

**Most Immediate**

**02/01/2008-CSI(Trg.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi  
/CSI Section/**

Dated the 16<sup>th</sup> May, 2008

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme for ad-hoc assistants (regular UDCs) with 5 years approved service of the CSS at the ISTM (26/05/2008 to 04/7/2008).**

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The undersigned is directed to say that ad-hoc assistants (regular UDCs with 5 years approved service) whose names are given in Annexure I have been nominated for the above Level 'A' training programme. This training is being conducted by ISTM w.e.f. **26/05/2008 to 04/7/2008**. It is requested that these officers may be relieved of their duties accordingly and advised to report to Sh. Moloy Sanyal, Asstt. Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 26<sup>th</sup> May, 2008.**

2. Since, the cadre authorities were pressing hard for early deployment of assistants, the officers nominated in Annexure I have been promoted as ad-hoc assistants subject to the condition that their ad-hoc appointment in Assistant Grade would be continued only if they attend and qualify the mandatory training failing which their ad-hoc appointment would be terminated. The concerned Cadre Authorities are therefore requested to ensure that the officers nominated to the above programme are released in time. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute as this effect on their extension of ad-hoc promotion.

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 21<sup>st</sup> May, 2008 to Sh. Moloy Sanyal, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh. Moloy Sanyal, Asstt. Director/(Co-ordinator),ISTM, is accessible on Phone No. 26175590 (O) 9810961492(M).



(Dr. REENA SETHI)

Under Secretary to the Govt. of India  
Phone : 24629412

To

**Min/Dept.of  
Joint Secretary(Admn.)  
New Delhi.**

Copy forwarded to :-

1 Concerned officers.

2. ISTM, (Sh. K S Kumar- Director-in-charge), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/1/2007-ISTM(Coord) dated 12<sup>th</sup> March, 2008.

3 ISTM, (Sh. Moloy Sanyal, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. **It is requested that a list of officers who report for training on 26<sup>th</sup> May, 2008 may please be furnished to this Department next day positively.**

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

5 CSII(B) Section, DOP&T.

✓ 6. NIC for uploading on the web site of this Department (CSI Training /Policy-General Circular for UDCs )



(Dr. REENA SETHI)

Under Secretary to the Govt. of India  
Phone : 24629412

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**Annexure I**

**Level 'A' Training Programme for UDCs of CSS with 5 years approved service**

**(26/05/08 to 04/7/08)**

S.NO	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WHORKING Ministry/Department
1	M P Sanjeev	12/01/62	Urban Development
2	M Sivasankaran	26.02.60	Urban Development
3	Vijendran K	04.06.61	Urban Development
4	Sadhana Singhal	14.06.62	Urban Development
5	Jagmohan Kukreti	30.09.59	Finance
6	Prasanth Kumar Das	09.04.66	Finance
7	Suresh Kumar	24.04.63	Finance
8	Lakshmi Raghavan	11.03.63	Finance
9	Satyavir Singh	08.03.62	Union Public Service Commission
10	Usha V Rao	04.12.63	Union Public Service Commission
11	Rupa Mukherjee	06.12.61	Union Public Service Commission
12	Pradeep Kumar	26.07.69	Union Public Service Commission
13	Kamala Kannan V	17.05.63	Urban Development
14	A Ganesh	28.05.61	Urban Development
15	Gourang Goswami	16.03.65	Urban Development
16	Laxmi Dutt	15.10.53	MSME
17	Bimla Chauhan	01.05.62	IP&P
18	M P Noor Ahmed	14.05.61	IP&P
19	Jaishree Kakkar	21.01.66	IP&P
20	Parvinder Singh	13.01.64	Finance
21	J Rudrani	22.05.53	Finance
2	Rooma Machanda	06.06.68	Finance
23	Saji P Augustine	16.01.65	Defence
24	C S Ranwar	15.04.65	Defence
25	V Gridharan	31.08.62	Defence
26	Amita Babbar	18.05.61	Defence
27	A Narsimha Reddy	07.11.62	Urban Development
28	Naresh Kumar	15.08.56	Health & Family Welfare
29	Reva Mehta	12.11.65	Health & Family Welfare
30	Saji Gopinath	26.05.66	Health & Family Welfare
31	Neelam Sethi	05.05.57	Finance
32	Mridula Grover	16.09.63	Finance
33	Ravi Prakash Rohilla	19.02.62	Finance
34	Sttilvenson E.J	12.04.61	Defence
35	Latha jerish	10.07.64	Defence
36	Celina George	05.10.59	Defence
37	Ashok Kr Kanodia	19.07.63	Defence
38	Rajinder Kumar	15.07.60	Environment & Forests
39	Kanwal Nayan	20.12.59	Environment & Forests
40	Rakesh Satija	07.04.60	Environment & Forests

**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. \_\_\_\_\_