

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 1<sup>st</sup> March, 2016.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 14.03.2016 to 01.04.2016 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 14.03.2016 to 01.04.2016. **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 fourty 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. Agam Aggarwal, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 14.03.2016.
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. Agam Aggarwal, Deputy Director, 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: (i) Sh. Agam Aggarwal, Deputy Director, 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.

  
1/3/16

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**List of Regular PSs of CSSS nominated for Level-III training programme to be held from  
14.03.2016 to 01.04.2016**

S.No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	Madhu Mehta	PS	05-04-1961	NITI Aayog
2	Pramod Sharma**	PS	25-12-1968	Defence
3	Rajeev Kumar Jha*	PS	16-01-1972	HRD
4	Chander Prakash*	PS	22-11-1977	I&B
5	Sunita Vashishtha*	PS	14-11-1964	Coal
6	Chander Shekher*	PS	04-01-1968	I&B
7	Radha Krishnan*	PS	17-07-1963	Rural Dev.
8	Pradeep Rawal*	PS	11-01-1977	RT&H
9	Sati Devi Bhathija*	PS	07-03-1960	Legal Affairs
10	Sanoj Kumar Singh	PS	29-10-1975	Food & PD
11	Jitinder Sabherwal	PS	10-07-1966	Supply
12	Rashmi Taryon	PS	14-07-1963	WCD
13	Azeez Baig	PS	10-06-1967	Civil Aviation
14	Suresh Karki	PS	01-05-1970	Power
15	Sabu James	PS	30-05-1959	MSME
16	Meena Mahendru	PS	12-06-1973	Posts
17	Sanjay Narang	PS	04-12-1968	IP&P
18	Manish Trikha	PS	06-07-1977	I&B
19	Jyothi Thakur	PS	23-09-1971	Expenditure
20	Sangeeta Sharma	PS	22-08-1975	Food & PD
21	Manoj Khatter	PS	29-12-1969	Water Res.
22	Sangita	PS	30-07-1961	Food & PD
23	Sanjay Kumar	PS	01-12-1970	MHA
24	M.S. Vishwanathan	PS	18-05-1961	Defence
25	Sunil Kumar	PS	12-03-1967	Agriculture
26	Puneet Pathak	PS	22-08-1977	Expenditure
27	C.P. Arora	PS	10-04-1959	Posts
28	Princy Bhargava	PS	25-02-1979	I&B
29	Paramjeet Kaur	PS	25-04-1969	Legal Affairs
30	A Seetha Maha Lakshmi	PS	02-04-1968	MHA
31	M.K. Chawla	PS	13-10-1961	WCD
32	Harita Kapoor	PS	06-12-1971	Water Res.
33	Sanjay Nautiyal	PS	23-09-1973	EF & CC
34	Sujata Talwar	PS	05-12-1970	Culture
35	Geeta Malhotra	PS	09-12-1967	S&T
36	Ravinder Kumar	PS	28-04-1971	Power
37	Sanjay Mahani	PS	11-07-1971	Civil Aviation
38	Rachna Varshney	PS	03-10-1969	NITI Aayog
39	Vimmy Jasra	PS	23-10-1965	Urban Dev
40	Lata Sharma	PS	05-09-1969	Power
41	Monika Vig	PS	20-07-1972	IP&P
42	Renu Sharma	PS	25-08-1964	Legal Affairs
43	Vandana Sharma	PS	31-03-1968	Youth Affairs
44	Rajesh Joshi	PS	17-06-1970	UPSC
45	Y. Punarthanam	PS	22-04-1962	Shipping
46	Sumita Banerjee	PS	13-07-1976	MHA

\* Renominated

\*\* Third nomination &amp; Last Chance

*Singh*  
23/16

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