

IMMEDIATE

**No.20/76/2007-CS-II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training**

New Delhi, dated 28th December, 2007

OFFICE MEMORANDUM

Subject : Training Programme for the professional development of Sr. PPS/PPS of the CSSS at the ISTM (04/02/2008 to 15/02/2008).

The undersigned is directed to say that Sr.PPS/PPS of CSSS whose names are given in Annexure have been nominated to participate in the Professional Development Workshop being conducted by the ISTM during the period from **04/02/2008 to 15/02/2008**. It is requested that these officers may please be relieved of their duties with the direction to report to Shri K S. Kumar, Joint Director, ISTM , Administrative Block, JNU Campus (Old), New Delhi-110067 **at 9 A.M. on 4th February, 2008.**

2. Cadre Authorities are requested to ensure that the officers nominated to the above workshop are released in time. **The training is compulsory and no request for exemption of the nomination of the officer either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute.**

3. As part of the Workshop, the participants would be taken on a study tour. In order to meet the expenditure for the tour all the administrative Ministries/Departments are advised to sanction an advance of the estimated amount of Rs. 7000/- (Rupees Seven Thousand Only) to the nominated officers. The advance may be sanctioned in the name of nominated officer and the same will be collected by the ISTM from the participating officers on requirement basis. A certificate of expenditure incurred for each participant will be furnished by ISTM at the end of the Workshop, on the basis of which each officer may settle the claim with their respective Ministries/Departments.

4. Confirmation with regard to the release of the officers along with their respective bio-data may please be sent to Shri K S Kumar, Joint Director, ISTM, New Delhi by **15th January, 2008** at the aforesaid address with a copy to the undersigned.



(Dr. S.K. Sarkar)

Joint Secretary to the Govt. of India
☎: 23094010

**To
Joint Secretary(Admn.) of the Cadre/Ministry As per list attached**

Copy forwarded to :-

- 1 Concerned officers.
2. ISTM, (Shri K S Kumar, Joint Director), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33022/10/2007-ISTM dated 28th November, 2007.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
4. NIC for uploading on the web site of this Department.

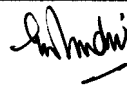

(G. S. Pundir)
Under Secretary
☎: 24623157

Annexure to OM No. 20/76/2007-CS-II dated 28/12/2007

**Professional Development Workshop being conducted by ISTM
w.e.f. 04/02/2008 to 15/02/2008.**

List of Adhoc Senior Principal Private Secretaries of CSSS

Sl.No.	Name of the Officer Shri/Ms.	Date of Birth	Cadre where working
1.	O.P. Chauhan	08.05.51	Defence
2.	Alpana Das Gupta	17.02.53	Power
3.	Ms. Janki Venkateshwaran	05.05.55	Planning Comm.
4.	P.P. Madhavan	23.03.51	MHA (PMO)
5.	P. Sivasankaran	03.08.56	Power
6.	M.E. Kutty	15.07.53	Urban Dev.
7.	S.K. Dang	15.01.50	Petroleum & N.G.
8.	R.K. Masand	09.06.51	Expenditure (Revenue)
9.	Smt. Aparna Bose	13.01.52	HRD
10.	Sunil Kumar Madan	01.07.56	MHA (Cab. Sectt.)
11.	D. Balanujan	12.04.56	MHA (PMO)
12.	G. Yesodharan	18.11.49	DoP&T (PESB)
13.	R.L. Ahuja	02.10.49	Road Transport (Shipping)
14.	J.N. Banati	17.05.51	Agriculture
15.	Shiv Shankar	01.06.53	MS&M Entrp.
16.	M.C. Sharma	02.07.52	Commerce (Textiles)
17.	G.L. Sibal	02.05.50	Defence
18.	Sunil Kumar	07.02.57	MHA
19.	I.S. Noonwal	01.04.53	Urban Dev.
20.	Ram Roshan	19.10.59	Posts
21.	Ms. Jayanti Srinivasan	14.06.55	Expenditure (DEA)
22.	Lalit Kumar	30.11.52	MHA (MOIA)
23.	M.L. Chandwani	07.11.52	MHA (S&PI)
24.	K.P. Nair	14.05.52	Civil Aviation
25.	V.K. Narang	02.10.49	Coal
26.	Deepankar Nandi	15.06.52	HRD
27.	H.C. Narang	24.10.49	Environment & Forests
28.	P. Divakaran	10.12.50	DoP&T
29.	Ms. Anita Chakraborty	13.12.52	Commerce
30.	G.S. Chadha	22.11.51	I&B / (MS&M Entrp.)
31.	G.C. Pandey	26.08.58	Corporate Affairs
32.	R.K.Sharma	10.04.56	Labour


(जी.एस.पुण्डिर/G. S. PUNDIR)
अवर सचिव/Under Secretary