

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 12th May, 2017.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 29.05.2017 to 16.06.2017 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 29.05.2017 to 16.06.2017. **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 on 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. Rambabu Vadali, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 29.05.2017.

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. Rambabu Vadali, Deputy Director, ISTM, New Delhi.


(Pradeep A.)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

- Copy to: (i) Sh. Rambabu 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 to be nominated for Level-III training programme to be held from 29.05.2017 to 16.06.2017

Annexure-I

S.No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	Suresh Karki*	PS	01/05/1970	Power
2	V. Raghotheman*	PS	03/04/1963	Urban Dev
3	P.Bandhopadhyay*	PS	29/04/1964	Urban Dev
4	Kanta Kumar*	PS	15/09/1969	Urban Dev.
5	Sneh Lata*	PS	16/10/1968	Planning Comm.
6	G.C. Naidu	PS	22/10/1960	MHA
7	Yashpal Singh	PS	13/10/1960	Agriculture
8	Paramjit Singh	PS	11/12/1967	HRD
9	Veera Lakshmi Bokka	PS	04/02/1965	UPSC
10	P.K. Arora	PS	08/04/1967	MHA
11	Indu Kukreja	PS	18/07/1968	Earth Science
12	Y.K. Sharma	PS	05/08/1964	Water Res.
13	Rajni Malhotra	PS	29/07/1968	Health & FW
14	Gajender Kumar	PS	27/11/1964	Steel
15	Parveen Arora	PS	12/08/1967	I&B
16	Sanjeev Dhingra	PS	09/07/1963	Defence
17	Sunder Singh	PS	10/06/1963	I&B
18	Rajender Khurana	PS	23/05/1967	IP&P
19	Savita Kapoor	PS	18/05/1966	Telecom
20	Joseph Mathew	PS	24/05/1959	Urban Dev
21	Sudip Banerji	PS	24/04/1960	Earth Science
22	D.S. Prasad	PS	27/03/1961	DoP&T
23	Ranjit Kaur	PS	20/02/1964	Agriculture
24	Anumeet Chawla	PS	31/07/1969	Agriculture
25	K. Madhavi	PS	01/08/1967	P&NG
26	Ashok Kumar Raichandani	PS	20/08/1965	Agriculture
27	Vivek Madhav Patait	PS	03/04/1961	MHA
28	Harvinder Singh	PS	03/07/1964	I&B
29	M. Seshu	PS	03/08/1964	Labour
30	Kaushik Mitra	PS	06/11/1964	I&B
31	Rachna Mehta	PS	19/10/1961	Water Res.
32	S. Swarna Latha	PS	30/09/1964	DoP&T
33	Bharat Mohan	PS	10/04/1964	MHA
34	Amit Munjal	PS	13/07/1967	DoP&T
35	Indu Malhotra	PS	18/09/1968	Labour
36	Seema Darwade	PS	23/05/1966	culture
37	Sunita Vikas Ramteke	PS	28/06/1969	DoP&T
38	Sunita Jaluthra	PS	06/07/1966	Water Res.
39	Umesh Kumar Barua	PS	24/02/1961	DoP&T
40	S. Padma	PS	23/06/1961	Fertilizers
41	V. Chidambaram	PS	19/05/1963	MHA
42	Vikas Khanna	PS	24/12/1969	RT&H
43	Veena Bhalla	PS	01/06/1960	Urban Dev.
44	A.S. Kadyan	PS	23/10/1959	EF&CC
45	Rajinder Singh II	PS	02/07/1965	Telecom

* Renominated for 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