

No.8/3/2012-CSI(Trg.)-Vol.II  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

2<sup>nd</sup> Floor, Lok Nayak Bhavan, New Delhi  
Dated the 8<sup>th</sup> November, 2012

OFFICE MEMORANDUM

**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS  
- re-nomination regarding ( 17/12/2012 to 18/01/2013 )**

The undersigned is directed to inform that Assistants whose particulars are given below, have been **re-nominated**, for the above mentioned **Level 'B' Training Programme** which is being conducted by ISTM w.e.f. **17/12/2012 to 18/01/2013**.

S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Deptt.
1	<b>Naresh Kumar Sharma *</b>	03-03-1956	Defence
2	<b>Renuka Bhalla *</b>	05-12-1955	Health & FW
3	Ram Chander	15-09-1957	Food & PD
4	Prashant Roy	11-03-1957	Food & PD
5	P.K. Marik	03-01-1957	Agriculture & Cooperation
6	Y.M.S. Rao	18-11-1954	Agriculture & Cooperation
7	S. Chakraborty	01-04-1960	Agriculture & Cooperation
8	H.Das	02-01-1958	UPSC
9	George Joseph	30-11-1955	IP&P
10	O. Ramana Murthy	26-09-1954	I&B
11	Ranjana Dewan	27-09-1957	Agri. & Coop.

2. The above officials have been re-nominated in order to comply with the mandatory conditions for imparting training for holding higher responsibilities. **These officers are given another (\*last) chance for the successful completion of the mandatory Level 'B' training programme**. The concerned authorities are therefore requested that the officers may be relieved of their duties without fail and advised to **report to Ms. Shikha Paul, Course Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 8<sup>th</sup> October, 2012.**

3. In case these officials are not relieved by the concerned Ministry/Deptt. or in case any of them does not complete the training successfully, such non-attending of the training or not completing the training successfully would **result in debarment from future mandatory training modules, which will impact their next promotion adversely apart from any other action as deemed necessary as stipulated in this Department OMs No.1/1/2009-CSI(Trg) dated 24.2.2010 and 8/11/2010-CS.I(Trg) dated 5.4.2010.**

P.T.O.

4. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of **Rs. 20,000/-** from their respective Ministry/ Department. This amount may be sanctioned in the name of nominated officers in the form of Cash and the same will be collected by ISTM from the participating officers.

5. Confirmation with regard to the participation of the officers along with their respective bio-data(Annexure-II) may please be sent by **20<sup>th</sup> November, 2012** to Ms. Shikha Paul, Course Co-ordinator, ISTM, New Delhi, with a copy to the undersigned. Ms. Shikha Paul, Course Co-ordinator is accessible on Phone No.26185310 (O).



( **Vidyadhar Jha** )

Under Secretary to Government of India

Tele. : 24624046

To

**Ministry/Department of  
{Joint Secretary(Admn.) concerned}**

**New Delhi.**

Copy forwarded for information and necessary action to :-

1. ISTM, (**Shri Satyajit Mishra**, Joint Director) Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their OM No. A-33090/01/2005-ISTM(Coord) dated 19<sup>th</sup> March, 2012. **ER Sheets of the participants may also be got filled up, as already requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2<sup>nd</sup> July 2009.**
2. ISTM, **Ms. Shikha Paul**, Course Co-ordinator, ISTM, Admn. Block, Old JNU Campus, New Delhi. **The list of officers, who report for training on 17<sup>th</sup> December, 2012 may please be furnished to this Department next day positively.**
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. **US(SK)**, CS.I, DOP&T – **Kindly confirm the training status of the officers before considering their promotion.**
5. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<DOPT<Central Secretariat<CSS< Training Nomination Circulars<Assistants)
6. Guard File.



( **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 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  
(a) ISTM \_\_\_\_\_  
(b) Other Training Institute \_\_\_\_\_
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. \_\_\_\_\_