

No. 20/22/2008-CS-II(Pt.)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.  
Dated the 12<sup>th</sup> March, 2013.

**OFFICE MEMORANDUM**

Subject:- Level-III Training Programme (Condensed Version) from 01.04.2013 to 19.04.2013 for PS of CSSS - reg.

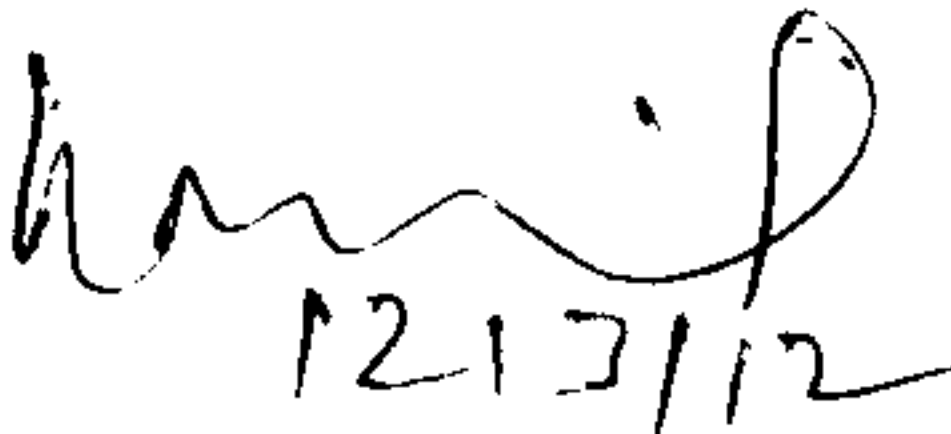
The undersigned is directed to say that PSs of CSSS whose names are given in the Annexure-I to this OM have been nominated to participate in the Level-III Training Programme (Condensed Version) being conducted by the ISTM from 01.04.2013 to 19.04.2013. In order to comply with the mandatory condition as per the CTP of CSSS, the officials at S.No. 1 to 14 are being nominated for the third time & S.No. 15 to 19 are being nominated for second time. **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. Therefore, cadre authorities are requested to ensure that the officers nominated to the above training programme are relieved in time, as this training is mandatory in nature.

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 Shri R.K. Kundi, Deputy Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 01.04.2013.

5. Cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender in prescribed proforma given in the Annexure-II, to Shri R.K. Kundi, Deputy Director & Course Coordinator, ISTM, New Delhi.

  
12/3/12

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to: Shri R.K. Kundi, Deputy Director & Course Coordinator, ISTM along with a copy of list of Participants.

## Annexure-I

**List of Regular PS of CSSS who are nominated for Level-III (Condensed Version) to be held from 01.04.2013 to 19.04.2013.**

S. No.	Name	Designation	Date of Birth	Cadre Where Working
1	Ms.Madhulika Saxena**	PS	08/12/1963	MHA
2	Ms. Meena Kumari Sharma**	PS	05/03/1968	MHA
3	Promod Kumar**	PS	31/03/1958	Steel
4	Ms. Rama D.Rana**	PS	10/07/1966	Power
5	Satinder Singh Bist**	PS	02/07/1972	I&B
6	Ajit Singh Sarpal**	PS	01/08/1971	Civil Aviation
7	Ms. Uma Venkatesan**	PS	27/04/1968	RT&H
8	K. Chandru**	PS	01/07/1969	Power
9	S.S. Rawat**	PS	23/03/1962	Power
10	Sunil Kumar**	PS	09/03/1965	Expenditure
11	H.K.Jain**	PS	01/07/1968	I&B
12	Harshwardhan Singh Rawat**	PS	10/11/1967	IP&P
13	Nishakar Panda**	PS	18/08/1955	P&NG
14	Ms. K.Dakshayani**	PS	19/08/1966	RT&H
15	Ms. Rajalakshmi Sridhar*	PS	26/07/1966	Urban Dev.
16	Ms. Mukhta Makkar*	PS	03/05/1968	UPSC
17	Lalit Kumar*	PS	06/03/1974	Expenditure
18	Tarun Kumar*	PS	21/03/1965	Expenditure
19	Atul Khurana*	PS	28/08/1973	RT&H
20	Prodip Mukherjee	PS	02/01/1959	Legal Affairs
21	Hans Raj	PS	09/04/1969	HRD
22	N.K.Grover	PS	23/11/1965	Legal Affairs
23	Ms. Kitty	PS	04/01/1972	Health & FW
24	Ganesh Chandra Rao Sahu	PS	15/08/1967	IP&P
25	Ms. Kakani Sarma	PS	02/02/1969	Food & PD
26	V.A. Venkata Chalam	PS	27/06/1964	Commerce
27	C.M.Singh	PS	03/09/1966	Planning Comm.
28	Ms. Sangita Srivastava	PS	11/03/1966	Expenditure
29	M.V.K. Suresh	PS	26/11/1974	Water Res.
30	Jatinder Kumar Bhutani	PS	09/05/1972	Water Res.
31	Ms. Kulvinder Kaur	PS	18/12/1968	Labour
32	Ms. Neeraja Jayaraman	PS	01/05/1958	Expenditure
33	Surendra Gosain	PS	19/06/1957	Rural Dev.
34	Rakesh Kumar	PS	13/05/1977	Legal Affairs
35	Manish Wadhwa	PS	05/08/1970	Supply
36	R. Subramanian	PS	05/04/1961	Health & FW
37	Rajiv Anand	PS	18/02/1972	Mines
38	Jatinder Prabhakar	PS	13/04/1963	Environment
39	S. Giridhar	PS	27/10/1962	Steel
40	T.P.S.Sehrawat	PS	05/03/1968	UPSC
41	Sanjay Bora	PS	31/08/1974	Urban Dev.
42	Bhikam Singh Rawat	PS	05/10/1971	Shipping
43	Manohar Lal	PS	07/10/1963	HRD
44	Rakesh Gupta	PS	01/11/1967	HRD
45	Sanjeev Kumar	PS	23/10/1972	P&NG

\*\* Last &amp; final chance

\* Renomination cases

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. Academic qualification \_\_\_\_\_
6. Date of joining as PS(Ad-hoc)/PA \_\_\_\_\_  
Select List Year \_\_\_\_\_
7. Whether the nominee is a member Yes/No  
of SC/ST if yes, please specify SC/ST
8. Previous Training undergone  
(i) ISTM \_\_\_\_\_  
(ii) Other Training Institute \_\_\_\_\_
9. (i) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Office Tel. No. \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Mobile/Tel. No. \_\_\_\_\_  
e-mail \_\_\_\_\_

-----  
Signature