

**No.8/3/2011-CSI(Trg.)  
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 5<sup>th</sup> July, 2011

**OFFICE MEMORANDUM**

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

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. **25/07/2011 to 26/08/2011**.

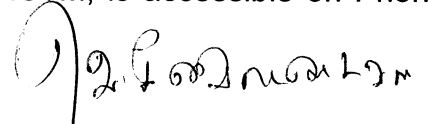
S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Deptt.
1	Anurag Goel	26/12/1973	UPSC
2	Rameshwar Kumar	02/10/1978	UPSC
3	Satish Kumar	01/01/1977	Urban Development
4	Sunita Anand	24/03/1956	UPSC
5	Birender Singh	19/06/1959	UPSC
6	Neena Arora	28/08/1953	Power
7	V Sukumar	23/04/1958	Agriculture & Cooperation
8	Man Mohan Sharma	28/10/1961	Health & Family Welfare
9	C Sethuraja	13/08/1954	Legal Affairs
10	Bimla Sachdeva	26/11/1957	UPSC
11	Sujit Saha	02/02/1954	UPSC
12	Kusum Lata Goel	12/02/1954	Statistics & Programme Implementation
13	Anita Khanjua	15/08/1956	Personnel & Training
14	M S Tripathi	01/04/1958	National Security Council Secretariat, SP Bhavan
15	Pinki	15/09/1955	Economic Affairs
16	Sudhir Kumar Sharma	12/09/1958	Commerce

2. The above officers 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 Ms Rekha Sharma, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 25<sup>th</sup> July, 2011

3. In case these officers 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.** .

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



( **V Srinivasaragavan** )

Under Secretary to Government of India

Tele. : 24629412

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 - Deputy Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. **A-33090/1/2005-ISTM (Coord )** dated **17<sup>th</sup> June, 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 2<sup>nd</sup> July 2009.**
3. **ISTM (Ms. Rekha Sharma, DD) Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 25<sup>th</sup> 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(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](http://www.persmin.nic.in)<CS Division<CSS<Training Circulars<Assistants)
7. Guard File.



( **V Srinivasaragavan** )

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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  
(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. \_\_\_\_\_