

No. 21/1/2012-CS-II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.

Dated the, 14<sup>th</sup> October, 2013

OFFICE MEMORANDUM

Subject:- Level-II Training Programme from 04/11/2013 to 15/11/2013 (Two weeks) for PA of CSSS-reg.

The undersigned is directed to say that PAs, whose names are given in the Annexure I, have been nominated to participate in the Level-II Training Programme to be conducted by the ISTM from 04/11/2013 to 15/11/2013. It is requested that these officers may please be relieved of their duties with the direction to report to the Course Coordinator, Shri. Naresh Bhardwaj, Deputy Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 04/11/2013.

2. Cadre Authorities are requested to :

- i) ensure that the officers nominated for the above training programme are relieved in time.
- ii) sanction an advance of Rs. 20,000/-(Rupees twenty thousand only) as T.A. advance for each participant along with their relieving order.
- iii) forward Curriculum Vitae of each participant, specifically indicating their gender and medium in prescribed proforma, as per Annexure II to the Course-Coordinator.

3. If any of the officers shown in the Annexure I has already undergone similar refresher course conducted by ISTM, he/she may not be relieved/considered again for the above mentioned training programme and details of such officers may be forwarded to this Division.

  
14/10/13

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel.No. 24623157

All Cadre Units of CSSS

Copy forwarded to:-

ISTM (Shri Naresh Bhardwaj, Deputy Director.), ISTM Administrative Block, JNU Campus (Old), New Delhi-110067.



**ANNEXURE-I****Annexure to O.M. No. 21/01/2012-CS.II(A) dated 14/10/2013**

Nomination for Level-II Programme to be held from 04/11/2013 to 15/11/2013

S.No.	Name (Shr/Smt./MS.)	Date of Birth	Cadre where working
01.	Rekha Bhatia	21-04-1960	DoP&T
02.	P K Ohri	09-11-1959	Agriculture
03.	Om Prakash	02-02-1974	MSME
04.	Shashi Mahani	13-07-1960	Defence
05.	Sunta Karnail	18-12-1959	UPSC
06.	Mandeep Kaur	29-09-1973	RT&H
07.	Nakul Sain	17-04-1957	Health & FW
08.	Harish Kumar Nandwani	25-12-1962	Water Res.
09.	Meenakshi Walia	03-04-1960	Water Res.
10.	Vikram Singh Negi	13-10-1972	Telecom
11.	Vinita Chawla	02-08-1960	Power
12.	Rekha Pant	29-11-1975	RT&H
13.	K K Upadhyay	30-09-1958	UPSC
14.	Roshan Lal	08-05-1956	DoP&T
15.	Booma Sekar	22-06-1975	Fertilizers
16.	Anita Kathpalia	05-02-1960	Power
17.	Chitra Chandna	24-10-1961	Telecom
18.	V. Subramanian	17-07-1973	RT&H
19.	Anita Kalra	25-07-1962	MHA
20.	R N Sahai	25-12-1961	Civil Aviation
21.	R Krishna Kumar	17-06-1961	Commerce
22.	Sneh Anand	14-01-1959	MHA
23.	Parminder Kaur	02-02-1959	MHA
24.	Anil Chopra	01-05-1957	Legal affairs
25.	Daisy Man	04-10-1961	Telecom.
26.	Sunita Khosla	17-10-1958	Legal Affairs
27.	B K Mulchandani	09-11-1956	UPSC
28.	Jimmy Mathey	11-08-1976	Legal Affairs
29.	D Radhakrishnan	04-04-1959	Expenditure
30.	Shankar Paul	22-11-1957	IP&P
31.	Shashi Virmani	05-01-1959	IP&P
32.	Brij Bala Jindal	21-08-1957	Fertilizers
33.	D R Sharma	01-05-1959	MHA
34.	Rameh Kumar Arora	13-04-1960	Power
35.	Sita Ram Kalyan	01-11-1959	Planning Comm.



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 Stenographer? \_\_\_\_\_
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 \_\_\_\_\_

\_\_\_\_\_  
Signature