

Most Immediate
Time Required

07/01/2007-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 10th September, 2007

OFFICE MEMORANDUM

Subject : Level 'F' Training Programme for Deputy Secretaries with 5 years' approved service of the CSS at the ISTM (17/9/2007 to 05/10/2007)

The undersigned is directed to inform that Deputy Secretaries with 5 years' approved service of CSS whose names are given in Annexure have been nominated to participate in the first Level 'F' Training Programme being conducted by ISTM w e f 17/09/2007 to 5/10/2007. It is requested that these officers may be relieved of their duties and advised to report to Sh. K.S. Kumar, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 **at 9 A.M. on 17th September, 2007.**

2. As the training of the officer and successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above training are released in time. The performance of the officers in the training will be evaluated and the reports thereof would be added in their CRs while considering for their next promotion. 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 this would have an adverse effect on the promotion of the officers

3. The aforesaid training includes a short study/field visit and also project preparation/presentation on recent Legislative Initiatives. Officers nominated in Annexure I may be advised to draw necessary TA/DA advance of Rs. 32,000/- from their respective Ministry/Department. This amount may be released in the form of Demand Draft / Banker's cheque in favour of **Director, ISTM, New Delhi**. A copy of the course brochure prepared by ISTM is also enclosed for ready reference.

4. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure-II) may please be sent to Sh. K.S. Kumar, Joint Director (Co-

P.T.O

ordinator), ISTM, New Delhi by 14th September, 2007 at the aforesaid address with a copy to the undersigned Sh. K. S. Kumar, Joint Director(Co-ordinator), ISTM, is accessible on Phone No. 26108946 (O).


(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Phone : 24629413

To
All Cadres (Joint Secretary(Admn.) concerned)
Ministry/Department of
New Delhi.

Copy forwarded to :-

1 Copy to officers included in Annexure -I to O.M No. 7/1/2007-CSI(Trg) dated 10th September, 2007.

2 ISTM, (Sh. M.S.Kasana-Joint Director), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-Meet/ISTM(Coord) dated 2nd April, 2007.

3 ISTM, (Sh. K.S. Kumar - Joint Director/Co-ordinator), Administrative Block, Old JNU Campus, New Delhi. It is requested that a list of officers who report for training on 17th September, 2007 may please be furnished to this Department

4 Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information

✓ 5 NIC for Uploading on the website of Deptt.


(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Tele : 24629413

Annexure I

Level "F" Training for Deputy Secretaries with 5 years approved service of CSS
(17/9/2007 to 5/10/2007)

S.NO.	NAME OF THE OFFICER Sh.Ms./Smt.	DATE OF BIRTH	CADRE WHERE WORKING Ministry / Department
1	S.K. Jain	11.09.51	Agriculture & Cooperation
2	Karnail Singh	20.06.49	Health & Family Welfare
3	A.K. Sood	23.12.51	Union Public Service Commission
4	Ashok Chakraborti	20.06.49	Revenue
5	V.K. Khanna	06.08.48	Revenue -
6	B.Chatterjee	18.03.48	Staff Selection Commission
7	Harish Chand Gaur	20.03.48	Labour
8	S. K. Khurana	11.12.47	Overseas Indian Affairs

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 _____

- 9 Date of joining as Deputy Secretary
Year of Select List _____

- 10 Whether the nominee is a member Yes/No
Of SC/ST. If yes, please specify SC/ST
- 11 Previous Training undergone
(i) ISTM _____
(ii) Other Training Instt. _____
9. (i) Nominee _____
(ii) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(iii) Residential Address _____
with Tele. No, if any. _____