

Most Immediate

**08/03/2011-CSI(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)**

**Lok Nayak Bhavan, New Delhi
Dated the 10th May, 2011**

OFFICE MEMORANDUM

**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS
with 8 years' approved service in the Grade (16/05/2011 to 17/06/2011).**

The undersigned is directed to inform that Assistants with 8 years' approved service in the grade, whose names are given in **Annexure I**, have been nominated for the above Level 'B' Training Programme. This training is being conducted by ISTM w.e.f. **16/05/2011 to 17/06/2011**. It is requested that these officers may be relieved of their duties, subject to vigilance clearance and advised to report to Shri D.K. Bist, Assistant Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 16th May, 2011**.

2. **The performance of the officials in the training will be evaluated and the reports thereof may be added in their APARs 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 the training of the officials and successful completion is necessary for promotion, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time.

3. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of **Rs.16,000/-** each from their respective Ministry/Department. This amount may be released in **Cash** only.

4. Confirmation with regard to the participation of the officers along with their respective bio-data(**Annexure-II**) may be sent by **13th May, 2011** to Shri D.K. Bist, Assistant Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri D.K. Bist, Assistant Director/(Co-ordinator), ISTM, is accessible on Phone No. 26105592 (O).



(Vidyadhar Jha)

Under Secretary to Government of India
Tele. : 24624046

To

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

Copy forwarded to :-

- 1 Officer concerned.
2. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-ISTM(Coord) dated 5th January, 2011. **ER Sheets of the participants may also be got filled up, as requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2nd July 2009.**
3. ISTM (Shri D.K. Bist, Assistant Director), Administrative Block, Old JNU Campus, New Delhi-110067. **It is requested that a list of officers who report for training on 16th May, 2011 may please be furnished to this Department next day positively.**
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. US(SK)/CS.I
6. PA to Director(CS.I)/US(Trg)
7. Guard File
8. Web site of this Department (**www.persmin.nic.in<CS Division<CSS<Training Circulars<Assistant**)



(**Vidyadhar Jha**)
Under Secretary to Government of India
Tele. : 24624046

**Level 'B' Cadre Training Programme at ISTM for CSS Assistants
with 8 years approved service in the Grade
(16/05/2011 to 17/06/2011)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	Anurag Goel	26/12/1973	UPSC
2	M K Pathak	26/12/1960	Science & Technology
3	V P Dhankar	23/04/1957	Civil Aviation
4	Rajesh Ranjan	07/07/1974	Civil Aviation
5	Jayanata Bishnu Nath	20/07/1973	Science & Technology
6	Rameshwar Kumar	02/10/1978	UPSC
7	Vinod Kumar Bhatia	08/07/1957	Urban Development
8	Satish Kumar	01/01/1977	Urban Development
9	Sunita Anand	24/03/1956	UPSC
10	P S Mrithunjayan	20/05/1958	Post
11	Suresh Bala	15/03/1958	Science & Technology
12	Birender Singh	19/06/1959	UPSC
13	Neena Arora	28/08/1953	Power
14	Sunita Bhanot	20/01/1958	Rural Development
15	Vimla Pokhrial	17/11/1956	Agriculture & Cooperation
16	Anita Khanna	15/12/1957	Agriculture & Cooperation
17	V Sukumar	23/04/1958	Agriculture & Cooperation
18	Aruna Jain	15/02/1958	Health & Family Welfare
19	Man Mohan Sharma	28/10/1961	Health & Family Welfare
20	Chandra Kanta Mewar	08/03/1956	Labour
21	M A Josekutty	08/08/1959	Labour
22	C Sethuraja	13/08/1954	Legal Affairs
23	P C Joshi	01/02/1956	Education
24	Neelam Rani	15/08/1956	Education
25	A K Tyagi	05/10/1956	Commerce
26	Bimla Sachdeva	26/11/1957	UPSC
27	S P Singh	14/02/1956	Health & Family Welfare
28	R P Sood	15/12/1956	Steel
29	Sunanada Sharma	02/02/1959	Education
30	Sujit Saha	02/02/1954	UPSC
31	Bahadur Singh	20/10/1954	Commerce
32	Sarla Sharma	10/12/1953	Home Affairs
33	Kusum Lata Goel	12/02/1954	Home Affairs
34	Anita Khanjua	15/08/1956	Personnel & Training
35	M S Tripathi	01/04/1958	Home Affairs

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
36	S K Pandey	24/07/1956	Fertilizer
37	Jasbir Kaur	07/09/1953	Expenditure
38	Pinki	15/09/1955	Expenditure
39	Rakesh Sharma	15/08/1956	Post
40	Chandra Sekhar	09/12/1959	Road Transport & Highways
41	Saroj Rawat	18/10/1956	Education
42	S C Kataria	15/10/1954	Post
43	Raj Rani Seth	15/09/1956	Agriculture & Cooperation
44	Kusum Vasisht	16/06/1956	Commerce
45	Sudhir Kumar Sharma	12/09/1958	Commerce
46	Chander Kanta Gandhi	20/07/1957	Education
47	S K Chopra	06/07/1953	Urban Development
48	JML Sarawat	15/03/1957	Urban Development

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 **Assistant
Select List year** _____

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, _____
e-mail, if any. _____