

No. 21/7/2014-CS-II(A)Vol.II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 7th July, 2017.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 17.07.2017 to 04.08.2017 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 17.07.2017 to 04.08.2017. **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. H. Govind, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 17.07.2017.

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, to Sh. H. Govind, Deputy Director, ISTM, New Delhi.



(K. Salil Kumar)

Under Secretary to the Govt. of India

Tel: 24654020

To

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

- Copy to: (i) Sh. H. Govind, Deputy Director, ISTM along with a copy of list of Participants and to inform that a separate list of 10 re-nominated candidates will be issued shortly.
(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.

List of Regular PSs of CSSS to be nominated for Level-III training programme to be held from 19.07.2017 to 04.08.2017

S.No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	Silla Joseph	PS	22/01/1960	Posts
2	Mahabir Singh Rawat	PS	07/06/1961	DoP&T
3	Raju Goswami	PS	03/06/1963	DoP&T
4	Kulbir Singh Saini	PS	08/06/1962	S&T
5	Narender Kumar	PS	15/12/1962	Agriculture
6	Anuradha Jeevraj	PS	23/01/1961	Health & FW
7	Hari Pal	PS	19/01/1965	Urban Dev
8	G. Swaminathan	PS	05/09/1965	corporate Affairs
9	Dhyan Swaroop	PS	01/07/1968	UPSC
10	R. Ramachandran	PS	25/05/1963	MHA
11	Meenu Jain	PS	11/03/1968	Planning Comm.
12	Iti Mishra	PS	26/06/1968	Water Res.
13	Praveen Chandoke	PS	01/12/1962	Agriculture
14	S. Jayashree	PS	03/11/1965	Supply
15	Chander Parakash Sharma	PS	26/07/1960	Civil Aviation
16	Monikuntala Sengupta	PS	20/04/1962	MSME
17	N.V. Narsimhan	PS	18/03/1962	S&T
18	S.K. Jakhu	PS	05/05/1964	S&T
19	Manoj Duggal	PS	05/03/1966	DoP&T
20	Radha Murali	PS	28/06/1965	Posts
21	Ved Prakash Dobriyal	PS	02/12/1960	Power
22	Ram Ratan	PS	22/12/1965	SJ&E
23	Asima	PS	30/04/1962	MSME
24	D.S. Rawat	PS	09/08/1959	Expenditure
25	Arvind Bhardwaj	PS	25/11/1967	DoP&T
26	Pratibha Passi	PS	07/04/1968	RT&H
27	Rajani Manoranjan	PS	01/05/1960	Health & FW
28	Latha Karunanethy	PS	25/05/1967	Power
29	N C S Bora	PS	18/01/1965	Health & FW
30	Reeta Totlani	PS	25/09/1963	Health & FW
31	Sunita	PS	28/04/1970	Agriculture
32	Amar Singh	PS	16/04/1964	Defence
33	Devender Satti	PS	20/08/1966	Commerce
34	V. Thimothi	PS	11/10/1964	Expenditure
35	Honey Rani Bhatnagar	PS	15/11/1960	Expenditure

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