

**8/4/2015-CS.I (Trg) Vol.I**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS-I Section**

New Delhi, dated the 11<sup>th</sup> December, 2015

**OFFICE MEMORANDUM**

**Subject : Level 'E' Training Programme for Officers of CSS at ISTM  
for the period 28/12/2015 to 05/02/2016.**

The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM. It is requested that the nominated officers may be relieved of their duties and advised to report to **Shri R K Agrawal, Deputy Director/Course Director**, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9.00 A.M. on 28<sup>th</sup> December, 2015**.

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19<sup>th</sup> March 2010**, the Ministries/ Departments are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering r their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officer concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.

4. The officers who are being nominated for the third (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the third time) will be entertained.

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5. The participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish the following documents immediately:-

- (g) Annexure-II duly filled in.
- (h) The nominated officer should apply online for official passport, if he/she does not have an official passport already, and attach a print out of the online application submitted for official passport., and
- (i) Two copies of passport size photograph with white background.

This information may be sent to **Shri R K Agrawal, Deputy Director/Course Director**, ISTM, New Delhi **at the earliest**.

6. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri R K Agrawal, Deputy Director/Course Director, ISTM New Delhi** who is accessible on Phone No. 26175590(O), M.No. 9818241081.

**Encls.: Annex.I & Annex.II**



**(Biswajit Banerjee)**

Under Secretary to Government of India

Tele. : 24629413

To

**Ministry/Department of  
All Cadres { Joint Secretary(Admn.) concerned }**

**New Delhi.**

Copy forwarded for information & necessary action to :-

- (1) **ISTM Shri R K Agrawal, Deputy Director/Course Director:-** Administrative Block, Old JNU Campus, New Delhi-110067. **The list of officers, who report for training on 28<sup>th</sup> December, 2015 may please be furnished to the undersigned next day positively.**
- (2) Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
- (3) PA to Dir(CS.I)/PA to US(U)/US(D)
- (4) Guard file
- (5) Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.



**(Biswajit Banerjee)**

Under Secretary to Government of India

Tele. : 24629413

**Annexure I****List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM from  
28/12/2015 to 05/02/2016**

S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
1	5087	Ranjan Kumar #	10-Dec-57	Telecom.
2	5763	Archana Varma (Ms.)**	27-Jul-65	Defence
3	5777	Ajit Kumar Sahoo**	28-Oct-61	Home Affairs
4	5784	R.V. Pandala*	20-May-59	UPSC
5	5786	DK. Sen Gupta*	14-Apr-58	DOP&T
6	5799	Chandan Mukherjee*	30-Mar-63	ISTM
7	5803	P. Haridasan Pillai*	30-May-64	SSC
8	5804	C.S. Mishra*	03-Oct-59	Health & FW
9	5811	PT. Jameskutty*	22-May-59	Urban Development
10	5821	Akhil Saxena*	23-Sep-61	ARPG - On Deputation to Tourism
11	5782	Smt. Prema Bhatt *	24-Nov-58	Consumer Affairs
12	6258	Dhirendra Kumar	18-Feb-66	CIC
13	5822	A. Ushabala(Smt.)	14-Apr-62	Petro & NG
14	5823	KV.Unnikrishnan	10-Aug-59	Civil Aviation
15	5825	AR. Sen Gupta	09-Jun-64	Shipping
16	5826	Kishan Pal	20-Apr-59	Consumer Affairs
17	5827	Sanjay Wadhwan	01-Mar-61	Health & FW
18	5828	Renu Satija	04-Oct-59	Woman & Ch. Dev.
19	5829	Rajendra Singh Jayal	04-Feb-65	Animal Husb.,Dair. & Fish.
20	5830	Victor James	25-Mar-59	Revenue / On Deputation to East Delhi Mun Corpn
21	5832	Raj Sekhar Sikdar	26-Dec-58	DOP&T
22	5834	Pradeep Kumar	01-Jul-62	Commerce
23	5835	Kanwar MS Khalsa	01-Apr-67	Labour & Emp.
24	5839	Abanikant Pattnaik	13-Jul-61	UPSC
25	5842	Anita Alexander	09-May-61	Science & Technology
26	5843	Shyam Singh Mahar	12-Jun-63	Defence
27	5848	Sanjay Kumar Singh	06-May-62	Food Processing Industries
28	5849	Sandeep Madan	16-Jul-62	Defence
29	5851	Santosh Kumar Mishra	15-Mar-64	Higher Edu / On Deputation to Prasar Bharati
30	5857	K. Narayan Reddy	11-May-61	Rural Dev.

S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
31	5861	Rajeev Kumar Kundi	14-Jul-61	DoPT / On Deputation ISTM
32	5863	KPJ. Gerald	25-Dec-63	Higher Education
33	5954	Arun Kumar Dhyani	23-Apr-64	MHA
34	5956	Chandra Sekhar Prasad	25-Jun-65	Health & FW
35	5958	Dev Raj Sharma	19-Jan-60	Road Trans. & Highways
36	5959	Harsh Prakash	14-Jan-60	Agri & Coop
37	6252	Rakesh Kumar	05-Feb-67	Food & PD
38	6293	Bhupender Singh	11-Oct-66	UPSC
39	6524	Narendra Kumar	28-Sep-65	MHA / On Dep National Water Development Agency
40	6525	Sumitra Singh(Smt.)	25-Aug-65	Defence
41	6526	Jag Jiwan	04-Apr-63	UPSC
42	6577	Alice Roseline Tete	05-Sep-68	Rural Dev.
43	6578	Pankhi Lal Meena	05-Jul-68	Home Affairs
44	6580	Ram Charan Meena	20-Feb-66	PoE. Jaipur under MOIA
45	5963	CB. Zoya(Smt.)	26/May/60	DoPT / On Deputation Passport Office, Thiruvananthapuram

**\*\*THIRD AND FINAL NOMINATION**

**\*SECOND NOMINATION**

**Note:**

- (i) The officer at S.No. 1 (marked #) in the list above is hereby deemed relieved from his cadre unit to attend mandatory training programme as this is his last and final nomination. The officer is requested to join ISTM w.e.f. 28<sup>th</sup> December, 2015 without fail as non-joining this training programme will result in debarment of his promotion in future.
- (ii) The officers who are nominated for the third and final chance are **Deemed to have been Relieved** for the training.

**DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2013, 2014 & 2015**

**Name of the Officer:**

**CSL No.:**

		<b>2013</b>	<b>2014</b>	<b>2015</b>
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

**Signature of the officer with date**

**Full Name .....**

**Office Address .....**