

Most Immediate

**8/5/2012-CS.I(Trg)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 17th August, 2012

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Under Secretaries of CSS
for the period 10/09/2012 to 12/10/2012.**

The undersigned is directed to inform that Officers of the CSS in the Grade of Under Secretaries whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM w.e.f. **10/09/2012 to 12/10/2012**. It is requested that nominated officers may be relieved of their duties and advised to report to **Shri R.K. Kundi**, Deputy Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 10th September, 2012. **Advance intimation about the officers being relieved may be sent to DOPT (CS Division) by 22/08/2012 positively.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Cadre Authorities are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering for their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**


3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/-(Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/Departments. This amount may be released in **Cash** only.

P.T.O.

4. A copy of the course brochure prepared by ISTM is also enclosed for ready reference. Every nominated officer is required to indicate at least three public policy areas they would like to work during the training programme in the project study. This information may be sent to the Course Coordinator **Shri R.K. Kundi**, Deputy Director/Coordinator, ISTM by email on "**rajeev.kundi@nic.in**" by **22nd August 2012**.

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri R.K. Kundi**, Deputy Director/Coordinator, ISTM, New Delhi by **22nd August, 2012** with a copy to the undersigned. **Shri R.K. Kundi**, Deputy Director/Coordinator, ISTM, is accessible on Phone No. 26185314(O).


Encls.: Annex.I, II & CB

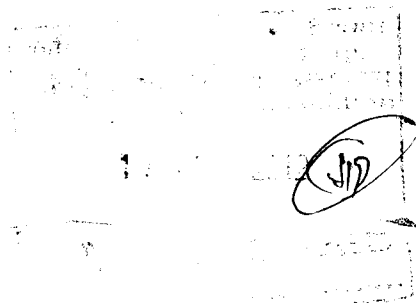

(**Vidyadhar Jha**)
Under Secretary to Government of India
Tele. : 24624046

To
Ministry/Department of
All Cadres { Joint Secretary(Admn.) concerned }
New Delhi.

Copy forwarded for information & necessary action to :-

- (1) ISTM, (**Shri K Govindarajulu - Joint Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their OM No. A-33090/01/2005-ISTM(Coord) dated 19th March, 2012. **ER Sheets of the participants may also be got filled up, as separately requested.**
- (2) ISTM, (**Shri R.K. Kundi, Deputy Director**), Admn. Block, Old JNU Campus, New Delhi-11067 - **The list of officers, who report for training on 10th September, 2012 may please be furnished to this Department next day positively.**
- (3) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (4) PA to Dir(CS.I)/PA to US(T)/US(U)/US(D)
- (5) Guard file
- (6) Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat> CSS/Training Nomination Circulars/US**)


(**Vidyadhar Jha**)
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Annexure I

Level 'E' Training Programme for Under Secretaries of CSS
(10/09/2012 to 12/10/2012)

S. No.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	4355A	S P G Verghese *	10/02/73	Cabinet Secretariat
2	4639	Oma Nand *	20/05/58	Civil Aviation / Health &FW
3	4645A	Soumya Chattopadhyaya *	02/12/68	ADB / Defence
4	4648	Amarjit Singh	09/07/56	Higher Education
5	4694A	Gulam Musafa	24/11/69	Culture / Registrar General of India
6	4706A	Kshitij Mohan	01/02/70	Telecom / Overseas Indian Affairs
7	4710A	A.K. Saran	09/10/65	Youth Affairs / Shipping
8	4726A	Shyama Prasad Roy	04/01/74	Cabinet Secretariat
9	4730A	D. Praveen	25/05/71	Agri. & Coop. /Chemicals & Pet.Chem.
10	4738A	Lal Chhandama	26/09/73	Pet. & NG / Defence
11	4742A	H. Kam Suajthang	27/06/74	Home Affairs/ Agri. & Cooperation
12	4756	Smt. Surinder Kaur *	10/08/56	Women & Child Dev. / Fertilizers
13	4849	Madhukar Sood *	22/04/56	Power / UPSC
14	4867	Mrs. Sulekha Sagar *	15/08/61	Home Affairs
15	4868	Sushma Kataria *	20/10/59	Urban Development
16	4872	M.S. Azad *	20/08/56	Financial Services / Food & PD
17	4873	Hemant Kumar Roy *	30/09/56	Commerce
18	4882	Parimal Thakur *	20/10/56	Home Affairs(NDMA)
19	4889	Ramesh Chand *	18/02/58	UPSC / Urban Development
20	4890	Yogeshwar Lal	20/03/61	Supply
21	4897	Arun Kumar Sachdeva	25/07/62	Social Justice & Emp. / Expenditure
22	4899	J.Suthakar	16/08/60	UPSC
23	4900	Dinesh Arora	19/08/59	Agriculture & Cooperation
24	4901	Rishi Kumar	15/09/61	Drinking Water & Sani. / Earth Sciences
25	4905	B.N. Mishra	22/06/59	Road Tpt. & Highways / UPSC
26	4907	Debasis Pal	10/01/60	Shipping / Panchayati Raj
27	4908	K.B. Subramanian	01/07/60	CCI / Food Processing Industries
28	4910	R. K. Pandey	15/06/59	NAC / Rural Development
29	4912	E.P. Muralidharan	05/10/56	DONER / Scientific & Industrial Research
30	4913	Raj Kumar Arora	19/01/56	SSC / Urban Development
31	4916	Sunil Kumar Sharma	12/09/57	Commerce / Defence
32	4917	Anil Kakaria	21/01/60	Disinvestment / HRD
33	4922	M.A. Khan	14/01/56	Economic Affairs / Health
34	4923	Brij Kumar	25/12/58	Textiles / Defence
35	4929	MP Sajeevan	12/04/58	Cabinet Secretariat

* Re-nomination cases.

/--Promotion & Transfer/Posting vide DOP&T Order No.4/14/2011-CS.I(D) dated 31.07.2012.

CURRICULAM VITAE

1. Name of the Officer Nominated _____
2. Date of Birth _____
3. Designation & Scale of Pay _____
4. Office in which employed _____

5. Academic Qualification _____

6. Date of joining as Under Secretary
Select List year _____
7. Whether the nominee is a member
of SC/ST. If yes, please specify Yes/No SC/ST
8. Previous Training undergone
(a) ISTM _____
(b) Other Training Institute _____
9. (i) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(ii) Residential Address _____
with Tele. No, _____
e-mail, if any. _____