

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 19th September, 2011**

OFFICE MEMORANDUM

**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS
with 8 years' approved service in the Grade (10/10/2011 to 11/11/2011).**

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. **10/10/2011 to 11/11/2011**. It is requested that these officers may be relieved of their duties, subject to vigilance clearance and advised to report to Shri Arun Gaur, Deputy Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 10th October, 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 **26th September, 2011** to Shri Arun Gaur, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri Arun Gaur, Deputy Director/(Co-ordinator), ISTM, is accessible on Phone No. 26177508 (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 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.**
3. ISTM (Shri Arun Gaur, Deputy Director), Administrative Block, Old JNU Campus, New Delhi-110067. **It is requested that a list of officers who report for training on 10th October, 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 (**Kindly verify the training status before considering promotion**)
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
(10/10/2011 to 11/11/2011)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	Surajit Saha	25/10/1976	UPSC
2	Suman Parmar	17/12/1976	Urban Development
3	K. C. Gaur	28/10/1953	UPSC
4	Bhaskar Seal	30/12/1977	UPSC
5	C. S. Ahuja	02/09/1958	UPSC
6	Yogesh Dhingra	08/10/1978	UPSC
7	K. Srinivasan	18/11/1958	UPSC
8	Dinesh Chand	22/08/1958	Home Affairs
9	Bihar Lal Koli	15/05/1959	Earth Sciences, Block XII, CGO Comp.
10	Neerja Arora	20/09/1954	Urban Development
11	Anita Kundra	30/05/1954	Posts
12	Vibha Sharma	19/05/1955	Planning Commission
13	Raj Kumar	11/07/1955	Posts
14	A. K. Govila	11/01/1957	Commerce
15	Kusum Lata	28/03/1958	Road Transport and Highways
16	Asha Rani Sharma	14/06/1958	Road Transport and Highways
17	D. P. Singh	15/07/1958	Posts
18	Renu Sehgal	16/04/1959	Urban Development
19	Asha Menon	03/11/1960	Road Transport & Highways
20	N. K. Tomar	30/06/1956	Telecommunications
21	Jaswinder Kaur	15/01/1955	Steel
22	V. P. Arya	18/12/1955	Posts
23	Pradeep Thapar	17/09/1956	Higher Education
24	Neelam Chawla	26/07/1954	Commerce
25	Pramod Kaushik	25/12/1955	Road Transport & Highways
26	Shashi Bala	06/06/1956	Posts
27	Viresh Sharma	17/07/1959	Road Transport & Highways
28	Ved Prakash	01/10/1954	Telecommunications
29	Mahavir Kumar	01/08/1958	Agriculture & Cooperation
30	Narender Kumar	06/08/1957	Social Justice & Empowerment

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. _____