Kumar | Director |
| | | 102. | Bhartendu Kumar Singh | Director |
| | | 103. | Sibi Chakkravarthy M | PS to MOS |
| | | 104. | Paras Mal Sankhla | OSD to Minister |
| | | 105. | Suresh Pentakota | Director |
| | | 106. | Vishal Pratap Singh | Deputy Secretary |
| | | 107. | Provash Ranjan Biswas | Director |
| 108. | Pankaj Gupta | Director | | |
| 109. | Mukesh Kumar Gupta | Director | | |
| 110. | Manish Kumar Jha | Deputy Secretary | | |
| 111. | Naval Kishor | Director | | |
| 112. | Pawan Kumar | Deputy Secretary | | |
| 22. | Ministry of Food Processing Industries | 113. | Jitendra Kumar | Director |
| | | 114. | Ashima Jain | PS to MOS |
| 23. | Ministry of Health and Family Welfare | 115. | Ritesh Chauhan | PS to Minister |
| | | 116. | Sachin Mittal | Director |
| | | 117. | N. Yuvaraj | Deputy Secretary |

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| | | 118. | Sanjay Roy | Director |
| | | 119. | Anil Ranga | Director |
| | | 120. | Vidhushi Chaturvedi | Director |
| | | 121. | Mukesh Kumar | PS to MOS |
| 24. | Ministry of Home Affairs | 122. | Ashwani Kumar | Director |
| | | 123. | Amrendra Kumar Sengar | OSD to Minister |
| | | 124. | Ram Krishna Swarnkar | Director |
| | | 125. | Yogesh Mohan Dixit | Director |
| | | 126. | Sushil Pal | PS to MOS |
| | | 127. | Shreeshail Malge | Director |
| | | 128. | B.C.Joshi | Director |
| | | 129. | Deepak Kumar | Director |
| | | 130. | Ravinder Kumar | Director |
| | | 131. | Rakesh Kumar Pandey | Director |
| | | 132. | Shiv Narain | Director (NATGRID) |
| | | 133. | Sachin Shinde | PS to MOS |
| | | 134. | Sreekanth T | Director |
| | | 135. | Manish Kumar Garg | Director (NATGRID) |
| 25. | Ministry of Housing & Urban Poverty Alleviation | 136. | Nandita Gupta | Director |
| | | 137. | Gurjeet Singh Dhillon | Director |
| | | 138. | Raj Kumar Gautam | Director |
| | | 139. | Rahul Kapoor | Director |
| | | 140. | Suneet Mehta | Deputy Secretary |
| | | 141. | Binay Kumar Jha | Director |
| 26. | Ministry of Human Resources Development | 142. | Ashok Maheshwari | Director |
| | | 143. | Girish Chandrashekhar | Director |
| | | 144. | Vijaya Bhaskar Gurala | Director |
| | | 145. | Smita Srivastava | Director |
| | | 146. | Subrat Kumar Pradhan | Deputy Secretary |
| | | 147. | Honnareddy N. | Joint Commissioner (NVS) |
| | | 148. | Ritu Aggarwal | Deputy Secretary |
| | | 149. | N. Ashok Kumar | OSD to MOS |
| | | 150. | Renuka Mishra | Director |
| | | 151. | Rajnish Kumar | Director |
| | | 152. | Suhasini Gotmare | Director |
| 27. | Ministry of Information and Broadcasting | 153. | Pankaj Kumar Salodia | Director |
| | | 154. | Jyoti Mehta | Director |
| 28. | Ministry of Labour & Employment | 155. | Manoj Kumar Gupta | Director |
| 29. | Ministry of Law and Justice | 156. | Jayachandran K.S. | Deputy Secretary |
| | | 157. | Giridhar Gopalkrishna Pai | Director |
| | | 158. | Shailesh Shrivastava | Director |
| | | 159. | Anshuman Gaur | PS to Minister |

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| 30. | Ministry of Mines | 160. | Veena Kumari Dermal | Director |
| 31. | Ministry of Minority Affairs | 161. | Nijamuddin | Director |
| | | 162. | Pramod Kumar Thakur | Director |
| 32. | NITI Aayog | 163. | Sukhgeet Kaur | Director |
| | | 164. | Rajesh S. | Director |
| | | 165. | Nidhi Sharma | PS to Vice Chairman |
| 33. | Ministry of Power | 166. | Sunil Gautam | Director |
| 34. | Ministry of Parliamentary Affairs | 167. | Shiva Nand | OSD to Minister |
| 35. | Ministry of Petroleum & Natural Gas | 168. | Vijay Sharma | Director |
| | | 169. | Satyajit Mohanty | OSD to Minister |
| 36. | Ministry of Personnel, P.G. and Pension | 170. | Kavitha Padmanabhan | Deputy Secretary |
| | | 171. | More Ashish Madhaorao | Deputy Secretary |
| | | 172. | Subramanya M S Rao | Director |
| | | 173. | Rajul Bhatt | Director |
| | | 174. | Khushboo Goel Chowdhary | Deputy Secretary |
| | | 175. | Sagarika Patnaik | Director |
| | | 176. | Ashwini Dattatraya Thakre | Deputy Secretary |
| | | 177. | Smita Sarangi | Deputy Secretary |
| | | 178. | Kailash Dan Ratnoo | Director |
| | | 179. | Raghuraj Madhav Rajendran | Deputy Director (Senior) (LBSNAA) |
| | | 180. | Vani Anand Singh | Regional Dir (SSC) |
| 37. | Ministry of Railways | 181. | Rajesh Raypa | Director (UPSC) |
| | | 182. | Jujjavarapu Balaji | PS to MOS |
| | | 183. | Gedam Praveen Nilkan | PS to Minister |
| | | 184. | Saket Kumar | PS to MOS |
| 38. | Ministry of Rural Development | 185. | Rakesh Kumar Mishra | PS to MOS |
| | | 186. | Navneet Mohan Kothari | PS to Minister |
| | | 187. | Manik Chandra Pandit | Deputy Secretary |
| 39. | Ministry of Shipping | 188. | Virendra Sharma | Director |
| | | 189. | Shipra Sharma | Director |
| | | 190. | Dashrath Prasad | Director |
| 40. | Ministry of Skill Development & Entrepreneurship | 191. | Pandurang Kondiram Raut | Deputy Director General |
| | | 192. | Deepti Srivastava | Director |
| 41. | Ministry of Science & Technology | 193. | Preeti Katiyar | Director |
| | | 194. | Manoj Kumar | Director |
| | | 195. | Banumathi G | Deputy Secretary (D/o Bio-Technology) |

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| 42. | Department of Space | 196. | Praveen Karanth | Deputy Secretary |
| | | 197. | Nandini Prabhakar Anvekar | Director |
| 43. | Ministry of Social Justice & Empowerment | 198. | Vikash Prasad | Director |
| | | 199. | Neeraj Semwal | PS to Minister |
| | | 200. | Dhanpreet Kaur | PS to MOS |
| | | 201. | Deepak Mehra | Director |
| | | 202. | Tasneem Maajid Ganai | Director |
| | | 203. | Bharat Lal Meena | Director |
| 44. | Ministry of Textiles | 204. | Nidhi Mani Tripathi | PS to MOS |
| | | 205. | Sanchita Banerjee Rodrigues | OSD to Minister |
| | | 206. | Hemant Kumar Nanda | Director |
| | | 207. | Balram Kumar | Director |
| | | 208. | Santosh Kumar Singh | Additional Dev. Commissioner (Handlooms) |
| | | 209. | Kousik Chakraborty | Deputy Jute Commissioner |
| 45. | Ministry of Tribal Affairs | 210. | Manoj Kumar Sahoo | PS to Minister |
| | | 211. | Rajender Kumar | Director |
| | | 212. | Anil Kumar Adepally | Director |
| | | 213. | M. Dilip Kumar | PS to MOS |
| 46. | Ministry of Youth Affairs & Sports | 214. | Arun Kumar Yadav | Director |
| 47. | Ministry of Road Transport & Highways | 215. | Sanket S. Bhondve | Deputy Secretary |
| 48. | Regional Director, Mumbai, Staff Selection Commission | 216. | Vani Anand Singh | Director |
| 49. | Ministry of Power | 217. | Vishal Pal Singh | Deputy Secretary |
| | | 218. | Manoj Kumar Singh | PS to MOS(IC) |
| 50. | Ministry of Steel | 219. | Anil Kumar | Deputy Secretary |
| | | 220. | Sameer Shukla | PS to Minister |
| | | 221. | Aman Sharma | Director |
| | | 222. | Girraj Prasad Meena | Deputy Secretary |
| 51. | Ministry of Electronics & Information Technology | 223. | Santhana Gopalan | Assistant DG (UIDAI) |
| | | 224. | Roop Kishor | Director |
| | | 225. | Kumar Ravi Kant Singh | PS to MOS |
| | | 226. | Nishant Kumar Tiwary | Assistant DG (UIDAI) |

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|-----|---|------|---------------------|------------------|
| 52. | Ministry of Heavy Industries & Public Enterprises | 227. | Mohd. Zakir Hussain | Director |
| | | 228. | Rama Kant Singh | Director |
| | | 229. | Lokesh Bajpai | Director |
| 53. | M/o Micro, Small & Medium Enterprises | 230. | Raj Kumar Digvijay | PS to MOS(IC) |
| 54. | M/o New & Renewable Energy | 231. | Prasanth N | Deputy Secretary |
| 55. | M/o Statistics & Programme Implementation | 232. | Ravi Gupta | Director |
| 56. | Ministry of Women & Child Development | 233. | Manoj Kumar Singh | Director |
| | | 234. | Ashok Kumar Yadav | Deputy Secretary |
| | | 235. | Sudhir Prasad | Director |
| | | 236. | Navendra Singh | Director |

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