

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

Dated the 5th June, 2009

OFFICE MEMORANDUM

**Subject : Level 'B' Training Programme for Assistants with 8 years'
approved service of the CSS at the ISTM (22/06/2009 to 24/07/2009).**

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. 22/06/2009 to 24/07/2009. 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 Apendu Ganguly, Deputy Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 22nd June, 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 15th June, 2009 positively to Shri Apendu Ganguly, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri Apendu Ganguly, Deputy Director (Co-ordinator), ISTM, is accessible on Phone No.26177058(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. It is requested that a list of officers who will report for training on 22/6/2009 may please be furnished to this Department
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. US(SK)/CS.I - With a request to confirm the successful completion of training before considering promotion.
5. PA to DS(CS.I)/US(Trg)
6. Guard File
7. NIC for uploading on the web site of this Department (CSI-Training Circular - Assistants)



(Dr. REENA SETHI)
Under Secretary to the Govt. of India
Phone : 24629412

Annexure I
Level 'B' Training for Assistants of CSS with 8 years approved service
(22/06/2009 to 27/07/2009)

S.NO.	NAME OF THE OFFICER Sh/Smt/Ms	DATE OF BIRTH	CADRE WHERE WORKING
1.	Anshumali Sharma *	28/12/1953	Consumer Affairs
2.	M Seran Ilang Keerthi *	07/11/1959	CPWD, Bangalore
3.	Ramkishan *	02/11/1955	Overseas Indian Affairs
4.	Shashi Sharma *	16/07/1951	Water Resources
5.	Richpal Singh *	01/09/1956	Water Resources
6.	C. Suryakumari *	23/09/1956	Agriculture & Cooperation
7.	Meenakshi Kalia *	16/01/1954	Supply
8.	H M Sharma *	19/10/1954	Supply
9.	Mahesh Chand *	14/06/1953	Coal
10.	V Kalyani *	31/07/1956	Power
11.	Asha Rani *	15/07/1953	Water Resources
12.	Veena Oberoi *	20/06/1954	I&B
13.	Udai Vir Singh *	10/10/1953	Food & Public Distribution
14.	Raj Kumar Gupta *	05/01/1969	Home Affairs
15.	Shiv Kumar*	08/04/1954	Pension & Pensioners Welfare
16.	Rajiv Bhatia*	28/09/1958	CHEB, CGHS
17.	Veena Batra*	01/06/1952	CGHS
18.	Shambhu Prasad	04/07/1952	DOP&T
19.	Nilanjan Karmakar	01/01/1973	DOP&T
20.	T. Avudai Kandhan	13/06/1973	Expenditure
21.	Rajinder Singh	12/08/1954	HRD
22.	Mangal Sain	15/01/1953	Commerce
23.	Parvinder KaurChandiok	21/08/1954	IP&P
24.	Aliyamma Abraham	22/11/1952	I&B
25.	Shashi Arora	15/08/1955	I&B
26.	Sariq Saeed	04/03/1976	UPSC
27.	S K Chauhan	12/08/1951	Agriculture & Cooperation
28.	D K Thakur	24/10/1958	Home Affairs
29.	Avdesh Joshi	21/06/1956	HRD
30.	Nishat Kumar	01/12/1975	HRD
31.	A N Ahuja	21/10/1954	Environment & Forest
32.	P.K. Sharma	10/03/1974	Environment & Forest
33.	Rakesh Kumar Tuteja	28/04/1955	Home Affairs
34.	B B Saxena	30/08/1951	IP&P
35.	H R Garg	26/12/1951	Urban Development
36.	K. K. Rattan	01/05/1952	Urban Development
37.	C.K. Rajendran	20/05/1955	Power
38.	Rajeev Ranjan	09/01/1975	Power
39.	Anita Gulati	19/11/1957	Information & Broadcasting
40.	Pushpa Gupta	13/05/1957	Information & Broadcasting
41.	Abhishek Biswas	01/12/1973	Expenditure
42.	Sukhbir S. Bharal	15/06/1952	Information & Broadcasting
43.	Deepak Panwar	13/04/1953	Information & Broadcasting

* Refer re-nomination request.

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