

03/01/2009-CSI(Trg)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
New Delhi

Dated the 15th October, 2009

OFFICE MEMORANDUM

Subject : Level 'B' Training Programme for Assistants with 8 years' approved service of the CSS at the ISTM (09/11/2009 to 11/12/2009).

The undersigned is directed to say that according to the Cadre Training Plan, Assistants of CSS with 8 years' approved service, are required to undergo mandatory Level 'B' Training Programme. This training is being conducted by ISTM w.e.f. 09/11/2009 to 11/12/2009. Assistants with 8 years' approved service of CSS whose names are given in Annexure-I have been nominated to participate in the above programme. It is requested that these officers may be relieved of their duties accordingly and directed to report to Shri Nafe Singh, Deputy Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 9th November, 2009.

2. As the training of the officer and successful completion is mandatory, the Cadre Units are requested to ensure that the officers nominated to the above programme are relieved in time. **The performance of the officials in the training will be evaluated and the reports thereof would be added in their CRs to be considered for their next promotion.** 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 effect on their next promotions.

3. The aforesaid training includes study tour for which the officers nominated in Annexure I may be advised to draw necessary TA/DA advance of Rs.16,000/- from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers in the form of Cash and the same will be collected by ISTM from the participating officers.

4. Confirmation with regard to the participation of the officers along with their bio-data (Annexure-II) may please be sent by 23rd October, 2009 positively to Shri Nafe Singh, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri Nafe Singh, Deputy Director (Co-ordinator), ISTM is accessible on Phone No.26185310(O).


(Dr. REENA SETHI)

Under Secretary to the Govt. of India
Phone : 24629412

To
All Cadres/Units (Joint Secretary(Admn.) concerned)
Ministry/Department of
New Delhi.

Copy forwarded for information and necessary action to :-

- 1 Concerned officers.
- 2 ISTM, (Sh. Apendu Ganguly(Coord) Dy. Director), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/1/2007-ISTM(Coord) dated 18th March, 2009.
- 3 ISTM (Shri Nafe Singh, Deputy Director), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 9th November, 2009 may please be furnished to this Department next day positively.
- 4 Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
- 5 US(SK)/CS.I
- 6 PA to DS(CS.I)/US(Trg)
- 7 Guard File
- 8 Web site of this Department (www.persmin.nic.in/CSS/CSI-Training Circular - Assistants)



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**Level 'B' CSS Cadre Training Programme for Assistants with 8 years
approved service in the Grade at ISTM
(09/11/2009 to 11/12/2009)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	Veena Batra *	01/06/52	DGHS
2	Rajiv Bhatia *	28/09/58	DGHS
3	Asha Rani *	15/07/73	Water Resources
4	M Selam Ilang Keerthi *	07/11/59	CPWD Bangalore/UD
5	Richpal Singh *	01/09/56	Water Resources
6	Raj Kumar Gupta *	05/01/69	Home Affairs / PMO
7	V Kalyani *	31/07/56	Power
8	Nilanjan Karmakar *	01/01/73	DOP&T, SSC Kolkata
9	Rajinder Singh *	12/08/54	HRD
10	CK Rajendran *	20/05/55	Power
11	Pushha Gupta *	13/05/57	I&B
12	Ranjit Kr. Roy	07/12/74	I&B
13	Udai Vir Singh	10/02/59	Civil Aviation
14	Vijaya Mitra	01/04/60	I&B
15	Kumar Kalikanand	21/10/72	Social Justice & Empowerment
16	Shanta Sharma	05/08/53	Urban Development
17	KK Mukhopadhyay	01/04/54	Urban Development
18	Dhananjay Prasad Singh	20/10/73	Urban Development
19	SP Gahlaut	10/06/57	MSME
20	N Tirkey	12/05/65	Rural Development
21	Gautam Bose	25/10/57	UPSC
22	KD Sharma	11/09/54	HRD
23	BI Hussain	02/08/53	HRD
24	Manish Ranjan Shrivastav	04/10/75	Commerce
25	Amit Srivastava	11/11/75	IP&P
26	OP Bhatia	24/02/54	Civil Aviation
27	RLS Munda	01/01/55	Rural Development
28	SK Mishra	30/10/74	Rural Development
29	OP Anand	14/04/52	HRD
30	Randhir Kumar	10/07/73	Revenue
31	Sheena VR	05/09/73	I&B(Dptn to DRT Kochi)
32	Smt. Suresh Chauhan	07/08/53	Civil Aviation
33	Pradeep Kr. Saharawat	07/07/74	Civil Aviation
34	Rajeev Kumar	14/12/74	Social Justice & Empowerment
35	Mantosh Chander	13/02/57	Overseas Indian Affairs (Home)
36	Akhilesh Kumar	13/01/76	Post
37	Pushp Sharma	22/02/55	Civil Aviation
38	AK Rajput	22/02/59	Culture

* Renominated cases.

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 Assistant
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. _____