

**Most Immediate**

**No.08/12/2011-CS.I(Trg)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi**

Dated the 4<sup>th</sup> July, 2011

**OFFICE MEMORANDUM**

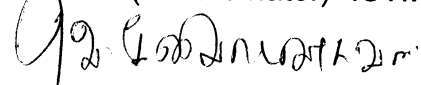
**Subject : Backlog Training Programme for adhoc Section Officers at  
ISTM for the period 18/07/2011 to 29/07/2011.**

The undersigned is directed to inform that adhoc Section Officers, whose names are given in **Annexure I**, have been nominated for the above mentioned Backlog Training Programme. This training is being conducted by ISTM w.e.f. **18/07/2011 to 29/07/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri Ravindra Kumar, Deputy Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 18<sup>th</sup> July, 2011.**

2. **The performance of the officials in the training will be evaluated and the reports thereof be added in their APARs.** No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute. As the instant training is meant for officers who have not undergone the Level 'B' training and those who are not above the age of 58 years as on July 2011, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time

3. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs. 12,000/- each from their respective Ministry/Department. This amount may be released in **Cash** only.

4. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent by **11<sup>th</sup> July, 2011** to **Shri Ravindra Kumar, Deputy Director** (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri Ravindra Kumar, Deputy Director(Co-ordinator) ISTM is accessible on phone No. 26177058 (O).

  
( **V Srinivasaragavan** )

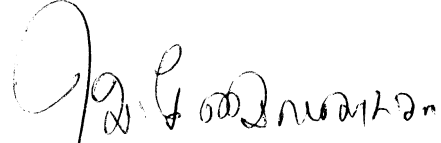
Under Secretary to Government of India  
Tele. : 24629412

To

**Min/Dept.of  
Joint Secretary(Estt./Admn.)  
New Delhi.**

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/01/2005-ISTM(Coord) dated 17<sup>th</sup> June, 2011.
3. ISTM, (Shri Ravindra Kumar, Dy. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **18<sup>th</sup> July, 2011** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
5. CSI(S) Section, DOP&T, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<CS Division<CSS<Training Circulars<Assistants.)



( **V Srinivasaragavan** )

Under Secretary to Government of India

Tele. : 24629412

**Annexure I****Training Programme for untrained adhoc Section Officers to be held at ISTM  
( 18/07/2011 to 29/07/2011 )**

Sl. No.	Asst. SL Yr.	Name (S/Shri/Smt/Ms)	D.O.B.	Ministry/Department
1	1999	Aruna Rani	11.04.1954	Health & Family Welfare
2	1999	Bharat Bhushan	15.01.1954	Health & Family Welfare
3	1999	Manoj Kumar Bansal	26.06.1975	Home Affairs
4	1999	Madhavaendra P. Singh	26.11.1976	Home Affairs
5	1999	Asha Seth	12.12.1957	Home Affairs
6	1999	Randhawa Singh	08.02.1954	Home Affairs
7	1999	Saroj Bansal	09.11.1955	Information & Broadcasting
8	1999	Mukesh Kr. Jain	15.10.1958	Information & Broadcasting
9	1999	Niraj Singh	02.11.1973	Information & Broadcasting
10	1999	V.S.V. Pillai	30.08.1954	Industrial Policy & Promotion
11	1999	Rohtash Singh	22.08.1963	Industrial Policy & Promotion
12	1999	Virender Kumar	13.05.1971	Labour & Employment
13	1999	J. Barwa	23.08.1964	Mines
14	1999	Ashok Kumar Pal	01.03.1975	DOP&T
15	1999	Sarumali Das	01.08.1958	DOP&T
16	1999	Anil Kumar K.C.		DOP&T
17	1999	S.K. Meena	28.06.1966	Posts
18	1999	Vijay Kumar Nodiya	12.08.1975	Posts
19	1999	Lalita Sharma	16.12.1958	Science & Technology
20	1999	R.P. Sengupta	24.10.1955	Social Justice & Empowerment
21	1999	Ram Niwas	25.06.1955	Social Justice & Empowerment
22	1999	Kanta Kumari	07.11.1956	Telecommunications
23	1999	Rajeev Lochan	20.08.1973	Telecommunications
24	1999	Anita Utreja	14.01.1955	Telecommunications
25	1999	S. P. Ganguly	21.04.1957	Telecommunications
26	1999	Puspha Rani	14.05.1964	UPSC
27	1999	Hanuman Prasad	15.11.1953	UPSC
28	1999	Harbans Lal	19.05.1958	UPSC
29	1999	Raj Kumari Sangal	05.05.1954	UPSC
30	1999	Shailendra Kumar		UPSC
31	1999	Amit Bhimte	19.02.1976	Urban Development
32	1999	Partha Paul	19.09.1973	Urban Development
33	1999	Ashok Kumar Singh	01.09.1972	Urban Development
34	1998	Rajnandan Kumar	23.07.1973	Agriculture & Cooperation
35	1998	Shashi Bala Verma	20.08.1956	Commerce
36	1998	Pankaj Kumar	06.04.1973	Culture
37	1998	K.R. Meena	07.07.1964	Defence
38	1998	K.L. Meena	18.10.1960	Expenditure
39	1998	Asha Gupta	10.09.1955	Expenditure
40	1998	Jamuna Balasubramanian	18.03.1956	Expenditure

CURRICULAM VITAE

1.	Name of the Officer Nominated	_____
2.	Date of Birth	_____
3.	Designation & Scale of Pay	_____
4.	Office in which employed	_____ _____ _____ _____
5.	Academic Qualification	_____ _____
6.	Date of joining as <b>Assistant</b> Select List year	_____ _____
7.	Whether the nominee is a member of SC/ST. If yes, please specify	Yes/No SC/ST
8.	Previous Training undergone	
(i)	ISTM	_____
(ii)	Other Training Instt.	_____
9.	(i) Office Address	_____
	Ministry/Department	_____
	Name of Building & Room No.	_____
	Place of Office, Tele. No.	_____
	(ii) Residential Address	_____
	with Tele. No,	_____
	e-mail, if any.	_____