

No. T-17025/1/2021 –Trg (ISTM)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division  
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Old JNU Campus, Block IV, Third Floor,  
New Mehrauli Road, New Delhi-110067

Dated: 10<sup>th</sup> August 2021

**Office Memorandum**

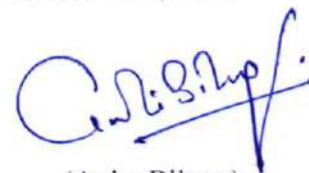
**Subject: Online Orientation Programme (to be held from 13<sup>th</sup> – 14<sup>th</sup> September & 16<sup>th</sup> – 17<sup>th</sup> September, 2021) for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme, to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi - Reg**  
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The under signed is directed to say that Orientation Programme for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme is scheduled to be conducted online by the Institute of Secretariat Training and Management (ISTM), New Delhi. The course will be conducted in four half days i.e. 13<sup>th</sup> – 14<sup>th</sup> Sep 21 (Forenoon) & 16<sup>th</sup> – 17<sup>th</sup> Sep 21 (Afternoon). In order to allow participants to attend to official responsibilities, there shall be no session on 15<sup>th</sup> September, 2021.

2. The programme is designed to cater to the needs of an officer of the rank of Director and Deputy Secretary joining the Ministries/Departments for the first time under the Central Staffing Scheme. List of such officers who joined the Ministry/Department is attached. The course is expected to cover Machinery of Government, Office Procedure, Noting and Drafting, Parliamentary Procedure, Budget Procedure, Purchase Procedure and Right to Information.

3. There is no course fee payable and the period of the training will be treated as 'on duty' Ministries/Departments are requested to nominate the officers as per the list attached and to relieve them to join the online programme conducted by ISTM, Old JNU Campus, New Delhi-110067 on 13<sup>th</sup> Sep 2021 at 09:30 AM. The Institute has also been asked to send relevant information outlining the objects, course contents of the programme directly to the officers.

4. Participants are requested to fill in the online nomination form available in the link: <https://www.istm.gov.in/lms/registration> by 1st September 2021. Difficulty, if any, in locating and/or filling the form may be brought to the notice of the Course Director, Shri Deepak Kumar Bist, Joint Director, ISTM, New Delhi at [deepakkumar.bist@gov.in](mailto:deepakkumar.bist@gov.in) [Tel No: 011-26737505].



(Anita Bilung)

Under Secretary to the Government of India

To: As per list attached

Copy to: 1. Shri Deepak Kumar Bist, Joint Director, ISTM, New Delhi for information and with a request to forward the requisite training programme material to the officers directly  
2. NIC, Training Division, Old JNU Campus, New Delhi with a request to upload the circular on the website

**List of the participants nominated for online Orientation Course scheduled from 13<sup>th</sup> - 15<sup>th</sup> & 16<sup>th</sup> - 17<sup>th</sup> September, 2021 in the Institute of Secretariat Training and Management (ISTM)**

S. No.	Names of the Ministry / Department	Sl. No.	Names of Officers Shri/Smt/Ms	Designation
1.	President Secretariat	1.	Sh. P Praveen Siddharth	PS to President of India
2.	PMO	2.	Sh. Pratik Doshi	OSD to PM
		3.	Sh. M. Venkatesan	OSD to MoS
		4.	Shri Abhishek Shukla	Director
		5.	Shri Naval Kishor Ram	Deputy Secretary
		6.	Shri Mangesh Ghildiyal	Deputy Secretary
3.	Central Vigilance Commission	7.	Shri Bhagwandas Gajghate	Deputy secretary
		8.	Shri Rajesh Chandra	Director
		9.	Shri Ajay Kumar Verma	Director
		10.	Ms. Priyanka Singh	Director
		11.	Ms. Wormila Jasmine Keishing	Deputy secretary
		12.	Ms. Madhu Sharma	Deputy secretary
4.	Central Information Commission	13.	Shri Sidh Kumar	Joint secretary
		14.	Shri Ajitkumar Vasantryo Sontakke	Deputy secretary
5.	Union Public Services Commission	15.	Shri Himanshu Kumar	Director
		16.	Shri Puneet Yadav	Director
6.	Cabinet Secretariat	17.	Shri Niranjn Chandrashekharcheriyamane	Deputy secretary
		18.	Smt. Kavita Singh	Director
7.	Ministry of Agriculture & Farmers Welfare	19.	Sh. Amol Baghwan Shinde	PS to MOS
		20.	Shri Rakesh Kumar Tiwari	Director
		21.	Shri Ranjit Singh	Director
		22.	Shri Shaleen Agrawal	Director
8.	Department of Atomic Energy	23.	Ravi Jha	OSD to MOS
9.	Ministry of AYUSH	24.	Shri Vikram Singh	Director
10.	Ministry of Chemicals & Fertilizers	25.	Subodh Kumar	PS to Minister
		26.	Shri Sumit Garg	Deputy Secretary
		27.	Shri Rajendra Kumar Soni	Director
		28.	Shri Kanishk Kant Srivastava	Director
		29.	Shri Krishna Kumar Pilli	Director
11.	Ministry of Civil Aviation	30.	Shri Joyanta Chakraborty	Director
12.	Ministry of Commerce & Industry	31.	Sh. Basant Garg	PS to Minister
		32.	Ms. Manisha Meena	Deputy secretary
		33.	Ms. Jyoti Yadav	Deputy secretary
		34.	Ms. Neetika Bansal	Director
		35.	Shri Alok Malviya	Director
		36.	Shri Anurag Sehgal	Director
		37.	Shri Abhishek Dev	Director
		38.	Ms. Parul Singh	Deputy Secretary
		39.	Ms. Supriya Devasthali	Director
		40.	Shri Nikhil Kumar Kanodia	Director
		41.	Shri Sachin Dhanra	Deputy Secretary
		42.	Shri Karan Thapar	Deputy Secretary
		43.	Ms. Pooja Swaroop	Director
		13.	Ministry of Consumer Affairs, Food & Public Distribution	44.
45.	Sh. p. Sampath			OSD to MOS
46.	Shri Abhishek Narang			OSD to Minister

		47.	Shri Vivek Shukla	Director		
		48.	Shri Rakesh Meena	Director		
		49.	Ms. Sangeeta	Director		
14.	Ministry of Coal	50.	Shri Ajitesh Kumar	Deputy Secretary		
15.	Ministry of Corporate Affairs	51.	Sh. S S Nakul	PS to Minister		
		52.	Shri Sanjay Jain	Director		
		53.	Ms. Arti Sharma	Deputy Secretary		
16.	Ministry of Culture	54.	Shri Mukesh Kumar Jha	Director		
17.	Ministry of Defence	55.	Shri Susheel Khajuria	Deputy secretary		
		56.	Shri Gaurav Sharma	Deputy secretary		
		57.	Shri Shivraj Umakantrao Dhuppe	Deputy secretary		
		58.	Shri Rahul Raj	Deputy secretary		
		59.	Shri Pankaj Srivastava	Director		
		60.	Shri Mahendra Prakash Gupta	Director		
		61.	Shri Piyush Ranjan	Deputy secretary		
		62.	Shri Bibhuti Bhusan Patel	Director		
		63.	Shri Nikhil Saxena	Deputy secretary		
		64.	Ms. Sharmistha Maitra	Director		
		65.	Shri Dinesh Kumar	Director		
		18.	Ministry of Development of North Eastern Region	66.	Shri Umesh Kumar	Director
				67.	Shri Purushottam Verma	Deputy Secretary
19.	Ministry of Drinking Water and Sanitation	68.	Ms. Roopa Mishra	Director		
		69.	Shri Pradeep Singh	Director		
		70.	Ms. Anupama	Director		
20.	Ministry of Education	71.	Sh. B V R Chandra Purushottam	PS to Minister		
		72.	Shri Vishwajeet Kumar	Director		
		73.	Shri Murli Manohar Singh	Director		
		74.	Ms. Rohini R Bhajibhakare	Deputy secretary		
		75.	Shri Mohammed Rizwan	Director		
		76.	Shri Shobit Gupta	Director		
		77.	Shri Jai Prakash Pandey	Director		
		78.	Shri Rahul Pachori	Deputy Secretary		
		21.	Election Commission of India	79.	Shri Kuldeep Kumar Saharawat	Director
80.	Shri Kamal Kumar Agarwal			Director		
22.	Ministry of Electronics & Information Technology	81.	Sh. Bhole Amit Gunvant	OSD to MOS		
		82.	Sh. Saurabh Kumar	PS to Minister		
		83.	Shri Shobhendra Bahadur	Director		
		84.	Shri Nirmod Kumar	Director		
23.	Ministry of Environment, Forest & Climate Change	85.	Sh. Ameet Kumar	PS to Minister		
		86.	Shri Aravind Kumar Agrawal	Director		
		87.	Shri Sonamani Haobam	Deputy Secretary		
24.	Ministry of External Affairs	88.	Sh. Ravi Kumar Arora	PS to Minister		
		89.	Sh. Mahesh Chandran R.	OSD to MOS		
25.	Ministry of Finance	90.	Sh. Binod Kumar	PS to MOS		
		91.	Shri Parveen Kumar	Director		
		92.	Shri Prasanna V Salian	Deputy secretary		
		93.	Shri Hanumaiahkorukonda	Deputy secretary		
		94.	Shri Sunil Bhagwat Chaudhari	Deputy secretary		
		95.	Shri Rai Mahimapat ray	Deputy secretary		
		96.	Ms. Dr Molishree	Deputy secretary		
		97.	Shri Kapil patidar	Deputy secretary		
		98.	Ms. Juhi Mukherjee	Director		



		99.	Ms. Divya Alathur Bharathan	Deputy Secretary
		100.	Shri Prateek Kumar Singh	Deputy Secretary
		101.	Shri Sushil Kumar Singh	Director
		102.	Shri Hrisheekesh Arvind Modak	Deputy Secretary
		103.	Ms. Jaya Priyadarshini yarilkipati	Deputy secretary
		104.	Shri Sunil Ramsajeevan Mishra	Deputy secretary
26.	Ministry of Food Processing Industries	105.	Sh. Virendra Mittal	PS to MoS
		106.	Shri Bhabesh Sarmah	OSD to MOS
		107.	Sh. Amaninder Singh Dhindsa	PS to Minister
		108.	Shri Kuldeep Kumar Singh	Deputy Secretary
27.	Ministry of Health and Family & Welfare	109.	Sh. Kuldeep Narayan	PS to Minister
		110.	Shri Narendra Kumar Oza	Director
		111.	Shri Sachin Kumar	Deputy Secretary
		112.	Ms. Roli Khare	Director
		113.	Shri Pulkesh Kumar	Deputy Secretary
		114.	Shri Govind Jaiswal	Director
		115.	Shri Vipul Aggarwal	Director
		116.	Shri Abhishek Kumar	Director
28.	Ministry of Heavy industries	117.	Sh. Girish Kumar	PS to MoS
		118.	Shri Anand Kumar Singh	Director
		119.	Shri Rajnesh Singh	Director
		120.	Shri Vikas Dogra	Deputy secretary
29.	Ministry of Home Affairs	121.	Shri Srinivasu Kollipaka	Deputy Secretary
		122.	Shri Praveen Kumar Rai	Director
		123.	Ms. Ranjita Rashmi	Director
		124.	Shri Krishnan B G	Deputy Secretary
		125.	Shri Sumant Singh	Director
		126.	Shri Krishna Mohan Uppu	Deputy Secretary
		127.	Shri Asif Jalal	Director
		128.	Ms. Juhi Verma	Deputy Secretary
		129.	Ms. Chanchal Yadav	Deputy Secretary
		130.	Shri Harjot Singh Sandhu	Deputy Secretary
		131.	Ms. Nishtha Tiwari	Director
		132.	Shri Sunish S	Deputy Secretary
		133.	Dr. Vikrant Pandey	Director
30.	Ministry of Housing & Urban Poverty Alleviation	134.	Shri Vivek Omar	Director
		135.	Ms. Ritu Sain	Director
		136.	Shri Anoop Singh Gahlaut	Director
		137.	Ms. Shalini Pandey	Director
		138.	Shri Ravi Prakash	Director
		139.	Shri Ravi Kumar Arora	Director
31.	Department of Industrial Policy & Promotion	140.	Ms. Poonam Singh	Director
32.	Ministry of Law and Justice	141.	Sh. Sanjeev Kumar	OSD to Minister
		142.	Shri Ashok Kumar	Director
		143.	Ms. Anvita Sinha	Director
33.	Ministry of Labour & Employment	144.	Sh. Pramod Kumar Gupta	OSD to MOS (IC)
		145.	Shri Mahendra Kumar	Director
		146.	Shri Rupesh Kumar Thakur	Director
34.	Ministry of Micro, Small & Medium Enterprises	147.	Sh. Raghav Prasad Dash	PS to MOS
		148.	Sh. Rajgopal Sharma	PS to Minister
		149.	Shri Supriyo Ghosh	Director
		150.	Shri Vinamra Mishra	Director

35.	Ministry of Mines	151.	Sh. Sanjeev Verma	Director
		152.	Sh. Mustaq Ahmad	Director
36.	Ministry of Minority Affairs	153.	Sh. Madhukar Naik Dheeravath	PS to Minister
		154.	Ms. Moina Benazir	Deputy Secretary
37.	Ministry of New & Renewable Energy	155.	Shri Aseem Kumar	Director
38.	NITI Aayog	156.	Shri Akhilesh Kumar	Director
		157.	Shri T Kabilan	Director
		158.	Ms. Shubhrata Prakash	Director
		159.	Shri Navin Kumar Vidyarthi	Director
		160.	Ms. Urmila	Deputy Secretary
		161.	Shri Shoyab Ahmed Kalal	Deputy Secretary
		162.	Shri Rahul	Deputy Secretary
		163.	Shri Rajesh Gupta	Director
39.	Ministry of Power	164.	Shri Ashok Kumar	Director
		165.	Shri Pradeep Kumar Meel	Director
40.	Ministry of Panchayati Raj	166.	Sh. Mukesh Kumar Bansal	PS to Minister
41.	Ministry of Petroleum & Natural Gas	167.	Sh. Ajay Kumar	PS to Minister
		168.	Shri Jitendra Asati	OSD to Minister
		169.	Shri Esha Srivastava	Director
		170.	Shri Kushagra Mittal	Deputy Secretary
		171.	Shri Anand Kumar Jha	Deputy Secretary
		172.	Shri Kapil Verma	Deputy Secretary
		173.	Shri Asheesh Joshi	Director
		174.	Shri Deepak Srivastava	Deputy Secretary
42.	Ministry of Personnel, P.G. and Pension	175.	Shri Narendra Kumar Meena	Director
		176.	Shri Ruchir Mittal	Director
		177.	Shri Harmit Singh Pahuja	Deputy Secretary
		178.	Ms. Nidhi Srivastava	Deputy Secretary
		179.	Ms. Nila Mohanan	Director
43.	Ministry of Railways	180.	Sh. Ravi Kant Gupta	PS to Minister
44.	Ministry of Road Transport & Highways	181.	Shri Rajiv Kumar Kanodia	Director
		182.	Shri Gaurav Hariom Gupta	Deputy Secretary
45.	Ministry of Rural Development	183.	Sh. Arun Kumar	OSD to Minister
		184.	Shri Shailesh Kumar	Deputy Secretary
		185.	Shri Devinder Kumar	Director
		186.	Ms. Nivedita Prasad	Deputy Secretary
		187.	Dr .Manashvi Kumar	Director
		188.	Shri Rajesh Kumar Singh	Director
		189.	Shri Sushil Kumar Daila	Director
46.	Ministry of Science & Technology	190.	Shri Narain SN	Deputy Secretary
47.	Ministry of Shipping	191.	Sh. Sujeet Kumar	PS to MOS (IC)
		192.	Shri Vinay Kumar Prajapati	Director
		193.	Shri Rituraj Misra	Deputy Secretary
48.	Ministry of Skill Development & Entrepreneurship	194.	Sh. Nikihil Gajraj	PS to Minister
49.	Department of Space	195.	Shri Praveen S	Deputy Secretary
50.	Ministry of Textiles	196.	Sh. Shah Devanshi Viren	OSD to Minister
		197.	Shri Pankaj Kumar Singh	Deputy Secretary
		198.	Shri Kumar Padmapani Bora	Deputy Secretary

		199.	Shri Ravi Shanker Shukla	Deputy Secretary
51.	Ministry of Tourism	200.	Sh. Rahul Jain	PS to Minister
		201.	Shri Rajesh Kumar Sahu	Deputy Secretary
52.	Ministry of Tribal Affairs	202.	Sh. Surendra Kumar Meena	PS to MOS
		203.	Shri Manoj Bapna	Director
		204.	Shri Mukesh Kumar	Deputy Secretary
		205.	Shri Vaibhav Goyal	Deputy Secretary
		206.	Shri Anupam Sonalkar	Deputy Secretary
53.	Ministry of Youth Affairs & Sports	207.	Shri Saurav Kumar Shah	Deputy Secretary
		208.	Shri Vimal Anand	Director
		209.	Shri Vijay Kumar	Director
54.	Ministry of Steel	210.	Shri Vinod J Bahade	Deputy Secretary
		211.	Shri Gopalakrishnan G	Deputy Secretary
55.	Ministry of Statistics & Programme Implementation	212.	Shri Ashish Kumar Gupta	Director
56.	Department of water Resources, River Development and Ganga Rejuvenation	213.	Shri Pradeep Kumar Shukla	Deputy secretary
		214.	Shri Vivek Chaudhary	Deputy Secretary
		215.	Shri Suneel Kumar Arora	Director
57.	Ministry of Women & Child Development	216.	Ms. Madhu Rani Teotia	PS to MOS
		217.	Dr. Patibandla Ashok Babu	Director

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