

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 2<sup>nd</sup> December, 2014.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme scheduled to be conducted from 15.12.2014 to 02.01.2015 for PS of CSSS - reg.

The undersigned is directed to refer to this Department's OM of even number dated 19.11.2014 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 15.12.2014 to 02.01.2015.

S.No.	Name Shri/Smt.	Date of Birth	Cadre where working
1.	Srikanth S A	20/07/1975	Posts
2.	Raj Kumari	11/02/1966	MHA
3.	Chander Shekhar Chhabra	16/11/1975	Water Res.
4.	Sanjeev Kumar Sachdeva	02/03/1972	Urban Dev.
5.	N. Alarmel Mangai	21/02/1966	Expenditure

\* F/X

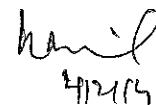
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2. It may be noted that successful completion of Level-III programme is essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.

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 G.D. Chawla, Assistant Director & Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 15.12.2014.

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 G.D. Chawla, Assistant Director & Course Coordinator, ISTM, New Delhi.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to: Shri G.D. Chawla, Assistant Director & Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 alongwith a copy of list of participants.

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 PA \_\_\_\_\_  
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 \_\_\_\_\_

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Signature