

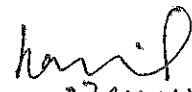
No. 21/7/2014-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 23rd December, 2014.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 12.01.2015 to 30.01.2015 for PS of CSSS - reg.

The undersigned is directed to say that PSs of CSSS, whose names are given in the Annexure-I to this OM, have been nominated to participate in the Level-III Training Programme being conducted by the ISTM from 12.01.2015 to 30.01.2015. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes even after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.**

2. Therefore, cadre authorities are requested to ensure that the officers nominated to the above training programme are relieved in time.
3. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/Departments are required to sanction an advance of Rs. 45,000/-(Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.
4. It is requested that these officers may please be relieved of their duties with the direction to report to Shri H. Govind, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 12.01.2015.
5. Cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Shri H. Govind, Deputy Director & Course Coordinator, ISTM, New Delhi.


23/12/14
(Kameshwar Mishra)

Under Secretary to the Govt. of India
Tel: 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

Copy to: Shri H. Govind, Deputy Director & Course Coordinator, ISTM along with a copy of list of Participants.

List of Regular PSs of CSSS nominated for Level-III training programme to be held from 12.01.2015 to 30.01.2015.

S. No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1.	Kavita Mansukhani*	PS	25/06/1979	Expenditure
2.	Lakshmi Naryain*	PS	18/10/1969	Power
3.	Manju Dangwal*	PS	28/10/1973	H&FW
4.	Yogita Anand*	PS	30/04/1975	Water Resources
5.	Sarika Mittal*	PS	16/08/1961	SJ&E
6.	Saugat Dey*	PS	04/08/1971	Expenditure
7.	Satish Babu K. K. *	PS	19/02/1960	HRD
8.	Ravi Arora*	PS	24/06/1973	Expenditure
9.	Brij Mohan Malik*	PS	23/12/1972	Food & PD
10.	S. Harish Rao*	PS	10/01/1961	SJ&E
11.	Raj Kumari*	PS	10/02/1966	MHA
12.	Jayanta Saha	PS	02/05/1971	Urban Dev.
13.	S.K. Malhotra	PS	04/02/1963	MHA
14.	Sunita Thakur	PS	22/08/1965	Water Res.
15.	Sonia K. Motwani	PS	29/01/1970	Planning Comm.
16.	Arun A	PS	26/05/1970	DoP&T
17.	Ramesh Kumar	PS	05/02/1968	Urban Dev.
18.	N Krishnan	PS	31/12/1970	Home Affairs
19.	Ramarao A B V	PS	31/03/1974	Defence
20.	Amarjeet Singh	PS	20/09/1964	Commerce
21.	Namita Bakshi	PS	08/07/1976	Telecom
22.	Saibal Bhattacharjee	PS	03/01/1963	Coporate Aff.
23.	Sanjay Kumar Jain	PS	24/10/1969	Defence
24.	K.D. Dwivedi	PS	04/09/1967	Expenditure
25.	Harinder Sethi	PS	01/09/1975	Rural Dev.
26.	Gurmeet Kaur	PS	09/01/1970	SJ&E
27.	E Nagarajan	PS	17/05/1966	Legal Affairs
28.	Anup Kumar Mahajan	PS	14/03/1968	Defence
29.	Anil Bhalla	PS	09/09/1976	Steel
30.	Manish Malhotra	PS	28/04/1977	Power
31.	Jawahar Lala	PS	26/08/1968	Defence
32.	Rajnish	PS	23/10/1976	Env & Forests
33.	M.S. Bhakuni	PS	27/10/1960	Env. & Forests
34.	Lalit Mohan Nayyar	PS	22/04/1974	Water Res.
35.	M.L. Dhingra	PS	01/01/1969	S&T
36.	Laxmi Narayan	PS	16/08/1973	Defence
37.	Mallika Ravi Shankar	PS	16/05/1964	SJ&E
38.	Joginder Kumar	PS	28/02/1957	MHA
39.	Vivek	PS	28/06/1974	Food
40.	Vanita Gupta	PS	27/10/1965	Health & FW
41.	Mamta Madan	PS	28/06/1968	Agriculture
42.	S Puttanna	PS	24/09/1964	Expenditure
43.	Manju Bala Arora	PS	21/04/1964	Telecom
44.	Urvashi	PS	14/06/1965	Planning Comm.
45.	Parmjeet Kaur	PS	23/01/1973	Agriculture & Co.

* These officials have been renominated for 2nd time.

CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographers _____
6. Academic qualification _____
7. Date of joining as PS _____
- Select List Year _____
8. Whether the nominee is a member Yes/No
of SC/ST if yes, please specify SC/ST
9. Previous Training undergone
 - (i) ISTM _____
 - (ii) Other Training Institute _____
10. (i) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
e-mail _____

Signature