

02/02/2007-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
New Delhi
/CSI Section/

Dated the 3rd October, 2007

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service of the CSS at the ISTM (12/11/2007 to 21/12/2007).

The undersigned is directed to say that according to the Cadre Training Plan, U.D.Cs of CSS are required to undergo mandatory Level 'A' Training Programme. This training is being conducted by ISTM w.e.f. 12/11/2007 to 21/12/2007. Upper Division Clerks with 5 years' approved service of CSS whose names are given in Annexure I have been nominated for the above training programme. It is requested that these officers may be relieved of their duties accordingly and advised to report to Sh. Parth Vasaniya, Asstt. Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 12th November, 2007.

2. As the training of the officers and successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above programme are released in time. The performance of the officials in the training will be evaluated and the reports thereof would be added in their CRs to be considered for their next promotion. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained normally by this Department or the Institute as this effect on their next promotions.

3. The aforesaid training includes study tour, officers nominated in Annexure I may be advised to draw necessary TA/DA advance of Rs. 8,000/- 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**.

4. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure-II) may please be sent by 16th October, 2007 to

P.T.O

Sh Parth Vasaniya, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh.Parth Vasaniya Asstt. Director/(Co-ordinator), ISTM, is accessible on Phone No.26104038(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 concerned officers.
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. Parth Vasaniya, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 12/11/2007 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 web site of this Department.



(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Phone : 24629413

Annexure I**Level 'A' Training Programme for UDCs of CSS with 5 years approved service
(12/11/07 to 21/12/07)**

S.No.	Name of the Officer Sh./Smt./Ms.	Date of Birth	Cadre where working Ministry/Department
1.	Rakesh Bhutani	27.11.60	Steel
2.	Pratap Singh	01.04.56	Consumer Affairs
3.	Devi Singh	05.01.62	Health & Family Welfare
4.	Nirmala Alex	30.07.59	Civil Aviation
5.	Prem Chand	14.04.52	Road Transport & Highways
6.	N X Dinesious Savul	12.02.60	Company Affairs
7.	B.R.Yadav	08.02.60	Company Affairs
8.	Madhu Bala Kumar	12.06.58	Company Affairs
9.	Suresh Kumar	01.10.64	Power
10.	P.T. Phulmali	25.11.60	Health & Family Welfare
11.	Ravinder Kumar	07.10.59	Water Resources
12.	A.K.Joseph	18.07.58	Civil Aviation
13.	J.S. Roy	01.11.54	Health & Family Welfare
14.	Bhushan	10.05.58	Civil Aviation
15.	A.K. Tiwari	07.03.65	Science & Technology
16.	Sushmita Roy	03.07.62	Science & Technology
17.	Rajinder Kumar	01.05.63	Mines
18.	Saroj Chugh	08.09.59	Civil Aviation
19.	M.R. Kondle	26.02.62	Rural Development
20.	D.B.S. Tanwar	10.02.56	Power
21.	Udai Chand	03.01.52	Health & Family. Welfare
22.	Rattan Raj	06.05.64	Finance
23.	Ashok Kumar	01.10.62	Water Resources
24.	Raja Ram	01.02.62	Health & Family Welfare
25.	A.K.Das	02.01.61	Science & Technology
26.	A.K. Pal	10.02.60	Civil Aviation
27.	Krishna Devi	20.12.57	Company Affairs
28.	Prakash Singh	20.06.49	Company Affairs
29.	Havan Singh	15.08.53	Company Affairs
30.	Prem Singh	07.07.63	Supply
31.	V. Ganesh	09.11.59	Science & Technology
32.	V.K.Thakur	01.02.60	Science & Technology
33.	Oommen Daniel	31.05.62	Food & Public Distribution

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 U.D.C
Year of Select List _____

- 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) Nominee _____
(ii) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(iii) Residential Address _____
with Tele. No, if any. _____