

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 to be organized by National Productivity Council (NPC) from 04/02/08 to 15/02/08.

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 In House Training Programme on "Developing Executive Secretaries for Future" being conducted by the National Productivity Council during the period 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.G. Varshney, Director & Group Head(HRM), National Productivity Council, Utpadakta Bhavan, 5-6 Institutional Area, Lodi Road, New Delhi-110003 **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 Council.**

3. NPC would charge a sum of Rs.25,000/- per participant as a course fee which include Professional charges, training kit, conference facility, working lunch, tea/coffee etc and service charges currently applicable. The administrative Ministry/Department is advised to sanction an amount of Rs. 25,000/- (Rupees Twenty Five Thousand Only) and the cheque for the said amount may be drawn in favour of "National Productivity Council".

4. Confirmation with regard to the release of the officers along with their respective bio-data may please be sent to Shri K.G. Varshney, Director & Group Head(HRM), National Productivity Council 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.) As per list attached

Copy forwarded to :-

1. Concerned officers.
2. National Productivity Council (Shri K.G. Varshney, Director & Group Head(HRM), , Utpadakta Bhavan, 5-6 Institutional Area, Lodi Road, New Delhi-110003, w.r.t. their letter dated 10th December, 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

**In-House Training Programme on "Developing Executive Secretaries for Future" being conducted by National Productivity Council
w.e.f. 04/02/2008 to 15/02/2008.**

List of Regular/Adhoc Senior Principal Private Secretaries of CSSS

Sl. No.	Name of Official Shri/Ms.	Date of Birth	Cadre where working
1.	I.J. Mittal	07/11/49	MHA (Earth Sciences)
2.	Raj Kumari Kewlani	08/04/51	MHA (Inter State Council)
3.	J.P. Juneja	07/02/52	Water Res.
4.	A.K. Kakkar	05/05/49	Expenditure (Financial Services)
5.	V.S. Prasad	01/08/52	Expenditure (DEA)
6.	S.K. Agarwal	12/03/52	Civil Aviation (Tourism)
7.	Jagdish Verma	20/06/53	UPSC
8.	P.C. Sharma	09/02/49	UPSC
9.	K.K. Upadhyaya	05/07/55	MHA (Cabinet Sectt.)
10.	A.K. Thakur	26/06/50	Legal Affairs
11.	Vijay Kumar	24/08/55	Expenditure (Revenue)
12.	S.C. Sharma	07/01/50	Telecom
13.	Balram Kapoor	04/04/52	Health
14.	Savithri Devi	18/07/54	UPSC
15.	Prem Parkash	13/06/51	UPSC
16.	R. Sampath Kumar	01/07/50	Science & Tech.
17.	A.K. Jhingan	10/04/52	HRD
18.	B.B. Tewani	06/01/51	S J & E
19.	B.S. Kaushik	03/03/49	Steel
20.	L.N. Bajaj	22/09/50	IPP
21.	Pritam Chand	12/03/50	Telecom.
22.	A.K. Bahl	03/01/53	Fertilizer (Chemicals)
23.	S.K. Nischal	08/04/57	Rural Dev.
24.	Nand Lal	27/05/50	Fertilizers
25.	Jayashree Sivaraman	22/11/54	Telecom



(S. G. PUNDIR)
अधक शिवा, Under Secretary

10/10/08