

**Most Immediate**

**02/03/2008-CSI(Trg.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi  
/CSI Section/**

Dated the **25<sup>th</sup> November, 2008**

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme for U.D.Cs with 5 years' approved service of the CSS at the ISTM (22/12/2008 to 30/1/2009).**

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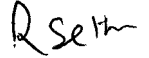
The undersigned is directed to say that ad-hoc assistants (regular U.D.Cs with 5 years approved service) whose names are given in **Annexure I** have been nominated for the above Level 'A' Training Programme. This training is being conducted by ISTM w.e.f. **22/12/2008 to 30/01/2009**. It is requested that these officers may be relieved of their duties accordingly and advised to report to Shri H.Govind, Asstt. Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 22<sup>nd</sup> December, 2008.**

2. Since, the cadre authorities were pressing hard for early deployment of assistants, the officers nominated in **Annexure I** have been promoted as ad-hoc assistants subject to the condition that their ad-hoc appointment in Assistant Grade would be continued only if they attend and qualify the mandatory training failing which their ad-hoc appointment would be terminated. The concerned Cadre Authorities are therefore requested to ensure that the officers nominated to the above programme are relieved in time. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute as the same would affect the extension/regularisation of ad-hoc promotion.

3. The aforesaid training includes study tour, as such the officers nominated above may be advised to draw necessary **TA/DA advance of Rs. 8,000/-each** from their respective Ministry/Department. This amount may be released in **Cash** only.

**P.T.O**

4. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure-II**) may please be sent by **5<sup>th</sup> December, 2008** to Sh. H. Govind, Asstt. Director (Co-ordinator), ISTM, New Delhi, at the aforesaid address with a copy to the undersigned. Sh. H Govind, Asstt. Director/(Co-ordinator),ISTM, is accessible on Phone No. 26165593 (O).



**(Dr. REENA SETHI)**

Under Secretary to the Govt. of India

Phone : 24629412

**To**

**Min/Dept.of  
Joint Secretary(Admn.)  
New Delhi.**

Copy forwarded to :-

- 1 Concerned officers.
2. ISTM, (Sh. K S Kumar- Director-in-charge), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33083/1/2007-ISTM(Coord) dated 12<sup>th</sup> March, 2008.
- 3 ISTM, (Sh. H. Govind, Asstt. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 22<sup>nd</sup> December, 2008 may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
- 5 CSII(B) Section, DOP&T, Lok Nayak Bhavan, New Delhi.
6. NIC for uploading on the web site of this Department (CSI Training /Policy – U.D.C.)



**(Dr. REENA SETHI)**

Under Secretary to the Govt. of India

Phone : 24629412

**Level 'A' Training Programme for UDCs(adhoc Assistants) of CSS with 5 years  
approved service  
(22/12/2008 to 30/01/2009)**

<b>Sl. No.</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>DATE OF BIRTH</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
1	Mahipal Singh	08.05.1953	Agriculture & Cooperation
2	M C Chaturvedi	21.04.1957	Agriculture & Cooperation
3	Devi Dayal Singh	13.06.1963	Agriculture & Cooperation
4	Gurdyal Singh	01.06.1953	Agriculture & Cooperation
5	Sharat Chander	19.04.1964	Power
6	Jayasree Shome	<b>20.01.1961</b>	Women & Child Development
7	Shiv Charan Singh	15.07.1954	Petroleum & Natural Gas
8	Leena George	13.07.1966	Posts
9	R K Mamgain	01.05.1964	DOP&T
10	Anita Kumari	15.08.1964	Women & Child Development
11	Anita Bhardwaj	22.04.1964	Home Affairs
12	Kishore Kumar	<b>01.01.1961</b>	DOP&T
13	Balaji Srinivsan	<b>11.01.1964</b>	Defence
14	Umed Singh	<b>22.01.1956</b>	Telecommunications
15	Joy Jacob	01.08.1961	DOP&T
16	Shaukat Rai	03.09.1961	Finance
17	Ashok Kr. Mandal	07.12.1958	Telecommunications
18	Suraj Bhan	<b>15.01.1951</b>	Finance
19	V K Gaur	17.10.1958	Finance
20	Suresh C Jayant	06.06.1959	DOP&T
21	Anil Kumar Setia	24.05.1961	DOP&T
22	Rita Rani Khanna	26.04.1959	Telecommunications
23	Anita Juneja	<b>29.12.1963</b>	Finance
24	Meena Khurana	13.04.1965	Union Public Service Commission
25	Ramesh Kumar	01.05.1961	Union Public Service Commission
26	Rattan Lal	11.12.1965	Union Public Service Commission
27	Shashi Gulati	29.06.1955	Union Public Service Commission
28	Puran Singh	17.07.1956	Union Public Service Commission
29	Neelam Choudhary	15.11.1959	Union Public Service Commission
30	Suresh Kumar Sharma	10.05.1965	Commerce

<b>Sl. No.</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>DATE OF BIRTH</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
31	Anjan Kr. Bandyopadhyay	18.01.1962	Commerce
32	Varsha Malhotra	01.07.1962	Commerce
33	G Roy Chowdhury	13.10.1956	Planning Commission
34	Jagdish Chander	01.10.1957	Home Affairs
35	M S Sharma	15.02.1953	Planning Commission
36	Chander Pal	02.12.1953	Road Transport & Highways
37	P K Biswal	16.11.1960	Finance
38	Neeta Sahni	05.07.1957	Finance
39	R K Pandey	15.10.1964	Posts
40	Omkari	23.09.1959	Posts
41	Naresh Chand	02.02.1960	Posts
42	Santosh Kumari	01.04.1957	Posts
43	Kshma Dhir	06.03.1959	Posts
44	K K Dawar	15.08.1957	Posts
45	Shyam Sunder Lal	10.08.1967	Posts
46	Dev Raj Pal	05.08.1963	Finance
47	Gurcharan Singh	10.08.1952	Finance
48	Ranjit Singh	08.06.1956	Finance
49	Roshan Dhawan	04.01.1962	DOP&T
50	Atanu Sovan De	25.12.1961	Legal Affairs

**CURRICULAM VITAE**

1. Name of the Officer Nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Designation & Scale of Pay \_\_\_\_\_
4. Office in which employed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Academic Qualification \_\_\_\_\_  
\_\_\_\_\_
6. Date of joining as UDC  
Year of Select List \_\_\_\_\_  
\_\_\_\_\_
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 Instt. \_\_\_\_\_  
\_\_\_\_\_
9. (i) Nominee \_\_\_\_\_  
(ii) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Place of Office, Tele. No. \_\_\_\_\_  
(iii) Residential Address \_\_\_\_\_  
with Tele. No, if any. \_\_\_\_\_