

**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 **2<sup>nd</sup> May, 2008**

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service of the CSS at the ISTM (19/05/2008 to 27/6/2008).**

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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. **19/05/2008 to 27/06/2008**. 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 Ms Namita Malik, Asstt. Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 19<sup>th</sup> May, 2008.**

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 **12<sup>th</sup> May, 2008** to Ms Namita Malik, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Ms Namita Malik, Asstt. Director/(Co-ordinator), ISTM, is accessible on Phone No. 26102597 (O).

  
(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, (Ms Namita Malik, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 19<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)

  
(Dr. REENA SETHI)

Under Secretary to the Govt. of India  
Phone : 24629412

**Annexure I****Level 'A' Training Programme for UDCs of CSS with 5 years approved  
service  
(19/05/08 to 27/6/08)**

<b>S.No.</b>	<b>Name of the Officer Sh./Smt./Ms.</b>	<b>Date of Birth</b>	<b>Cadre where working Ministry/Department</b>
1	Saran Das	16.07.57	Urban Development
2	Padma Rangarajan	31.12.62	Urban Development
3	Narender Kumar	02.04.66	Urban Development
4	Ranjana Arora	28.11.62	Information & Broadcasting
5	Malabika Lahiri	10.12.59	Information & Broadcasting
6	Jayanti Prakash	12.01.56	Information & Broadcasting
7	Narender Nath Jha	21.03.60	Information & Broadcasting
8	Hari Krishan	20.11.50	Power
9	P C Sharma	16.08.61	Power
10	G K Banerjee	04.01.62	Civil Aviation
11	Nabaghana Sharma	08.05.62	Civil Aviation
12	Sunita Sharma	09.09.64	Civil Aviation
13	Krishana Khera	27.05.56	Education
14	Madhu Handa	06.04.61	Education
15	Amarjeet kaur	10.04.58	Education
16	R Varatharajan	03.07.65	Education
17	Rajesh Guliani	10.11.63	DOP&T
18	Anand Singh Negi	20.01.56	Home Affairs
19	Deepak Kumar	19.09.67	Home Affairs
20	Joginder Singh Verma	02.03.58	Education
21	Rathish Kumar PP	29.06.63	Education
22	Prithvi Raj	10.03.60	Education
23	Sunil Kumar	22.05.67	Education
24	Pradyumna Sahu	08.04.65	Fertilizer
25	R S Panwar	16.11.67	Defence
26	P S Chauhan	05.05.55	Defence
27	Ved Pal Singh Rana	10.10.61	Defence
28	K V Mohanan	30.10.59	Defence
29	D Kamalasanan	15.01.60	Information & Broadcasting
30	Vinod Kumar Sharma	03.07.64	Information & Broadcasting
31	D K Sharma	01.09.64	UPSC
32	Anjana Devi	15.12.61	UPSC
33	Vinod Kumar Arya	14.10.68	UPSC
34	Alok Sarkar	16.01.66	DOP&T
35	Mahesh Chander	02.05.65	DOP&T
36	Awanindra Attrinshi	17.11.59	Home Affairs

<b>37</b>	Ashok Kumar Sharma	06.12.65	Home Affairs
<b>38</b>	Shashi Chandyok	11.07.64	Defence
<b>39</b>	Navin Chandra	06.10.59	Defence
<b>40</b>	Krishan Mohan	16.08.59	Defence
<b>41</b>	Rama Kumar	20.03.63	Finance
<b>42</b>	V Lakshmi	20.10.66	Finance
<b>43</b>	Rishi Raj Siwan	10.10.51	Finance
<b>44</b>	Abhijit Chakraborty	06.08.63	Finance
<b>45</b>	V S Srinivasan	03.06.63	Urban Development
<b>46</b>	Nathan Singh Meena	02.07.68	Women & Child Development

*R. Seltin*