

No. 21/1/2018-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 19th April, 2018.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 14.05.2018 to 01.06.2018 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 14.05.2018 to 01.06.2018. **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. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved on 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. Uday Sankar Chattopadhyay, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 14.05.2018.

5. 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 Sh. Uday Sankar Chattopadhyay, Deputy Director, ISTM, New Delhi.

(Chirabrata Sarkar)

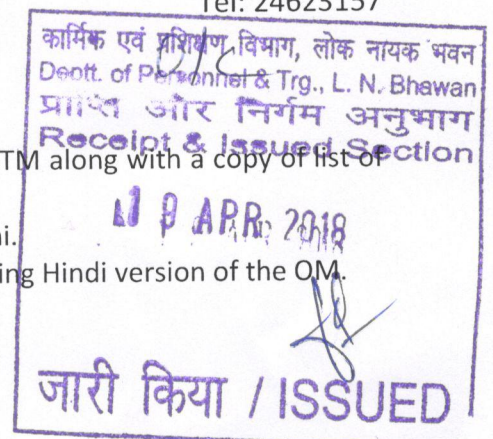
Under Secretary to the Govt. of India

Tel: 24623157

To

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

- Copy to: (i) Sh. Uday Sankar Chattopadhyay, 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.



M/o Defence, US (Admn.), 'B' Wing, Sena Bhawan, New Delhi.

List of Regular PSs of CSSS to be nominated for Level-III training programme to be held from 14.05.2018 to 01.06.2018

Annexure-I

S.No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	P Shyam Prasad**	PS	04-05-1968	Expenditure
2	Rajinder Pal Singh**	PS	02-04-1961	I&B
3	D.N. Lamghare*	PS	17-04-1964	Power
4	J. Varalakshmi*	PS	19-07-1962	NITI Aayog
5	Ashok Kumar Sharma*	PS	15-06-1962	MHA (PMO)
6	Leela Sabu*	PS	22-05-1971	Agriculture
7	Anita Gautam*	PS	15-07-1971	Expenditure
8	Kavita Devi*	PS	16-02-1972	MHA
9	Rajiv Kumar Mudgil*	PS	03-03-1972	Agriculture
10	Sunita Negi*	PS	12-06-1973	Labour
11	Anurag Sharma*	PS	25-04-1973	Agriculture
12	K. Indu Prasad	PS	08-09-1967	Health & FW
13	Rachna Gaba	PS	17-07-1971	I&B
14	Renu Chug	PS	20-07-1971	MHA
15	N. Subhash	PS	25-05-1966	Defence
16	Kiran Meshram	PS	29-06-1964	S&T
17	Ashutosh	PS	22-02-1971	Youth Affairs
18	Mahesh Chand	PS	11-01-1974	DoP&T
19	Prabha Sridhar	PS	01-07-1968	S&T
20	Ramadevi Anand	PS	08-07-1973	HRD
21	Vijay Kumar	PS	02-03-1973	Agriculture
22	Dinesh Kumar	PS	21-05-1966	SJ&E
23	J.Bhuvaneswari	PS	04-01-1966	Legal Affairs
24	Tara Singh Aswal	PS	18-10-1971	Earth Science
25	N.K. Dua	PS	17-01-1967	UPSC
26	Shobha Pandey	PS	26-08-1967	MHA
27	Padmavathi R.	PS	03-06-1969	NITI Aayog
28	Anita Kalra	PS	18-11-1972	DoP&T
29	K.Ravichandran	PS	26-03-1965	MHA
30	Rani Gupta	PS	02-02-1968	Labour
31	Seema Ahuja	PS	08-08-1967	Legal Affairs
32	Meenakshi Sawhney	PS	14-01-1971	Power
33	Surender Singh	PS	04-04-1966	MHA
34	Kiran Duggal	PS	26-03-1969	Telecom
35	Harvinder Singh	PS	17-02-1968	Health & FW
36	Mathew Joseph	PS	31-07-1974	DoP&T
37	Atul Sibal	PS	01-05-1973	Posts
38	Yogesh Talwar	PS	05-11-1967	Supply
39	Anjana Anand	PS	21-12-1967	Labour
40	S. Sundara Rajan	PS	29-06-1962	Defence
41	Sunil Kumar	PS	04-06-1975	Expenditure
42	Shikha Ruhilla	PS	01-06-1968	Health & FW
43	Krishan Lal	PS	10-07-1967	Commerce
44	Rakesh Kumar	PS	25-01-1966	Legal Affairs
45	Anil Kumar Raheja	PS	15-07-1969	Legal Affairs

* Renominated

** Third and last 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 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