

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 10th April, 2008

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service of the CSS at the ISTM (28/04/2008 to 06/6/2008).

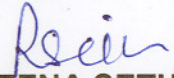
The undersigned is directed to say that according to the Cadre Training Plan, U.D.Cs of CSS are required to undergo mandatory Level 'A' Training Programme. This training is being conducted by ISTM w.e.f. **28/04/2008 to 06/06/2008**. Upper Division Clerks with 5 years' approved service of CSS whose names 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 Sh. Parth Vasaniya, Asstt. Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 28th April, 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 **16th April, 2008** to Sh Parth Vasaniya, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh. Parth Vasaniya, Asstt. Director/(Co-ordinator),ISTM, is accessible on Phone No. 26104038 (O).


(Dr. REENA SETHI)

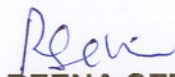
Under Secretary to the Govt. of India
Phone : 24629412

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 12th March, 2008.
- 3 ISTM, (Sh. Parth Vasaniya, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 28th April, 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, General Circular) today.


(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 w.e.f. 28/04/2008 to 06/06/2008**

S.No.	Name of the Officer Smt./Ms./Sh.	Date of Birth	Cadre where working Ministry/Department
1.	PG Dhanesh	29.10.65	Consumer Affairs
2.	Devender Kumar	21.05.59	Telecommunication
3.	Deepa Dey	04.09.67	Telecommunication
4.	Sunita Verma	19.08.67	Defence
5.	Subash Chand	07.09.66	Defence
6.	Anjali Mathur	15.04.64	Defence
7.	Anil Kr Malhotra	15.10.62	Health & Family Welfare
8.	Satyadevan K	25.07.62	Health & Family Welfare
9.	Girijesh Kr Sharma	18.08.60	Home Affairs
10.	Subrato Chattopadhyay	04.10.59	Home Affairs
11.	Krishnakumar C M	28.12.62	Home Affairs
12.	Rekha Trikha	15.08.58	Power
13.	S K Talwar	26.10.53	Power
14.	Asha Dudeja	22.04.65	Power
15.	Seema Juneja	10.10.65	Power
16.	Dipankar Chakraborty	06.12.59	Posts
17.	Lalita Rani	19.11.63	Posts
18.	Dinesh Chand	20.04.52	Posts
19.	Laxmi	25.01.64	Posts
20.	Shanti Devi	28.08.56	Health & Family Welfare
21.	Saroja Gopal	18.05.59	Health & Family Welfare
22.	Nirmala Devi Goel	19.03.65	Health & Family Welfare
23.	Harvinder Kaur	18.08.64	IP&P
24.	V Pathiban	02.06.60	IP&P
25.	V K Sharma	01.07.61	IP&P
26.	Hari M P	25.02.64	IP&P
27.	Asha Puhral	18.02.62	Home Affairs

28.	Pradeep Kr Sen	09.06.60	Home Affairs
29.	Pradeep Kumar	01.01.60	Home Affairs
30.	Kiran Chand	31.07.62	Home Affairs
31.	Bidhi Chand	05.02.62	Urban Development
32.	Prem Kishen	22.12.51	Urban Development
33.	Prem Narayan Sharma	05.08.61	Urban Development

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 UDC
Year of Select List _____

- 7 Whether the nominee is a member Yes/No
Of SC/ST. If yes, please specify 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. _____