

**Most Immediate**

**02/01/2009-CSI(T)-Vol.III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi  
/CSI Training/**

Dated the 14<sup>th</sup> December, 2009

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service in the grade at the ISTM (11/01/2010 to 19/02/2010).**

\*\*\*\*

The undersigned is directed to inform that regular U.D.Cs with 5 years approved service in the grade, whose names are given in **Annexure I**, have been nominated for the above Level 'A' Training Programme. This training is being conducted by ISTM w.e.f. **11/01/2010 to 19/02/2010**. It is requested that these officers may be relieved of their duties, subject to vigilance clearance and advised to report to Shri Yogesh Dwivedi, Asstt. Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 11<sup>th</sup> January, 2010.**

2. Since, the cadre authorities were pressing hard for early deployment of assistants, **the officers nominated in Annexure I have been promoted as ad-hoc assistants subject to the condition that their ad-hoc appointment in Assistant Grade would be continued only if they attend and qualify the mandatory training failing which their ad-hoc appointment would be terminated.** The concerned Cadre Authorities are therefore requested to ensure that the officers nominated to the above programme are relieved in time. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute as **this may affect the extension of ad-hoc promotion/regularisation.**

3. The aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of **Rs.12,000/-** each from their respective Ministry/Department. This amount may be released in **Cash** only.

**P.T.O**

4. Confirmation with regard to the participation of the officers along with their respective bio-data(**Annexure-II**) may please be sent by **22<sup>nd</sup> December, 2009** to **Shri Yogesh Dwivedi**, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Shri Yogesh Dwivedi, Asstt. Director/(Co-ordinator),ISTM, is accessible on Phone No. 26105592 (O).



(Dr. REENA SETHI)

Under Secretary to the Govt. of India

Phone : 24629412

To

Min/Dept.of  
Joint Secretary(Admn.)  
New Delhi.

Copy forwarded to :-

1 Concerned officers.

2. ISTM, (Sh. Apendu Ganguly- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/1/2007-ISTM(Coord) dated 18<sup>th</sup> March, 2009. **ER Sheets of the participants may also be got filled up, as separately requested.**

3 ISTM, (Shri Yogesh Dwivedi, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **11<sup>th</sup> January, 2010** may please be furnished to this Department next day positively.

4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.

5 CSII(B) Section, DOP&T – **With a request to kindly confirm the nominees' training status before their next promotion/regularisation.**

6. Guard File.

7. Web site of this Department ([www.persmin.nic.in/CSS/Training/U.D.C.](http://www.persmin.nic.in/CSS/Training/U.D.C.))



(Dr. REENA SETHI)

Under Secretary to the Govt. of India

Phone : 24629412

**Annexure I**

**Level 'A' CSS Cadre Training Programme for UDCs with 5 years  
approved service in the Grade at ISTM  
(11/01/2010 to 19/02/2010)**

<b>S. No</b>	<b>CSL No.</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>DATE OF BIRTH</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
1	317/94	Durga Prasad Kaushik	05/04/60	Information & Broadcasting
2	318/94	Chander Mohan	10/06/61	Information & Broadcasting
3	329/94	Joga Nand	21/01/57	DOP&T/SSC
4	330/94	Anuradha Dutta	21/02/62	Home Affairs/NSCS
5	335/94	Usha Arora	20/05/66	DOP&T
6	353/94	Sushma Kaul	07/12/53	Home Affairs
7	354/94	Anita Nayyar	12/07/55	Home Affairs
8	355/94	Sanjeev Malhotra	22/06/66	Home Affairs/ Stats&PI
9	356/94	Ajay Jain	06/04/61	DOP&T
10	362/94	Anita Ashok	24/06/66	Health & Family Welfare
11	363/94	K. Surya Prakash	04/06/58	<b>Food Processing Industry</b>
12	367/94	Jitender Kumar	15/04/64	IP&P
13	369/94	Anil Kumar Thapliyal	17/04/65	IP&P
14	373/94	A.K. Sharma	23/07/63	IP&P
15	374/94	K.R.H.D. Prasad	17/12/63	IP&P
16	376/94	Benjamin Thomas	05/07/60	<b>Home Affairs</b>
17	377/94	Suresh Kumar	06/02/61	<b>Information &amp; Broadcasting</b>
18	380/94	M.K. Garg	01/01/63	<b>Finance</b>
19	381/94	Mohinder Singh	05/08/65	<b>Finance</b>
20	386/94	Goverdhan Singh	05/11/55	<b>MSME</b>
21	387/94	Birender Singh Rawat	24/04/63	<b>Health &amp; Family Welfare</b>
22	400/94	Laxman Kumar	22/12/66	<b>Corporate Affairs</b>
23	162/94	<i>Rewa Mehta</i>	12/11/65	H&FW/DGHS
24	448/94	<i>Ajay Kumar</i>	15/02/64	Urban Development
25	421/94	<i>Jai Singh Balu Shinde</i>	01/06/63	Labour & Employment/DGFASLI

S. No	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
26	SL2000	<b>Cecellia Ekka</b>	29/11/66	Planning Commission
27	SL2000	<b>Rajesh P. Dalal</b>	15/03/69	Home Affairs
28	SL2000	<b>R.D. Shah</b>	09/07/62	Shipping
29	SL2000	<b>Moolchand Meena</b>	18/03/64	Posts
30	522/94	Anil Kumar	10/05/60	Rural Development
31	523/94	Sheel Kumar	05/01/57	Home Affairs
32	524/94	Rosamma Thomas	29/05/61	Human Resources Development
33	525/94	Narender Gautam	27/08/63	Posts
34	526/94	Kul Bhushan Sharma	04/07/60	I&B
35	527/94	Bal Kishan Gupta	23/07/57	I&B
36	528/94	S. K. Jolly	02/05/63	Social Justice & Empowerment
37	529/94	B.R.M.Rao	16/11/59	Mines
38	531/94	Daya Nand	07/05/52	Supply
39	532/94	Hardeep Singh	12/03/58	Supply
40	533/94	B.N. Sain	03/02/68	Supply
41	534/94	Bishan Das	04/08/56	Urban Development/CPWD, Chandigarh
42	535/94	Neelam Arora	12/06/59	Social Justice & Empowerment
43	536/94	S.K. Banerjee	15/09/60	Science & Technology
44	538/94	Harisuthan N.P.	28/12/57	Planning Commission
45	539/94	Sivarama Pillai	13/03/59	Finance(Revenue)
<b>Sl. No.1 to 29 : Renomination Cases/Regularisation pending for want of completion of mandatory training.</b>				

**Annexure II****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 UDC \_\_\_\_\_  
Year of Select List \_\_\_\_\_
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, if any. \_\_\_\_\_