

Most Immediate

**No.08/02/2011-CS.I(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.I Training**

Lok Nayak Bhawan, New Delhi
Dated the 16th May, 2011

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for U.D.Cs with 5 years' approved service in the grade (06/06/2011 to 01/07/2011).

The undersigned is directed to inform that UDCs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM w.e.f. **06/06/2011 to 01/07/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri AJK Menon, Assistant Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 6th June, 2011**.

2. **The performance of the officials in the training, as evaluated and reported by ISTM thereof, may be added in their APARs.** No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute. As the training of the officials and successful completion is necessary for promotion/regularization, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time.

3. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs. 12,000/- each from their respective Ministry/Department. This amount may be released in **Cash** only.

4. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent by **25th May, 2011** to **Shri AJK Menon**, Assistant Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri AJK Menon, Assistant Director(Co-ordinator) ISTM is accessible on phone No. 26165593 (O).



(**Vidyadhar Jha**)

Under Secretary to the Government of India
Tele. : 24624046

To

Min/Dept.of
Joint Secretary(Estt./Admn.)
New Delhi.

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-ISTM(Coord) dated 5th January, 2011.
3. ISTM, (Shri AJK Menon, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **6th June, 2011** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
5. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department (**www.persmin.nic.in**<CS Division<CSS<Training Circulars<U.D.C.)



(**Vidyadhar Jha**)

Under Secretary to the Government of India

Tele. : 24624046

**Level 'A' CSS Cadre Training Programme for UDCs
with 5 years approved service in the Grade at ISTM
(06/06/2011 to 01/07/2011)**

Annexure I

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	Manju Sonkaria	21/03/1970	Home Affairs
2.	Sanjay Kumar	07/05/1972	Home Affairs
3.	Pushpa Joshi	07/02/1957	Home Affairs
4.	Sneh Kaler	24/10/1970	Home Affairs
5.	D.V. Savanta	22/01/1961	Labour & Employment
6.	Archana A Navarekar	12/10/1963	Labour & Employment
7.	Brajesh Bhardwaj	23/07/1973	Labour & Employment
8.	Sneh Bhardwaj	16/04/1963	Posts
9.	Jogender Singh	12/06/1964	Posts
10.	Gauranga M. Dutta	03/03/1961	Urban Development
11.	Probir Kumar Deb	02/12/1958	Urban Development
12.	T.G. Lakshmi	20/03/1970	Urban Development
13.	Mridual Kumar Ghosh	22/01/1960	Urban Development
14.	Karuna K. Dalvi	11/01/1961	Labour & Employment
15.	R.C. Sahoo	30/12/1966	Posts
16.	R.S. Budgujar	22/03/1965	Posts
17.	Manoj Kumar	14/07/1968	UPSC
18.	Manash Kumar Das	01/11/1965	UPSC
19.	Khem Singh	07/03/1955	UPSC
20.	Rajesh Kumar	10/12/1967	UPSC
21.	Usha Doonga	13/02/1969	Expenditure
22.	Yogesh Verma	20/06/1969	Expenditure
23.	Anil Kr. Sajwan	18/05/1965	Expenditure
24.	Vivek Goyal	16/07/1967	Expenditure
25.	Mahender Kumar	03/04/1966	Steel
26.	M.S. Nair	20/03/1970	Agriculture & Cooperation
27.	R.K. Joshi	28/05/1971	Agriculture & Cooperation
28.	Kamal Kant	11/04/1968	Agriculture & Cooperation
29.	Poonam Handa	25/01/1970	Agriculture & Cooperation
30.	Geetha V. Mohare	03/07/1962	Law & Justice
31.	Dalip Kumar	14/04/1957	Mines
32.	Prem Lata	31/03/1966	Water Resources
33.	Geeta Sharma	30/08/1967	Petroleum & Natural Gas
34.	Savita Buttan	11/12/1964	Petroleum & Natural Gas
35.	Sanjay Nagpal	11/01/1966	Petroleum & Natural Gas
36.	Raj Pal	15/07/1956	Science & Technology
37.	Sri Krishan	10/09/1957	Science & Technology
38.	Neeraja Sharma	01/09/1966	Environment & Forests
39.	Sis Ram Bandooni	19/02/1957	Information & Broadcasting
40.	Kuldip Tickoo	22/07/1966	Information & Broadcasting

CURRICULAM VITAE

1.	Name of the Officer Nominated	_____
2.	Date of Birth	_____
3.	Designation & Scale of Pay	_____
4.	Office in which employed	_____ _____ _____ _____ _____
5.	Academic Qualification	_____ _____ _____
6.	Date of joining as UDC Select List year	_____ _____
7.	Whether the nominee is a member of SC/ST. If yes, please specify	Yes/No SC/ST
8.	Previous Training undergone	
(i)	ISTM	_____
(ii)	Other Training Instt.	_____
9.	(i) Office Address	_____
	Ministry/Department	_____
	Name of Building & Room No.	_____
	Place of Office, Tele. No.	_____
	(ii) Residential Address	_____
	with Tele. No,	_____
	e-mail, if any.	_____