

No. 20/22/2008-CS-II(Pt.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.

Dated the 1st May, 2014.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 02.06.2014 to 20.06.2014 for PS of CSSS - reg.

The undersigned is directed to refer to this Department's OM of even number dated 23.04.2014 on the subject mentioned above and to say that the following PSs have been renominated for Level-III Training Programme to be conducted by ISTM from 02.06.2014 to 20.06.2014.


S.No.	Name Shri/Smt.	Date of Birth	Cadre where working
1	Gopal Rangra	10/12/1960	Science & Tech.
2	Sandeep Kumar	19/07/1975	UPSC
3	Amudavalli Venkatesan	02/07/1968	RT&H

2. It may be noted that successful completion of Level-III programme is 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 after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.

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 the above officers may be relieved of their duties with the direction to report to Smt. Savita Sen, Assistant Director & Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 02.06.2014.

5. Cadre authorities are also requested to send Curriculum Vitae of the participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure, to Smt. Savita Sen, Assistant Director & Course Coordinator, ISTM, New Delhi.


(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to: Smt. Savita Sen, Assistant Director & Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067.