

No. 2/1/2013-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, the 02<sup>nd</sup> March, 2017.

**OFFICE MEMORANDUM**

Subject: **Level-IV Training Programme at ISTM for PPSs of CSSS during the period from 27.03.2017 to 21.04.2017.**

\*\*\*\*\*

The undersigned is directed to say that PPSs of CSSS whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-IV training programme being conducted by ISTM from **27.03.2017 to 21.04.2017.**

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the Sr.PPS 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 4<sup>th</sup> July, 2016.

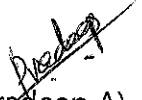
3. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4<sup>th</sup> July, 2016 has issued Revised Training Policy for Central Secretariat Services and Central Secretariat Stenographers' Services (CSSS) in respect of Cadre Training Plan(CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.

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.45000/- (Rupees forty five 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 may be relieved of their duties with the direction to report to Shri H. Govind, Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 27.03.2017.

P.T.O

6. Confirmation with regard to the release of the officers along with curriculum vitae of each participant in the prescribed proforma at Annexure-II be forwarded to Shri H. Govind, Course Director , ISTM, New Delhi with a copy to the undersigned.



(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 H. Govind, Deputy Director & Course Director), 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 PPSs nominated for Level-IV Training Programme at ISTM from 27.03.2017 to 21.04.2017**

S.No.	S.No. in the O.M. dt. 09.05.16	Name(Shri/Smt./Ms.)	Date of Birth	SLY	Cadre where working
1	207	V.D. Jaswani*	13/11/1962	2010	Health & FW.
2	226	Rupa Sharma*	02/07/1961	2010	WCD
3	234	Deepak Motwani*	13/07/1958	2010	Agriculture
4	242	Vikram Nair*	10/09/1965	2010	MHA
5	252	Suman Dhingra*	12/08/1968	2010	Defence
6	253	S.K. Padhi*	29/04/1963	2010	Legal Affairs
7	256	H.K. Chawla*	10/04/1964	2010	DOP&T
8	262	C.K. Sasi*	31/03/1960	2010	NITI Aayog
9	280	Bimla*	15/01/1966	2010	WCD
10	281	Nirmala*	17/09/1969	2010	Food & PD
11	288	Kishori Lal	20/09/1966	2010	Steel
12	289	Ram Pati	15/02/1965	2010	Defence
13	290	Jeetender Kumar	03/06/1964	2010	Defence
14	292	Vijay Kumar	27/02/1962	2010	MHA
15	294	Neeru Malhotra	30/04/1965	2010	Defence
16	295	Bhupender	22/12/1967	2010	Legal Affairs
17	296	M.K.Singh	01/01/1964	2010	Road Transports
18	297	Anil Kumar	05/04/1963	2010	Rural Dev.
19	298	Sudesh Kumari	05/04/1961	2010	S & T
20	299	H.L. Meshram	20/06/1965	2010	Environment
21	303	K.Srinivasan	25/05/1962	2010	MHA
22	304	Meena Saroj	06/11/1960	2010	Environment
23	305	Susheel Kumari	06/07/1964	2010	Fertilizers
24	306	Veena Sharma	06/08/1961	2010	Agriculture
25	307	Anju Vij	06/08/1968	2010	Power
26	308	P.Suresh	05/06/1965	2010	DOP&T
27	309	V.L. Mathew	05/05/1962	2010	Civil Aviation
28	310	Shashi Ballabh Naithani	10/10/1969	2010	Fertilizers
29	311	N.C.Pandey	01/06/1968	2010	Environment, F & Clm.
30	312	Prasanna Kumari Sharma	12/05/1959	2010	Agriculture & Co.
31	313	E. Natarajan	19/01/1960	2010	Corporate Affairs
32	315	Asha Gulati	15/01/1969	2010	Agriculture
33	316	Mulchand Duseja	12/02/1966	2010	Telecom
34	317	Rajesh Kumar	01/08/1964	2010	Civil Aviation
35	318	Suresh Sharma	01/01/1961	2010	Urban Dev.

36	319	Shankar Kumar Sah	20/07/1963	2010	Coal
37	320	Sanjeev Vohra	30/08/1968	2010	MHA
38	321	Sanjay Chopra	01/07/1965	2010	SJ&E
39	323	M.K. Jerath	23/08/1959	2010	Urban Dev.
40	324	Sunita Sharma	05/08/1962	2010	Urban Dev.
41	325	Raman Kumar Gulati	29/11/1966	2010	RT&H
42	326	Om Lata Rawat	01/10/1969	2010	Defence
43	327	Khajan Chandra Joshi	10/10/1970	2010	Defence
44	328	Satish Kumar	01/04/1963	2010	Telecom
45	329	N. Jayakumar	12/05/1962	2010	RT&H

**\*Last & final chance.**

**DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4<sup>th</sup> 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. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.**

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