

No. 21/1/2012-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market
New Delhi – 110 003,
Dated, 2nd April, 2018.

OFFICE MEMORANDUM

Subject: **Level-II Training Programme scheduled to be held from 16.04.2018 to 27.04.2018 at ISTM for PAs of CSSS – reg.**

The undersigned is directed to say that PAs of CSSS whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-II training programme being conducted by ISTM from **16.04.2018 to 27.04.2018**.

2. Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time. **In case, an official is not working in the cadre mentioned against his/her name, concerned cadre unit may please bring the same to the notice of this Department at the earliest to enable us to take further necessary action. The officials at S.No. 1 to 5 were nominated for 2nd time.**

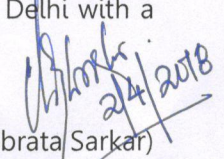
3. It may be noted that **successful completion of Level-II training programme is mandatory for promotion to the PS grade**. Cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time. No request for withdrawal/exemption either from the Ministry/Department or the officer concerned shall be entertained except on the grounds indicated in DOP&T O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016.

4. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Services and Central Secretariat Stenographers' Services (CSSS) in respect of Cadre Training Plan(CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels has been reduced from 3 to 2.

5. As part of the training programme, the participants would be taken on a study tour. The officers nominated for the training programme may be advised to draw necessary TA/DA advance of Rs.20,000/-(Rupees twenty thousand only) from their respective Ministry/Department. This amount may be sanctioned in the name of the nominated officers in the form of **cash** and the same may be collected by ISTM from the participating officers.

6. It is requested that these officers be relieved of their duties with the direction to report to their respective Course Coordinator at **ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 16.04.2018.**

7. Confirmation with regard to the release of the officers along with curriculum vitae of each participant specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma at Annexure-II, to their respective Course Coordinator, ISTM, New Delhi with a copy to the undersigned in advance..


(Chirabrata Sarkar)
Under Secretary to the Govt. of India
Tel: 24623157

To

Director/Deputy Secretary (Admn.) of the Cadre/Ministry (as per list attached).

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List of PAs nominated for Level-II Training Programme at ISTM wef. 16.04.2018 to 27.04.2018.

| S.No. | CSL No. | Name(Shri/Smt./Ms.) | Date of Birth | SLY | Cadre where working |
|-------|---------|----------------------|---------------|------|-------------------------|
| 1 | 2388 | Suresh N.S * | 21/06/1961 | 2010 | Agriculture & Coop. |
| 2 | 2410 | Surjit Kaur Chadha* | 04/01/1961 | 2010 | Health & FW. |
| 3 | 2430 | Radha Venkatesan* | 23/06/1963 | 2010 | Legal Affairs |
| 4 | 2451 | Dhanesh Kumar* | 18/08/1963 | 2010 | Supply |
| 5 | 2456 | Rakesh Kumar* | 05/12/1963 | 2010 | Supply |
| 6 | 2458 | R.K. Lamba | 20/12/1962 | 2010 | Agri. & Coop. |
| 7 | 2459 | Sadhna Gera | 02/09/1964 | 2010 | UPSC |
| 8 | 2460 | Balwant Singh | 05/11/1964 | 2010 | Home Affairs |
| 9 | 2461 | Neena Vohra | 30/10/1963 | 2010 | Fertilizers |
| 10 | 2462 | Ranjana Nagpal | 06/05/1964 | 2010 | Defence |
| 11 | 2463 | Saroj Rajpal | 27/09/1963 | 2010 | Agri. & Coopn. |
| 12 | 2464 | Kanchan Madan | 22/11/1963 | 2010 | Legal Affairs |
| 13 | 2466 | Renu Bala Nagpal | 19/12/1966 | 2010 | UPSC |
| 14 | 2467 | Janaki Chhabra | 10/03/1964 | 2010 | Agri. & Coopn. |
| 15 | 2468 | Archna Govil | 02/01/1967 | 2010 | Legal Affairs |
| 16 | 2469 | Rachna Sharma | 03/05/1965 | 2010 | I & B |
| 17 | 2471 | Saroj Bhayana | 06/04/1962 | 2010 | Legal Affairs |
| 18 | 2473 | Akila Ramesh Babu | 05/06/1961 | 2010 | Expenditure |
| 19 | 2474 | Nishi Kashyap | 07/06/1962 | 2010 | Expenditure |
| 20 | 2475 | A.K. Khosla | 30/10/1964 | 2010 | Rural Dev. |
| 21 | 2476 | Santosh Gupta | 02/01/1964 | 2010 | Expenditure |
| 22 | 2484 | Swarn Malhotra | 09/04/1961 | 2010 | Agri. & Coopn. |
| 23 | 2485 | Jayshree Ganesh | 01/09/1961 | 2010 | Home Affairs |
| 24 | 2488 | Tripta Khanna | 13/07/1962 | 2010 | UPSC |
| 25 | 2491 | Praveen Ranga | 26/09/1963 | 2010 | Posts |
| 26 | 2495 | Shishya Pal | 15/12/1966 | 2010 | Agri. & Coopn. |
| 27 | 2496 | Kunta Sharma | 30/11/1967 | 2010 | Health & Family Welfare |
| 28 | 2497 | Ashok Kumar Khurana | 18/06/1965 | 2010 | UPSC |
| 29 | 2498 | Sampat Das Dandekar | 01/07/1966 | 2010 | Posts |
| 30 | 2499 | Sultan Singh Sindhar | 10/05/1965 | 2010 | Posts |
| 31 | 2500 | Lali Chatterjee | 20/05/1966 | 2010 | IP&P |
| 32 | 2501 | K.S.Padmini | 06/12/1966 | 2010 | Home Affairs |
| 33 | 2502 | Elizabeth Varughese | 14/12/1965 | 2010 | Science & Tech. |
| 34 | 2503 | Bini Johnson | 11/07/1964 | 2010 | I & B |
| 35 | 2504 | Veena Rawat | 15/05/1965 | 2010 | Commerce |
| 36 | 2505 | Sunita Srivastava | 02/02/1966 | 2010 | HRD |
| 37 | 2506 | G. Jagadeesan | 28/02/1965 | 2010 | Agri. & Coopn. |
| 38 | 2507 | V.Nagarajan | 16/06/1963 | 2010 | Shipping |
| 39 | 2508 | C. Sundar | 08/06/1965 | 2010 | Civil Aviation |
| 40 | 2509 | Sudhir K. Sachdeva | 11/02/1965 | 2010 | Posts |
| 41 | 2510 | Jatinder Kumar | 04/05/1965 | 2010 | Home Affairs |
| 42 | 2511 | Chandra Dutt Sharma | 02/10/1965 | 2010 | Agri. & Coopn. |
| 43 | 2512 | Sushil Tagra | 10/11/1966 | 2010 | Posts |
| 44 | 2513 | Riazuliah Khan | 18/12/1963 | 2010 | Urban Dev. |
| 45 | 2514 | Indu Sharma | 11/05/1967 | 2010 | Home Affairs |

Note: *2nd & last chance.

CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographer _____
6. Academic qualification _____
7. Date of joining as PPS _____
Select List Year _____
8. Whether the nominee is a member _____ Yes/No
of SC/ST if yes, please specify _____ SC/ST
9. Previous Training undergone
(i) ISTM _____
(ii) Other Training Institute _____
10. Address
Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
e-mail _____

Signature