

**IMMEDIATE**

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 11<sup>th</sup> January, 2013.

**OFFICE MEMORANDUM**

Subject:- Level-III Training Programme (Condensed Version) from 04.02.2013 to 22.02.2013 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 (Condensed Version) being conducted by the ISTM from 04.02.2013 to 22.02.2013. In order to comply with the mandatory condition as per the CTP of CSSS, the officials at S.No. 1 to 32 are being nominated for the second time. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary.**

2. Therefore, cadre authorities are requested to ensure that the officers nominated to the above training programme are relieved in time, as this training is mandatory in nature.

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 Chandan Mukherjee, Deputy Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 04.02.2013.

5. Cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender in prescribed proforma given in the Annexure II, to Shri Chandan Mukherjee, Deputy 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: Shri Chandan Mukherjee, Deputy Director & Course Coordinator, ISTM along with a copy of list of Participants.

