

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

**2nd Floor, 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
- re-nomination regarding (23/07/2012 to 24/08/2012)**

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. **23/07/2012 to 24/08/2012**.

S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Deptt.
1	Meena Singhal *	03-07-1957	Steel
2	M.G. Sasidharan *	28-11-1958	UPSC
3	N. Ramachandran	18-03-1956	New & Renewable Energy
4	K.K. Saxena	11-09-1955	I&B
5	Veena Pal	08-05-1957	Defence
6	C.M. Jaitely	19-04-1956	IP&P
7	B.P. Pant	26-06-1961	Posts
8	B. Ramakrishnan	04-03-1961	IP&P
9	K.S. Rawat	29-07-1962	MHA
10	P.K. Venugopal Rao	20-05-1957	Power
11	N.M. Gupta	25-02-1961	Power
12	Suman Lata Sharma	04-11-1958	Law

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 Shri R. K. Kundi, Deputy Director & Course Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 23rd July, 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.**

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 **12th July, 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 is accessible on Phone No.26185314 (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 K. Govindarajulu - Joint Director/BT-Coord), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. **A-33090/01/2005-ISTM (Coord)** dated **19th 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 2nd July 2009.**
2. **Shri R. K. Kundi, Deputy Director & Course Co-ordinator, ISTM, Admn. Block, Old JNU Campus, New Delhi. The 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, DOP&T – Kindly confirm the training status of the officers before considering their promotion.**
5. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat<CSS< Training Nomination Circulars<Assistants)
6. Guard File.



(**Vidyadhar Jha**)

Under Secretary to Government of India

Tele. : 24624046

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. _____