

No. 4/2/2010-CS.I(D)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I-D Section)

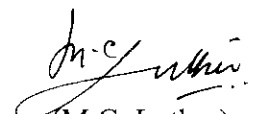
2nd Floor, Lok Nayak Bhawan,
New Delhi-3, dated the 3rd November, 2010

OFFICE MEMORANDUM

Subject:- Workshops for officers of the level of Joint Secretary, Directors and Deputy Secretaries on preparation of notes for the Cabinet/ Cabinet Committees.

The undersigned is directed to refer Cabinet Secretariat's O.M. No. 1/3/5/2010-Cab. dated 29th October, 2010 on the above subject. This is to inform that the officers at the level of Joint Secretary and Director of CSS are promoted after completion of three/five years tenure in the grade of Director/Deputy Secretary Grade Service and would have under gone the said workshop. However names of those CSS officers who have not yet attended the said workshop would be sent shortly.

2. A list of officers, who have been promoted Deputy Secretary from Nov'09 to Oct'10 and presently in service, is enclosed.


(M.C. Luther)
Director (CS.I)
Tel: 24629411

To
Cabinet Secretariat
[Sh. K.L. Sharma, Dir.(Cabinet)]
Rashtrapati Bhawan
New Delhi.

Copy to:

1. All the Ministries/Departments with a request to furnish the information i.r. of Cabinet Secretariat's OM dt. 29.10.2010 (copy enclosed) to CS Div. by 08.11.2010.
2. Officers concerned for similar action.

| CSL | Name1 | D/O/B | POSTING | month |
|--------|-------------------------|-----------|------------------------|--------|
| 4109 | Jacinta Jose | 25-May-51 | Shipping | Nov'09 |
| 4110 | Sarvjit Singh Ahluwalia | 04-Jan-53 | Agri & Coop | Nov'09 |
| 4112 | D.K. Banerjee | 20-Mar-52 | Defence | Nov'09 |
| 4118 | Sunita | 26-Sep-52 | Tribal Aff. | Nov'09 |
| 4121 | P.K. Santra | 06-Jun-52 | UPSC | Nov'09 |
| 4124 | K.K. Bajaj | 30-Sep-51 | Commerce | Dec'09 |
| 4129 | L.K. Chawla | 17-Jun-52 | Social Justice& Empow. | Dec'09 |
| 4131 | A.K. Chaturvedi | 24-Oct-52 | Revenue | Dec'09 |
| 4136 | CR Gangadharan | 07-Dec-50 | Sci. & Tech. | Jan'10 |
| 4138 | Vishnu Bihari Saxena | 30-Jun-51 | Defence | Jan'10 |
| 4139 | Shri Prakash Sokhanda | 09-Aug-53 | Food & PD | Jan'10 |
| 4140 | Vinod Kumar | 29-Nov-54 | Home | Jan'10 |
| 1844 | DK Goel | 04-Sep-57 | Home | Feb'10 |
| 3962A | Rajiv Manjhi | 12-Sep-68 | DoP&T | Feb'10 |
| 3950-A | Thianglemlian | 21-Feb-70 | Youth Aff. | Apr'10 |
| 4114 | B.C. Gupta | 23-Feb-51 | Health & FW | Apr'10 |
| 4145 | A.K. Singh | 01-Mar-55 | Ind. Pol. & Plnn. | Apr'10 |
| 4146 | Pritpal Singh | 24-Jul-53 | Home | Apr'10 |
| 4147 | S. Chaterjee | 26-Jan-52 | Urban Dev. | Apr'10 |
| 4149 | Pushpinder Singh Sareen | 06-Sep-53 | DoP&T | Apr'10 |
| 4151 | O.P. Guliani | 24-Jun-51 | Labour & Emp. | Apr'10 |
| 4154 | M.N. Sukumaran | 20-Nov-56 | Agri & Coop | Apr'10 |
| 4157 | S.R.Prashar | 01-Apr-53 | Scientific & Ind. Res. | Apr'10 |
| 4160 | Urmila Sharma | 04-Sep-52 | I&B | Apr'10 |
| 4164 | Anil Kumar Chopra | 25-Oct-51 | Agri & Coop | Apr'10 |
| 4170 | Rabindra N Mishra | 02-Jan-54 | Planning Comm. | Apr'10 |
| 4180 | Sita Ram Dogra | 04-Apr-51 | Higher Edu. | Apr'10 |
| 4185 | J Sriraman | 19-Apr-54 | Defence | Apr'10 |
| 4641 | Subrata Das | 28-Jun-57 | Tribal Aff. | Apr'10 |
| 4659 | Suraj Bhan | 07-Jul-55 | Home | Apr'10 |
| 4660 | Hari Pal | 03-Mar-54 | UPSC | Apr'10 |
| 4664 | Maya Prakash(Mrs) | 19-Oct-57 | Rd. Tpt. & H'Way | Apr'10 |
| 4665 | J.K Mehra | 04-Apr-56 | Ind. Pol. & Plnn. | Apr'10 |
| 4667 | Harpartap Singh | 01-Jan-53 | Rural Dev. | Apr'10 |
| 4669 | Om Prakash | 24-Jun-53 | Consumer Aff. | Apr'10 |
| 4726 | SB Mandal | 09-Dec-59 | Cabinet Sectt. | Apr'10 |
| 4794 | SP Katnauria | 14-Apr-58 | Textiles | Apr'10 |
| 4805 | LK Halidar | 03-Apr-52 | Revenue | Apr'10 |
| 4819 | Mary B Barla | 22-Sep-57 | Planning Comm. | Apr'10 |
| 4821 | Khatichin Langal | 01-Mar-59 | Water Reso. | Apr'10 |
| 4886 | JN Basumatary | 01-Mar-55 | Mines | May'10 |
| 4893 | L Thangen | 01-Mar-59 | Health & FW | May'10 |
| 4136-A | Ajit B Chavan | 13-Oct-72 | Commerce | Jun'10 |
| 4186 | Satya Prakash Madan | 21-Jan-51 | Food Procc. | Jun'10 |
| 4190 | M.S. Sethi | 15-Nov-50 | Food & PD | Jun'10 |
| 4188 | Ashok Kumar Arora | 01-Sep-51 | Commerce | Jul'10 |
| 4191 | SK. Chakraborty | 06-Aug-54 | Tourism | Jul'10 |

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|------|----------------------------------|-----------|------------------------|--------|
| 4196 | KPK. Nambissan | 02-Mar-53 | DOP&T | Jul'10 |
| 4200 | Arun Kumar Marwaha | 20-Mar-54 | ARPG | Jul'10 |
| 4209 | PRA. Nair | 10-Aug-51 | Higher Edu. | Jul'10 |
| 4212 | Rattan L. Raichandani | 03-Apr-57 | Cabinet Sectt. | Jul'10 |
| 4216 | VN. Gaba | 10-Apr-53 | Disinvestment | Jul'10 |
| 4225 | Manjit Kumar | 11-May-56 | Heavy Ind. | Jul'10 |
| 4226 | Kiranjit Singh Nagi | 10-Apr-51 | Health & FW | Jul'10 |
| 4173 | Ram Chander | 15-Jan-52 | Social Justice& Empow. | Aug'10 |
| 4228 | Ravinder Nath Malhotra | 01-Jul-53 | Water Reso. | Aug'10 |
| 4229 | WN.Massey | 09-May-51 | Supply | Aug'10 |
| 4230 | TV. Dinesh | 15-Nov-54 | UPSC | Aug'10 |
| 4231 | Udayan Chatterjee | 15-Feb-53 | Expenditure | Aug'10 |
| 4232 | Vijay Kumar Sharma | 23-Jun-52 | Shipping | Aug'10 |
| 4233 | Pratap Singh | 26-Aug-54 | Higher Edu. | Aug'10 |
| 4235 | Harish Chandra | 06-Nov-56 | Home | Aug'10 |
| 4245 | Kiran Kumar Majumdar | 12-Dec-52 | Rural Dev. | Aug'10 |
| 4246 | Raja Ram P. Patil | 17-Feb-53 | DONER | Aug'10 |
| 4248 | N. Kaliappan | 15-Sep-53 | Health & FW | Aug'10 |
| 4253 | Subhomoy Sen | 12-Dec-50 | Defence | Aug'10 |
| 4254 | P.Mohanadasan | 15-Mar-59 | Woman & Ch. Dev. | Aug'10 |
| 4258 | Jeewan Sharma(Smt.) | 30-Jan-56 | Planning Comm. | Aug'10 |
| 4260 | Mahalakshmi Ramakrishnan(Ms.) | 05-Apr-56 | Culture | Aug'10 |
| 4266 | S. Kannappan | 19-Jun-52 | UPSC | Aug'10 |
| 4270 | Rakesh Kumar Maggo | 13-Feb-56 | Chem. & Petro Chem. | Aug'10 |
| 4273 | Om Prakash | 03-Feb-55 | Higher Edu. | Aug'10 |
| 4275 | Shyama Kutty(Ms.) | 16-Feb-53 | Telecom | Aug'10 |
| 4279 | Devinder Pal Singh Chauhan | 29-Jan-53 | UPSC | Aug'10 |
| 4281 | NK Sharma | 08-May-55 | UPSC | Sep'10 |
| 4283 | PK. Chakraborty | 14-Mar-52 | CVC | Sep'10 |
| 4284 | Ashok Kr. Sinha | 07-Feb-52 | Eco. Affairs | Sep'10 |
| 4286 | TV. Mahalekshmy(Smt.) | 05-Jun-53 | Agri & Coop | Sep'10 |
| 4288 | Mukesh Chaturvedi | 26-Feb-57 | DOP&T | Sep'10 |
| 4290 | V. Krishnaswamy | 10-Feb-56 | Rd. Tpt. & H'Way | Sep'10 |
| 4292 | BM. David | 02-Sep-51 | Int.-St. Coun. Sectt. | Sep'10 |
| 4294 | Geetha Sundararajan | 05-Sep-54 | I&B | Sep'10 |
| 4295 | Pradeep Kapoor | 24-Jan-54 | Woman & Ch. Dev. | Sep'10 |
| 4300 | Ashok Kumar Khanna | 01-Mar-54 | CVC | Sep'10 |
| 4302 | Lila Chandran(Smt.) | 18-Jul-53 | CVC | Sep'10 |
| 4306 | Anil Uniyal | 20-Oct-55 | Revenue | Sep'10 |
| 4308 | Jagdish Kumar | 20-May-55 | Social Justice& Empow. | Sep'10 |
| 4311 | Prit Pal Singh | 06-Dec-51 | Defence | Sep'10 |
| 4312 | Virender Kumar | 01-Mar-51 | Higher Edu. | Sep'10 |
| 4314 | HS. Nanda | 18-Jul-54 | Woman & Ch. Dev. | Sep'10 |
| 4315 | Sukumar | 10-Jun-52 | Agri & Coop | Sep'10 |
| 4319 | RK. Aggarwal | 05-Aug-51 | Home | Sep'10 |
| 4321 | KK. Chabra | 18-Feb-51 | CVC | Sep'10 |
| 4325 | Satish Kumar | 02-Apr-51 | CVC | Sep'10 |

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|------|--------------------------|-----------|-----------------------------|--------|
| 4327 | Ved Prakash Gupta | 01-Nov-51 | Disinvestment | Sep'10 |
| 4328 | Anil Kr. Madan | 23-Oct-55 | Steel | Sep'10 |
| 4330 | Paramjit Singh | 11-Mar-53 | Animal Husb., Dair. & Fish. | Sep'10 |
| 4332 | Lalitha Dass | 04-May-52 | Fertilizers | Sep'10 |
| 4333 | R. Krishnamurthy | 20-Nov-52 | Social Justice & Empow. | Sep'10 |
| 4334 | V. Ram Kumar | 17-Apr-56 | Defence | Sep'10 |
| 4339 | Krishan Lal Nandwani | 05-Jan-55 | Defence | Sep'10 |
| 4340 | Ram Mohan | 15-Jul-56 | Stat. & Prog. Imp. | Sep'10 |
| 4344 | Madhu Sham | 24-Jul-52 | Social Justice & Empow. | Sep'10 |
| 4346 | Amar Mudi | 07-Apr-54 | CVC | Sep'10 |
| 4349 | AK. Sharma | 15-Apr-51 | Expenditure | Sep'10 |
| 4350 | Valsala Hariharan | 30-Nov-53 | School Edu. & Lit. | Sep'10 |
| 4353 | Vijay Kr. Chopra | 30-Jul-54 | Financial Serv. | Sep'10 |
| 4361 | Sant ram | 18-Mar-51 | CVC | Sep'10 |
| 4367 | Mehar Chand Jhamb | 07-Sep-54 | PMO | Sep'10 |
| 4369 | Mohan Lal | 10-Apr-55 | New & Renw. Eng. | Sep'10 |
| 4372 | NK. Raghunathan | 22-Dec-50 | Planning Comm. | Sep'10 |
| 4374 | Amrit Lal | 01-Feb-56 | I&B | Sep'10 |
| 4375 | S. Kesava Iyer | 29-Aug-51 | Social Justice & Empow. | Sep'10 |
| 4379 | MA. Muraleedharan | 30-Apr-54 | Social Justice & Empow. | Sep'10 |
| 4381 | AP. Shrivastava | 01-May-54 | Woman & Ch. Dev. | Sep'10 |
| 4382 | RS. Bhatia | 22-Dec-57 | Defence | Sep'10 |
| 4388 | Zafrul Islam | 05-Jan-53 | UPSC | Sep'10 |
| 4390 | Samir K. Deb | 02-Mar-52 | Revenue | Sep'10 |
| 4393 | Gloria Kumar(Smt.) | 18-Jan-52 | Over. Ind. Aff. | Sep'10 |
| 4395 | KP. Saroha | 14-Aug-55 | CVC | Sep'10 |
| 4396 | Ram Prasad Sharma | 06-Feb-51 | Health & FW | Sep'10 |
| 4401 | Vineet K Saini | 20-Jun-53 | Defence | Sep'10 |
| 4402 | Sudarshan Kr. Kapur | 23-Dec-50 | Labour & Emp. | Sep'10 |
| 4404 | Sushil Kumar-I | 23-Dec-50 | Int.-St. Coun. Sectt. | Oct'10 |
| 4406 | Jai Parkash | 01-Mar-52 | Commerce | Oct'10 |
| 4407 | Mrinal Ray Chaudhary | 16-Feb-54 | UPSC | Oct'10 |
| 4414 | Amara Balaram | 07-Mar-51 | DOP&T | Oct'10 |
| 4415 | Anand Kumar Patney | 08-Apr-53 | Mines | Oct'10 |
| 4416 | Rajinder Kumar | 13-Jan-52 | Defence | Oct'10 |
| 4418 | Naresh Kumar Lakhan Pal | 20-Jun-53 | UPSC | Oct'10 |
| 4419 | Bharat Ram | 22-Jun-51 | Home | Oct'10 |
| 4420 | Yash Paul Dhingra | 01-Mar-53 | Coal | Oct'10 |
| 4421 | K. Madhavan Kutty | 30-Nov-52 | Bio Tech. | Oct'10 |
| 4422 | PremPrakash Nagrath | 28-Jan-55 | Rural Dev. | Oct'10 |
| 4423 | Chander Sen Kaushik | 25-Jun-55 | I&B | Oct'10 |
| 4425 | Dharam Pal Khatree | 24-Aug-52 | UPSC | Oct'10 |
| 4426 | Ashok Kr. Srivastava | 28-Apr-51 | Defence | Oct'10 |
| 4427 | Emani Satya Narayan | 08-Mar-52 | DONER | Oct'10 |
| 4432 | Ranjit Kr. Bandyopadhyay | 19-Jul-51 | Higher Edu. | Oct'10 |
| 4433 | Ravinder Pal Batra | 12-Jun-54 | New & Renw. Eng. | Oct'10 |

MOST IMMEDIATE

No.1/3/5/2010-Cab.
GOVERNMENT OF INDIA (BHARAT SARKAR)
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)
RASHTRAPATI BHAVAN

New Delhi, the 29th October, 2010

OFFICE MEMORANDUM

Subject:- Workshops for officers of the level of Joint Secretaries, Directors and Deputy Secretaries on preparation of notes for the Cabinet/Cabinet Committees.

The undersigned is directed to state that Cabinet Secretary has, after discussions with the Prime Minister, directed that all officers of the level of Joint Secretary, Director and Deputy Secretary appointed in the Government of India shall mandatorily attend the workshop to be organized on 'Preparation of the notes for the Cabinet and Cabinet Committees' within two weeks of their joining the Central Government. Further, arrangements for organizing the workshops, identification of venue etc. are being worked out by the Cabinet Secretariat and details in this regard would be disseminated to all concerned in due course.

2. In order to assess the number of officers, who would be required to attend the workshop, the undersigned has been directed to request that month-wise details of the officers appointed at these levels both under the Central Staffing Scheme and against cadre posts during last one year may be furnished to the Cabinet Secretariat urgently and latest by **02.11.2010**. It is also requested that these details be also furnished through e-mail to dir.cab-cabsec@nic.in. Further, details of the officers at these levels, who have not attended any workshop on the subject so far may please be compiled and forwarded in a similar manner to the Cabinet Secretariat by **09.11.2010 positively**.

Sery (P) - note in office

JS(AT&K)



(K.L. Sharma)
Director (Cabinet)
Tele No. 2301 5802

1. Shri Shantanu Consul,
Secretary,
Department of Personnel & Training,
New Delhi.

2. Dr. I.V. Subba Rao
Establishment Officer,
Department of P...

DIR(CSI)

We may provide data regarding posting of DS/ Director to EoI division