

No. 21/7/2014-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.

Dated the 10<sup>th</sup> May, 2016.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 30.05.2016 to 17.06.2016 for PSs of CSSS - reg.


The undersigned is directed to say that PSs 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 30.05.2016 to 17.06.2016. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes even after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.**

2. Cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved in time.

3. 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.

4. It is requested that these officers may please be relieved of their duties with the direction to report to Sh. Rambabu Vadali, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 30.05.2016.

5. 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 Sh. Rambabu Vadali, Deputy Director, ISTM, New Delhi.

  
(Kameshwar Mishra)


Under Secretary to the Govt. of India

Tel: 24623157

To

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

- Copy to: (i) Sh. Rambabu Vadali, Deputy Director, ISTM along with a copy of list of Participants.  
(ii) Training Division, DoP&T, Old JNU Campurs, New Delhi.  
(iii) Hindi Unit, DoP&T, North Block, New Delhi for furnishing Hindi version of the OM.  
(iv) Guard file.  
(v) Website of the DoP&T.  
(vi) Officers concerned.

  
19/5/16

**List of Regular PSs of CSSS nominated for Level-III training programme to be held from  
30.05.2016 to 17.06.2016**

S.No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	Madhu Mehta*	PS	05-04-1961	NITI Aayog
2	Suresh Karki*	PS	01-05-1970	Power
3	Meena Mahendru*	PS	12-06-1973	Posts
4	Jyothi Thakur*	PS	23-09-1971	Expenditure
5	Sanjay Kumar*	PS	01-12-1970	MHA
6	Puneet Pathak*	PS	22-08-1977	Expenditure
7	C.P. Arora*	PS	10-04-1959	Posts
8	Vandana Sharma*	PS	31-03-1968	Youth Affairs
9	Sumita Banerjee*	PS	13-07-1976	MHA
10	P.K. Mukherjee	PS	01-03-1959	Defence
11	Ritu Dhawan	PS	26-11-1966	Power
12	Shashi Bala Taneja	PS	01-01-1961	MHA
13	Menu Singhal	PS	12-06-1978	Defence
14	J.S. Dheer	PS	02-09-1962	Defence
15	Sushma Mendiratta	PS	22-10-1960	MHA
16	M Naga Subrahmanyam	PS	27-05-1974	Legal Affairs
17	Deepa Rohra	PS	06-06-1969	MHA
18	Sandeep Behl	PS	01-12-1967	Defence
19	Anand Mohan Jha	PS	04-02-1971	P&NG
20	Meena Ballani	PS	23-08-1960	Agriculture
21	Brij Mohan Joshi	PS	02-12-1967	Defence
22	Jay Prakash Singh	PS	31-12-1973	DoP&T
23	Narender Lal Saini	PS	14-02-1973	UPSC
24	Rita Prashar	PS	20-10-1965	MHA
25	V.K. Jha	PS	05-12-1960	MHA
26	Satish Chander Joshi	PS	25-04-1978	Defence
27	Gurcharan Jeet Singh Harnal	PS	28-05-1958	MHA
28	Ashwini Kumar	PS	11-03-1965	I&B
29	Subhash Arora	PS	01-04-1968	Agriculture
30	Leela Ramaswamy	PS	20-05-1959	Planning Comm.
31	Sanjeev Gandhi	PS	13-06-1970	UPSC
32	Sanjay Kumar	PS	10-01-1973	SJ&E
33	Navneet Kumar	PS	23-12-1973	Food & PD
34	N.K. Mehta	PS	25-02-1962	MHA
35	Madhu Sawhney	PS	27-07-1975	Tribal Affairs
36	B.D. Kaushik	PS	10-04-1960	I&B
37	Sushil Kumari	PS	04-06-1964	Defence
38	Rajeev Kumar	PS	09-12-1969	Power
39	Geeta Govind	PS	03-08-1965	I&B
40	Namrata Sharma	PS	17-05-1964	SJ&E
41	J.L. Kathuria	PS	28-11-1965	Urban Dev
42	Surinder Jeet Kaur Anand	PS	27-12-1963	IP&P
43	Rakesh Kumar	PS	23-03-1973	Home Affairs
44	Anil Kumar Verma	PS	10-02-1976	Supply
45	Kiran Malik	PS	30-12-1975	Legal Affairs

\* Renominated

*Handwritten signature*  
17/5/16

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 Stenographers \_\_\_\_\_
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 \_\_\_\_\_

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Signature