

Most Immediate

**8/5/2012-CS.I(Trg)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 6th December, 2012

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Under Secretaries of CSS
for the period 10/12/2012 to 18/01/2013.**

The undersigned is directed to inform that Officers of the CSS in the Grade of Under Secretaries whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM w.e.f. **10/12/2012 to 18/01/2013**. It is requested that nominated officers may be relieved of their duties and advised to report to **Shri Satyajit Mishra**, Joint Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 10th December, 2012**.

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 19th March 2010**, the Cadre Authorities 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 for 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 the Institute 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 released in **Cash** only.

P.T.O.

4. Every nominated officer is required to indicate at least three public policy areas they would like to work during the training programme in the project study. This information may be sent to the Course Coordinator **Shri Satyajit Mishra**, Joint Director/Coordinator, ISTM by email on "**satyajit.mishra@nic.in**" immediately.

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri Satyajit Mishra**, Joint Director/Coordinator, ISTM, New Delhi immediately. **Shri Satyajit Mishra**, Joint Director/Coordinator, ISTM, is accessible on Phone No. 26161375(O) Mob.9999137223.

Encls.: Annex.I, II



(**Vidyadhar Jha**)

Under Secretary to Government of India

Tele. : 24624046

To

Ministry/Department of

All Cadres { Joint Secretary(Admn.) concerned }

New Delhi.

Copy forwarded for information & necessary action to :-

- (1) ISTM, (**Shri Satyajit Mishra, Joint Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their OM No. A-33090/01/2005-ISTM(Coord) dated 19th March, 2012. **ER Sheets of the participants may also be got filled up, as separately requested. The list of officers, who report for training on 10th December, 2012 may please be furnished to this Department next day positively.**
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (3) PA to Dir(CS.I)/PA to US(T)/US(U)/US(D)
- (4) Guard file
- (5) Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat> CSS/Training Nomination Circulars/US**)



(**Vidyadhar Jha**)

Under Secretary to Government of India

Tele. : 24624046

Annexure I

**Level 'E' Training Programme for Under Secretaries of CSS
(10/12/2012 to 18/01/2013)**

S. NO.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DOB	CADRE WHERE WORKING Ministry/Department
1	5029	Y. Thondhang	01-Mar-57	Water Resources
2	5030	G. Srinivasan	04-Aug-61	DOP&T
3	5032	B.P. Pant	01-Nov-59	Posts/Corporate Affairs
4	5034	J.P. Dutt	02-Dec-58	Textiles / Social Justice & Employment (NCST)
5	5036	AK. Sharma	23-Jan-59	Textiles
6	5038	Satish K. Kalhotra	15-Apr-58	Rural Development
7	5046	Arun Kumar Chaube	14-Nov-59	Defence/MSME
8	5048	T. Thyagarajan	12-Apr-58	Disinvestment/UPSC
9	5050	Roopak Chaudhuri	27-Oct-60	DARE/Tribal Affairs
10	5051	Dinesh Singh	05-Aug-55	Rural Development
11	5054	RK. Meena	15-Sep-57	Posts/UPSC
12	5059	M.S. Kalania	15-Jul-57	Labour & Employment
13	5062	Mashoda Lal	07-May-60	Rural Development
14	5065	Anil Kumar	03-May-57	Urban Development/UPSC
15	5068	Ram Pal Singh	05-Mar-58	Environment & Forests
16	5071	Suresh Chandra	01-Jul-57	Textiles
17	5075	Bal Krishan Verma	15-May-57	National Commission for Safai Karamchari/Supply
18	5082	Kabindra Joshi	12-Apr-61	Revenue
19	5083	TD. Krishnan	27-May-62	Posts/NATGRID
20	5086	S. Natarajan	01-Jun-58	Ind. Pol. & Promotion/UPSC

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 Under Secretary
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
(a) ISTM _____
(b) Other Training Institute _____
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. _____