

IMMEDIATE

No. 2/1/2013-CS-II(A)(Pt.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

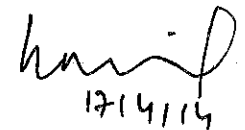
3rd Floor, Lok Nayak Bhawan,
New Delhi – 110 003
Dated the 17th April, 2014

OFFICE MEMORANDUM

Subject:- Level-IV Training Programme from 05.05.2014 to 23.05.2014 (Three Weeks) for PPS of CSSS-reg.

The undersigned is directed to say that PPSs of CSSS whose names are given in the Annexure-I to this OM have been nominated to participate in the Level-IV Training Programme to be conducted by the ISTM from 05.05.2014 to 23.05.2014.

2. **It may be noted that successful completion of Level-IV training programme is mandatory for promotion to the grade of Sr. Principal Private Secretary.** 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 K.Govindarajulu, Joint Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 05.05.2014.
5. Cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender in prescribed proforma given in the Annexure-II, to Shri K.Govindarajulu, Joint 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 K.Govindarajulu, Joint Director & Course Coordinator, ISTM alongwith a copy of list of Participants.

List of Regular PPSs of CSSS who are nominated for Level-IV training programme to be held from 05.05.2014 to 23.05.2014.

S. No.	Name Shri/Smt.	Date of Birth	SLY	Cadre Where Working
1.	S.S. Sharma#	23/08/1955	2008	Rural Dev. (P. Raj)
2.	Rattan Singh Negi @	30/08/1956	2010	MHA
3.	R. Venkatakrishnan @	30/03/1966	2010	Legal Affairs
4.	Anil Kumar Rattan @	17/07/1962	2010	Commerce
5.	Virender Aggarwal @	02/10/1964	2010	Expenditure
6.	Sanjeev Batra @	14/11/1964	2010	Mines
7.	C. Somanathan @	15/05/1962	2010	Expenditure
8.	Devinder Kumar @	19/09/1956	2010	SJ&E
9.	Rajinder Kumar @	27/09/1956	2010	RT&H
10.	Kavita Handa @	07/02/1959	2010	MHA
11.	Neeru Prashar @	26/08/1961	2010	Expenditure
12.	Sadhana Vaswani @	29/06/1957	2010	Expenditure
13.	Dinesh Sachdeva	21/08/1959	2010	Power
14.	Subramanian Ashok	19/02/1957	2010	Agriculture
15.	K.P. Muralidharan	25/09/1956	2010	P&NG
16.	Shaira A Khan	15/07/1956	2010	Planning Comm.
17.	Leela Raghvan	15/03/1962	2010	WCD
18.	Geeta Dhawan	19/08/1958	2010	Commerce
19.	M.B. Saxena	22/08/1957	2010	Water Res.
20.	Anuj Kumar Tripathi	24/04/1965	2010	Environment
21.	P.S. Bhandari	05/08/1959	2010	Youth Affairs
22.	Lalitha Ramachandran	16/10/1961	2010	Urban Dev.
23.	S. Sumathy	27/11/1956	2010	Labour
24.	Harbhajan Kaur Gill	13/11/1958	2010	IP&P
25.	Asha Lata Gupta	29/04/1957	2010	Planning Comm.
26.	Manju Sharma	06/11/1960	2010	Power
27.	Achla	25/07/1957	2010	Commerce
28.	M. Lata	28/05/1966	2010	Water Res.
29.	Malkeet Singh	01/01/1957	2010	Defence
30.	Sunil Kumar	16/03/1957	2010	Expenditure
31.	P.S. Bhandari	04/07/1958	2010	Power
32.	Neena	16/01/1961	2010	MHA
33.	Shama Aneja	11/12/1959	2010	Urban Dev.
34.	Anil Dhawan	15/09/1957	2010	MHA
35.	Renu Kumar	12/03/1964	2010	H&FW
36.	Rajendra Singh	01/01/1963	2010	Defence
37.	A.K. Paliwal	09/12/1956	2010	Telecom
38.	Veena Sachdev	06/02/1961	2010	Expenditure
39.	Harminder Singh	07/05/1959	2010	Labour
40.	S.P. Gupta	01/05/1958	2010	MHA
41.	Gita Nayyar	10/07/1961	2010	I&B
42.	J.P. Kataria	28/05/1961	2010	MHA
43.	V. Malhotra	26/03/1957	2010	Defence
44.	Kamini Bansal	26/02/1961	2010	Urban Dev.
45.	Renu Verma	03/02/1960	2010	MHA

3rd & last attempt. The promotion of the officer vide OM No. 2/1/2013-CS.II(A) dt. 16.07.2013 was subject to successful completion of level-IV training programme within one year.

@ Being re-nominated. Not more than 3 attempts would be given to successfully complete level-IV training programme.

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 PPS _____
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