

Most Immediate

08/03/2012-CSI(Trg)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)

Lok Nayak Bhavan, New Delhi
Dated the 8th November, 2012

OFFICE MEMORANDUM


**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS
for the period from 17/12/2012 to 18/01/2013.**

The undersigned is directed to inform that Assistants whose names are given in **Annexure I**, have been nominated for the Level 'B' Training Programme being conducted by ISTM w.e.f. **17/12/2012 to 18/01/2013**. It is requested that these officers may be relieved of their duties and advised to report to Ms. Shikha Paul, Course Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 17th December, 2012.**

2. **The performance of the officials in the training will be evaluated and the reports may be added in their APARs 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 by this Department or the Institute. As the training of the officials and successful completion is necessary for promotion, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time. **Those who are promoted as Section Officers on the basis of SO LDCE results are exempted from undergoing this training.**

3. The aforesaid training includes study tour and officers nominated above may be advised to draw necessary TA/DA advance of **Rs.20,000/-** each from their respective Ministry/Department. This amount may be released in **Cash** only.

4. Confirmation with regard to the participation of the officers along with their respective bio-data(**Annexure-II**) may be sent by **20-11-2012** to Ms. Shikha Paul, Course Co-ordinator, ISTM, New Delhi, with a copy to the undersigned. Ms. Shikha Paul, Course Co-ordinator, ISTM, is accessible on Phone No. 26185310 (O).


(**Vidyadhar Jha**)
Under Secretary to Government of India
Tele. : 24624046

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

Copy forwarded to :-

1. ISTM, (**Shri Satyajit Mishra**, Joint Director) Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their OM No. A-33090/01/2005-ISTM(Coord) dated 19th March, 2012. **ER Sheets of the participants may also be got filled up, as already requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2nd July 2009.**
2. ISTM (Ms. Shikha Paul, Course Co-ordinator), Administrative Block, Old JNU Campus, New Delhi-110067. **It is requested that a list of officers who report for training on 17th December, 2012 may please be furnished to this Department next day positively.**
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. US(SK)/CS.I (**Kindly verify the training status before considering promotion**)
5. Guard File
6. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/Assistant**)



(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

Annexure I**Level 'B' Cadre Training Programme at ISTM for CSS Assistants
(17/12/2012 to 18/01/2013)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	D.O.B.	CADRE WHERE WORKING Ministry/Department
1	B. Swaminathan	16-07-1959	Culture
2	H.M. Malhotra	08-04-1958	Urban Dev.
3	Bhawna Bose	26-04-1957	Urban Dev.
4	G.J. Prabhakar	17-06-1955	Urban Dev.
5	Shyamal Sircar	27-11-1958	DOP&T
6	Bina Mansukhani	03-12-1960	MHA
7	M.C. Nautiyal	21-03-1963	DOP&T
8	P.K. Bhattacharya	24-03-1955	Labour
9	G. Balasubramanian	25-05-1956	Expenditure
10	Rakesh Anand	21-02-1956	Expenditure
11	Pronob Mukherjee	30-04-1960	Expenditure
12	Neena Dhamija	18-01-1957	UPSC
13	V.P. Dwivedi	04-03-1961	UPSC
14	Neelam Madan	26-01-1955	MHA
15	Lalitha S. Panicker	10-09-1954	MHA
16	C. Selvakumar	03-09-1955	DOP&T
17	Krishan Pal	15-08-1956	Health & FW
18	R.R. Sri Prakash	31-10-1960	Health & FW
19	Kulwant Rai	23-07-1955	Health & FW
20	G.L. Madan	24-08-1958	Health & FW
21	Sarmistha Sen Gupta	10-12-1955	Urban Dev.
22	Somnath Karmakar	25-11-1957	Urban Dev.
23	P.C. Mondal	23-12-1955	Agri. & Coop.
24	P.Gopalakrishnan	01-07-1959	Agri. & Coop.
25	Naresh Kumar	25-07-1955	I&B
26	Amita Abrol	31-01-1959	I&B
27	Nanak Chand	01-07-1958	Labour
28	Geeta Chandra	01-08-1959	Expenditure
29	Vasantha Kum Nair	22-03-1960	Expenditure
30	Sabyasachi Basu	02-05-1955	MHA
31	Rajinder Pal	22-04-1959	MHA
32	Hemlata	19-12-1962	MHA
33	A. Vasanthakumari	20-08-1954	Health & FW
34	Dhan Singh	24-02-1959	Health & FW
35	D.P. Shukla	13-08-1963	Health & FW
36	Prabha Ranjit	26-12-1954	Water Res.
37	Paritosh Bhatia	03-01-1959	Water Res.
38	Latha Raman	22-04-1963	Health & FW
39	N.T. George	10-06-1956	IP&P
40	M.P. Aleyas	20-11-1956	IP&P

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 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
(a) ISTM _____
(b) Other Training Institute _____
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. _____