

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 6th November, 2015.

OFFICE MEMORANDUM

09 NOV 2015

Subject:- Level-III Training Programme from 14.12.2015 to 01.01.2016 for PSs 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 14.12.2015 to 01.01.2016. **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. Cadre authorities are, therefore, 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 Sh. Nafe Singh, Consultant, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 14.12.2015.
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 Sh. Nafe Singh, Consultant, ISTM, New Delhi.

Kameshwar Mishra
 6/11/15
 (Kameshwar Mishra)

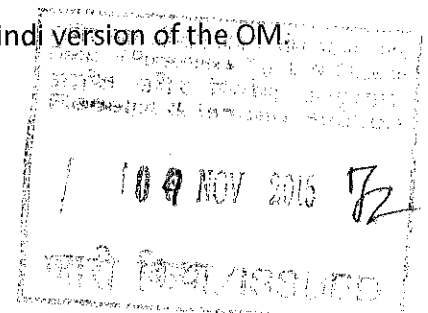
Under Secretary to the Govt. of India
 Tel: 24623157

g/c

To

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

- Copy to: (i) Sh. Nafe Singh, Consultant, 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.
 (iv) Guard file.
 (v) Website of the DoP&T.



List of Regular PSs of CSSS nominated for Level-III training programme to be held from 14.12.2015 to 01.01.2016

S.No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	Anu Rattan*	PS	09-07-1963	Water Res.
2	B. Rajashekharan Nair*	PS	23-02-1966	RT&H
3	Sanjeev Kumar Sharma*	PS	12-10-1967	Expenditure
4	Shalini Sharma*	PS	11-08-1971	MSME
5	Pramod Sharma*	PS	25-12-1968	Defence
6	Praveen Batra*	PS	27-04-1970	MHA
7	Kusum Garg*	PS	01-04-1961	S&T
8	V.K. Gupta*	PS	10-07-1965	UPSC
9	Sanjiv Kumar Chakraborty	PS	01-12-1974	RT&H
10	Rani Bhagra	PS	12-03-1958	Labour
11	Elizabeth Chandekar	PS	18-08-1961	S&T
12	Rajeev Kumar Jha	PS	16-01-1972	HRD
13	Chander Prakash	PS	22-11-1977	I&B
14	Varinder Kaur	PS	29-04-1962	WCD
15	Hira Mani	PS	20-10-1971	Expenditure
16	K.T. Mathew	PS	28-10-1959	WCD
17	Parvesh Kumar	PS	11-12-1965	Agriculture
18	Pradeep Kumar Bhatt	PS	03-01-1975	Home Affairs
19	Kiran Ajwani	PS	08-05-1962	I&B
20	Satish Kumar	PS	28-08-1961	Legal Affairs
21	Konki Krishna Rao	PS	03-05-1969	Planning Comm.
22	Sunita Vashishtha	PS	14-11-1964	Coal
23	Kusum Sharma	PS	08-10-1961	Planning Comm.
24	Lalit Kumar	PS	15-06-1974	HRD
25	Chander Shekher	PS	04-01-1968	I&B
26	Radha Krishnan	PS	17-07-1963	Rural Dev.
27	Kavita Kumar	PS	06-01-1963	Expenditure
28	Pradeep Rawal	PS	11-01-1977	RT&H
29	M. Jayalakshmi	PS	23-11-1960	MHA
30	Abdul Wahid	PS	10-01-1961	Expenditure
31	Sanjay Kumar	PS	12-05-1973	Water Res.
32	Laliteshwar Dayal	PS	21-10-1964	Rural Dev.
33	Atul Saxena	PS	30-04-1959	MHA
34	Nethi Rajeswara Rao	PS	26-06-1969	RT&H
35	Rajni Golani	PS	27-09-1965	Rural Dev.
36	Hema Arora	PS	14-09-1974	IP&P
37	Sati Devi Bhathija	PS	07-03-1960	Legal Affairs
38	A Devanandan	PS	30-05-1973	Water Res.
39	Manjeet Kaur	PS	23-11-1962	HRD
40	Promila Devnani	PS	04-03-1980	I&B
41	Meetu	PS	15-07-1973	HRD
42	Vijjapu Triyambaka Rao	PS	24-06-1975	RT&H
43	Kavita Agnihotri	PS	24-08-1973	Rural Dev.
44	Preetha P	PS	21-05-1978	Expenditure
45	K.N. Mukundan	PS	25-07-1968	Legal Affairs

* Renominated

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