

Most Immediate

02/03/2007-CSI(Trg.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi

Dated the 22<sup>nd</sup> January, 2008

OFFICE MEMORANDUM

**Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service of the CSS at the ISTM (11/02/2008 to 21/3/2008).**

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The undersigned is directed to say that according to the Cadre Training Plan, U.D.Cs of CSCS are required to undergo mandatory Level 'A' Training Programme. The next training is being conducted by ISTM w.e.f. 11/02/2008 to 21/3/2008. Upper Division Clerks with 5 years' approved service of CSCS 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. Rajesh Saxena, Deputy Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 11<sup>th</sup> February, 2008.

2. As the training of the officers and successful completion is mandatory, the Cadre Authority is 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. Further, it is informed that the amendment of Recruitment Rules is under way and may be notified at any time. In view of this, if any recently promoted ad-hoc assistants nominated in the Annexure I, opt out of the training, it would be difficult to consider them for further ad-hoc promotion once the Recruitment Rules are finalized and notified.

3. The aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs. 8,000/-each from their respective Ministry/Department. This amount may be released in Cash only.

P.T.O

4. Confirmation with regard to the release of the officers along with their respective bio-data(Annexure-II) may please be sent by **31<sup>st</sup> January, 2008** to Sh Rajesh Saxena, Deputy Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh. Rajesh Saxena, Deputy Director/(Co-ordinator), ISTM, is accessible on Phone No.26102597 (O).

  
(DEEPAK ISRANI)

Under Secretary to the Govt. of India  
Phone : 24629413

To

Min/Dept.of  
Joint Secretary(Admn.)  
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 2<sup>nd</sup> April, 2007.

3 ISTM, (Sh. Rajesh Saxena, Deputy Director) Administrative Block, Old JNU Campus, New Delhi-110067.

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

✓ 5. NIC for uploading on the web site of DOP&T, CSI (General Circular).

  
(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****(11/02/08 to 21/3/08)**

<b>S.No.</b>	<b>Name of the Officer Sh./Smt./Ms.</b>	<b>Date of Birth</b>	<b>Cadre where working Ministry/Department</b>
1	Shivji Ram Meena	01.02.64	Education
2	Ghana Shyam Purty	24.09.64	Education
3	Nathan Singh	02.07.68	Education
4	P.T. Phulmali	25.11.60	Commerce (Supply Division)
5	Oommen Daniel	31.05.62	Food & Public Distribution
6	Neena Kohli	18.07.61	Home Affairs
7	K. Balasubramanian	28.02.64	Home Affairs
8	Jagdish Singh	20.03.53	Commerce
9	Inder Bhushan Sharma	02.10.58	Finance
10	Atanu Sovan De	25.12.61	Finance
11	Madhu Shukla	23.01.62	Defence
12	Rakesh Kumar	17.11.60	Labour
13	Sharda Rao	29.08.69	Labour
14	Purushottam Manan	14.01.58	Labour
15	Anuradha Sood	02.08.68	Labour
16	Savitha Sharma	22.10.63	Home Affairs
17	A.N.Vijayan	21.07.62	Home Affairs
18	A K Pandey	01.01.51	Home Affairs
19	Rakesh Kumar Saini	15.02.60	Information & Broadcasting
20	Manmohan Singh Rawat	05.12.61	Information & Broadcasting
21	Jaspal Kaur Arora	05.08.64	Information & Broadcasting
22	Mohan Singh Bist	31.08.53	Information & Broadcasting
23	Amit Kundu	25.12.65	Information & Broadcasting
24	A Ramalingam	28.03.58	Civil Aviation
25	R K Vasisht	27.10.61	Civil Aviation
26	Asha Chakravorty	02.03.66	Civil Aviation
27	Lalji	02.06.64	Civil Aviation
28	V Yogesh	24.07.61	Agriculture & Cooperation
29	Nutan Prakash	01.08.54	Agriculture & Cooperation
30	J S Rautela	11.12.57	Agriculture & Cooperation
31	Sudesh Kr Sharma	10.01.63	Agriculture & Cooperation
32	Anita Sharma	03.12.66	Planning Commission
33	Suresh Kumar V K	28.05.64	Steel
34	Geeta Khanna	10.07.64	Finance

35	Ram Kishore	16.06.61	Finance
36	Asha Ram Dhyani	27.10.55	Finance
37	Maheshwari Shanker	12.06.62	Finance
38	Shaik Moulali	10.08.54	Defence
39	Sumitra Dabral	06.03.60	Defence
40	Ajay Kansal	20.08.63	Defence
41	Joginder Singh	01.05.55	Information & Broadcasting
42	Anil Kumar Verma	24.06.63	Information & Broadcasting
43	Jhansi Rajaraman	11.04.63	Information & Broadcasting

ANNEXURE – II

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 \_\_\_\_\_