

No. 2/1/2013-CS-II(A)(Pt.)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training


3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
New Delhi – 110 003  
Dated the 14<sup>th</sup> July, 2015.

OFFICE MEMORANDUM

Subject:- Level-IV Training Programme from 24.08.2015 to 11.09.2015 (Three Weeks) for PPS of CSSS-reg.

The undersigned is directed to say that PPSs of CSSS whose names are given in the Annexure-I to this OM have been nominated to participate in the Level-IV Training Programme to be conducted by the ISTM from 24.08.2015 to 11.09.2015.

2. It may be noted that successful completion of Level-IV training programme is mandatory for promotion to the grade of Sr. Principal Private Secretary. 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. The officers nominated for the training programme may be advised to draw necessary TA/DA advance of Rs. 45000/- (Rs. fourty five thousand only) from their respective Ministry/ Department. This amount may be sanctioned in the name of the nominated officers in the form of cash and the same may be collected by ISTM form the participating officers.
4. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Rajeev Kumar Kundi, Deputy Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 24.08.2015.
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 Rajeev Kumar Kundi, Deputy Director & Course Coordinator, ISTM, New Delhi.

  
14/7/15  
(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Tel: 24623157

To

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

- Copy to: (i) Shri Rajeev Kumar Kundi, Deputy Director & Course Coordinator, ISTM alongwith 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.
  - (iv) Guard file.
  - (v) Website of the DoP&T.

**List of PPSs nominated to Level-IV training programme being conducted at ISTM  
from 24.08.2015 to 11.09.2015**

S.No.	Name Shri/Smt./Ms.	Date of Birth	SLY	Cadre unit
1	Sunil Sehgal*	12-03-1960	2010	WCD
2	Poonam Chopra*	24-04-1959	2010	S & T
3	Asha Sharma*	30-05-1962	2010	Urban Dev.
4	Naveen Pandey*	08-06-1960	2010	Defence
5	S.K. Sharma*	12-11-1961	2010	Environment
6	K.S. Subramanian*	24-01-1966	2010	Earth Sciences
7	Pushpa Saroha*	02-07-1964	2010	Fertilizers
8	Bhoop Singh	18-08-1958	2010	Power
9	Renu Wadhwa	24-05-1961	2010	Culture
10	Satvir Wadhwa	15-07-1965	2010	Food & PD
11	Anita Mund	18-01-1962	2010	S & T
12	Charan Jeet	16-01-1960	2010	Posts
13	Harish Chandra	15-09-1962	2010	MHA
14	Poonam Malik	11-12-1963	2010	Agriculture
15	R.K. Kathuria	03-07-1966	2010	Culture
16	R.N. Sharma	19-03-1960	2010	Agriculture
17	R. Bhuvaneshwari	20-09-1965	2010	Health & FW
18	Mahender Kumar	01-03-1966	2010	Posts
19	Sivakami Prakash	19-03-1963	2010	Legal Affairs
20	Meenakshi Gupta	11-05-1962	2010	Expenditure
21	Rajender Prasad	17-08-1960	2010	MHA
22	Kiran Jolly	10-04-1962	2010	SJ&E
23	K. Srinivasan	28-07-1960	2010	Urban Dev.
24	Dayawati Sharma	15-08-1958	2010	Legal Affairs
25	Prem Iata Nagar	02-07-1962	2010	Expenditure
26	Raman Pathak	15-10-1962	2010	Expenditure
27	Rakesh Kumar	04-11-1962	2010	Urban Dev.
28	K.P. Nageshwaran	10-05-1958	2010	IP&P
29	Dinesh Kemwal	02-06-1968	2010	Expenditure
30	Surinder Singh	05-07-1961	2010	Corporate Affairs
31	Jaya S Arora	08-10-1958	2010	Corporate Affairs
32	Rajni Ahuja	22-08-1964	2010	Urban Dev.
33	Deepak Negi	18-04-1958	2010	Water Res.
34	Sharda Kapoor	17-02-1959	2010	NITI Aayog
35	Anand Kumar A C	28-07-1963	2010	DoP&T
36	Gurmeet Singh	15-09-1970	2010	Health & FW
37	V.L. Babu	01-06-1959	2010	MHA
38	P.M. Muralidharen	11-11-1964	2010	MHA
39	Jitender Bhagat	21-10-1970	2010	Power
40	Rajan Gera	07-03-1969	2010	MHA
41	Mahesh Kr. Gupta	22-11-1960	2010	Power

42	V.D.Jaswani	13-11-1962	2010	Defence
43	Malti Sharma	18-08-1960	2010	Youth Affairs
44	Kalpna Ramesh	03-02-1966	2010	Urban Dev.
45	M. Raghu	23-12-1960	2010	MHA

\* 2nd nomination.

**Note:** Not more than 3 attempts would be given to successfully complete level-IV training programme.

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 PPS \_\_\_\_\_  
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 \_\_\_\_\_

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Signature