

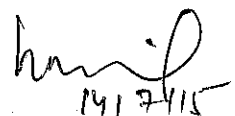
No. 21/7/2014-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 14th July, 2015.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 31.08.2015 to 18.09.2015 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 31.08.2015 to 18.09.2015. **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 Smt. Geetha Nair, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 31.08.2015.
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 Smt. Geetha Nair, Joint 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: (i) Smt. Geetha Nair, Joint Director & Course Coordinator, ISTM along with a copy of list of Participants.
- (ii) Training Division, DoP&T, Old JNU Campurs, New Delhi.
 - (iii) Hindi Unit, DoP&T, North Block, New Delhi for furnishing Hindi version of the OM.
 - (vi) Guard file.
 - (vii) Website of the DoP&T.

List of Regular PSs of CSSS nominated for Level-III training programme to be held from 31.08.2015 to 18.09.2015

S. No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1.	Naresh Kumar@	PS	21-08-1969	Env. & Forests
2.	Ramesh Kumar@	PS	05-02-1968	Environment
3.	N Krishnan@	PS	31-12-1970	MHA
4.	Laxmi Narayan@	PS	16-08-1973	Defence
5.	Amit Puri*	PS	27-08-1975	I & B
6.	Ashish Sharma	PS	02-02-1980	Expenditure
7.	Anu Rattan	PS	09-07-1963	Water Res.
8.	Pratap Singh Parmar	PS	13-07-1958	Defence
9.	T R Ganesh	PS	12-05-1967	HRD
10.	Pradeep Kumar	PS	25-02-1962	MHA
11.	V.K. Panthari	PS	18-04-1960	Env. & Forests
12.	B. Rajashekharan Nair	PS	23-02-1966	RT&H
13.	Rajvir Singh Dabas	PS	26-09-1966	Defence
14.	Sanjeev Kumar Sharma	PS	12-10-1967	Expenditure
15.	A. Hari Krishna Sharma	PS	21-01-1972	Power
16.	Sanjay Sood	PS	27-07-1966	Corporate Affairs
17.	Mahender Kumar	PS	10-07-1970	Defence
18.	Surinder Singh	PS	12-02-1974	Commerce
19.	Jagdish Kumar Wadhwa	PS	01-01-1960	Expenditure
20.	Lalit Kumar	PS	05-05-1972	RT&H
21.	Ruby Bhatia	PS	29-01-1970	HRD
22.	Pramod Sharma	PS	25-12-1968	Defence
23.	Shalini Sharma	PS	11-08-1971	MSME
24.	Sunita Elawadhi	PS	12-05-1969	Legal Affairs
25.	Sanjeev Kumar Dhingra	PS	25-08-1969	Expenditure
26.	Rajneesh Bhardwaj	PS	26-12-1974	I & B
27.	Ashish Kumar Samanta	PS	30-11-1958	Corporate Affairs
28.	Amarpreet Kaur	PS	24-03-1970	DoP&T
29.	Umed Singh	PS	07-09-1971	Labour
30.	Krishan Kant Rai	PS	25-06-1967	HRD
31.	Narayan Chand Sharma	PS	22-12-1963	Telecom
32.	K Anuradha	PS	14-11-1966	Power
33.	Praveen Batra	PS	27-04-1970	MHA
34.	Bharti Duseja	PS	18-01-1969	Posts
35.	Harendra Singh	PS	01-10-1972	HRD
36.	Kusum Garg	PS	01-04-1961	S&T
37.	Atul Singh Bisht	PS	17-10-1977	Home Affairs
38.	V.K. Gupta	PS	10-07-1965	UPSC
39.	Sushil Kumar	PS	01-11-1976	S&T
40.	Vanita Gupta	PS	27-10-1965	Health & FW
41.	Shikha Khurana	PS	09-01-1963	P&NG
42.	Amritpal Singh	PS	27-03-1978	Civil Aviation
43.	Harvinder Singh	PS	07-01-1965	Tribal Affairs
44.	Asha Rani	PS	27-08-1960	Planning Comm.
45.	Pradeep Chand Sharma	PS	17-10-1962	IP&P

* Renomination case @ Last and final chance.

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. Address
Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
e-mail _____

Signature