

Most Immediate

**08/02/2011-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Training)**

**2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the 16th May, 2011**

OFFICE MEMORANDUM

**Subject : Level 'A' Training Programme at ISTM for UDCs with five years'
Approved service in the grade (06/06/2011 to 01/07/2011).**

The undersigned is directed to inform that UDCs, whose particulars are given below, have been **re-nominated** for **Level 'A' Training Programme** which is being conducted by ISTM w.e.f. **06/06/2011 to 01/07/2011**.

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	M.S. Soman	03/05/1967	DOP&T
2.	Wazir Chand	06/08/1964	Posts
3.	D. Srinivas	13/08/1971	Posts
4.	Sanjib Das	01/01/1972	Law & Justice
5.	Ashok Kumar	24/11/1957	Labour & Employment
6.	Ashim Kumar Das	06/01/1961	Urban Development
7.	Prahlad Ghosh	22/11/1958	Urban Development
8.	Satish Kumar-II	08/06/1957	UPSC
9.	Lakshmy S. Narayanan	16/05/1968	UPSC
10.	Deepti Menon	04/11/1970	UPSC
11.	Radhika R. Kadam	22/11/1961	Labour & Employment
12.	G.K. Day	01/01/1961	Urban Development
13.	Pramod Kumar	20/05/1961	Planning Commission
14.	Suman Arora	30/05/1967	Planning Commission
15.	Ranjay Kumar	30/09/1967	Planning Commission

2. As per DOP&T OM No.4/6/2010-CS.II dated 21/01/2011, the above UDCs were to be promoted to Assistants' Grade on adhoc basis subject to the condition that the adhoc promotion/appointment would be continued only if they attend and qualify the mandatory training as and when nominated by CS.I(Training) Section failing which their ad-hoc appointment would be terminated. **In order to comply with the mandatory conditions for imparting training for holding higher responsibilities these officials are given another chance for the successful completion of the mandatory Level 'A' training programme.**

3. The concerned authorities are therefore requested that the officials may be relieved of their duties without fail and advised to **report to Shri AJK Menon, Assistant Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 6th June, 2011. The performance of the officials in the training, as evaluated and reported by ISTM thereof, may be added in their APARs.** 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. In case these officers are not relieved by the concerned Ministry/Department or any of them does not complete the training successfully, such non-attending of the training or not completing the training successfully would **entail reversion to the post of UDC apart from any other action as deemed necessary.**

4. 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.

5. 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)

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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.	_____