

Most Immediate

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

**Lok Nayak Bhavan, New Delhi
Dated the 12th March, 2012**

OFFICE MEMORANDUM

**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS
for the period from 02/04/2012 to 04/05/2012.**

The undersigned is directed to inform that Assistants with 8 years' approved service in the grade, whose names are given in **Annexure I**, have been nominated for the above Level 'B' Training Programme. This training is being conducted by ISTM w.e.f. **02/04/2012 to 04/05/2012**. It is requested that these officers may be relieved of their duties, subject to vigilance clearance and advised to report to Shri Ravindra Kumar, Deputy Director & Course Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 02nd April, 2012.**

2. **The performance of the officials in the training will be evaluated and the reports thereof 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 **23-03-2012** to Shri Ravindra Kumar, Deputy Director & Course Co-ordinator, ISTM, New Delhi, with a copy to the undersigned. Shri Ravindra Kumar, Deputy Director & Course Co-ordinator, ISTM, is accessible on Phone No. 26180589 (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, (Sh. K. Govindarajulu, Joint Director(BT/Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their OM No. A-33083/3/2012-ISTM(Coord) dated 30th December, 2012. **ER Sheets of the participants may also be got filled up, as requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2nd July 2009.**
2. ISTM (Shri Ravindra Kumar, Deputy Director & Course Co-ordinator), Administrative Block, Old JNU Campus, New Delhi-110067. **It is requested that a list of officers who report for training on 02nd April, 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. PA to Director(CS.I)/US(Trg)
6. Guard File
7. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/Assistant**)



(**Vidyadhar Jha**)

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Annexure I**Level 'B' Cadre Training Programme at ISTM for CSS Assistants
(02/04/2012 to 04/05/2012)**

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	D.O.B.	CADRE WHERE WORKING Ministry/Department
1	Anita Dinesh	15/11/1961	Expenditure
2	Kamal Kumar Thakur	18/02/1980	Expenditure
3	Indira Sharma	18/12/1956	Road Transport & Highways
4	Sandeep Kumar	02/08/1977	Road Transport & Highways
5	Prem Prakash Solanky	03/08/1955	Expenditure
6	Gaurav Shukla	29/09/1982	Expenditure
7	Pravin Kumar Pandey	05/04/1980	Expenditure
8	B. S. Chauhan	14/01/1958	Telecommunications
9	Om Prakash Chanchal	20/02/1980	Telecommunications
10	Daya Ram	17/11/1955	Urban Development
11	Ratnesh Kumar Gupta	28/12/1977	Urban Development
12	Veena Arora	08/06/1955	Civil Aviation
13	Jai Prakash Singh	01/10/1977	Civil Aviation
14	Subodh Kumar Jayaswal	26/02/1980	Defence
15	Om Prakash Kumar	15/10/1980	Expenditure
16	B.S. Bisht	05/08/1960	Health & Family Welfare
17	Sumit Kumar Sachan	15/06/1955	Health & Family Welfare
18	Rajesh Kumar Niraj	20/06/1981	Defence
19	Daya Nand Kumar	22/09/1978	Mines
20	Sanjay Kumar	20/12/1973	Petroleum & Natural Gas
21	Sanjay Katiyar	01/07/1971	Home Affairs
22	Manoj Kumar Gupta	05/01/1981	Civil Aviation
23	Basistha Sah	04/01/1963	Urban Development
24	Mohammad Ashif	20/05/1982	Urban Development
25	Neelam Wadhwa	29/01/1955	Social Justice & Empowerment
26	Ajay Kumar	06/02/1978	Social Justice & Empowerment
27	Sushila	01/01/1961	DOP&T
28	Ashish Agarwal	16/07/1976	DOP&T
29	Krishna Rawat	28/06/1958	Consumer Affairs
30	Awdhesh Kr. Gupta	26/01/1975	Consumer Affairs
31	R.P. Duhan	01/04/1956	Telecommunications
32	Manoj Kumar Yadav	11/11/1977	Telecommunications
33	Virendra Kumar		Expenditure
34	Deepak Kumar	08/02/1979	Expenditure
35	R.K. Meena	10/04/1956	Expenditure
36	George Deepak Toppo	21/10/1975	Expenditure
37	Aruna Verma	28/06/1957	Chemical & Fertilizers
38	Bhagirath Meena	22/02/1979	Chemical & Fertilizers
39	Paramjit Singh	05/08/1956	Steel
40	Kamlesh Kumari Singhal	20/08/1957	Labour

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. _____