

No.T-17025/5/2014 –Trg (ISTM)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Old JNU Campus, Block IV, 3rd Floor,
New Mehrauli Road, New Delhi-110067
Dated: 24th December 2019

OFFICE MEMORANDUM

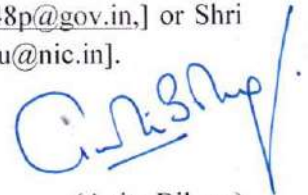
Subject: 3-day Orientation Programme to be held from 20th to 22nd January, 2020 for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme, to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi - Reg

The under signed is directed to say that 3-day Orientation Programme for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme is scheduled to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi during 20.01.2020 - 22.01.2020.

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 programme at ISTM, Old JNU Campus, New Delhi-110067 on 20th January 2020 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/home/online_nomination_form by 10th January 2020. Difficulty, if any, in locating and/or filling the form may be brought to the notice of the Course Directors, Shri Sanjay Kumar Sharma, Additional Director, ISTM, New Delhi [email: sanjaysharma.148p@gov.in,] or Shri Jitender Bhatti, Assistant Director, ISTM [Tel no: 011-26737656 email: jbhatti.edu@nic.in].



(Anita Bilung)

Under Secretary to the Government of India
Tel: 011-26166856

To: As per list attached

Copy to:

1. Shri Sanjay Kumar Sharma, Additional Director, ISTM, New Delhi for information. It is requested to send joining instructions and training programme material to all participants. As usual evaluation reports, training materials, list of participants etc. may be sent to this Division immediately after completion of the course.
2. Shri Jitender Bhatti, Assistant Director, ISTM, Old JNU Campus, New Delhi.
3. NIC, Training Division, Old JNU Campus, New Delhi with a request to upload the circular on the website

List of the participants nominated for 3-day Orientation Course scheduled from 20th to 22nd January, 2020 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.	Vikram Singh	PS to President of India
2.	PMO	2.	Vijay Kumar Mantri	Deputy Secretary
		3.	Siddhartha Nath	Director
		4.	S.R. Bhavsar	OSD
		5.	Yadav Manharsinh Laxmanbhai	Deputy Secretary
3.	Central Vigilance Commission	6.	Rajesh Kanungo	Director
4.	Cabinet Secretariat	7.	Alok Tiwari	Deputy Secretary
		8.	Amitesh Kumar Sinha	Director
		9.	Tina Soni	Deputy Secretary
5.	Ministry of Agriculture & Farmers Welfare	10.	Rajesh Malik	Director
		11.	Rajan Agrawal	Director
		12.	Krishna Kishore Govindarajula	Director
		13.	Rajnish Dev Burman	PS to MOS
		14.	Sarbeswar Majhi	Deputy Secretary
6.	D/o Atomic Energy	15.	Ashish Kumar	OSD to MOS
		16.	Mythili K Rajendran	Internal F A
		17.	Prashant Kumar Jha	OSD to MOS
7.	M/o AYUSH	18.	Shashi Ranjan Kumar Vidyarthi	Director
		19.	T.V.Raghavan	Deputy Secretary, OSD to MOS(IC)
		20.	Swapnil M. Naik	PS to MOS(IC)
8.	Ministry of Chemicals & Fertilizers	21.	Narayan Gambhir	OSD to Minister
		22.	Pankaj Gupta	Director
9.	Ministry of Commerce & Industry	23.	Bhaskar Choradia	Director (DGS&D)
		24.	Surabhi Sharma	Deputy Secretary
		25.	Sanjay	Director
		26.	Pingale Vijay Maruti	PS to Minister
		27.	Rajeev Kandpal	Director
		28.	Uday Singh Mina	Director (D/o IPP)
		29.	Senthil Nathan S.	Deputy Secretary
		30.	Shruti Singh	Director
		31.	Dinesh Singh	Deputy Secretary
		32.	Sampa Saha	Director
		33.	Anurag Sehgal	Deputy Secretary
10.	Ministry of Communications & Info Tech	34.	Tarun Verma	OSD to MOS(IC)
11.	Ministry of Consumer Affairs, Food & Public Distribution	35.	Hema Jaiswal	Director
		36.	Phool Chand Meena	PS to MOS
		37.	Dharmesh Makwana	Director

		38.	Ajay Yadav	OSD to Minister
12.	Ministry of Corporate Affairs	39.	Abhijit Phukon	Director
13.	Ministry of Culture	40.	Mukesh Kumar Jha	Deputy Secretary
		41.	Ritu Sharma	Director (National Gallery of Modern Arts)
		42.	Anita Rupavataram	Director (National Gallery of Modern Arts)
		43.	Nazneen Banu	Director (National Gallery of Modern Arts)
		44.	Manoj Kumar Tripathi	Director
14.	Ministry of Defence	45.	Prachish Khanna	Director
		46.	Vipul Bansal	PS to Minister
		47.	Satish Singh	Director
		48.	Virender Kumar Adhana	Director
		49.	Kedar Prasad Burande	Director
		50.	Tripuresh Dhar Diwivedi	Director
		51.	Pankaj Pandey	Director
		52.	Susheel Khajuria	Deputy Secretary
15.	Ministry of Drinking Water and Sanitation	53.	Mahesh Thakur	Deputy Secretary
		54.	Yugal Kishore Joshi	Director
		55.	Sonali Ghosh	Director
		56.	Renjitha Maniyil Haridasan	Deputy Secretary
		57.	Kapil Chaudhary	Director
		58.	Ajay Kumar	Director
16.	Ministry of Environment, Forest & Climate Change	59.	Anuradha Singh	Director
		60.	Arvind Kumar Nautiyal	Director
		61.	Poonam Singh	Director
		62.	Kushal Vashist	Director
		63.	Manoj Kumar Gangeya	Director
		64.	Rakesh Kumar	Director
17.	Election Commission of India	65.	Nikhil Kumar	Director
18.	Ministry of Finance	66.	Anwar Hussain Shaik	Director
		67.	Anshuman Sharma	Deputy Secretary
		68.	Anjana Vashishtha	Deputy Secretary
		69.	Harsha Dass	Director
		70.	Sanjay Kumar	Director
		71.	Rahul Kapoor	Director
		72.	Manmohan Sachdeva	Director
		73.	Lalit Wadhwa	Deputy Secretary
		74.	Gandhi Kumar Natrajan	Deputy Secretary
		75.	Vyasan R	Deputy Secretary
		76.	Harsha Dass	Director
		77.	Anindita Sinharay	Director
		78.	Sanjay Kumar	Director
		79.	Bhartendu Kumar Singh	Director
		80.	Sibi Chakkravarthy M	PS to MOS
		81.	Paras Mal Sankhla	OSD to Minister
82.	Suresh Pentakota	Director		
83.	Vishal Pratap Singh	Deputy Secretary		

		84.	Provash Ranjan Biswas	Director
		85.	Pankaj Gupta	Director
		86.	Mukesh Kumar Gupta	Director
		87.	Manish Kumar Jha	Deputy Secretary
		88.	Naval Kishor	Director
		89.	Ashima Jain	Deputy Secretary
		90.	Pawan Kumar	Deputy Secretary
19.	Ministry of Health and Family Welfare	91.	Ritesh Chauhan	PS to Minister
		92.	Sachin Mittal	Director
		93.	N. Yuvaraj	Deputy Secretary
		94.	Sanjay Roy	Director
		95.	Anil Ranga	Director
		96.	Vidhushi Chaturvedi	Director
		97.	Mukesh Kumar	PS to MOS
20.	Ministry of Home Affairs	98.	Ashwani Kumar	Director
		99.	Amrendra Kumar Sengar	OSD to Minister
		100.	Yogesh Mohan Dixit	Director
		101.	Sushil Pal	PS to MOS
		102.	Shreeshail Malge	Director
		103.	B.C.Joshi	Director
		104.	Deepak Kumar	Director
		105.	Ravinder Kumar	Director
		106.	Rakesh Kumar Pandey	Director
		107.	Shiv Narain	Director (NATGRID)
		108.	Sachin Shinde	PS to MOS
		109.	Sreekanth T	Director
		110.	Manish Kumar Garg	Director (NATGRID)
21.	Ministry of Housing & Urban Poverty Alleviation	111.	Nandita Gupta	Director
		112.	Raj Kumar Gautam	Director
		113.	Rahul Kapoor	Director
		114.	Suneet Mehta	Deputy Secretary
22.	Ministry of Human Resource Development	115.	Subrat Kumar Pradhan	Deputy Secretary
		116.	Ritu Aggarwal	Deputy Secretary
		117.	Rajnish Kumar	Director
23.	Ministry of Information & Broadcasting	118.	Jyoti Mehta	Director
24.	Ministry of Law and Justice	119.	Jayachandran K.S.	Deputy Secretary
		120.	Giridhar Gopalkrishna Pai	Director
		121.	Anshuman Gaur	PS to Minister
25.	Ministry of Mines	122.	Veena Kumari Dermal	Director
26.	Ministry of Minority Affairs	123.	Nijamuddin	Director
		124.	Pramod Kumar Thakur	Director
27.	NITI Aayog	125.	Nidhi Sharma	PS to Vice Chairman
28.	Ministry of Power	126.	Sunil Gautam	Director
29.	Ministry of Parliamentary Affairs	127.	Shiva Nand	OSD to Minister

30.	Ministry of Petroleum & Natural Gas	128.	Vijay Sharma	Director
		129.	Satyajit Mohanty	OSD to Minister
31.	Ministry of Personnel, P.G. and Pension	130.	Kavitha Padmanabhan	Deputy Secretary
		131.	More Ashish Madhaorao	Deputy Secretary
		132.	Subramanya M S Rao	Director
		133.	Rajul Bhatt	Director
		134.	Khushboo Goel Chowdhary	Deputy Secretary
		135.	Sagarika Patnaik	Director
		136.	Ashwini Dattatraya Thakre	Deputy Secretary
		137.	Smita Sarangi	Deputy Secretary
		138.	Kailash Dan Ratnoo	Director
		139.	Raghuraj Madhav Rajendran	Deputy Director (Senior) (LBSNAA)
		140.	Vani Anand Singh	Regional Dir (SSC)
141.	Rajesh Raypa	Director (UPSC)		
32.	Ministry of Railways	142.	Jujavarapu Balaji	PS to MOS
		143.	Gedam Praveen Nilkan	PS to Minister
		144.	Saket Kumar	PS to MOS
		145.	Rakesh Kumar Mishra	PS to MOS
33.	Ministry of Rural Development	146.	Navneet Mohan Kothari	PS to Minister
		147.	Manik Chandra Pandit	Deputy Secretary
34.	Ministry of Shipping	148.	Shipra Sharma	Director
		149.	Dashrath Prasad	Director
		150.	Pandurang Kondiram Raut	Deputy Director General
35.	Ministry of Science & Technology	151.	Preeti Katiyar	Director
		152.	Manoj Kumar	Director
36.	Department of Space	153.	Praveen Karanth	Deputy Secretary
		154.	Nandini Prabhakar Anvekar	Director
37.	Ministry of Social Justice & Empowerment	155.	Vikash Prasad	Director
		156.	Neeraj Semwal	PS to Minister
		157.	Dhanpreet Kaur	PS to MOS
		158.	Deepak Mehra	Director
		159.	Tasneem Maajid Ganai	Director
38.	Ministry of Textiles	160.	Nidhi Mani Tripathi	PS to MOS
		161.	Sanchita Banerjee Rodrigues	OSD to Minister
		162.	Balram Kumar	Director
		163.	Santosh Kumar Singh	Additional Dev. Commissioner (Handlooms)
		164.	Kousik Chakraborty	Deputy Jute Commissioner
39.	Ministry of Tribal Affairs	165.	Manoj Kumar Sahoo	PS to Minister
		166.	Anil Kumar Adepally	Director
		167.	M. Dilip Kumar	PS to MOS
40.	Ministry of Youth Affairs &	168.	Arun Kumar Yadav	Director

	Sports			
41.	Ministry of Power	169.	Vishal Pal Singh	Deputy Secretary
		170.	Sunil Gautam	Director
		171.	Manoj Kumar Singh	PS to MOS(IC)
42.	Ministry of Steel	172.	Anil Kumar	Deputy Secretary
		173.	Sameer Shukla	PS to Minister
		174.	Aman Sharma	Director
		175.	Girraj Prasad Meena	Deputy Secretary
43.	Ministry of Electronics & Information Technology	176.	Santhana Gopalan	Assistant DG (UIDAI)
		177.	Kumar Ravi Kant Singh	PS to MOS
		178.	Nishant Kumar Tiwary	Assistant DG (UIDAI)
44.	Ministry of Heavy Industries & Public Enterprises	179.	Mohd. Zakir Hussain	Director
		180.	Rama Kant Singh	Director
		181.	Ashok Maheshwari	CVO (Common Instrumentation)
45.	M/o Micro, Small & Medium Enterprises	182.	Raj Kumar Digvijay	PS to MOS(IC)
46.	M/o Statistics & Programme Implementation	183.	Ravi Gupta	Director
47.	Ministry of Women & Child Development	184.	Manoj Kumar Singh	Director
		185.	Ashok Kumar Yadav	Deputy Secretary
		186.	Sudhir Prasad	Director
		187.	Navendra Singh	Director

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