

**Most Immediate**

**No.8/12/2011-CS.I(Trg)-Vol-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi**

Dated the 16<sup>th</sup> January, 2012

**OFFICE MEMORANDUM**

**Subject : Backlog Training Programme for adhoc Section Officers/  
Assistants at ISTM for the period from 13/02/2012 to 24/02/2012.**

The undersigned is directed to inform that adhoc Section Officers/Assistants, 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. **13/02/2012 to 24/02/2012**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri Satyajit Mishra, Joint Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 13<sup>th</sup> February, 2012**.

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. The instant training is meant for **Assistants/ad-hoc Section Officers who have not undergone the Level 'B' training** and those who are not above the age of 58 years as on July 2012. **Officers promoted as Section Officers on the basis of SO LDCE results are exempted from undergoing this training.** 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. 15,000/- 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 be sent at the earliest to **Shri Satyajit Mishra, Joint Director** (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri Satyajit Mishra, Joint Director(Co-ordinator) ISTM is accessible on phone No. 26161375 (O).



( **Vidyadhar Jha** )

Under Secretary to Government of India  
Tele. : 24624046

To

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

Copy forwarded to :-

1. 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.
2. ISTM, (Shri Satyajit Mishra, Joint Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **13<sup>th</sup> February, 2012** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
4. CSI(S) Section, DOP&T, LN Bhawan, New Delhi
5. Guard File.
6. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat >CSS/Training Nomination Circulars/Assistant)



( **Vidyadhar Jha** )

Under Secretary to Government of India

Tele. : 24624046

**Training Programme for Assistants/adhoc Section Officers to be held at ISTM  
(13/02/2012 to 24/02/2012)**

**Annexure I**

Sl. No.	Name (S/Shri/Smt/Ms)	D.O.B.	Ministry/Department
1	Vinod Bala Lamba	07/09/1956	Higher Education
2	Diwakar Kr. Barnwal	03/01/1974	Higher Education
3	Anita Baweja	02/01/1955	Agriculture & Cooperation
4	Sunil Kumar	20/09/1977	Agriculture & Cooperation
5	P.P. Pasricha	08/08/1954	Commerce
6	Rajesh Kumar	21/09/1978	Commerce
7	S.C. Chankraborty	07/10/1956	Corporate Affairs
8	Rajiv Kumar Singh	20/01/1978	Corporate Affairs
9	Surender Bhardwaj	14/09/1954	Commerce
10	Dharmendra Kr. Yadav	20/12/1979	Commerce
11	Ram Rashik Mandal	13/05/1974	UPSC
12	Avinash Chandra Sharma	19/07/1974	Road Transport & Highways
13	Khalid Ansari	04/01/1979	DOP&T
14	Rajeev Verma	15/03/1980	Health & Family Welfare
15	Brijendra Kr. Kashyap	04/07/1978	Higher Education
16	Rao Vineet Kumar	01/07/1981	DOP&T
17	Bhaskarananada	08/01/1961	Road Transport & Highways
18	Rakesh Kumar	11/03/1979	Road Transport & Highways
19	Akhilesh Kumar Roy	04/12/1976	DOP&T
20	Ajay Kumar Ghosh	15/10/1954	Urban Development
21	Lalita Lal	04/02/1957	Urban Development
22	Pramod Kumar	14/11/1977	Urban Development
23	Pradeep Kumar	01/03/1981	Road Transport & Highways
24	Vijay Kumar	14/07/1962	Higher Education
25	Laxmi Kant Mandal	15/10/1977	Higher Education
26	Sanjeev Kumar	03/02/1978	Higher Education
27	Manoj Kumar	24/07/1975	Mines
28	Ravi Shanker	08/06/1978	Social Justice & Empowerment
29	Manjit Singh	30/10/1957	UPSC
30	Kunver Balwant Rao	20/05/1982	UPSC
31	Paras Sarwaiya	29/12/1977	Urban Development
32	D.C. Katoch	13/06/1956	Commerce
33	Ravi Nirmal	15/07/1973	Expenditure
34	Mahesh Chandra	02/07/1974	UPSC
35	Saroj Kujur	30/12/1978	UPSC
36	Meena Vats	22/02/1958	Minority Affairs
37	Usha Kapoor	08/11/1954	Steel
38	A.K. Pillai	18/05/1955	Food & Public Distribution
39	Swantra Lata	01/12/1978	Road Transport & Highways
40	Geeta Jouhari	16/09/1956	Chemicals & Fertilizers
41	Smritimoy Ghosh	07/05/1959	Posts
42	Mahesh Chandra	08/12/1958	Power
43	Sushma Kapoor	17/09/1954	Higher Education
44	Usha Gupta	31/05/1956	Road Transport & Highways
45	Sushma Arora	02/03/1955	Higher Education
46	Pushpa Devi	18/02/1955	Commerce

**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 **Assistant**  
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. \_\_\_\_\_