

Most Immediate

**8/5/2012-CS.I(Trg)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 15th October, 2012

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Under Secretaries of CSS
for the period 24/12/2012 to 01/02/2013.**

The undersigned is directed to inform that Officers of the CSS in the Grade of Under Secretaries whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM w.e.f. **24/12/2012 to 01/02/2013**. It is requested that nominated officers may be relieved of their duties and advised to report to **Shri Ranjan Kumar**, Deputy Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 24th December, 2012**. **Advance intimation about the officers being relieved may be sent to DOPT (CS Division) by 25/10/2012 positively.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Cadre Authorities are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering for their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/Departments. This amount may be released in **Cash** only.

P.T.O.

4. Every nominated officer is required to indicate at least three public policy areas they would like to work during the training programme in the project study. This information may be sent to the Course Coordinator **Shri Ranjan Kumar**, Deputy Director/Coordinator, ISTM by **25th October, 2012**.

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri Ranjan Kumar**, Deputy Director/Coordinator, ISTM, New Delhi by **25nd October, 2012** with a copy to the undersigned. **Shri Ranjan Kumar**, Deputy Director/Coordinator, ISTM, is accessible on Phone No. 26175590(O).

Encls.: Annex.I, II



(**Vidyadhar Jha**)

Under Secretary to Government of India

Tele. : 24624046

To
**Ministry/Department of
All Cadres { Joint Secretary(Admn.) concerned }**

New Delhi.

Copy forwarded for information & necessary action to :-

- (1) ISTM, (**Shri K Govindarajulu - Joint Director(BT/Coord)**), Administrative Block, Old JNU Campus, New Delhi-11067, 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 separately requested.**
- (2) ISTM, (**Shri Ranjan Kumar, Deputy Director**), Admn. Block, Old JNU Campus, New Delhi-11067 - **The list of officers, who report for training on 24th December, 2012 may please be furnished to this Department next day positively.**
- (3) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (4) PA to Dir(CS.I)/PA to US(T)/US(U)/US(D)
- (5) Guard file
- (6) Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat> CSS/Training Nomination Circulars/US**)



(**Vidyadhar Jha**)

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Annexure I**Level 'E' Training Programme for Under Secretaries of CSS
(24/12/2012 to 01/02/2013)**

S. NO.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DOB	CADRE WHERE WORKING Ministry/Department
1	4718-A	Anil Subramaniam	14/03/69	Mines
2	4763-A	Abhijit Bakshi	30/01/72	Shipping
3	4801-A	Nitin Kumar	15/10/72	Overseas Indian Affairs
4	4805-A	Smt. Sumita Singh	27/09/70	Economic Affairs
5	4931	Renu Sarin	25/03/62	Youth Affairs
6	4935	V. S. Pandey	12/06/59	Urban Development
7	4936	P. K. Bhatnagar	01/09/61	HRD
8	4937	Dalip Kumar	13/04/57	HRD
9	4941	K. V. Gopala Rao	20/08/58	UPSC
10	4942	Ms. Kiran Vasudeva	22/05/59	Petroleum & NG
11	4943	Smt. Nirmala Goyal	03/03/60	Culture
12	4948	Bal Krishan Datta	07/04/58	Defence
13	4953	D. P. Singh	16/12/57	Environment & Forests
14	4957	Rakesh K. Mangaain	26/12/60	Textiles
15	4960	Raj Kumar Kalra	05/08/54	Health & Family Welfare
16	4962	Rajinder Singh	05/01/58	Corporate Affairs
17	4963	A. K. Nigam	04/07/57	Minority Commission
18	4968	S. C. Kanojia	10/04/62	Health & Family Welfare
19	4969	Arayathinal M Vijayan	22/09/57	Shipping
20	4970	Navin Chander Ragtah	26/07/59	Home
21	4976	P.S. Ghosh	01/01/57	SSC, Mumbai
22	4977	Surender Kumar Garg	10/08/60	Information & Broadcasting
23	4982	Smt. Neeta Gupta	07/02/57	Revenue
24	4984	Subodh K. Ghildiyal	14/09/60	Economic Affairs
25	4988	Pankaj Vithal	29/04/62	Defence
26	4989	Smt. Shyla Titus	06/09/60	Consumer Affairs
27	4994	S. K. Chitkara	01/01/60	Petroleum & Natural Gas
28	4999	Smt. Harcharan Kaur	25/09/61	Home Affairs
29	5000	B.D. Shivani	23/10/56	Higher Education
30	5001	O.S. Ashok	01/06/59	Home Affairs
31	5003	M. C. Pandey	30/01/58	Civil Aviation
32	5006	Brij Mohan Sharma	10/11/59	Telecommunications
33	5007	Virendra Kumar	11/08/56	Defence
34	5014	Ved Pal Singh Yadav	23/11/60	Heavy Industries
35	5019	Bimal Kujur	17/01/56	Urban Development
36	5020	Mangal Marandi	16/02/58	Supply
37	5023	Smt. Saroj Jaisia	09/12/59	Urban Development
38	5024	J. S. Audhakhasi	21/10/59	Rural Development
39	5025	Kanijj Kanti Roy	01/09/54	Urban Development
40	5028	C. Uppili	26/07/61	Environment & Forests

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 Under Secretary
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. _____