

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

Dated the 10<sup>th</sup> December, 2008

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service of the CSS at the ISTM (05/1/2009 to 13/2/2009).**

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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. **05/1/2009 to 13/02/2009**. 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 5<sup>th</sup> January, 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 the same would affect the extension/regularisation of ad-hoc promotion.

3. The aforesaid training includes study tour, as such the officers nominated above may be advised to draw necessary **TA/DA advance of Rs. 8,000/-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 **19<sup>th</sup> December, 2008** to Sh. Yogesh Dwivedi, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh. Yogesh Dwivedi, Asstt. Director/(Co-ordinator), ISTM, is accessible on Phone No. 26105592 (O).

*R Sethi*

**(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 12<sup>th</sup> March, 2008.
- 3 ISTM, (Sh. 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 5<sup>th</sup> January, 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, Lok Nayak Bhavan, New Delhi.
6. NIC for uploading on the web site of this Department (CSI Training /Policy – U.D.C.)

*R Sethi*

**(Dr. REENA SETHI)**

Under Secretary to the Govt. of India  
Phone : 24629412

**Level 'A' Training Programme for UDCs(adhoc Assistants) of CSS with 5 years  
approved service  
(05/01/2009 to 13/02/2009)**

<b>Sl. No.</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>DATE OF BIRTH</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
1	Renu Luthra	24.07.1961	UPSC
2	B. C. Paul	01.12.1958	UPSC
3	Sushil Kumar	13.05.1968	UPSC
4	Prem Lal	17.11.1957	UPSC
5	Mohan Gehani	29.10.1962	UPSC
6	Om Prakash	10.04.1952	UPSC
7	Sunita Bansal	27.11.1961	UPSC
8	B Lalitha	08.02.1956	Legal Affairs
9	R K Rathi	08.02.1956	Legal Affairs
10	N P Khalsa	22.07.1953	Legal Affairs
11	Om Prakash	17.01.1962	Home Affairs
12	T K Das	26.07.1955	Health
13	Chander Dutt	29.05.1957	Health
14	Lalitha Singh	10.04.1966	Posts
15	Anitha Jain	14.07.1966	DOP&T
16	Tara Dutt Pandey	20.10.1962	I&B
17	Durga Prasad Kaushik	05.04.1960	I&B
18	Chander Mohan	10.06.1961	I&B
19	Umed Singh Janagar	20.05.1961	I&B
20	Vijaylakshi Manchanda	15.08.1960	I&B
21	Tapan Kumar Kayori	02.05.1960	I&B
22	Madhu Bhatia	16.04.1955	Petroleum & Natural Gas
23	Joga Nand	21.01.1957	DOP&T
24	Anuradha Dutta	21.02.1962	Home Affairs
25	Kochumathew Thomas	20.05.1960	DOP&T
26	Bimla Vashist	15.01.1962	Home Affairs
27	Mahesh Chand	09.12.1955	DOP&T
28	P S Sridharan	19.12.1965	Home Affairs
29	Usha Arora	20.05.1966	DOP&T
30	Vivek Sabharwal	23.10.1963	Home Affairs

<b>Sl. No.</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>DATE OF BIRTH</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
31	Satish Kumar	11.10.1961	DOP&T
32	Ashok Kumar	13.04.1962	Home Affairs
33	Mahesh Chand	02.07.1962	Home Affairs
34	Uma Shankar Rai	26.02.1956	DOP&T
35	Shyam Lal	18.08.1959	Home Affairs
36	Charan Singh	01.07.1960	Home Affairs
37	Malay Kumar Halder	31.05.1965	Home Affairs
38	Bhaskar Sanyal	03.05.1962	Home Affairs
39	Manwar Singh	05.04.1959	Home Affairs
40	Rajan Tandon	12.02.1961	Home Affairs
41	Ravinder Singh	16.11.1956	DOP&T
42	Shiv Kumar	08.04.1954	DOP&T
43	Ajit Singh	10.02.1956	DOP&T
44	Lakhmi Chand	10.01.1956	Home Affairs
45	Shushma Kaul	07.12.1953	Home Affairs
46	Anita Nayyar	12.07.1955	Home Affairs
47	Sanjeev Malhotra	22.06.1966	Home Affairs
48	Ajay Jain	06.04.1961	DOP&T
49	Sanjeev Agnihotri	06.01.1967	Home Affairs
50	Baldev Singh Saini	02.04.1966	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. \_\_\_\_\_