

Most Immediate

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

Dated the 24<sup>th</sup> 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).**

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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 have been nominated for the above training programme. Smt. Rekha Halder & Sh. V.K. Bhatnagar, UDCs have also been nominated to participate in 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 12<sup>th</sup> November, 2007.

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.

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.

4 Confirmation with regard to the release of the officers along with their respective bio-data (Annexure-II) may please be sent by 1<sup>st</sup> November, 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

Joint Secretary(Admn.)  
Ministry of Information & Broadcasting,  
Shastri Bhawan,  
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. Parth Vasaniya, Asstt. 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 this Department

  
(DEEPAK ISRANI)

Under Secretary to the Govt. of India  
Phone : 24629413