

IMMEDIATE

**No. 21/2/2019-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training**

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi - 110003

Dated 21.06.2019

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 1st July, 2019 to 19th July, 2019 for PSs/PPSs (ad-hoc) of CSSS - reg.

The undersigned is directed to say that PSs/PPSs (ad-hoc) of CSSS, whose names are given in the Annexure-I to this OM, have been nominated to participate in the Level-III Training Programme being conducted by the ISTM from 01.07.2019 to 19.07.2019. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. The officers who do not attend or successfully complete the Level-III Training Programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.**

2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved on time.

3. All nominated officers for the above stated training programme are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is http://www.istm.gov.in/home/online_nomination_form. The officers may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.

4. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/ Departments are required to sanction an advance of Rs. 45,000/- (Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.

5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Rajesh Singh, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 01.07.2019.

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6. The concerned cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Shri Rajesh Singh, Deputy Director, ISTM, New Delhi.



(Dinesh)

Under Secretary to the Govt. of India

Tel: 24654020

To

Under Secretary (Admn.) of the concerned Cadre Units.

Copy to:-

1. Shri Rajesh Singh, Deputy Director, ISTM along with a copy of list of Participants.
2. Training Division, DoP&T, Old JNU Campus, New Delhi.
3. Officers concerned (through website of DoP&T)

**List of PSs/PPSs(ad-hoc) of CSSS nominated for Level-III training programme to be held from
01.07.2019 to 19.07.2019**

S.No.	Name (Shri/Ms./Smt.)	DoB	Cadre	SLY
1	Beni Pratibha*	21-01-1978	Power	2010
2	Sushila Kujur*	10-11-1969	Minority Affairs	2010
3	Shailender Singh Negi*	09-07-1974	Environment & Forests	2011
4	Rakesh Bala*	13-03-1962	Agriculture	2011
5	Harikesh Kumar	25-10-1975	Food Processing Industries	2011
6	Uma Bassi	04-01-1962	Posts	2011
7	Reshma Sukhwani	07-01-1975	Posts	2011
8	Jiju Raj	19-05-1971	S&T	2011
9	Anil Kumar Semwal	01-01-1973	P&NG	2012
10	Jitender Bhatti	23-03-1978	Science & Tech.	2012
11	Rekha Madhok	13-07-1972	Niti Aayog	2012
12	Reena Pandey	01-03-1976	HRD	2012
13	Sanjeev Kumar Anand	21-01-1972	Social Justice & Empowerment	2012
14	Shalini Badola	23-09-1975	MHA	2012
15	Rinku Saluja	02-08-1973	Legal Affairs	2012
16	Arbind Kumar	04-07-1971	Housing & Urban Affairs	2012
17	Gulshan Gaba	02-10-1971	Supply	2012
18	Shalu Sharma	10-09-1979	WCD	2012
19	Giby Alysous	22-03-1962	Commerce	2012
20	Renu Seth	18-12-1971	Expenditure	2012
21	Sanjay Dhawan	26-04-1971	Water Res.	2012
22	R Manonmani	20-08-1977	Expenditure	2012
23	Dharmendra Kumar	18-02-1970	Expenditure	2012
24	Deepika Satija	06-11-1980	Tribal Affairs	2012
25	Kusum	12-02-1976	I&B	2012
26	Hema Narang	14-03-1973	Water Res.	2012
27	Vishal	09-11-1978	Posts	2012
28	Indu	15-08-1973	Power	2012
29	MD Jawaid Eqbal	10-10-1973	DOP&T	2012
30	Pradeep Kumar Bera	26-10-1976	Housing & Urban Affairs	2012
31	Narendra Kumar Jaiswal	25-01-1969	P&NG	2012
32	Chander Kanta Rohilla	15-10-1962	I&B	2012
33	Devender Kumar	23-09-1973	Science & Tech.	2012
34	Mahender Singh Rawat	22-09-1974	Civil Aviation	2012
35	Ram Lalit	03-10-1974	Water Res.	2012

*- 2nd Nomination

CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographer _____
6. Academic qualification _____
7. Date of joining as PS _____
Select List Year _____
8. Whether the nominee is a member _____ Yes/No _____
of SC/ST if yes, please specify _____ SC/ST _____
9. Previous Training undergone
(i) ISTM _____
(ii) Other Training Institute _____
10. Address
Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
E-mail _____

Signature