

Most Immediate

02/03/2008-CSI(Trg)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
/CSI Section/

New Delhi, dated 28<sup>th</sup> January, 2009

OFFICE MEMORANDUM

**Subject : Level 'A' Training Programme for ad-hoc Assistants (regular UDCs) with 5 years approved service of the CSS at the ISTM (16/2/2009 to 26/03/2009).**

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The undersigned is directed to say that ad-hoc Assistants (regular UDCs with 5 years of 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. 16/2/2009 to 26/03/2009. It is requested that these officers may be relieved of their duties accordingly and advised to report to Sh. Naresh Bhardwaj, Asstt. Director(Co-ordinator ) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 AT 9 A.M. on 16<sup>th</sup> February, 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 released 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 would have an adverse impact on extension of their ad-hoc promotion.

3 The aforesaid training includes study tour for which officers nominated above may be advised to draw necessary TA/DA advance of Rs. 8000/- each from their respective Ministry/Department. This amount may be released in Cash only.

P.T.O



4 Confirmation with regard to release of the officers along with their respective bio-date (Annexure II) may please be sent by **6<sup>th</sup> February, 2009** to Sh. Naresh Bhardwaj, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh. Naresh Bhardwaj, Asstt. Director/(Co-ordinator), ISTM, is accessible on Phone No. 26102597(O).

  
(Dr. REENA SETHI)

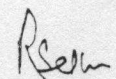
Under Secretary to the Govt. of India  
Phone : 24629412

To

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

Copy forwarded to :-

1. Concerned officers.
- 2 ISTM, ( Sh. K S Kumar- Joint Director) Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/1/2007-ISTM(Coord) dated 12<sup>th</sup> March, 2008.
- 3 ISTM, (Sh. Naresh Bhardwaj, Asstt. Director ) Administrative Block, Old JNU Campus , New Delhi-110067. **It is requested that a list of offices who report for training on 16<sup>th</sup> February, 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 NIC for uploading on the web site of this Department (CSI-Training Circular-U.D.C.)

  
(Dr. REENA SETHI)

Under Secretary to the Govt. of India  
Phone : 24629412



**Level 'A' Training Programme for UDCs of CSS with 5 years approved service  
(16/02/2009 to 26/3/2009)**

Sl. No.	NAME OF THE OFFICER Ms/Smt./Sh.	DATE OF BIRTH	PLACE WHERE WORKING Ministry/Department
1	Anita Ashok	24.06.66	Health & Family Welfare
2	K Surya Prakash	21.08.58	IP&P
3	Vinay Prakash	04.06.52	Home Affairs
4	Jitender Kumar	15.04.64	IP&P
5	Chander Mohan Jain	10.06.59	Finance
6	Anil Kr Thapliyal	17.04.65	IP&P
7	Kawaljit Kaur	01.10.61	IP&P
8	Suman Sikri	25.08.63	IP&P
9	Dhani Ram	01.07.55	IP&P
10	A K Sharma	23.07.63	IP&P
11	K.R.H.D Prasad	17.12.63	IP&P
12	R Surya Begum	19.05.60	Information & Broadcasting
13	Benjamin Thomas	05.07.60	Home Affairs
14	Suresh Kumar	06.02.61	Information & Broadcasting
15	Man Singh Singhal	01.05.60	Health & Family Welfare
16	Surender Singh	14.07.54	Food Processing Industries
17	M.K. Garg	01.01.63	Finance
18	Mohinder Singh	05.08.65	Finance
19	Anita Taneja	16.08.65	DOP&T
20	R.S. Negi	10.03.51	Posts
21	Asha M. Nair	06.12.66	DOP&T
22	Sanjay Chakraborty	06.05.62	IP&P
23	Govardhan Singh	05.11.55	Road Transport & Highways
24	Birender Singh Rawat	24.04.63	Health & Family Welfare
25	U.P. Chowdhury	01.12.61	Home Affairs
26	Dharam Vir Singh	22.08.51	DOP&T
27	Deepa Pande	04.11.65	DOP&T
28	Chattar Singh	11.03.52	Rural Development
29	Neeru Sachdeva	20.08.56	Rural Development
30	S.S. Miyan	04.01.64	Rural Development
31	Suman Rawat	10.07.62	Rural Development
32	Sobhna Ravi	25.04.65	Rural Development
33	H.S. Rana	30.06.57	Rural Development
34	Laxman Kumar	22.12.66	Corporate Affairs
35	J.P. Sharma	14.08.58	Agriculture & Cooperation
36	P.J. Joseph	15.05.61	Supply Division
37	R. Rajan	01.01.61	Supply Division
38	Naresh Kumar Kapoor	20.10.64	Supply Division
39	Harbans Lal	05.06.58	Supply Division
40	Saraswati	23.05.65	Supply Division
41	Sushma Divakar	06.01.62	Home Affairs
42	Sahansar Pal Singh	20.07.53	Supply Division
43	Laxman Singh	20.04.58	Home Affairs
44	Antony V.J.	23.12.57	Labour & Employment
45	Om Prakash	15.04.58	Labour & Employment
46	Amar Bala	15.01.62	Labour & Employment
47	Rajesh Kumar	24.03.63	Labour & Employment
48	Shiv Kumar	03.02.58	Labour & Employment
49	Y.L. Vijayraghavan	11.01.59	Labour & Employment
50	Kusum Lata	03.03.65	Labour & Employment



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 **U.D.C.**  
Year of Select List \_\_\_\_\_  
\_\_\_\_\_
7. Whether the nominee is a member Yes/No  
Of SC/ST. If yes, please specify 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. \_\_\_\_\_