

No. 21/7/2014-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 29th April, 2015.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 01.06.2015 to 19.06.2015 for PS of CSSS - reg.


The undersigned is directed to say that PSs of CSSS, whose names are given in the Annexure-I to this OM, have been nominated to participate in the Level-III Training Programme being conducted by the ISTM from 01.06.2015 to 19.06.2015. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes even after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.**

2. Therefore, cadre authorities are requested to ensure that the officers nominated to the above training programme are relieved in time.

3. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/Departments are required to sanction an advance of Rs. 45,000/-(Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.

4. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Moloy Sanyal, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 01.06.2015.

5. Cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Shri Moloy Sanyal, Deputy Director & Course Coordinator, ISTM, New Delhi.


29/4/15

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

- Copy to: (i) Shri Moloy Sanyal, Deputy Director & Course Coordinator, ISTM along with a copy of list of Participants.
(ii) Training Division, DoP&T, Old JNU Campurs, New Delhi.
(iii) Hindi Unit, DoP&T, North Block, New Delhi for furnishing Hindi version of the OM.
(iv) Guard file.
(v) Website of the DoP&T.

List of Regular PSs of CSSS nominated for Level-III training programme to be held from 01.06.2015 to 19.06.2015.

S. No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1.	Yogesh Kumar@	PS	12-02-1958	I&B
2.	Mohd. Gohar Hussain*	PS	27-05-1967	MHA
3.	Naresh Kumar*	PS	21-08-1969	Env. & Forests
4.	Saugat Dey@	PS	04-08-1971	Expenditure
5.	S. Harish Rao@	PS	01-01-1961	SJ&E
6.	Raj Kumari@	PS	11-02-1966	MHA
7.	Jayanta Saha *	PS	02-05-1971	Urban Dev.
8.	Sunita Thakur*	PS	22-08-1965	Water Res.
9.	Sonia K. Motwani*	PS	29-01-1970	Planning Comm.
10.	Ramesh Kumar*	PS	05-02-1968	Urban Dev.
11.	N Krishnan*	PS	31-12-1970	MHA
12.	Amarjeet Singh*	PS	20-09-1964	MHA
13.	Sanjay Kumar Jain*	PS	24-10-1969	Defence
14.	Jawahar Lala*	PS	26-08-1968	Defence
15.	Laxmi Narayan*	PS	16-08-1973	Defence
16.	Urvashi*	PS	14-06-1965	Planning Comm.
17.	Parmjeet Kaur*	PS	23-01-1973	Agriculture & Co.
18.	Anand Gogia	PS	02-10-1973	Planning Comm.
19.	Padmaja Murali	PS	24-10-1961	Planning Comm.
20.	Rekha Sethi	PS	06-09-1962	HRD
21.	Anil Kumar	PS	05-07-1971	Defence
22.	Pershu Ram Mahto	PS	17-04-1969	MHA
23.	Priti	PS	21-01-1973	HRD
24.	Amit Puri	PS	27-08-1975	I & B
25.	Sunita Sharma	PS	24-05-1968	Labour
26.	Praveen Batra	PS	27-04-1970	MHA
27.	Savita Arora	PS	10-06-1965	Water Resources
28.	Anita Kaushik	PS	16-06-1967	H&FW
29.	K.R. Vohra	PS	24-11-1968	MHA
30.	Neelaxi	PS	05-07-1960	Planning Comm.
31.	Jyoti Narula	PS	05-12-1967	Planning Comm.
32.	Ms. Latha Ramachandran	PS	19-04-1960	Power
33.	Rita Passi	PS	20-02-1968	IP&P
34.	A.K. Barik	PS	28-09-1957	MHA
35.	Tripta Marwah	PS	08-12-1959	SJ&E
36.	Santosh Anand	PS	22-03-1962	Fertilizers
37.	Hawa Singh	PS	09-01-1964	MHA
38.	Dina Nath	PS	29-04-1965	Power
39.	Ram Charan	PS	10-05-1969	Expenditure
40.	Satish Kumar	PS	05-07-1967	MHA
41.	Bhoj Singh	PS	11-02-1963	P&NG
42.	Nabhor Minz	PS	12-07-1968	Water Resources
43.	Yogeeta Meena	PS	22-07-1976	MHA
44.	Khamchin Naulak	PS	01-03-1971	Food & PD
45.	Ajay Kumar Kataria	PS	01-11-1973	Urban Dev.
46.	I.R. Anand	PS	04-08-1960	MSME

@ Last nomination as per CTP * Being renominated for 2nd time.

CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographers _____
6. Academic qualification _____
7. Date of joining as PS _____
Select List Year _____
8. Whether the nominee is a member Yes/No
of SC/ST if yes, please specify SC/ST
9. Previous Training undergone
(i) ISTM _____
(ii) Other Training Institute _____
10. (i) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
e-mail _____

Signature