

MOST IMMEDIATE

**No.20/22/2008-CS-II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training**

New Delhi, dated 20th August, 2008

OFFICE MEMORANDUM

Subject : Training Programme for the professional development of Sr.PPS /PPS of the CSSS to be organized by National Productivity Council (NPC) from 15/09/08 to 26/09/08.

The undersigned is directed to say that Sr.PPS/PPS of CSSS whose names are given in Annexure have been nominated to participate in the In House Training Programme on "Developing Executive Secretaries for Future" being conducted by the National Productivity Council during the period **15/09/2008 to 26/09/2008** alongwith a 3 day Action Learning Trip and a few sessions at Mussoorie. It is requested that these officers may please be relieved of their duties with the direction to report to Shri K.G. Varshney, Director & Group Head(HRM), National Productivity Council, Utpadakta Bhavan, 5-6 Institutional Area, Lodi Road, New Delhi-110003 **at 9 A.M. on 15th September, 2008.**

2. Cadre Authorities are requested to ensure that the officers nominated to the above workshop are released in time. **The training is compulsory and no request for exemption of the nomination of the officer either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Council.**

3. NPC would charge a sum of Rs. 37,500/- per participant as a course fee which include Professional charges, training kit, conference facility, working lunch, tea/coffee etc and service charges currently applicable. The administrative Ministry/Department is advised to sanction an amount of Rs. 37,500/- (Rupees Thirty Seven Thousand and Five Hundred Only) and the cheque for the said amount may be drawn in favour of "National Productivity Council".

4. Confirmation with regard to the release of the officers along with their respective bio-data may please be sent to Shri K.G. Varshney, Director & Group Head(HRM), National Productivity Council by **1st September, 2008** at the aforesaid address with a copy to the undersigned.


(Dr. S.K. Sarkar)

Joint Secretary to the Govt. of India
☎: 23094010


**To
Joint Secretary(Admn.) As per list attached**

Annexure to OM No. 20/22/2008-CS-II dated 20/08/2008

**“Developing Executive Secretaries for Future” being conducted by the
National Productivity Council w.e.f. 15/09/2008 to 26/09/2008.**

List of Adhoc Sr. PPS/PPS/Adhoc PPS of CSSS

S.No.	Name	Date of Birth	Cadre where working
1.	O.P. Dhawan	5.11.55	Culture
2.	N.K. Rajpal	26.7.52	Agriculture
3.	B.S. Ghuman	7.2.50	UPSC
4.	Prem Pal	28.7.52	RT&H
5.	Ms. Angela Stephen	3.4.59	MHA (S&PI)
6.	B.P. Dabas	4.2.52	Defence
7.	D.S. Sharma	6.3.51	Social Justice & Emp./Legal Affairs
8.	U.S. Rawat	20.10.49	Science & Technology
9.	D.P. Hura	5.6.51	UPSC
10.	Ms. Samburanam Gopu	15.6.52	UPSC
11.	A.K. Chandwani	27.11.54	I&B
12.	Subhash Chander	10.1.52	Rural Dev.
13.	M. Sasidharan	25.11.55	Defence
14.	N.R. Muralidharan	31.8.53	I&B
15.	J.K. Jain	1.1.55	Telecom.
16.	S.B. Sanduja	24.9.53	Telecom.
17.	Ms. S.M. Oberoi	6.10.50	UPSC
18.	H.C. Sehgal	29.7.52	UPSC
19.	Ms. Asha Rani	4.5.56	Commerce
20.	A.K. Dasgupta	2.1.52	Legal Affairs
21.	S. Palaniswamy	4.12.50	DoP&T (CIC)
22.	T.S. Koteeswaran	1.11.50	Commerce
23.	I.M. Moudgil	16.5.56	Expenditure
24.	T.N.G. Prabhu	18.9.52	IPP (Tariff Commission)
25.	Nahar Singh	14.7.52	Expenditure
26.	M.M. Ahuja	29.1.55	Water Res. (on deputation)
27.	C. Gopinathan	20.4.50	Expenditure
28.	V.S. Manian	30.3.57	Expenditure


(श्री. ए.एस. पुन्डिर) / E. S. PUNDIR
अधीक्षक/Under Secretary