

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

Lok Nayak Bhawan, Khan Market
New Delhi – 110 003,
Dated, 7th the June, 2017.

OFFICE MEMORANDUM

Subject: **Level-II Training Programme scheduled to be held from 19.06.2017 to 30.06.2017 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 **19.06.2017 to 30.06.2017**.

2. 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 are 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.

3. 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.

4. 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.

5. 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 19.06.2017**.

6. 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..


(Pradeep A)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to:

1. ISTM, (Shri Rajeev Kumar Jha, Assistant Director & Course Coordinator), Administrative Block, Old JNU Campus, New Delhi. The list of participants may please be furnished to this Department.
2. Training Division, DOP&T, Old JNU Campus, New Delhi.
3. Hindi Unit, DOP&T, North Block, New Delhi
4. Guard File.

**List of PAs nominated for Level-II Training Programme at ISTM from 19.06.2017 to
30.06.2017**

S.No.	S.No. in the O.M. dt. 11.12.15	Name(Shri/Smt./Ms.)	Date of Birth	SLY	Cadre where working
1	467	Rajni Manocha*	27/08/1960	2010	Legal Affairs
2	481	Sheela Bhambhani*	20/06/1960	2010	Power
3	499	Rekha Bajaj*	28/02/1960	2010	Home Affairs
4	501	Asha*	22/07/1961	2010	Home Affairs
5	527	Suresh N.S.	21/06/1961	2010	Agriculture & Coop.
6	531	Rita Chandni	15/05/1963	2010	Expenditure
7	532	Satyavir Sharma	01/01/1962	2010	Health & FW
8	533	R. Chakraborty	21/07/1959	2010	I & B
9	536	H.P.Kesan	05/07/1960	2010	Home Affairs
10	538	Shanti Radhakrishan	30/08/1961	2010	Expenditure
11	543	Santha Sathyam	18/04/1960	2010	Legal Affairs
12	545	Bindu Anand	30/07/1963	2010	I & B
13	549	Surjit Kaur Chadha	04/01/1961	2010	NITI Aayog
14	551	Satender Arora	30/07/1961	2010	MSME
15	553	Manju Malhotra	06/09/1961	2010	Defence
16	557	Veena Bhatia	25/11/1960	2010	Legal Affairs
17	559	N.C.Kaushik	03/12/1959	2010	Power
18	561	Umesh Puri	21/10/1961	2010	Posts
19	563	Kamleshwari Mathur	29/11/1960	2010	Home Affairs
20	564	H.K. Khanna	01/08/1962	2010	S&T
21	569	Radha Venkatesan	23/06/1963	2010	Legal Affairs
22	570	Sandhya Sinha	27/03/1961	2010	HRD
23	571	Shashi Marwah	04/07/1963	2010	Power
24	574	K.G. Sharma	09/02/1962	2010	Legal Affairs
25	578	N.Radhakrishnan	04/06/1963	2010	Commerce
26	581	D.K. Bhardwaj	20/05/1963	2010	Env. & Forest
27	583	Sunita Khanna	30/12/1961	2010	I & B
28	584	Charanjit Kaur	11/08/1965	2010	Defence
29	585	Rita Saluja	03/05/1965	2010	Health & FW
30	586	Sangeeta Anand	04/02/1967	2010	Expenditure
31	587	H.S. Chauhan	15/01/1963	2010	NITI Aayog
32	588	Santosh Chopra	10/01/1962	2010	Defence
33	589	Man Singh Rana	02/07/1964	2010	Defence
34	590	Dhanesh Kumar	18/08/1963	2010	Supply
35	591	Jyotsna Kapur	12/11/1962	2010	Health & FW
36	592	Sangeeta Wahi	07/01/1965	2010	RTH
37	593	Suman Basra	12/05/1965	2010	Agriculture & Coop.
38	594	Jayashree Bhatia	23/10/1963	2010	RTH
39	595	Rakesh Kumar	05/12/1963	2010	Supply
40	596	Sheela Bhatia	01/05/1960	2010	HRD

*Last & final chance.

P.C. Monga, SO
7/6/17

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 PA _____
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