

Most Immediate

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

Dated the 8th April, 2009

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service of the CSS at the ISTM (20/04/2009 to 29/05/2009).

The undersigned is directed to say that ad-hoc assistants (regular U.D.Cs with 5 years approved service) 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. 20/04/2009 to 29/05/2009. It is requested that these officers may be relieved of their duties accordingly and advised to report to Sh. Yogesh Dwivedi, Asstt. Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 20th April, 2009.

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 effect on their extension of ad-hoc promotion.

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 15th April, 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. K S Kumar- Director-in-charge), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/1/2007-ISTM(Coord) dated 12th March, 2009
- 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 20th April, 2009 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.
6. Guard File.
7. NIC for uploading on the web site of this Department (CSI Training /Policy – U.D.C.)



(Dr. REENA SETHI)

Under Secretary to the Govt. of India

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**Level 'A' Training Programme for UDCs of CSS with 5 years approved service
(20/04/09 to 29/5/09)**

S.No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	Balwan Singh	20/11/61	Labour
2	Jai Singh Balu Shinde	01/06/63	Labour
3	Surinder Kumar	29/04/67	Labour
4	Karan Singh	03/12/54	Labour
5	Nar Singh Negi	17/06/51	Labour
6	Sri Krishan	01/01/52	Labour
7	KN Pandey	15/04/64	Labour
8	T Chakraborty	24/02/59	Labour
9	Sunita Dawar	10/03/66	Labour
10	Mariamamma Mathew	20/03/60	Labour
11	Sudhir Kumar Gupta	29/09/64	Education
12	Umesh Kumar Sharma	06/10/63	Education
13	Sudesh Kumari	14/03/58	Education
14	Naresh Sabharwal	11/02/58	Education
15	Suman Takyar	13/04/59	I&B
16	Anita Sachdev	15/07/60	DOP&T
17	Sakrita Saggi	28/03/58	Finance
18	Anil Kumar Bhel	18/07/60	Finance
19	Ram Shankar Mishra	01/01/64	Posts
20	Ganga Mehra	07/10/64	Posts
21	Bansidhar	05/06/64	MHA
22	Kamaljit Kaur	05/10/57	Finance
23	Sumitra Narwal	01/11/59	Finance
24	Rakesh Kumar	17/11/60	Urban Development
25	R. D. Shah	09/07/62	Road Tpt. & Highways
26	Ram Kishan Meena	08/07/65	DOP&T
27	Babu Lal Khora	17/02/69	Urban Development
28	Ms Veiphei Nemthianngak	01/03/64	Commerce
29	Cecilla Ekka	29/11/66	Planning Commission
30	Pradeep Kumar	15/08/69	Agriculture & Cooperation
31	R.P. Dalal	15/03/69	Home Affairs
32	Moolchand Meena	07/07/63	Posts
33	Shiv Lehari Meena	15/04/70	Power
34	Jagdish Prasad Meena	07/07/63	I&B
35	Rohtas Singh Meena	25/02/69	Labour
36	Shiboo Ram Meena	08/07/70	Home Affairs

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) Nominee _____
(ii) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(iii) Residential Address _____
with Tele. No, if any. _____