

Most Immediate

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

**Lok Nayak Bhavan, New Delhi
Dated the 5th December, 2011**

OFFICE MEMORANDUM

**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS
with 8 years' approved service in the Grade (02/01/2012 to 03/02/2012).**

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. **02/01/2012 to 03/02/2012**. It is requested that these officers may be relieved of their duties, subject to vigilance clearance and advised to report to Shri R K Kundi, Deputy Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 02nd January, 2012.**

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. **Those who are promoted as Section Officers on the basis of SO LDCE results are exempted from undergoing this training.**

3. The aforesaid training includes study tour and officers nominated above may be advised to draw necessary TA/DA advance of **Rs.20,000/-** 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 **22nd December, 2011** to Shri R K Kundi, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri R K Kundi, Deputy Director/(Co-ordinator), ISTM, is accessible on Phone No. 26185314 (O).


(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

To

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

Copy forwarded to :-

1. 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 17th June, 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.**
2. ISTM (Shri R K Kundi, Deputy Director), Administrative Block, Old JNU Campus, New Delhi-110067. **It is requested that a list of officers who report for training on 02nd January, 2012 may please be furnished to this Department next day positively.**
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. US(SK)/CS.I (**Kindly verify the training status before considering promotion**)
5. PA to Director(CS.I)/US(Trg)
6. Guard File
7. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/Assistant**)



(**Vidyadhar Jha**)

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Tele. : 24624046

Annexure I**Level 'B' Cadre Training Programme at ISTM for CSS Assistants
(02/01/2012 to 03/02/2012)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	D.O.B.	CADRE WHERE WORKING Ministry/Department
1	Sudesh Arora	05-04-1958	Expenditure
2	Pinki Kumari	22-10-1977	Expenditure
3	Laxmi	14-11-1960	Home Affairs
4	Naveen Arora	01-01-1981	Personnel & Training
5	Ashish Kumar Singh	01-11-1976	Legal Affairs
6	Ruchi Mahajan	03-07-1977	Mines
7	K. Kesasvan	07-08-1954	Posts
8	Dheerendra Mohan Khare	08-05-1978	Posts
9	Madhur Lata Mathur	12-08-1959	Science & Technology
10	Prakash Chand	01-07-1954	Road Transport & Highways
11	Vikas Srivastava	19-10-1979	Road Transport & Highways
12	Shashi Kataria	10-02-1955	Health & Family Welfare
13	Deepak Kumar Mishra	02-12-1976	Health & Family Welfare
14	Sanjay Kumar Mishra	01-02-1981	Urban Development
15	Rajeev Saxena	02-06-1981	Water Resources
16	Sahman	15-10-1955	Agriculture & Cooperation
17	Subir Kumar	06-12-1978	Agriculture & Cooperation
18	Madhu Arora	15-08-1956	Civil Aviation
19	Randhir Kumar	08-08-1977	Civil Aviation
20	Sudha Sharma	05-11-1959	Defence
21	Rajesh Kumar Singh	05-11-1981	Defence
22	Sanjay Kumar	20-09-1977	Environment & Forests
23	Rita Rani Talwar	05-09-1956	Defence
24	Sunil Kumar Pandey	01-05-1979	Defence
25	R. Dayanandan	05-06-1955	Health & Family Welfare
26	Sanjay Kumar Mishra	02-01-1978	Health & Family Welfare
27	X. Usha Regina	14-12-1957	Urban Development
28	Arvind Kumar Suraj	28-01-1974	Urban Development
29	Rajiv Mukherjee	13-05-1959	Road Transport & Highways
30	Ravi Kumar Sinha	05-11-1976	Road Transport & Highways
31	Rita Malik	28-03-1955	Expenditure
32	Vishal Kumar	02-07-1977	Expenditure
33	Manish Kishan	01-03-1978	Commerce
34	A. Muthukrishnan	11-05-1955	Home Affairs
35	Vishal Kumar Gupta	16-11-1977	Home Affairs
36	Naresh Kr. Mehta	02-02-1956	Expenditure
37	Rakesh Kumar Singh	07-08-1980	Expenditure
38	Shubhendu Shekhar Srivastava	26-04-1977	Road Transport & Highways
39	K.K. Chopra	15-07-1956	Urban Development
40	Poonam Chaudhary	22-05-1980	Urban Development
41	Maharaj Krishan Dhar	18-11-1955	Defence
42	Muthuraman, C	27-05-1975	Defence
43	Pawan Kumar	05-10-1976	Commerce
44	Rakesh Kr Tiwari	02-11-1956	Road Transport & Highways
45	Priyaranajan Verma	23-01-1978	Road Transport & Highways

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 **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. _____