

Most Immediate

**08/03/2011-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 5th July, 2011**

OFFICE MEMORANDUM

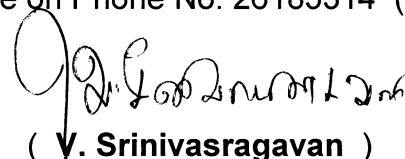
**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS
with 8 years' approved service in the Grade (25/07/2011 to 26/08/2011).**

The undersigned is directed to inform that Assistants with 8 years' approved service in the grade, whose names are given in **Annexure I**, have been nominated for the above Level 'B' Training Programme. This training is being conducted by ISTM w.e.f. **25/07/2011 to 26/08/2011**. It is requested that these officers may be relieved of their duties, subject to vigilance clearance and advised to report to Ms Rekha Sharma, Deputy Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 25th July, 2011.**

2. **The performance of the officials in the training will be evaluated and the reports thereof 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.

3. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of **Rs.16,000/-** 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 **11th July, 2011** to Ms Rekha Sharma, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Ms Rekha Sharma, Deputy Director/(Co-ordinator), ISTM, is accessible on Phone No. 26185314 (O).

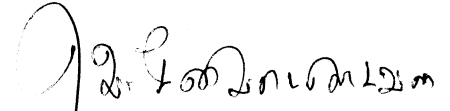

(**V. Srinivasragavan**)

Under Secretary to Government of India
Tele. : 24629412

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

Copy forwarded to :-

- 1 Officer concerned.
2. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-ISTM(Coord) dated 17th June, 2011. **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.**
3. ISTM (Ms Rekha Sharma, Deputy Director), Administrative Block, Old JNU Campus, New Delhi-110067. **It is requested that a list of officers who report for training on 25th July, 2011 may please be furnished to this Department next day positively.**
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. US(SK)/CS.I (**Kindly verify the training status before considering promotion**)
6. PA to Director(CS.I)/US(Trg)
7. Guard File
8. Web site of this Department (**www.persmin.nic.in<CS Division<CSS<Training Circulars<Assistant**)



(**V. Srinivasragavan**)

Under Secretary to Government of India

Tele. : 24629412

**Level 'B' Cadre Training Programme at ISTM for CSS Assistants
with 8 years approved service in the Grade
(25/07/2011 to 26/08/2011)**

| S. No | NAME OF THE OFFICER Sh./Smt./Ms. | DATE OF BIRTH | CADRE WHERE WORKING Ministry/Department |
|--------------|---|--------------------------|--|
| 1 | Satish Kumar Singh | 14/01/1975 | Agriculture & Cooperation |
| 2 | S.K. Sharma-I | 01/09/1958 | UPSC |
| 3 | Chander Kishore Shukla | 18/01/1979 | Defence |
| 4 | Sant Ram | 08/08/1957 | UPSC |
| 5 | Shantnu Dhar | 08/06/1975 | UPSC |
| 6 | Veenu Guwalani | 24/04/1957 | Water Resources |
| 7 | Rajeev Mohan | 01/03/1976 | Water Resources |
| 8 | S.R. Bhattacharjee | 05/05/1958 | UPSC |
| 9 | G.K. Srivastava | 04/03/1957 | Urban Development |
| 10 | Neelam Sehgal | 07/07/1955 | Urban Development |
| 11 | Purshotam Das | 10/12/1955 | Urban Development |
| 12 | Surjeet Kaur Gambhir | 05/10/1955 | Urban Development |
| 13 | Roshan Lal | 06/08/1957 | Defence |
| 14 | S.K. Gupta | 01/07/1956 | Agriculture & Cooperation |
| 15 | Satish Kumar | 26/04/1963 | Agriculture & Cooperation |
| 16 | Yashpal | 16/10/1977 | Agriculture & Cooperation |
| 17 | Pradeep Kumar -II | 26/11/1959 | Defence |
| 18 | Varsha Jaggi | 01/03/1955 | Home Affairs |
| 19 | A.K. Ratnam | 19/05/1954 | Planning Commission |
| 20 | Darshna Kumari | 22/12/1955 | Legal Affairs |
| 21 | Shashi Bala Kapoor | 20/11/1958 | Health & Family Welfare |
| 22 | Rohit Tewari | 24/08/1960 | Health & Family Welfare |
| 23 | Neelam Karwayun | 01/09/1953 | Home Affairs |
| 24 | Susamma John | 13/11/1953 | Home Affairs |
| 25 | Sajjan Singh | 02/01/1956 | DOP&T |
| 26 | Veena Mahajan | 30/04/1956 | Home Affairs |
| 27 | Uma Sharma | 20/06/1958 | DOP&T |
| 28 | Suman Katyal | 22/12/1956 | Women & Child Development |
| 29 | Philomena Raphael | 08/10/1958 | Commerce |
| 30 | Gracy Varghese | 10/05/1961 | Road Transport & Highways |
| 31 | P.P. Sarla Devi | 30/11/1955 | Expenditure |
| 32 | Nagendra Prasad Pant | 13/03/1958 | Expenditure |
| 33 | G.N. Sharma | 09/09/1958 | Expenditure |
| 34 | Puranchand Bhandari | 10/10/1959 | Commerce |
| 35 | A.S. Chauhan | 09/07/1953 | Education |

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
(i) ISTM _____
(ii) Other Training Instt. _____
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. _____