

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 23<sup>rd</sup> November, 2016.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 12.12.2016 to 30.12.2016 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 12.12.2016 to 30.12.2016. 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. Ram Babu Vadali, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 12.12.2016.

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, Sh. Ram Babu Vadali, Deputy Director, ISTM, New Delhi.

Dept. of Personnel & Try., L. N. Bhawan  
प्राप्ति और निगम अनुभाग  
Receipt & Issued Section  
24 NOV 2016  
जारी किया / ISSUED

*Unseen*  
23/11/16  
(Unmesh Kumar Bhatia)

Under Secretary to the Govt. of India  
Tel: 24623157

*ole*

To

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

- Copy to: (i) Sh. Ram Babu Vadali, 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 12.12.2016 to 30.12.2016**

S.No.	CSL No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	388	Sujata Talwar**	PS	05-12-1970	Culture
2	402	P.K. Mukherjee*	PS	01-03-1959	Defence
3	417	Narender Lal Saini*	PS	14-02-1973	RT&H
4	448	Om Prakash*	PS	24-07-1973	Agriculture
5	461	Anju Gulati*	PS	25-06-1972	Youth Affairs
6	471	Dalvinder Kaur*	PS	14-09-1972	DoP&T
7	474	Jyoti Mirani*	PS	15-01-1969	Defence
8	487	Sweety Dua	PS	21-11-1964	DoP&T
9	488	Shanti Mohan Mishra	PS	30-06-1971	Fertilizers
10	489	Tikam Singh	PS	02-08-1959	Labour
11	491	Subhash Chand	PS	04-02-1968	UPSC
12	492	Bhagat Singh	PS	01-04-1967	MHA
13	493	Om Prakash	PS	10-09-1967	MHA
14	494	Sandip Govind Ramteke	PS	09-08-1973	DoP&T
15	495	Kulwant Kaur	PS	15-02-1971	IP&P
16	496	Rajendra Kumar	PS	05-08-1970	Planning Comm.
17	497	Rajender Kumar	PS	09-02-1965	Defence
18	498	K.M. Nandakumar	PS	29-07-1966	MHA
19	499	Purnima Bhasin	PS	01-05-1968	Defence
20	500	V. Raghotheman	PS	03-04-1963	Urban Dev
21	501	Ved Ram Singh	PS	01-01-1961	Env. & Forests
22	503	Vijay Kumar Sharma	PS	18-01-1964	Water Res.
23	509	Raj Kumar	PS	21-05-1968	RT&H
24	510	P. Uppilirsrinivasan	PS	31-07-1967	Legal Affairs
25	511	Deepa Bharani	PS	24-11-1966	Telecom
26	512	Rekha Dawar	PS	06-09-1962	HRD
27	513	R. Radhika	PS	06-05-1965	Legal Affairs
28	514	Sanjeev Puri	PS	04-09-1968	Telecom
29	515	S.P. Bhatnagar	PS	26-08-1961	Defence
30	517	Bhawna	PS	21-05-1966	I&B
31	518	Poonam Bajaj	PS	03-11-1969	Planning Comm.
32	521	A. Vijaya Menon	PS	20-04-1965	Planning Comm.
33	524	Sarita Bhagat	PS	12-05-1965	Agriculture
34	525	Bindu Grover	PS	23-03-1966	Consumer Affairs
35	526	Raveendran E.P.	PS	22-05-1962	MHA
36	527	Sivaraju Rama	PS	01-06-1967	S&T
37	528	Rajni Puria	PS	24-12-1965	UPSC
38	529	Mahalakshmi GopalaKrishnan	PS	11-07-1959	Legal Affairs
39	531	Jeet Singh	PS	05-06-1959	MHA
40	532	M. Venketaraman	PS	28-07-1964	Rural Dev.
41	535	D.S. Gudnu	PS	08-10-1960	HRD
42	536	Mariamamma Joseph	PS	30-05-1961	Posts
43	538	T.Parmanand Prabhu	PS	10-12-1961	Defence
44	539	P.Bandhopadhyay	PS	29/04/1964	Urban Dev
45	540	Raghunath Sethi	PS	01/12/1966	DoP&T

\*Renomination & last chance

\*\* 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