

**IMMEDIATE**

No. 21/2/2019-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

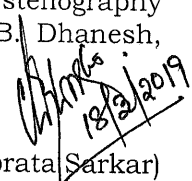
3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi - 110 003  
Dated the 18<sup>th</sup> March, 2019

**OFFICE MEMORANDUM**

Subject:- Level-III Training Programme from 1<sup>st</sup> April, 2019 to 19<sup>th</sup> April, 2019 for PSs/PPSs (ad-hoc) of CSSS - reg.

The undersigned is directed to say that PSs/PPSs (ad-hoc) 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 01.04.2019 to 19.04.2019. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. The officers who do not attend or successfully complete the Level-III Training Programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016.**

2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved on time.
3. All nominated officers for the above stated training programme are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form). The officers may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.
4. 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.
5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri B. Dhanesh, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 01.04.2019.
6. 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 Shri B. Dhanesh, Deputy Director, ISTM, New Delhi.

  
(Chirabrata Sarkar)  
Under Secretary to the Govt. of India  
Tel: 24623157

To

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

Copy to:-

1. Shri B. Dhanesh, Deputy Director, ISTM along with a copy of list of Participants.
2. Training Division, DoP&T, Old JNU Campurs, New Delhi.
3. Officers concerned (through website of DoP&T)

## Anenxure-I

**List of PSs/PPSs(ad-hoc) of CSSS nominated for Level-III training programme to be held from  
01.04.2019 to 19.04.2019**

S.No.	CSL No.	Name Shri/Ms./Smt.	Cadre	Date of Birth
1	983	Dharmender Singh	Mines	19-04-68
2	984	Baljeet Singh	Legal Affairs	01-08-70
3	1017	Sunita Lakra	MHA	10-05-70
4	1023	Sushila Kujur	Minority Affairs	10-11-69
5	1024	Pious Sangeeta Toppo	Power	05-11-69
6	1027	Vanlalsiami fanai	Power	21-06-68
7	1028	Saroj Ravi Girota	DoP&T	02-07-73
8	1032	Mannu Ram Tudu	Niti Aayog	01-01-67
9	1033	Arun Kamal Khalkho	Power	03-05-70
10	1061	Kiran Lakra	Power	03-09-78
11	1065	Litton Soren	Legal Affairs	21-11-78
12	1066	Phaomei Dishinlei	Legal Affairs	01-03-74
13	1067	Rose Minz	Legal Affairs	23-02-78
14	1147	RaghunathTudu	Science & Tech.	05-07-75
15	996	Kavita Sandhu	Expenditure	13-08-69
16	997	Kiran Birdi	Expenditure	06-11-72
17	998	Reeta Tandon	I&B	02-07-62
18	1003	Varalakshmi Nagaraju	Water Res.	26-06-72
19	1004	Siddharth Gautam	Legal Affairs	13-07-77
20	1005	Sunita	I&B	21-08-73
21	1006	Prem Chand	Food Processing Industry	02-09-63
22	1007	Beni Pratibha	Power	21-01-78
23	1008	Nafe Singh	Commerce	05-02-67
24	1009	Kalawati Thind	I&B	15-06-68
25	1010	Surender Pal	MHA	08-10-68
26	1011	Santosh	MHA	15-01-66
27	1012	Naveen Bagotra	Doner	06-03-77
28	1013	Ajitha S	Commerce	21-03-64
29	1014	Sanjay Kumar	Rural Dev.	11-10-70
30	1015	Anita Kumari	Agriculture	08-03-72
31	1016	Surjeet Nair	Defence	18-02-72
32	1018	Navneet Sarpal	Heavy Industry	06-08-78
33	1019	Jasoda	Housing & Urban Affairs	03-08-74
34	1020	Hemant	MHA	14-08-77
35	1021	Shripal Singh	MNRE	16-11-70

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 Stenographer \_\_\_\_\_

6. Academic qualification \_\_\_\_\_

7. Date of joining as PPS \_\_\_\_\_

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