

**Most Immediate**

**No.08/04/2009-CSI(Trg)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi**

Dated the 20<sup>th</sup> January, 2011

**OFFICE MEMORANDUM**

**Subject : Special Training for Hearing Impaired U.D.Cs/Assistants at ISTM  
during the period 21/02/2011 to 01/04/2011.**

The undersigned is directed to inform that UDCs and Assistants, whose names are given in **Annexure I**, have been nominated for the above mentioned Special Training Programme for the Hearing Impaired. This training is being conducted by ISTM w.e.f. **21/02/2011 to 01/04/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri G.D. Chawla, Assistant Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 21<sup>st</sup> February, 2011.**

2. The performance of the officials in the training will be evaluated and the reports thereof be added in their APARs. No request for withdrawal of nomination either from the Ministry/Department or from the official concerned shall be entertained by this Department or the Institute as this course would go a long way in empowering the hearing impaired CSS/CSCS officials. This training being conducted as a one-time measure with the help of specially trained interpreters from the concerned Institute, all Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time.

3. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent by **27<sup>th</sup> January, 2011** to **Shri G.D. Chawla, Assistant Director (Co-ordinator)**, ISTM, New Delhi, with a copy to the undersigned. Shri G.D. Chawla, Assistant Director(Co-ordinator) ISTM is accessible on phone No. 26165593 (O).

  
( **Vidyadhar Jha** )

Under Secretary to Government of India  
Tele. : 24624046

To

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

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu, Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter **No. A-33044/1/2010-ISTM(Coord) dated 5<sup>th</sup> October, 2010.**
3. ISTM, (Shri G.D. Chawla, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **21<sup>st</sup> February, 2011** 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, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department (**www.persmin.nic.in<CS Division<CSS<Training Circulars<U.D.C.)**
8. NIC, DOP&T with the request to place the O.M. along with its enclosures on the homepage (what is new?)



( **Vidyadhar Jha** )

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**Annexure – I**

**SPECIAL TRAINING PROGRAMME FOR HEARING IMPAIRED AT ISTM DURING**

**21/02/2011 TO 01/04/2011**

<b>Sl. No.</b>	<b>Name &amp; Designation S/Shri</b>	<b>Date of Birth</b>	<b>Min/Deptt. Of Posting/Contact Officers (S/Sh/Mrs/Ms)</b>
1	Pankaj Gupta, UDC	22/10/1969	Shipping/A.M.Vijayan, Under Secretary
2	Amit Kumar, Assistant	13/09/1982	Economic Affairs/Harnam Singh, SO (Admn)
3	Lalit Kr.Thakur, UDC	28//01/1962	Economic Affairs/Harnam Singh, SO (Admn)
4	Narender Kumar, UDC	13/03/1968	Commerce/Ram Lakhan , Under Secretary
5	Smt.Gulshan Kumari, UDC	17/10/1963	Road Transport & Highways/V. Krishanswamy, Under Secretary
6	A.S. Narayanan, UDC	20/10/1966	Industrial Policy & Promotion/P.Bhardwaj, Under Secretary
7	Sanjeev Agrawal, UDC	14/08/1966	Agriculture & Co-operation/P.Vijay Kumar, Under Secretary
8	Smt. Sushma Bhalla,UDC	05/07/1961	Agriculture & Co-operation/P.Vijay Kumar, Under Secretary
9	Harish Kumar Sharma, UDC	15/11/1961	Agriculture & Co-operation/P.Vijay Kumar, Under Secretary
10	Kamal Kapoor, UDC	27/12/1967	Agriculture & Co-operation/P.Vijay Kumar, Under Secretary
11	Smt. Geeta Sharma, UDC	30/08/1967	Petroleum & Natural Gas/Arunoday Goswami,, Under Secretary
12	Satish Kumar Mittal, UDC	18/04/1966	Steel/G.Vaidheeswaran,, Under Secretary
13	Smt. Sunita Bansal, Assistant	27/11/1961	UPSC/Dinesh Kumar,, Under Secretary(admn )

14	Smt.Amita Kumari, UDC	02/08/1963	UPSC/Dinesh Kumar,, Under Secretary(admn )
15	Dhananjay Bansal, UDC	02/10/1965	Commerce (Supply Div)/Mangal Marndi,US, Tel:23061376
16	Smt.Mamata Khanna, UDC	23/01/1964	Commerce (Supply Div))/Mangal Marndi,US, Tel:23061376
17	Praveen Kumar, UDC	05/03/1959	Commerce (Supply Div))/Mangal Marndi,US, Tel:23061376
18	Sunil Kumar Wadhawa, UDC	01/07/1960	Commerce (Supply Div))/Mangal Marndi,US, Tel:23061376
19	Smt. Rita Roy, UDC	03/01/1968	Environment & Forests/Prema Mohan, UnderSecretary, Tel:24366693
20	V.K. Kushwaha, UDC	01/01/1958	Environment & Forests/Prema Mohan, UnderSecretary, Tel:24366693
21	Shri Pawan Kumar, UDC	03/07/1968	Planning Commission/Arun Kumar,SO,Tel:23096753
22	Shri Manvinder Singh, UDC	07/03/1968	Food & Public Distribution,/ Neelam Bala Kapoor, US, Tel: 23070622
23	Shri Vinod Kumar Sharma, Assistant	03/07/1964	Information & Broadcasting/,Ram Phal, US, Tel:23384990
24	Shri R. S. Rawat, UDC	06/02/1961	Admn. Reforms & Public Grievances,/V.K.Verma, US, Tel:23401441
25	Shri Simanchal Bisoye, UDC	02/11/1970	Admn. Reforms & Public Grievances /V.K.Verma, US, Tel:23401441

**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/Assistant**  
Select List year \_\_\_\_\_
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) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Place of Office, Tele. No. \_\_\_\_\_  
(ii) Residential Address \_\_\_\_\_  
with Tele. No, \_\_\_\_\_  
e-mail, if any. \_\_\_\_\_