

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 01st July, 2016.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 18.07.2016 to 05.08.2016 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 18.07.2016 to 05.08.2016. **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. The concerned 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. Moley Sanyal, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 18.07.2016.

5. The concerned 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. Moley Sanyal, 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. Moley Sanyal, 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.
(vi) Officers concerned.

List of Regular PSs of CSSS nominated for Level-III training programme to be held from**18.07.2016 to 05.08.2016**

S.No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	Sanjay Kumar**	PS	01-12-1970	MHA
2	Sanoj Kumar Singh*	PS	29-10-1975	Food & PD
3	Sujata Talwar*	PS	05-12-1970	Culture
4	Lata Sharma*	PS	05-09-1969	Power
5	N.K. Mehta*	PS	25-02-1962	MHA
6	Kiran Malik*	PS	30-12-1975	Legal Affairs
7	J.S. Dheer	PS	02-09-1962	Defence
8	Brij Mohan Joshi	PS	02-12-1967	Defence
9	Suraj Prakash Sharma	PS	09-10-1971	Expenditure
10	Subhash Chander Kalra	PS	29-10-1961	Commerce
11	Saroj Rawat	PS	09-07-1973	Power
12	Brij Lal	PS	10-04-1974	Fertilizers
13	Laxmi Narain	PS	26-09-1972	DoP&T
14	Mamta	PS	11-11-1971	Defence
15	Om Prakash	PS	24-07-1973	Agriculture
16	Rajender Kumar	PS	17-08-1973	Science & Tech.
17	Rameshwari	PS	25-10-1979	Supply
18	Sarita	PS	20-03-1976	SJ&E
19	K.E.Mohanan	PS	30-05-1963	IP&P
20	Mahipal Singh	PS	19-03-1972	DoP&T
21	Mariamamma K.	PS	21-05-1963	Commerce
22	Rajeshwari Shankar	PS	26-10-1968	Posts
23	Deepak Jiloha	PS	20-08-1979	Power
24	Narendra Dutt	PS	11-07-1970	SJ&E
25	Anju Gulati	PS	25-06-1972	Youth Affairs
26	Shanti Choudhury	PS	01-05-1964	Urban Dev
27	Gajender Singh Bisht	PS	03-08-1966	Urban Dev
28	Arvind Pandey	PS	12-12-1969	Earth Science
29	Ravinder Nath	PS	03-12-1967	MHA
30	H.C. Bhatt	PS	02-04-1968	MSME
31	Renu Singh	PS	29-11-1965	Expenditure
32	Dalvinder Kaur	PS	14-09-1972	DoP&T
33	Neelam Devi Chauhan	PS	17-03-1959	MHA
34	Puran Singh Rawat	PS	30-03-1968	Defence
35	Jyoti Mirani	PS	15-01-1969	Defence
36	R.S. Katoch	PS	25-09-1962	MHA
37	P Shyam Prasad	PS	04-05-1968	Expenditure
38	Ritu Thakral	PS	10-07-1971	Planning Comm.
39	Gulshan Kumar Jaggi	PS	26-11-1960	MHA
40	Sunita	PS	04-01-1960	Earth Science
41	Harbans Lal	PS	07-04-1967	Defence
42	Maninder Kaur Grover	PS	02-08-1972	DoP&T
43	Kalpna Goel	PS	15-07-1966	Minority Affairs
44	Renuka Saxena	PS	15-07-1967	DoP&T
45	Bishan Lal	PS	01-05-1968	S&T

* Renominated

** Third & Last Chance

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