

No. 21/1/2012-CS-II(A)(vol.I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.

Dated the 27th November, 2015.

OFFICE MEMORANDUM

Subject:- Level-II Training Programme from 21.12.2015 to 01.01.2016 for PAs of CSSS -reg.

The undersigned is directed to say that PAs of CSSS, whose names are given in the Annexure - I to this OM, have been nominated to participate in the Level-II Training Programme being conducted by the ISTM from 21.12.2015 to 01.01.2016.

2. Cadre units are requested to ensure that the officers nominated to the above training programme are relieved in time. As per this Department's OM No.T-25017/01/2014-Trg. (ISTM) dated 11.08.2014, the officer nominated for training **shall be** relieved for training by the respective Ministries/Department/organization as it is mandatory, unless exemption is granted as applicable under rules by DoP&T. **It may be noted that Level-II training programme is mandatory in nature and officials who participate and successfully complete the said training programme shall only be considered for promotion to the grade of PS under the seniority quota. As per para 2 of the ibid OM, postponement of participation from the first chance to second chance and from the second chance to the third chance would be allowed only with the prior approval of DoP&T.** However, such approval for postponement of participation does not entitle the officer to obtain the respective promotion/grade/increment in relaxation of the Rules. It is reiterated that the officer will be entitled for the respective promotion/grade/increment only after he/she successfully completes the respective cadre training programme of CSS/CSSS. **The details of the said OM are enclosed herewith at Annexure-III for ready reference.** It may also be noted that the officials who do not attend the mandatory training programme even after three documented nomination by this Department, shall be debarred for future training programme under the Cadre Training Plan.

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. 20,000/- (Rupees twenty thousand only) as T.A. advance for each participant along with their relieving order.

4. It is requested that these officers be relieved of their duties with the direction to report to **Ms. Savita Sen, Assistant Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 21.12.2015.**



5. Cadre authorities are also requested to forward Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Ms. Savita Sen, Assistant Director & Course Coordinator, ISTM, New Delhi in advance.



(Kameshwar Mishra)

Under Secretary to the Govt. of India
Tel.No. 24623157

Under Secretaries (Admn.) of all the concerned cadre units:

Copy to:-

- (i) Ms. Savita Sen, Assistant Director & Course Coordinator, ISTM along with a copy of the list of participants.
- (ii) Guard file.
- (iii) Hindi Unit, DoP&T, North Block, New Delhi with a request to furnish the Hindi translation of the said OM.

S. No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit where presently working
1	Khondakar Abul Basar	10/07/1976	2010	MHA
2	Madan Lal	16/07/1973	2010	Env. & Forest
3	Rajni Bala	25/05/1975	2010	Rural Dev.
4	Radhe Shyam	23/01/1969	2010	Posts
5	Veena Kashyap	27/05/1978	2010	Home Affairs
6	N.K. Gautam	01/01/1969	2010	NITI AAYOG
7	Seema Chauhan	15/05/1976	2010	I&B
8	S.K. Tanwar	07/08/1970	2010	Rural Dev.
9	Rajbir Kataria	06/06/1976	2010	Power
10	Chaman Bharti	07/05/1976	2010	Expenditure
11	Asha Lata Gautam	13/01/1974	2010	Power
12	Maya Devi	28/07/1968	2010	NITI AAYOG
13	Kiran	07/01/1976	2010	NITI AAYOG
14	Sher Singh	01/01/1972	2010	Shipping
15	Anjana Maurya	09/10/1970	2010	Power
16	Harmeet Chaudhary	03/11/1975	2010	HRD
17	Mukesh Kumar	08/01/1971	2010	NITI AAYOG
18	Mamta Rani	17/08/1975	2010	Power
19	Bhawna	18/08/1977	2010	Expenditure
20	Sandhya Ner	02/09/1972	2010	Urban Dev.
21	Ashok Kumar Chaudhary	23/02/1980	2010	Defence
22	Anu Das	16/08/1979	2010	Defence
23	Naresh Kumar Kardem	16/11/1971	2010	Expenditure
24	Poonam Bharati	03/01/1975	2010	Labour
25	Saraswathi Rajesh	26/10/1975	2010	Posts
26	Praveen Sharma	01/08/1977	2010	Urban Dev.
27	Madhu Sooraj Kumar	02/10/1979	2010	P&NG
28	Naresh Kumar	12/06/1976	2010	I&B
29	Rameshwar Gokhale	15/07/1976	2010	P&NG
30	Ajay Kumar	27/01/1974	2010	DOPT
31	Laltesh Malhotra	30/09/1959	2010	Power
32	Suresh Madan	14/11/1958	2010	Minority Affairs
33	Juhie Menon	20/09/1978	2010	Agri. & Coopn.
34	Diviya Makkar	08/06/1980	2010	H&FW
35	D. Satheesh	12/03/1976	2010	Agri. & Coopn.
36	Mamta Malik	12/12/1972	2010	P&NG
37	Deepak Kumar	08/01/1974	2010	I&B
38	Kuldeep Singh Katoch	09/02/1968	2010	Water Res.



CURRICULAM VITAE

1. Name of the officer nominated _____

Male/Female _____

2. Date of Birth _____

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
of SC/ST if yes, please specify

Yes/No

SC/ST

9. Previous Training undergone

(i) ISTM _____

(ii) Other Training Institute _____

10. (i) Office Address _____

Ministry/Department _____

Name of Building & Room No. _____

Office Tel. No. _____

Residential Address _____

Mobile/Tel. No. _____

e-mail _____

Signature _____