

No. 2/1/2013-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market
New Delhi – 110 003,
Dated, the 13th September, 2017

OFFICE MEMORANDUM

Subject: **Level-IV Training Programme for PPSs of CSSS at ISTM during the period from 09.10.2017 to 03.11.2017.**


The undersigned is directed to refer to this Department's O.M of even number dated 02.03.2017 and in continuation of this Department's O.M of even number dated 07.03.2017, the next Level-IV Training Programme at ISTM for PPSs of CSSS may now be held w.e.f 09.10.2017 to 03.11.2017. The list of PPSs nominated for the above training have been revised and whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-IV training programme w.e.f **09.10.2017 to 03.11.2017**.

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the Sr.PPS grade**. Cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved in time. No request for withdrawal/exemption either from the Ministry/Department or the officer concerned shall be entertained except on the grounds indicated in DOP&T O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016.

3. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Services and Central Secretariat Stenographers' Services (CSSS) in respect of Cadre Training Plan(CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.

4. It is requested that these officers may be relieved of their duties with the direction to report to Shri H. Govind, Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 09.10.2017.

5. Confirmation with regard to the release of the officers along with curriculum vitae of each participant in the prescribed proforma at Annexure-II be forwarded to Shri H. Govind, Course Director, ISTM, New Delhi with a copy to the undersigned.


(Pradeep A)
Under Secretary to the Govt. of India
Tel: 24623157

To

Director/Deputy Secretary (Admn.) of the Cadre/Ministry (as per list attached).

Copy to:

1. ISTM, (Shri H. Govind, Deputy Director & Course Director), Administrative Block, Old JNU Campus, New Delhi. The list of participants may please be furnished to this Department.
2. Training Division, DOP&T, Old JNU Campus, New Delhi.
3. Hindi Unit, DOP&T, North Block, New Delhi
4. Guard File.

**List of PPSs nominated for Level-IV Training Programme to be held at ISTM wef.
09.10.2017 to 03.11.2017**

S.No.	S.No. in the O.M. dt. 09.05.16	Name(Shri/Smt./Ms.)	Date of Birth	SLY	Cadre where working
1	193	Dinesh Kemwal*	02/06/1968	2010	Urban Dev.
2	207	V.D. Jaswani*	13/11/1962	2010	Health & FW.
3	226	Rupa Sharma*	02/07/1961	2010	WCD
4	242	Vikram Nair*	10/09/1965	2010	MHA
5	247	Darshan Kaur*	06/05/1969	2010	Power
6	252	Suman Dhingra*	12/08/1968	2010	Defence
7	253	S.K. Padhi*	29/04/1963	2010	Legal Affairs
8	256	H.K. Chawla*	10/04/1964	2010	DOP&T
9	262	C.K. Sasi*	31/03/1960	2010	NITI Aayog
10	280	Bimla*	15/01/1966	2010	WCD
11	281	Nirmala*	17/09/1969	2010	Food & PD
12	288	Kishori Lal	20/09/1966	2010	Steel
13	289	Ram Pati	15/02/1965	2010	Defence
14	290	Jeetender Kumar	03/06/1964	2010	Defence
15	292	Vijay Kumar	27/02/1962	2010	MHA
16	294	Neeru Malhotra	30/04/1965	2010	Defence
17	295	Bhupender	22/12/1967	2010	Legal Affairs
18	296	M.K.Singh	01/01/1964	2010	Road Transports
19	297	Anil Kumar	05/04/1963	2010	Rural Dev.
20	298	Sudesh Kumari	05/04/1961	2010	S & T
21	299	H.L. Meshram	20/06/1965	2010	Environment
22	303	K.Srinivasan	25/05/1962	2010	MHA
23	304	Meena Saroj	06/11/1960	2010	Environment
24	305	Susheel Kumari	06/07/1964	2010	Fertilizers
25	306	Veena Sharma	06/08/1961	2010	Agriculture
26	307	Anju Vij	06/08/1968	2010	Power
27	308	P.Suresh	05/06/1965	2010	DOP&T
28	309	V.L. Mathew	05/05/1962	2010	Civil Aviation
29	310	Shashi Ballabh Naithani	10/10/1969	2010	Fertilizers
30	311	N.C.Pandey	01/06/1968	2010	Environment, F & Clm.
31	313	E. Natarajan	19/01/1960	2010	Corporate Affairs
32	315	Asha Gulati	15/01/1969	2010	Agriculture
33	316	Mulchand Duseja	12/02/1966	2010	Telecom
34	317	Rajesh Kumar	01/08/1964	2010	Civil Aviation
35	318	Suresh Sharma	01/01/1961	2010	Urban Dev.

Mudbay

36	319	Shankar Kumar Sah	20/07/1963	2010	Coal
37	320	Sanjeev Vohra	30/08/1968	2010	MHA
38	321	Sanjay Chopra	01/07/1965	2010	SJ&E
39	323	M.K. Jerath	23/08/1959	2010	Urban Dev.
40	324	Sunita Sharma	05/08/1962	2010	Urban Dev.
41	325	Raman Kumar Gulati	29/11/1966	2010	RT&H
42	326	Om Lata Rawat	01/10/1969	2010	Defence
43	327	Khajan Chandra Joshi	10/10/1970	2010	Defence
44	328	Satish Kumar	01/04/1963	2010	Telecom
45	329	N. Jayakumar	12/05/1962	2010	RT&H

***Last & final chance.**

DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Services and Central Secretariat Stenographers' Services (CSSS) in respect of Cadre Training Plan(CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.

Handwritten signature

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 PPS _____
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