

No. 20/28/2010-CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110003.

Dated the 27<sup>th</sup> November, 2013.

**OFFICE MEMORANDUM**

Subject:- Level-III Training Programme from 16.12.2013 to 03.01.2014 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 being conducted by the ISTM from 16.12.2013 to 03.01.2014.

2. It may be noted that **successful completion of Level-III programme is an essential condition 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. The concerned Cadre Units 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 G D Chawla, Assistant Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 16.12.2013. The concerned Cadre Units are also requested to send Curriculum Vitae of each participant, **specifically indicating medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II**, to Shri G D Chawla, Assistant Director & Course Coordinator, ISTM, New Delhi.

  
(K. Suresh Kumar)

Under Secretary to the Govt. of India

To

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

Copy to: 1. Shri G D Chawla, Assistant Director & Course Coordinator, ISTM along with a copy of list of Participants.

**List of Regular PSs of CSSS who are nominated for Level-III to be held from 16/12/2013 to 03/01/2014**

S. No.	Name Shri/Smt./Ms.	Cadre where presently working	Gen/SC /ST	Date of Birth	SLY
01.	Poonam Bajaj	HRD	Gen	16/03/1964	2005
02.	Balram	Agriculture	Gen	28/06/1963	2005
03.	Rajni Sharma	HRD	Gen	06/11/1966	2005
04.	Jaswant Singh Chauhan	IP&P	Gen	10/05/1971	2005
05.	Nikita Jathar	Urban Dev.	Gen	23/04/1970	2005
06.	Aruna Upadhyay	DoP&T	Gen	15/05/1961	2005
07.	Padma Neelakantan	I&B	Gen	29/12/1965	2005
08.	Girish Kumar Ahuja	MHA	Gen	16/02/1969	2005
09.	Kusum Lata Rajora	HRD	Gen	17/01/1973	2005
10.	Meenu Jaswal	Shipping	Gen	03/05/1968	2005
11.	S.Ramakrishnan	RT&H	Gen	30/01/1966	2005
12.	Pooja Duggal	DoP&T	Gen	12/09/1969	2005
13.	Neera Dogra	Commerce	Gen	01/09/1965	2005
14.	Sushil Kumar	Urban Dev.	Gen	11/05/1959	2005
15.	N.Ajay Babu	Commerce	Gen	22/12/1968	2005
16.	Ram Bhagat Yadav	S&T	Gen	13/04/1963	2005
17.	Rajesh Dhingra	Defence	Gen	26/12/1967	2005
18.	Sushil Kumar Sachdeva	MHA	Gen	04/11/1965	2005
19.	P. Shankara Kumar	Power	Gen	17/02/1956	2005
20.	Tarun Khera	DoP&T	Gen	28/02/1970	2005
21.	Chikkala Sundar Raj	MHA	Gen	05/05/1968	2005
22.	Jayaraman K.	MHA	Gen	18/10/1964	2005
23.	Sushma Narang	MHA	Gen	21/01/1972	2005
24.	G. Rajesh	Power	Gen	05/03/1967	2005
25.	Sushma Sikri	Corporate Affairs	Gen	02/04/1960	2005
26.	Alok Kumar	MHA	Gen	10/04/1970	2005
27.	R.Sajlani	Environment	Gen	11/10/1969	2005
28.	Harjeet Kaur	Power	Gen	22/06/1961	2005
29.	Chander Kanta Kalra	Urban Dev.	Gen	10/07/1966	2005
30.	R.S.Shukla	Urban Dev.	Gen	01/01/1957	2005
31.	Kalvinder Kaur	Shipping	Gen	02/08/1970	2005
32.	H.K.Arora	MHA	Gen	15/02/1961	2005
33.	Manjit Kaur	MHA	Gen	29/08/1965	2005
34.	Savita Mathur	SJ&E	Gen	03/06/1966	2005
35.	Rajinder Singh	MHA	Gen	28/04/1962	2005
36.	K.A.Syed	MHA	Gen	22/03/1968	2005
37.	Pramode Singh Rawat	Posts	Gen	15/01/1962	2005
38.	Gopal Rajwaney	Fertilizers	SC	07/04/1958	2007
39.	Santosh Jayant	I&B	SC	08/05/1963	2007
40.	Dharam Vir	Urban Dev.	SC	24/05/1962	2007
41.	Shakuntla Makhija	Mines	SC	01/07/1965	2007
42.	Krishna Kain	DoP&T	SC	01/05/1958	2007
43.	V.P.Ranga	MHA	SC	04/05/1964	2007
44.	Shashi Prabha Premi	Environment	SC	20/12/1960	2007
45.	Rajwati Dungdung	Civil Aviation	ST	24/01/1973	2007
46.	Sandeep Kumar	UPSC	SC	19/07/1975	2007

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27/11/13

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 PA \_\_\_\_\_
- 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. (i) Office Address \_\_\_\_\_
- Ministry/Department \_\_\_\_\_
- Name of Building & Room No. \_\_\_\_\_
- Office Tel. No. \_\_\_\_\_
- Residential Address \_\_\_\_\_
- Mobile/Tel. No. \_\_\_\_\_
- e-mail \_\_\_\_\_

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Signature