

Most Immediate

No.08/12/2011-CS.I(Trg)-Vol-II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
New Delhi

Dated the 1st November, 2011

OFFICE MEMORANDUM

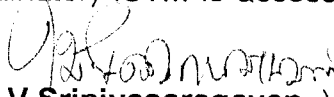
Subject : Backlog Training Programme for adhoc Section Officers at ISTM for the period 19/12/2011 to 30/12/2011.

The undersigned is directed to inform that adhoc Section Officers, whose names are given in **Annexure I**, have been nominated for the above mentioned Backlog Training Programme. This training is being conducted by ISTM w.e.f. **19/12/2011 to 30/12/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri R K Kundi, Deputy Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 19th December, 2011.**

2. **The performance of the officials in the training will be evaluated and the reports thereof 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. The instant training is meant for **officers who have not undergone the Level 'B' training** and those who are not above the age of 58 years as on July 2011. 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. 15,000/- 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 **11th November, 2011** to **Shri R K Kundi, Deputy Director** (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri R K Kundi, Deputy Director(Co-ordinator) ISTM is accessible on phone No. 26195314 (O).


(**V Srinivasaragavan**)


Under Secretary to Government of India
Tele. : 24629412

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-33090/01/2005-ISTM(Coord) dated 17th June, 2011.
3. ISTM, (Shri R K Kundi, Dy. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **19th December, 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. CSI(S) Section, DOP&T, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat >CSS/Training Nomination Circulars/Assistant)



(**V Srinivasaragavan**)

Under Secretary to Government of India

Tele. : 24629412

Annexure I**Training Programme for untrained adhoc Section Officers to be held at ISTM
(19/12/2011 to 30/12/2011)**

Sl. No.	Name (S/Shri/Smt/Ms)	D.O.B.	Ministry/Department
1	Neelam Gandhi	05.11.1954	Expenditure
2	Pratibha Sharma	18.04.1955	Expenditure
3	Ramesh Prasad	14.10.1956	Revenue
4	Satinder Jit Kaur	29.04.1957	Economic Affairs
5	Sunil Kumar Mandi	26.02.1967	Economic Affairs
6	Krishan Singh	15.05.1956	Civil Aviation
7	Praveen Pal Singh	01.12.1969	Commerce
8	Pankaj Sharma	22.02.1969	Commerce
9	P Sushil	17.11.1955	Commerce (Textiles)
10	Hemant Kumar	15.10.1968	Commerce
11	M M Sharma	18.03.1956	Agriculture & Cooperation
12	Harbans Lal	02.06.1957	Agriculture & Cooperation
13	S D Sachan	23.05.1972	Agriculture & Cooperation
14	S K Sharma	01.06.1956	Agriculture & Cooperation
15	D S Meena	12.07.1959	Health & Family Welfare
16	M S P Dara	14.08.1968	Health & Family Welfare
17	P K Saxena	14.01.1959	Health & Family Welfare
18	Yashwant Singh	13.12.1953	Health & Family Welfare
19	Amar Das	06.03.1954	Home Affairs
20	Usha Rani Sharma	10.01.1956	Home Affairs
21	Sunil Kumar Mishra	08.01.1971	Home Affairs
22	Anita Bhardwaj	27.09.1953	Home Affairs
23	Rita Singh	01.02.1971	Labour & Employment
24	Om Prakash	02.04.1955	Labour & Employment
25	Arun Kumar	15.05.1970	Legal Affairs
26	Robin Majumdar	05.02.1954	DOP&T
27	Ashok Kumar		Petroleum & NG
28	Surender Kumar	15.07.1955	Petroleum & NG
29	Basant Kumar	03.05.1957	Petroleum & NG
30	Raj Bala Singh	13.07.1955	Posts
31	S D Jarodia	04.04.1957	Posts
32	Azad Singh	01.10.1955	Planning Commission
33	Ravi Swarup Sharma	26.08.1956	Planning Commission
34	R K Hansda	11.05.1959	Planning Commission
35	Lokesh Ch. Singh	28.04.1968	Posts
36	O P Nagpal	10.07.1954	Posts
37	Narendra Kumar	03.04.1954	Posts
38	Sunil Kumar Bhardwaj	10.12.1962	Power
39	Dinesh	14.02.1972	Power
40	Kuldeep Sharma	27.01.1954	Power

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 **Assistant**
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. _____