

Most Immediate

**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 12th March, 2012**

OFFICE MEMORANDUM

**Subject : Level 'B' Training Programme at the ISTM for Assistants of the
of the CSS - re-nomination regarding (02/04/2012 to 04/05/2012)**

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. **02/04/2012 to 04/05/2012**.

S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Deptt.
1	Madhur Lata Mathur	12/08/1959	Scienc & Technology
2	Randhir Kumar	08/08/1977	Civil Aviation
3	R. Dayanandan	05/06/1955	Health & Family Welfare
4	K. K. Chopra	15/07/1956	Urban Development

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 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 Ravindra Kumar, Dy. Director & Course Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 02nd April, 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) 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.

P.T.O.

5. Confirmation with regard to the participation of the officers along with their respective bio-data(Annexure-II) may please be sent by **23rd March, 2012** to Shri Ravindra Kumar, Deputy Director & Course Co-ordinator, ISTM, New Delhi, with a copy to the undersigned. Shri Ravindra Kumar, Deputy Director & Course Co-ordinator is accessible on Phone No.26180589 (O).


(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

To

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

Copy forwarded for information and necessary action to : -

1. Officers concerned.
2. ISTM, (Shri K. Govindarajulu - Joint Director/BT-Coord), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. **A-33083/3/2012-ISTM (Coord)** dated 30th December, 2011. **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.**
3. **Shri Ravindra Kumar, DD & Course Co-ordinator, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 02th April, 2012 may please be furnished to this Department next day positively.**
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. **US(S), CSI Section, DOP&T – For confirming the training status of the officers while considering their promotion.**
6. Website of this Department (www.persmin.nic.in<CS Division<CSS<Training Circulars<Assistants)
7. 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. _____