

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 19th December, 2012

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Under Secretaries of CSS
for the period 04/02/2013 to 22/03/2013.**

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. **04/02/2013 to 22/03/2013**. It is requested that nominated officers may be relieved of their duties and advised to report to **Shri Satyajit Mishra**, Joint Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 04th February, 2012**.

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 Satyajit Mishra**, Joint Director/Coordinator, ISTM by email on "**satyajit.mishra@nic.in**" at the earliest.

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri Satyajit Mishra**, Joint Director/Coordinator, ISTM, New Delhi immediately. **Shri Satyajit Mishra**, Joint Director/Coordinator, ISTM, is accessible on Phone No. 26161375(O) Mob.9999137223.

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 Satyajit Mishra, Joint Director**), 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. The list of officers, who report for training on 04th February, 2013 may please be furnished to this Department next day positively.**
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (3) PA to Dir(CS.I)/PA to US(T)/US(U)/US(D)
- (4) Guard file
- (5) 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
(04/02/2013 to 22/03/2013)

S. No.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DOB	CADRE WHERE WORKING Ministry/Department
1	4645A	Soumya Chattopadhyaya **	02/12/68	ADB
2	4706A	Kshitij Mohan *	01/02/70	Overseas Indian Affairs
3	4738A	Lal Chhandama *	26/09/73	Defence
4	4872	M.S. Azad **	20/08/56	Financial Services / Food & PD
5	4897	Arun Kumar Sachdeva *	25/07/62	Expenditure
6	4899	J. Suthakar *	16/08/60	UPSC
7	4900	Dinesh Arora *	19/08/59	Agriculture & Cooperation
8	4907	Debasis Pal *	10/01/60	Shipping / Panchayati Raj
9	4916	Sunil Kumar Sharma *	12/09/57	Commerce / Defence
10	4917	Anil Kakaria *	21/01/60	Disinvestment / HRD
11	4923	Brij Kumar *	25/12/58	Textiles / Defence
12	5029	Y. Thondhang *	01/03/57	Water Resources
13	5030	G. Srinivasan *	04/08/61	DOP&T
14	5032	B.P. Pant *	01/09/59	Corporate Affairs
15	5034	J.P. Dutt *	02/12/58	Textiles / Social Justice & E.(NCST)
16	5038	Satish K. Kalhotra *	15/04/58	Rural Development
17	5046	Arun Kumar Chaube *	14/11/59	MSME
18	5048	T. Thyagarajan *	12/04/58	Disinvestment/UPSC
19	5050	Roopak Chaudhuri *	27/10/60	Tribal Affairs
20	5054	RK. Meena *	15/09/57	UPSC
21	5062	Mashoda Lal *	07/05/60	Rural Development
22	5065	Anil Kumar *	03/05/57	UPSC
23	5071	Suresh Chandra *	01/07/57	Textiles
24	5075	Bal Krishan Verma *	15/05/57	National Com. for SK / Supply
25	5082	Kabindra Joshi *	12/04/61	Revenue
26	5083	TD. Krishnan *	27/05/62	Posts / NATGRID
27	5086	S. Natarajan *	01/06/58	Ind. Pol. & Promotion / UPSC
28	5087	Ranjan Kumar	10/12/57	On dept to ISTM / Mines
29	5092	Srinibas Pradhan	02/03/58	Home Affairs
30	5094	KM. Sasidharan	22/03/57	Commerce
31	5095	T. Rafeeq Ahmed	24/08/57	National Fish. Dev. Bd, Hyd/UPSC
32	5098	Om Prakash Joshi	15/05/56	Revenue
33	5103	Neeta Gupta(Smt.)	29/08/60	Mines/Home Affairs
34	5106	Manish Baijal	17/11/58	Steel
35	5110	PJ. Michael	29/07/59	Public Ent./Environment&Forests
36	5121	N. Ramakrishnan	30/05/62	Commerce
37	5124	Jatinder Kaur(Smt.)	18/08/57	Woman & CD /MHA(DoJ)
38	5130	Prem Chandra Pande	05/01/58	Commerce/Agri. & Cooperation
39	5132	Sushila Ananth(Smt.)	09/10/60	Civil Aviation/Agri.&Cooperation
40	5134	Dr. Vincent Barla	15/08/62	Justice / I & B
41	5138	Mohan Lal Wadhvani	07/07/62	Env. & Forests / I & B
42	5139	SD. Sharma	23/06/58	On dept. TRAI / UIDAI
43	5142	Anshuman Sharma	30/10/57	AYUSH / Planning Commission
44	5144	Kusum Lata Sharma (Smt.)	15/01/62	Coal / Bio Technology
45	5145	A.D. James	16/04/62	DOP&T/Road Tpt & Highways

* Re-nomination cases. **Last & final chance

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. _____