

**Most Immediate**

**02/01/2009-CSI(T)-Vol.III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi  
/CSI Training/**

Dated the 09<sup>th</sup> February, 2010

**OFFICE MEMORANDUM**

**17 FEB 2010**

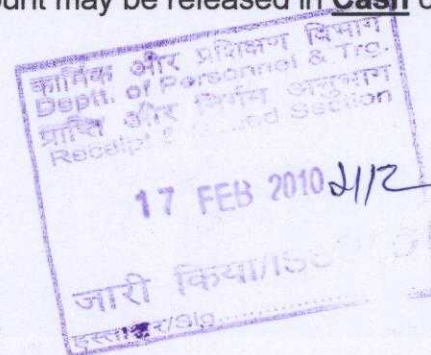
**Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service in the grade at the ISTM (08/03/2010 to 16/04/2010).**

The undersigned is directed to inform that UDCs with 5 years' approved service in the grade, whose names are given in **Annexure I**, have been re-nominated for the above Level 'A' Training Programme. This training is being conducted by ISTM w.e.f. **08/03/2010 to 16/04/2010**. It is requested that these officers may be relieved of their duties, subject to vigilance clearance and advised to report to Shri Parth Vasaniya, Asstt. Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 08<sup>th</sup> March, 2010.**

2. **The officers re-nominated have been promoted as ad-hoc Assistants subject to the condition that their ad-hoc appointment in Assistant Grade would be continued only if they attend and qualify the mandatory training failing which their ad-hoc appointment would be terminated.** ISTM has reported that even after re-nominations the officials mentioned in Annexure I have not reported for the mandatory Level 'A' training programme. **These officials are given a last chance for the successful completion of the mandatory Level 'A' Training Programme and regularization of their promotion.** The concerned Cadre Authorities are therefore requested to ensure that the officers nominated to the above programme are relieved in time.

3. **The aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs.12,000/- each from their respective Ministry/Department. This amount may be released in **Cash** only.**

**P.T.O**





4. Confirmation with regard to the participation of the officers along with their respective bio-data(**Annexure-II**) may please be sent by **22<sup>nd</sup> February, 2010** to **Shri Parth Vasaniya**, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Shri Parth Vasaniya, Asstt. Director/(Co-ordinator), ISTM, is accessible on Phone No. 27019140 (O).

*R Sethi*  
(Dr. REENA SETHI)

Under Secretary to the Govt. of India  
Phone : 24629412

To

**Min/Dept.of  
Joint Secretary(Admn.)  
New Delhi.**

Copy forwarded to :-

- 1 Concerned officers.
2. ISTM, (Sh. Apendu Ganguly- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/2/2008-ISTM dated 29<sup>th</sup> July, 2009. **ER Sheets of the participants may also be got filled up, as separately requested.**
- 3 ISTM, (Shri Parth Vasaniya, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **08<sup>th</sup> March, 2010** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
- 5 CSII(B) Section, DOP&T – **With a request to kindly confirm the re-nominees' training status before their next promotion/regularisation.**
6. Guard File.
7. Web site of this Department ([www.persmin.nic.in/CSS/Training/U.D.C.](http://www.persmin.nic.in/CSS/Training/U.D.C.))

*R Sethi*  
(Dr. REENA SETHI)

Under Secretary to the Govt. of India  
Phone : 24629412

*18/2/2010*



**Level 'A' CSS Cadre Training Programme for UDCs with 5 years  
approved service in the Grade at ISTM  
(08/03/2010 to 16/04/2010)**

<b>S. No</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>DATE OF BIRTH</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
1	R.K. Mamgain *	01/05/1964	DOP&T
2	M.S. Sharma *	15/02/1953	Defence
3	Anitha Jain *	14/07/1966	Food
4	Krishna Khera *	27/05/1956	Education
5	Ravi Patras Tirkey *	23/06/1968	Education
6	Usha Arora *	20/05/1966	DOP&T
7	Laxman Kumar *	22/12/1966	Corporate Affairs
8	JP Sharma *	14/08/1958	Agri. & Cooperation
9	YL Vijayaraghavan *	11/01/1959	Labour
10	Sudesh Kumari *	14/03/1958	Education
11	Anita Sachdev *	15/07/1960	Education
12	Ram Shankar Mishra *	01/01/1964	Education
13	Chaturgon Mahato *	06/01/1954	Urban Development
14	Meena Kumari *	13/04/1965	Culture
15	KV Sreedharan *	07/11/1953	Finance
16	Babu Ram *	08/07/1953	Home Affairs
17	Rakesh Kumar *	08/02/1961	Social Justice & Empowerment
18	S N Dutta *	13/11/1962	Social Justice
19	Ritu Sharma *	12/09/1965	Culture
20	Dharam Pal *	07/07/1957	Home Affairs
21	A Thankaraj *	30/03/1962	Social Justice
22	Hans Raj *	08/05/1963	Social Justice
23	Veer Vikram *	10/01/1964	Tribal Affairs
24	Sohan Lal *	10/06/1954	Social Justice



S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
25	Bharat Ram *	09/07/1961	Labour
26	Prabhu Dayal *	04/05/1957	Information & Broadcasting
27	Reva Mehta *	12/11/1965	Health & Family Welfare
28	Sushma Kaul *	07/12/1953	Home Affairs
29	Anita Ashok *	24/06/1966	Health & Family Welfare
30	K Surya Prakash *	04/06/1958	Food Processing Industry
31	Jai Singh Balu Shinde *	01/06/1963	Labour & Employment
32	Cecellia Ekka *	29/11/1966	Planning Commission
33	R D Shah *	09/07/1962	Shipping
34	Bishan Das *	04/08/1956	Urban Development
35	Ranjeeta Mahapatra *	25/08/1964	Commerce
<b>* Thrice re-nominated candidates who have not yet undergone training and who fail to attend again, will be debarred from future mandatory training modules, which will impact their next promotion adversely.</b>			

**CURRICULAM VITAE**

1. Name of the Officer Nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Designation & Scale of Pay \_\_\_\_\_
4. Office in which employed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Academic Qualification \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Date of joining as **UDC**  
Year of **Select List** \_\_\_\_\_  
\_\_\_\_\_
7. Whether the nominee is a member of SC/ST. If yes, please specify Yes/No  
SC/ST
8. Previous Training undergone  
(i) ISTM \_\_\_\_\_  
(ii) Other Training Instt. \_\_\_\_\_
9. (i) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Place of Office, Tele. No. \_\_\_\_\_  
(ii) Residential Address \_\_\_\_\_  
with Tele. No, if any. \_\_\_\_\_



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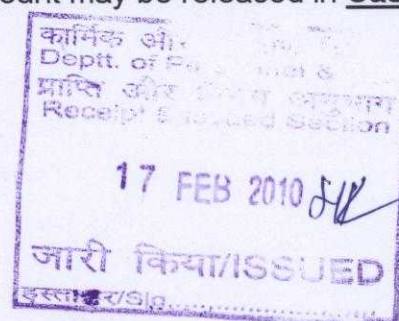
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2. As the training of the officer and successful completion is mandatory, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time. **The performance of the officials in the training will be evaluated and the reports thereof would be added in their CRs to be considered for their next promotion.** No request for withdrawal of nomination either from the Ministry/ Department or the officer concerned shall be entertained by this Department or the Institute as this would have an effect on their next promotions.

3. <sup>A</sup>The aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs.12,000/- each from their respective Ministry/Department. This amount may be released in Cash only.



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6. Guard File.
7. Web site of this Department ([www.persmin.nic.in/CSS/Training/U.D.C.](http://www.persmin.nic.in/CSS/Training/U.D.C.))

*Ram*  
*18/2/2010*

*R Sethi*

**(Dr. REENA SETHI)**

Under Secretary to the Govt. of India  
Phone : 24629412



**Level 'A' CSS Cadre Training Programme for UDCs with 5 years  
approved service in the Grade at ISTM  
(08/03/2010 to 16/04/2010)**

<b>S. No</b>	<b>CSL No. of SL 1995</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>DATE OF BIRTH</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
1.	<b>4097</b>	Raj Kumar	15/07/1963	Road Tpt. & Highways
2.	<b>4099</b>	Surit Dhar Choudhary	30/03/1969	Road Tpt. & Highways
3.	<b>4102</b>	Jasminder Ahluwalia	12/05/1966	Health & Family Welfare
4.	<b>4103</b>	Amita Vaid	12/05/1966	Health & Family Welfare
5.	<b>4107</b>	Raksha Prashar	11/02/1958	Agriculture & Coop.
6.	<b>4108</b>	Aruna Saxena	27/01/1961	Agriculture & Coop.
7.	<b>4109</b>	Asha Sharma	04/04/1965	IP&P
8.	<b>4110</b>	Yashpal Verma	07/02/1964	IP&P
9.	<b>4111</b>	Dalbir Singh Rawat	12/07/1954	IP&P
10.	<b>4112</b>	Karpagalakshmy Ganapathy	17/04/1965	MSME
11.	<b>4116</b>	Kaushalya Devi	20/03/1960	Labour
12.	<b>4117</b>	Sunil Kumar Singh	29/12/1969	Labour
13.	<b>4119</b>	Satvinder Kaur Badhan	01/03/1963	UPSC
14.	<b>4120</b>	Babu Lal	03/08/1962	UPSC
15.	<b>4123</b>	Suresh Kumar Sharma	15/12/1958	Finance



**Annexure II**

**CURRICULAM VITAE**

1. Name of the Officer Nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Designation & Scale of Pay \_\_\_\_\_
4. Office in which employed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Academic Qualification \_\_\_\_\_  
\_\_\_\_\_
6. Date of joining as **UDC**  
Year of **Select List** \_\_\_\_\_  
\_\_\_\_\_
7. Whether the nominee is a member of SC/ST. If yes, please specify Yes/No  
SC/ST
8. Previous Training undergone  
(i) ISTM \_\_\_\_\_  
(ii) Other Training Instt. \_\_\_\_\_
9. (i) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Place of Office, Tele. No. \_\_\_\_\_  
(ii) Residential Address \_\_\_\_\_  
with Tele. No, if any. \_\_\_\_\_