

**No.8/3/2012-CSI(Trg.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training**

**2<sup>nd</sup> Floor, Lok Nayak Bhavan, New Delhi**

**Dated the 18<sup>th</sup> May, 2012**

**OFFICE MEMORANDUM**

**Subject : Level 'B' Training Programme at the ISTM for Assistants of the CSS  
- re-nomination regarding ( 18/06/2012 to 20/07/2012 )**

The undersigned is directed to inform that Assistants whose particulars are given below, have been **re-nominated**, for the above mentioned **Level 'B' Training Programme** which is being conducted by ISTM w.e.f. **18/06/2012 to 20/07/2012**.

S. No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Deptt.
1	<b>Ashish Agarwal *</b>	<b>16/07/1976</b>	<b>DOP&amp;T</b>
2	<b>Virendra Kumar *</b>		<b>Expenditure (Economic Affairs)</b>
3	<b>Deepak Kumar *</b>	<b>08/02/1979</b>	<b>Expenditure (Revenue)</b>
4	<b>Bhagirath Meena *</b>	<b>22/02/1979</b>	<b>Chemical &amp; Fertilizers</b>
5	C.J. Verghese	07-04-1956	Labour / AAIFR
6	V. Somasundram	15-06-1955	Telecommunication / PMO
7	P.K. Avasthi	20-12-1956	Road Transport & Highways
8	Dilbagh Singh	28-02-1959	Civil Aviation
9	Meena Singhal	03-07-1957	Steel
10	Shashi Malik	02-02-1958	Expenditure
11	M.G. Sasidharan	28-11-1958	UPSC

2. The above officials have been re-nominated in order to comply with the mandatory conditions for imparting training for holding higher responsibilities. These officers are given another (\*last) chance for the successful completion of the mandatory Level 'B' training programme. The concerned authorities are therefore requested that the officers may be relieved of their duties without fail and advised to report to Shri Ranjan Kumar, Deputy Director & Course Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 18<sup>th</sup> June, 2012.

3. In case these officials are not relieved by the concerned Ministry/Deptt. or in case any of them does not complete the training successfully, such non-attending of the training or not completing the training successfully would result in debarment from future mandatory training modules, which will impact their next promotion adversely apart from any other action as deemed necessary as stipulated in this Department OMs No.1/1/2009-CSI(Trg) dated 24.2.2010 and 8/11/2010-CS.I(Trg) dated 5.4.2010.

P.T.O.

4. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of **Rs. 20,000/-** from their respective Ministry/ Department. This amount may be sanctioned in the name of nominated officers in the form of Cash and the same will be collected by ISTM from the participating officers.

5. Confirmation with regard to the participation of the officers along with their respective bio-data(Annexure-II) may please be sent by **30<sup>th</sup> May, 2012** to Shri Ranjan Kumar, Deputy Director & Course Co-ordinator, ISTM, New Delhi, with a copy to the undersigned. Shri Ranjan Kumar, Deputy Director & Course Co-ordinator is accessible on Phone No.26175590 (O).



( **Vidyadhar Jha** )

Under Secretary to Government of India  
Tele. : 24624046

To

**{Joint Secretary(Admn.) concerned}**  
**Ministry/Department of**  
**New Delhi.**

Copy forwarded for information and necessary action to : -

1. ISTM, (Shri K. Govindarajulu - Joint Director/BT-Coord), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. A-33090/01/2005-ISTM (Coord ) dated 19<sup>th</sup> March, 2011. 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 2<sup>nd</sup> July 2009.
2. Shri Ranjan Kumar, Deputy Director & Course Co-ordinator, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 18<sup>th</sup> June, 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, DOP&T – Kindly confirm the training status of the officers before considering their promotion.
5. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat<CSS< Training Nomination Circulars<Assistants)
6. Guard File.



( **Vidyadhar Jha** )

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**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. \_\_\_\_\_