

Most Immediate

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

Dated the 27th November, 2007

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service of the CSS at the ISTM (17/12/2007 to 25/1/2008).

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. 17/12/2007 to 25/1/2008. 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. K. Govindarajulu, Deputy Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 17th December, 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. 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 6th December 2007 to Sh K. Govindarajulu, Deputy Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh.K. Govindarajulu, Deputy Director/(Co-ordinator),ISTM, is accessible on Phone No.26177058 (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 2nd April, 2007.
- 3 ISTM, (Sh. K. Govindarajulu, 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 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****(17/12/07 to 25/1/08)**

S.No.	Name of the Officer Sh./Smt./Ms.	Date of Birth	Cadre where working Ministry/Department
1	P.J.Purushotahaman	12.10.61	IP&P
2	Renu Devgan	02.10.59	Defence
3	Rekha Halder	20.01.60	Information & Broadcasting
4	Khamngaihlun	14.07.72	Labour
5	Mala Ekka	13.02.70	Education
6	Shivji Ram Meena	01.02.64	Education
7	Ghana Shyam Purty	24.09.64	Education
8	Nathan Singh	02.07.68	Education
9	Birbal Ram Meena	05.12.69	Water Resources
10	Gokul Ram Meena	18.12.68	Education
11	Rakesh Bhutani	27.11.60	Steel
12	N X Dinesious Savul	12.02.60	Company Affairs
13	P.T. Phulmali	25.11.60	Commerce (Supply Division)
14	V.Ganesh	09.11.59	Science & Technology
15	Oommen Daniel	31.05.62	Food & Public Distribution
16	Neena Kohli	18.07.61	Home Affairs
17	Krishna Kumar Singh	10.05.62	Home Affairs
18	K. Balasubramanian	28.02.64	Home Affairs
19	Rajnish Dayal Mathur	22.12.62	Home Affairs
20	Rajeev Bhardwaj	07.12.62	Home Affairs
21	Raj Kumar Bhatnagar	08.03.63	Home Affairs
22	Ibrahim	09.07.49	Commerce
23	Jagdish Singh	20.03.53	Commerce
24	Radha Rani Gupta	13.07.62	Commerce
25	Daljit Kaur	04.11.57	Post
26	Kulbhushan	25.04.57	Post
27	Sunita Dhal	02.01.60	Post
28	Sominder Kumar	11.06.66	Post
29	Chander Mani Sharma	03.09.49	Finance
30	Inder Bhushan Sharma	02.10.58	Finance
31	Atanu Sovan De	25.12.61	Finance
32	B Asha Nair	01.07.67	Finance
33	Manju Sharma	31.05.63	Defence
34	Meena Kumari	11.05.61	Defence



CURRICULAM VITAE

ANNEXURE - II

- 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. _____