

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

Lok Nayak Bhawan, New Delhi – 110 003.

Dated the 16th March, 2015.

OFFICE MEMORANDUM

Subject:- Level-II Training Programme from 06.04.2015 to 17.04.2015 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 OM, have been nominated to participate in the Level-II Training Programme being conducted by the ISTM from 06.04.2015 to 17.04.2015. **It may be noted that Level-II training programme is mandatory in nature and officials who participate and successfully complete shall only be considered for promotion to the grade of PS under the seniority quota.** It may also be noted that the officials who do not attend the mandatory training programme even after three documented nomination by this Division, shall be debarred for future training programme under the Cadre Training Plan and subsequent promotion.

2. Cadre units are requested to ensure that the officers nominated to the above training programme are relieved in time. The official at S.No. 1 and those from S.No. 7 to 33 have been nominated for second time. The officials from S.No. 2 to 6 have been nominated for third (last) time. **Further, it may also be noted that the PAs promoted to the grade of PS of CSSS for SLY 2012(extended) and SLY 2013 vide this Department's OM No. 4/8/2013-CS.II(A)(Pt.) dated 31.12.2014 have to complete level-II training programme within six months of the date of issue of the OM i.e. 31.12.2014.**

3. As part of the training programme, the participant would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/ Departments are required to sanction an advance of Rs. 20,000/- (Rupees twenty thousand only) as T.A. advance for each participant along with their relieving order.

4. It is requested that these officers be relieved without fail of their duties with the direction to report to Shri Uday S Chattopadhyay, Deputy Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 06.04.2015.

5. Cadre authorities are also requested to forward Curriculum Vitae of each participant specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II to Shri Uday S Chattopadhyay, Deputy Director & Course Coordinator, ISTM, New Delhi.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel.No. 24623157

Under Secretaries (Admn.) of all the concerned cadre units.

Copy to:- Shri Uday S Chattopadhyay, Deputy Director & Course- Coordinator, ISTM alongwith a copy of the list of participants.

Annexure to OM No. 21/1/2012-CS.II(A)(Pt.) dated 16.03.2015

S. No.	CSL No.	Name of the officials Shri/Smt.	Date of Birth	SL in the PA Grade	Cadre Unit where Working
1	1397	Sneh Anand*	14/01/1959	2005	MHA
2	1303	Ved Bala@	10/07/1960	2004	Expenditure
3	1357	Shakuntala Dogra@	11/05/1960	2005	MSME
4	1365	P K Ohri@	09/11/1959	2005	Agriculture
5	1425	Manju Gogia@	20/12/1962	2005	UPSC
6	1437	Santosh Rajpal@	07/01/1959	2005	Expenditure
7	1480	Neera*	13/09/1972	2005	Agriculture
8	1508	Monika Manglik*	27/02/1975	2005	Culture
9	1555	Meena Viz. *	01/09/1960	2006	Agriculture
10	1558	Bharatendu Sharma*	11/04/1970	2006	S&T
11	1559	R C Khosh*	30/10/1958	2006	I&B
12	1576	Shippy Narang*	11/04/1957	2006	I&B
13	1582	K.N.P. Nair*	28/11/1958	2006	Food & PD
14	1596	Ravi Kaushik*	01/08/1958	2006	IP&P
15	1606	Santosh Sikka*	05/08/1958	2006	IP&P
16	1608	Ranjit Bhatia*	01/11/1960	2006	IP&P
17	1618	Satya Pal Bhati *	02/03/1957	2006	Power
18	1632	Suman Kalia*	06/07/1958	2006	IP&P
19	1952	Anil Kumar*	02/08/1974	2008	Expenditure
20	1635	Jitender Singh Saini*	30/06/1971	2006	HRD
21	1650	Gauri*	30/08/1957	2006	Health & FW
22	1665	Sudha Bhardwaj*	22/11/1974	2006	I&B
23	1667	Anju Sethi*	08/07/1977	2006	Health & FW
24	1668	Jagdish Prasad*	01/06/1957	2006	Food & PD
25	1676	Indra Sethi*	16/12/1957	2006	IP&P
26	1766	P.Vijaya*	30/08/1964	2007	Labour
27	1780	Reema*	12/07/1973	2007	Env. & Forests
28	1805	Kanika Bhattacharya*	07/07/1975	2008	Consumer Affairs
29	1809	Jitender Bhatti*	23/03/1978	2008	S&T
30	2057	Ajay Kumar(H) *	01/03/1981	2009	Water Res.
31	2073	Anita Roy*	01/01/1969	2009	Planning Comm.
32	2075	Anita Singh*	29/12/1970	2009	Commerce
33	2077	Santosh Kumar*	24/04/1976	2009	Expenditure
34	1814	K.R. Sathvika	01/09/1958	2008	S&T
35	1815	Sanjeev Kapoor	14/08/1969	2008	DOPT
36	1817	R. Usha	10/07/1971	2008	MSME
37	1821	Anita Bijalwan	28/10/1975	2008	Water Res.
38	1824	Ved Prakash Sharma	02/01/1958	2008	Water Res.

S. No.	CSL No.	Name of the officials Shri/Smt.	Date of Birth	SL in the PA Grade	Cadre Unit where working
39	1829	Yogita Gulati	22/02/1979	2008	Rural Dev.
40	1833	N. Sreenivasan	03/04/1959	2008	Water Res.
41	1834	Harish Pal Singh	06/01/1975	2008	S&T
42	1836	Monika Kathait	05/10/1979	2008	Env. & Forests
43	1839	Swaran Lata Kindra	26/02/1958	2008	Fertilizers
44	1844	Satendra Singh Rawat	01/01/1968	2008	Youth & Sports
45	1848	Shri Kishan Mittal	20/03/1972	2008	Culture
46	1849	Usha Rani Chugh	30/08/1959	2008	Posts
47	1851	Umesh Prasad	10/05/1959	2008	I&B
48	1853	Raj Rani Saini	12/04/1961	2008	I&B
49	1855	T.N. Raman	20/01/1962	2008	S&T
50	1929	Brij Mohan	08/07/1979	2008	Expenditure

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 Stenographers _____
6. Academic qualification _____
7. Date of joining as PS _____
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. (i) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
e-mail _____

Signature