

No. 21/1/2012-CS-II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.

Dated the, 3<sup>rd</sup> September, 2013

OFFICE MEMORANDUM


Subject:- Level-II Training Programme from 30/09/2013 to 11/10/2013 (Two weeks) for PA of CSSS-reg.

The undersigned is directed to say that PAs, whose names are given in the Annexure I, have been nominated to participate in the Level-II Training Programme to be conducted by the ISTM from 30/09/2013 to 11/10/2013. It is requested that these officers may please be relieved of their duties with the direction to report to the Course Co-ordinator, Shri. Lalit Grover, Assistant Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 30/09/2013.

2. Cadre Authorities are requested to :

- i) ensure that the officers nominated for the above training programme are relieved in time.
- ii) sanction an advance of Rs. 20,000/- (Rupees twenty thousand only) as T.A. advance for each participant along with their relieving order.
- iii) forward Curriculum Vitae of each participant specifically indicating their gender and medium in prescribed proforma, as per Annexure II, to the Course-Coordinator.

3. If any of the officers shown in the Annexure I has already undergone similar refresher course conducted by ISTM, he/she may not be relieved/considered again for the above mentioned training programme and details of such officers may be forwarded to this Division.

  
(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Tel.No. 24623157

All Cadre Units of CSSS

Copy forwarded to:-

ISTM (Shri. Lalit Grover, Assistant Director), ISTM Administrative Block, JNU Campus (Old), New Delhi-110067.

**ANNEXURE-I****Annexure to O.M. No. 21/01/2012-CS.II(A) dated 03/09/2013**

Nomination for Level-II Programme to be held from 30/09/2013 to 11/10/2013.

S.No.	Name(Shri/Smt./Ms.)	Date of Birth	Cadre where working
1.	Jai Kishan	06/07/1962	Env. & Forests
2.	Chanchal Kumar	30/03/1958	Defence
3.	Santhini Devi	21/04/1959	Urban Dev.
4.	P.Lalitha Dinesh	21/08/1957	MHA
5.	Chitra Puri	24/08/1957	I&B
6.	Sanjay Kapoor	23/07/1960	Planning Comm.
7.	K.S. Karki	02/03/1959	P & NG
8.	Ved Bala	10/07/1960	I&B
9.	Lalita Sharma	08/11/1957	Commerce
10.	Kamlesh Jeswani	28/07/1956	Telecom.
11.	J.C. Kathuria	14/07/1956	P & NG
12.	V.S.Patwa	10/01/1958	MHA
13.	Vishambar nath	01/02/1957	IP&P
14.	Ved Prakash Sadana	25/12/1958	Health & FW
15.	Kartika Chandra Sahoo	02/07/1971	Power
16.	Kamaljit Singh	16/02/1958	Water Res.
17.	Usha Rani Minocha	06/05/1956	MSME
18.	M.C.Joshi	01/01/1957	S&T
19.	Sunita Relhan	29/11/1960	MSME
20.	Poonam Chug	02/02/1962	IP&P
21.	T.K.Nath	17/05/1957	H&FW
22.	Sadananda Manna	2/02/1958	Earth Science
23.	Anita Sharma	14/07/1957	H&FW
24.	Neena Gupta	30/11/1959	Minority Affairs
25.	Saroj kumar Singh	29/10/1975	I&B
26.	Urmila Chawla	05/04/1958	IP&P
27.	Sita Arora	28/08/1955	Posts
28.	Vishal	09/11/1978	Telecom
29.	Swaranjeet Kaur	15/05/1960	Consumer Affairs
30.	Anita Kumari	27/08/1958	Expenditure
31.	J K Varma	*	I&B
32.	Dinesh Kumar Gupta	16/03/1956	Minority Affairs
33.	Shakuntala Dogra	*	H&FW
34.	R K Malhotra	*	I&B
35.	Ashutosh	17/10/1972	MHA

**\*Not available**

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 PA \_\_\_\_\_
- 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. (i) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Office Tel. No. \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Mobile/Tel. No. \_\_\_\_\_  
e-mail \_\_\_\_\_

-----  
Signature