

Most Immediate

08/03/2012-CSI(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)

Lok Nayak Bhavan, New Delhi
Dated the 28th June, 2012

OFFICE MEMORANDUM

**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS
for the period from 23/07/2012 to 24/08/2012.**

The undersigned is directed to inform that Assistants whose names are given in **Annexure I**, have been nominated for the Level 'B' Training Programme being conducted by ISTM w.e.f. **23/07/2012 to 24/08/2012**. It is requested that these officers may be relieved of their duties and advised to report to Shri R.K. Kundi, Deputy Director & Course Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 23rd July, 2012.**

2. **The performance of the officials in the training will be evaluated and the reports may be added in their APARs to be considered for their next promotion.** No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute. As the training of the officials and successful completion is necessary for promotion, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time. **Those who are promoted as Section Officers on the basis of SO LDCE results are exempted from undergoing this training.**

3. The aforesaid training includes study tour and officers nominated above may be advised to draw necessary TA/DA advance of **Rs.20,000/-** each from their respective Ministry/Department. This amount may be released in **Cash** only.

4. Confirmation with regard to the participation of the officers along with their respective bio-data(**Annexure-II**) may be sent by **12-07-2012** to Shri R.K. Kundi, Deputy Director & Course Co-ordinator, ISTM, New Delhi, with a copy to the undersigned. Shri R.K. Kundi, Deputy Director & Course Co-ordinator, ISTM, is accessible on Phone No. 26185314 (O).



(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

To

Min/Dept.of
Joint Secretary(Admn.)
New Delhi.

Copy forwarded to :-

1. ISTM, (Sh. K. Govindarajulu, Joint Director(BT/Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their OM No. A-33090/01/2005-ISTM(Coord) dated 19th March, 2012. **ER Sheets of the participants may also be got filled up, as requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2nd July 2009.**
2. ISTM (Shri R.K. Kundi, Deputy Director & Course Co-ordinator), Administrative Block, Old JNU Campus, New Delhi-110067. **It is requested that a list of officers who report for training on 23rd July, 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 (**Kindly verify the training status before considering promotion**)
5. Guard File
6. Web site of this Department (www.persmin.nic.in>DOPT>**Central Secretariat>CSS/Training Nomination Circulars/Assistant**)



(**Vidyadhar Jha**)

Under Secretary to Government of India

Tele. : 24624046

**Level 'B' Cadre Training Programme at ISTM for CSS Assistants
(23/07/2012 to 24/08/2012)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	D.O.B.	CADRE WHERE WORKING Ministry/Department
1	Narendra Singh Rawat	22-09-1958	I&B
2	J.A. Rego	19-09-1954	Labour
3	Asha Gupta	29-12-1955	Labour
4	H.D. Teneja	03-10-1957	Labour
5	Asha Rani Sharma	30-10-1959	Power
6	A.U.K. Khaldy	24-04-1961	Power
7	Indu Sharma	03-09-1955	Urban Dev.
8	A. Srinivasan	12-11-1955	Urban Dev.
9	O.P. Kukreja	18-11-1956	Labour
10	C.D. Hariharan	20-07-1954	Expenditure
11	Jasbir Singh	01-05-1958	Expenditure
12	Arbindo Kumar Baronia	15-03-1957	Expenditure
13	Sri Ram Prashar	24-11-1957	Expenditure
14	Ajay Pratap Singh	01-07-1957	Expenditure
15	Madhu Bala Bassi	09-12-1956	Education
16	Karam Chand Garg	13-03-1956	Culture
17	Sushma Khurana	19-03-1956	Water Res.
18	Anita Agarwal	24-11-1955	Water Res.
19	Raj Girdhar	24-10-1955	Water Res.
20	Kulwant Kaur	20-10-1954	Water Res.
21	A.K. Srivastava	01-08-1954	Water Res.
22	A.K. Mahajan	10-06-1958	Food
23	A.K. Sharma	23-09-1956	Food
24	Christina Morries	31-03-1957	Food
25	Naresh Kumar Sharma	03-03-1956	Defence
26	Ashok Kumar Pradhan	28-11-1959	Defence
27	Ranjit Kumar Gahlot	15-07-1954	Defence
28	Satish Kumar Dawar	10-02-1959	Defence
29	Shanti Arya	02-03-1957	Defence
30	Shashi Munjal	30-09-1955	Defence
31	S.D. Sharma	16-05-1959	Defence
32	B.P. Oberai	22-10-1956	Labour
33	Prem Khurana	05-05-1955	Labour
34	Renuka Bhalla	05-12-1955	Health & FW
35	S. Anand Bhasi	01-06-1956	Defence
36	Sarla Baweja	16-10-1957	Labour
37	V.K. Mehta	12-03-1958	Labour
38	Usha Seth	15-08-1957	Planning Comm.
39	Jatinder Kaur	10-10-1956	Defence
40	Sushma Katyal	24-12-1957	Defence

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. _____