

12016/1/201Trg (TNP)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel and Training
Training Division

Old JNU Campus, Block IV, 4th Floor,
New Mehrauli Road, New Delhi-110067

30th June, 2014

3rd July,

Office-Memorandum

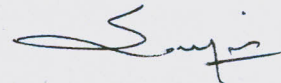
Subject:- 3-days Orientation Programme (23⁻²⁵ July, 2014) for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme to be conducted at the institute of Secretariat Training and Management (ISTM), New Delhi.

The undersigned is directed to say that 3-days Orientation Programme for Directors and 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 23-25 July, 2014.

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 during 9th November, 2013 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, 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'. 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 9.30 A.M. on 23rd July, 2014. 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 Shri Satyajit Mishra, Joint Director and Course Director, ISTM, New Delhi on Telephone No. 26161375 for further enquiries/information and assistance if any.



(Sanjeev Kumar Jindal)
Director (Training)
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To

As per list attached

Copy to:-

1. Shri Satyajit Mishra, Joint Director and Course Director 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 the request to upload the circular on website.

31/7
ISSUED

o/c

List attached to OM no. 12016/01/2010-Trg(TNP)-ISTM dated 30/06/2014

03/07/2014

S.No.	Name of Ministry of Department	Name(s) of officers (Shri/Mrs./Ms) to be nominated for undergoing the Orientation Programme
1.	Director (Admn.), Department of Agriculture & Cooperation Krishi Bhawan New Delhi-110001	1. Shri Santosh Kumar Mall, Pvt. Secretary 2. Shri Kumar Rahul, G.M, posted in Chandigarh
2.	Director, (Admn) Ministry of Commerce and Industry, Department of Commerce, New Delhi	Shri M. Imkongla Jamir, Deputy Secretary
3.	Director, (Admn), Ministry of Finance, Department of Economic Affairs, New Delhi M/o Finance, Department of Expenditure	1. Shri Manish Singh, Director 2. Shri Brijesh Panday Deputy Secretary 3. Shri Ghanraj Singh, Director
4.	Director (Admn) M/o Road Transport and Highways, Transport Bhawan, Parliament Street, New Delhi	1. Shri Debjani Chakrabarti, Deputy Secretary 2. Sanjay Shorey, Pvt. Secretary
5.	Director (Admn) Ministry of Petroleum & Natural Gas Shastri Bhawan, New Delhi	Shri Subhashish Panda, Director
6.	Director (Admn) Ministry of Railways Rail Bhawan New Delhi-110001	1. Shri V. Ponnuraj, Pvt. Secretary 2. Shri Nitishwar Kumar, Pvt. Secretary
7.	Director (Admn) Ministry of External Affairs, South Block New Delhi	Shri Dilip Kumar, Pvt. Secretary
8.	Director (Admn) Prime Minister Office, South Block, New Delhi	Shri Brajendra Navnig, Director
9.	Director (Admn) Ministry of Commerce & Industry, Udyog Bhawan, New Delhi	Shri Ashish Chatterjee, Pvt. Secretary
10.	Director (Admn) Ministry of Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi	Shri B V R Chandra Purushottam, Pvt. Secretary
11.	Director (Admn) Ministry of Industry, Deptt. of Industrial Policy and Promotion, New Delhi	Shri Ravinder, Director
12.	Director (Admn) Ministry of Water Resource, Shram Shakti Bhawan, Rafi Marg, New Delhi	Shri Sameer Varma, Pvt. Secretary

13.	Dsdirector (Admn.) Ministry of Power, Shram Shakti Bhawan, New Delhi	Shri Vikas Anand, Deputy Secretary
14.	Director, (Admn) Ministry of Commerce, Department of Commerce, Udyog Bhawan, New Delhi	Shri Amit Singla Deputy Secretary
15.	Director (Admn), Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi	Shri Sanjiv Chaturvedi, Deputy Secretary and Chief Vigilance Officer
16.	Director, (Admn.), M/o Housing and Urban Poverty Alleviation, Nirman Bhawan, Maulana Azad Road, New Delhi	Shri Manoj Kumar Tripathi, Pvt. Secretary
17	Director, (Admn), M/o Micro, Small and Medium Enterprises, Udyog Bhawan, Rafi Marg, New Delhi	1. Shri Samuel S R, Jt. Dev Commr 2. Shri Sanjay Bisariya, Jt. Dev Commr
18.	Director (Admn.), Ministry of Textile, Maulana Azad Road, Udyog Bhawan, New Delhi	1. Shri Ram Singh, Director 2. Shri Sushil Raosaheb Gaikwad Director
19.	Director, (Admn), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi	Ahri Ashis Kumar Saha, Director
20.	Directro, (Admn), Ministry of Shipping, Transport Bhawan, Sansad Marg, New Delhi	Shri Abhinav Gupta, Deputy Secretary
21.	Director, (Admn.), Ministry of Coal, Shastri Bhawam	Shri Jasmeet Singh Bindra, Director
22.	Director (Admn.) Ministry of Labour And Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi	Shri Suresh Singh, Director