


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 11th December, 2013.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme (Condensed Version) from 13.01.2014 to 31.01.2014 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 (Condensed Version) being conducted by the ISTM from 13.01.2014 to 31.01.2014. **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 Smt. Sikha Paul, Deputy Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 13.01.2014.
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 Smt. Sikha Paul, Deputy Director & Course Coordinator, ISTM, New Delhi.


11/12/13

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to: Smt. Sikha Paul, Deputy Director & Course Coordinator, ISTM along with a copy of list of Participants. ISTM is requested to furnish the list of participants of the last two level-III training programmes.

List of Regular PSs of CSSS who are nominated for Level-III (Condensed Version) to be held from 13.01.2014 to 31.01.2014.

S. No.	Name Shri/Smt.	Cadre Where Working	Category	Date of Birth	SLY
1.	M.S.Narayan Murthy	UPSC	Gen	13/05/1959	2005
2.	K Balasubramanian	MHA	Gen	11/01/1960	2005
3.	S.C.Kataria	HRD	Gen	15/03/1957	2005
4.	Kusum Kapoor	SJ&E	Gen	29/07/1962	2005
5.	Ram Kumar Sharma	MSME	Gen	27/11/1960	2005
6.	Kedar Dutt Dhoundiyal	IP&P	Gen	15/10/1964	2005
7.	Suresh Chander	P&NG	Gen	01/01/1965	2005
8.	S.Prasananan	MHA	Gen	24/07/1962	2005
9.	Satish Babu K.P	Steel	Gen	21/03/1959	2005
10.	Vir Singh Rathore	Urban Dev.	Gen	21/07/1962	2005
11.	Anuradha Nippani	DoP&T	Gen	01/07/1960	2005
12.	Rajiv Ranjan Tiwari	WCD	Gen	30/05/1974	2006
13.	Ditiakavi Pawan Kumar	Fertilizers	Gen	19/08/1979	2006
14.	Rajender Singh Rawat	S&T	Gen	12/08/1968	2006
15.	Manju Sharma	Posts	Gen	13/06/1963	2006
16.	Tilak Raj Grover	Expenditure	Gen	25/01/1966	2006
17.	Balachandran K.	UPSC	Gen	10/05/1963	2006
18.	Ajay Wadhwa	Expenditure	Gen	26/04/1977	2006
19.	Vinod Kumar Rawat	S&T	Gen	19/09/1974	2006
20.	N. Ramesh	Defence	Gen	16/04/1968	2006
21.	Manju Arora	I&B	Gen	01/10/1956	2006
22.	P.K. Rao	Defence	Gen	11/07/1968	2006
23.	Narayan Dutt	Power	Gen	28/10/1975	2006
24.	R. Vasudevan	Defence	Gen	14/10/1958	2006
25.	Dipendra Kanwar	Coal	Gen	14/10/1972	2006
26.	Aman Chawla	Legal Affairs	Gen	07/03/1971	2006
27.	Valsala M Remesh	Commerce	Gen	29/05/1970	2006
28.	B. Shobha	Health & FW	Gen	02/02/1968	2006
29.	R.K. Malhotra	Power	Gen	15/06/1965	2006
30.	Anil Kumar	Corporate Affairs	Gen	21/05/1967	2006
31.	S. Raja	I&B	Gen	26/06/1967	2006
32.	Ravi Beer	Expenditure	Gen	02/08/1972	2006
33.	Sanjay Bhalla	Commerce	Gen	23/12/1966	2006
34.	Sandeep Kumar	Food & PD	Gen	05/07/1976	2006
35.	Poonam Sood	Health & FW	Gen	11/12/1962	2006
36.	Lalita Gandhi	Rural Dev.	Gen	06/07/1970	2006
37.	Kasinadhuni Rama Rao	MHA	Gen	21/01/1972	2006
38.	Neeraj Bhandari	Expenditure	Gen	19/08/1974	2006
39.	Rajesh Rawal	Posts	Gen	14/05/1972	2006
40.	Mahendra Singh Rawat	MHA	Gen	17/11/1971	2006
41.	Bela Kalia	Power	Gen	16/02/1969	2006
42.	Siddharth Singh	Environment	Gen	22/10/1978	2006
43.	Premakumaran V.K.	Finance	Gen	14/03/1961	2006
44.	M. Venkatesan	DoP&T	Gen	16/04/1964	2006
45.	Pardeep Kumar	Agriculture	Gen	30/06/1979	2006

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 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 _____

Signature