

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 26th December, 2014.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 12.01.2015 to 30.01.2015 for PS of CSSS - reg.

The undersigned is directed to refer to this Department's OM of even number dated 23.12.2014 on the subject mentioned above and to say that the following PSs have been nominated for Level-III Training Programme to be conducted by ISTM from 12.01.2015 to 30.01.2015.

S.No.	Name Shri/Smt./Ms.	Date of Birth	Cadre where working
1.	Harcharan Singh	10/03/1975	Fertilizers
2.	Rajeshwari Kumar	26/11/1961	WCD
3.	Valsala M Ramesh	29/05/1970	Commerce
4.	S V Narayayana Sastry	12/07/1970	Urban Dev.
5.	Reema Malhotra	05/05/1970	Urban Dev.
6.	Sanjeev Kumar Sachdeva	02/03/1972	Urban Dev.

2. Successful completion of Level-III programme is 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 after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan. It may be noted that Shri Harcharan Singh and Smt. Rajeshwari Kumar have been **nominated for third 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 the above officers may be relieved of their duties with the direction to report to Shri H. Govind, Deputy Director & Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 12.01.2015.

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

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26/12/14

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to: Shri H. Govind, Deputy Director & Course Coordinator, ISTM.

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