

IMMEDIATE

No. 2/1/2013-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 8th May, 2013

OFFICE MEMORANDUM

09 MAY 2013

Subject:- Level-IV Training Programme from 03.06.2013 to 21.06.2013 (Three Weeks) for
PPS of CSSS-reg.

The undersigned is directed to say that PPSs of CSSS, whose names are given in the Annexure-I to this OM, have been nominated to participate in the Level-IV Training Programme to be conducted by the ISTM from 03.06.2013 to 21.06.2013.

2. **It may be noted that successful completion of Level-IV training programme is mandatory for promotion to the grade of Sr. Principal Private Secretary.** Therefore, cadre authorities are requested to ensure that the officers nominated to the above training programme are relieved in 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 Ms. Rekha Sharma, Deputy Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 03.06.2013.

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 Ms. Rekha Sharma, Deputy Director & Course Coordinator, ISTM, New Delhi.

Kameshwar Mishra
9/5/13

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

o/c

Copy to: Ms. Rekha Sharma, Deputy Director & Course Coordinator, ISTM alongwith a copy of list of Participants.



