

No. 21/3/2018-CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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Lok Nayak Bhawan, Khan Market  
New Delhi – 110 003,  
Dated, 21<sup>st</sup> May 2018.

**OFFICE MEMORANDUM**

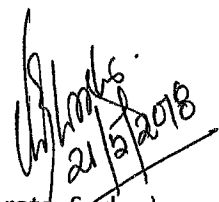
Subject: **Level-II Training Programme scheduled to be held from 11.06.2018 to 22.06.2018 at ISTM for PAs of CSSS – reg.**

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The undersigned is directed to say that PAs of CSSS whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-II training programme being conducted by ISTM from **11.06.2018 to 22.06.2018**.

2. Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time. **In case, an official is not working in the cadre mentioned against his/her name, concerned cadre unit may please bring the same to the notice of this Department at the earliest to enable us to take further necessary action. The officials at S.No. 1 to 4 were nominated for 2<sup>nd</sup> time.**
3. It may be noted that **successful completion of Level-II training programme is mandatory for promotion to the PS grade.** Cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time. No request for withdrawal/exemption either from the Ministry/Department or the officer concerned shall be entertained except on the grounds indicated in DOP&T O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4<sup>th</sup> July, 2016.
4. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4<sup>th</sup> July, 2016 has issued Revised Training Policy for Central Secretariat Services and Central Secretariat Stenographers' Services (CSSS) in respect of Cadre Training Plan(CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels has been reduced from 3 to 2.
5. As part of the training programme, the participants would be taken on a study tour. The officers nominated for the training programme may be advised to draw necessary TA/DA advance of Rs.20,000/-(Rupees twenty thousand only) from their respective Ministry/Department. This amount may be sanctioned in the name of the nominated officers in the form of **cash** and the same may be collected by ISTM from the participating officers.
6. It is requested that these officers be relieved of their duties with the direction to report to their respective Course Coordinator at **ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 11.06.2018.**

7. Confirmation with regard to the release of the officers along with curriculum vitae of each participant specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma at Annexure-II, to their respective Course Coordinator, ISTM, New Delhi with a copy to the undersigned in advance..

  
21/2/2018

(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel: 24623157

To

Director/Deputy Secretary (Admn.) of the Cadre/Ministry (as per list attached).

Copy to:

- (i) ISTM, ( Shri Bhagaban Padhy, Assistant Director & Course Coordinator), Administrative Block, Old JNU Campus, New Delhi. The list of participants may please be furnished to this Department.
- (ii) Training Division, DOP&T, Old JNU Campus, New Delhi.
- (iii) Hindi Unit, DOP&T, North Block, New Delhi
- (iv) Guard File.

## List of PAs nominated for Level-II Training Programme at ISTM wef. 11.06.2018 to 22.06.2018.

S.No.	CSL No.	Name(Shri/Smt./Ms.)	Cadre where working	SLY	Date of Birth
1	2475	A.K. Khosla*	Rural Dev.	2010	30-10-1964
2	2473	Akila Ramesh Babu*	Earth Science	2010	05-06-1961
3	2460	Balwant Singh*	Home Affairs	2010	05-11-1964
4	2498	Sampat Das Dandekar*	Posts	2010	01-07-1966
5	2515	Shiv Dutt Joshi	UPSC	2010	01-01-1965
6	2516	Vidya Suresh	HRD	2010	10-09-1966
7	2518	R.K. Venkateswaran	Agri. & Coopn.	2010	23-07-1967
8	2519	Shailja Sharma	RTH	2010	11-02-1967
9	2520	Anita Gaur	Legal Affairs	2010	10-05-1967
10	2521	Santosh Kumar Mishra	Home Affairs	2010	20-06-1966
11	2522	C. Jayashree	I & B	2010	19-09-1965
12	2523	Anita Kohli	NITI Aayog	2010	06-07-1963
13	2524	Vandana Sardana	Posts	2010	07-05-1965
14	2525	Satish Kumar	S&T	2010	21-07-1963
15	2526	Debashish Misra	I & B	2010	17-12-1963
16	2527	Sujata Sharma	SJ&E	2010	13-07-1964
17	2528	Trisha Surangi	Legal Affairs	2010	30-07-1964
18	2529	Rajani Mathur	Home Affairs	2010	28-02-1966
19	2530	Subhash Chand	Consumer Aff.	2010	10-02-1967
20	2531	Raghubir Kr.Chopra	Labour	2010	28-01-1964
21	2532	Dinesh Rawat	Agri. & Coopn.	2010	01-05-1967
22	2533	Usha Sitaram	Agri. & Coopn.	2010	17-02-1967
23	2534	K.Sreenathan	UPSC	2010	16-07-1961
24	2535	Hirak Kanti Dutta	Defence	2010	22-08-1967
25	2536	Subramanya Srinivas Kubal	SJ&E	2010	31-05-1967
26	2537	Radhey Shyam Kathuria	UPSC	2010	30-04-1965
27	2538	Ritu Kaushik	Home Affairs	2010	15-09-1967
28	2539	G.M. Rao	S&T	2010	01-06-1964
29	2540	Raghu Nandan Dhyani	Labour	2010	18-08-1964
30	2541	S.C. Negi	Supply	2010	22-01-1964
31	2542	Rashmi Manchanda	Expenditure	2010	01-10-1967
32	2543	Sapna Sharma	NITI Aayog	2010	17-05-1967
33	2544	Shammi Chhabra	Legal Affairs	2010	10-11-1967
34	2545	Suresh Kumar	S&T	2010	01-03-1967
35	2546	Suman Lata Jaiswal	Legal Affairs	2010	30-06-1963
36	2547	Krishan K. Goswami	S&T	2010	01-01-1964

37	2548	Revathy K.Chari	Youth Affairs & Sports	2010	09-03-1963
38	2549	B. Vijaya	P & NG	2010	19-03-1965
39	2550	S.Durga Prasad	I & B	2010	21-03-1965
40	2551	Rosy Kapoor	Legal Affairs	2010	30-05-1964
41	2552	Rekha Gupta	Labour	2010	15-05-1967
42	2554	Manohar Lal Arora	S&T	2010	26-10-1961
43	2555	V. Kalyani	Home Affairs	2010	12-03-1964
44	2556	S.A. Narayanan	Home Affairs	2010	18-01-1963
45	2557	Kusum Dilawri	Civil Aviation	2010	20-07-1965

**CURRICULAM VITAE**

1. Name of the officer nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Male/Female \_\_\_\_\_
4. Designation & Scale of Pay \_\_\_\_\_
5. Office in which employed \_\_\_\_\_
6. Whether Hindi/English Stenographer \_\_\_\_\_
7. Academic qualification \_\_\_\_\_
8. Date of joining as PA \_\_\_\_\_
9. Select List Year \_\_\_\_\_
10. Whether the nominee is a member Yes/No  
    a. of SC/ST if yes, please specify SC/ST
11. Previous Training undergone  
    a. ISTM \_\_\_\_\_  
    b. Other Training Institute \_\_\_\_\_
12. Address  
    a. Office Address \_\_\_\_\_  
    b. Ministry/Department \_\_\_\_\_  
    c. Name of Building & Room No. \_\_\_\_\_  
    d. Office Tel. No. \_\_\_\_\_  
    e. Residential Address \_\_\_\_\_  
    f. Mobile/Tel. No. \_\_\_\_\_  
    g. E-mail \_\_\_\_\_
13. Signature \_\_\_\_\_