

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.

