

No. 21/3/2018-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market
New Delhi – 110 003,
Dated- 18th March 2019.

OFFICE MEMORANDUM

Subject: **Level-II Training Programme scheduled to be held from 01.04.2019 to 12.04.2019 at ISTM for PAs/PSs of CSSS – reg.**

The undersigned is directed to say that PAs of CSSS whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-II training programme being conducted by ISTM from **01.04.2019 to 12.04.2019**.

2. Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time. **In case, an official is not working in the cadre mentioned against his/her name, concerned cadre unit may please bring the same to the notice of this Department at the earliest to enable us to take further necessary action.**

3. It may be noted that **successful completion of Level-II training programme is mandatory for promotion to the PS grade**. Cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time. No request for withdrawal/exemption either from the Ministry/Department or the officer concerned shall be entertained except on the grounds indicated in DOP&T O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016.

4. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Services and Central Secretariat Stenographers' Services (CSSS) in respect of Cadre Training Plan(CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels has been reduced from 3 to 2.

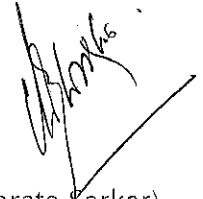
5. All officers nominated for the aforesaid Level-II training programme, are also directed to visit the ISTM website and fill the online form and submit the same online (**[http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)**) without fail immediately.

The officers may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.

6. As part of the training programme, the participants would be taken on a study tour. The officers nominated for the training programme may be advised to draw necessary TA/DA advance of Rs.35,000/- (Rupees Thirty Five thousand only) from their respective Ministry/Department. This amount may be sanctioned in the name of the nominated officers in the form of **cash** and the same may be collected by ISTM from the participating officers.

7. It is requested that these officers be relieved of their duties with the direction to report to their respective Course Coordinator at **ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 01.04.2019.**

8. Confirmation with regard to the release of the officers along with curriculum vitae of each participant specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma at Annexure-II, to their respective Course Coordinator, ISTM, New Delhi with a copy to the undersigned in advance..



(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel: 24623157

To

Director/Deputy Secretary (Admn.) of the Cadre/Ministry (as per list attached).

Copy to:

- (i) ISTM, (Shri Bhagaban Padhy, Assistant Director & Course Coordinator), Administrative Block, Old JNU Campus, New Delhi. The list of participants may please be furnished to this Department.
- (ii) Training Division, DOP&T, Old JNU Campus, New Delhi.
- (iii) Hindi Unit, DOP&T, North Block, New Delhi

**List of PSs/PAs nominated for Level-II Training Programme at ISTM wef.
01.04.2019 to 12.04.2019.**

S.No	CSL No.	Name (Shri/Smt. /Ms.)	D.O.B	Cadre Unit
1	2739	Sunil Kumar	24-10-1967	NITI Aayog
2	2768	Meena Lalwani	22-07-1962	Corporate Aff.
3	2756	Jitender Singh Chug	17-02-1968	I & B
4	2788	J. Sarat Chander	28-08-1964	I & B
5	2790	J.L. Bajaj	05-01-1962	UPSC
6	2791	Aruna Sukhija	13-06-1961	HRD
7	2792	Vandana Ratra	14-06-1973	I & B
8	2793	G.D. Mishra	05-04-1968	Home Affairs
9	2794	Ranjana Khanna	05-02-1971	Health & FW
10	2795	Prakash Chander	15-09-1966	HRD
11	2796	Darshana Kalra	04-01-1969	Commerce
12	2797	Suman Kumari	07-05-1971	Health & FW
13	2798	Amod Kumar Pranav	07-01-1973	SJ&E
14	2799	Subha Laxmi	05-05-1971	UPSC
15	2800	Shubhangi Sharma	23-08-1967	NITI Aayog
16	2802	Hemamalini	30-03-1964	STEEL
17	2803	Sarabjeet Singh	27-11-1966	labour
18	2804	Rehana Khanam	20-07-1969	Legal Affairs
19	2805	Lalit Kumar	29-09-1969	Defence
20	2806	V.K. Grover	19-07-1971	Health & FW
21	2807	Neelam Grover	23-03-1970	Legal Affairs
22	2808	Pramod Kumar Bhardwaj	25-08-1964	UPSC
23	2809	R.K. Kapoor	06-09-1969	Expenditure
24	2810	Rachna Bajaj	16-11-1970	HRD
25	2811	Tilak Raj Arora	03-11-1967	Rural Dev.
26	2812	Jatinder Malik	16-06-1970	P & NG
27	2813	Gurpreet Kaur	21-07-1970	Home Affairs
28	2814	H.K. Ohri	25-09-1970	DOPT
29	2815	Dhirender Singh Bisht	22-09-1967	DOPT
30	2817	Chandra Sekhar Pandey	15-06-1971	DOPT
31	2818	Nisha Verma	09-02-1972	Home Affairs
32	2819	Vinita Suri	28-06-1968	TEXTILE
33	2820	R. Sujatha	06-03-1971	HRD
34	2822	Kuldeep Saini	30-01-1969	Health & FW
35	2823	Surender Singh	27-10-1967	DOPT

CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographer _____
6. Academic qualification _____
7. Date of joining as PPS _____
Select List Year _____
8. Whether the nominee is a member Yes/No _____
of SC/ST if yes, please specify SC/ST _____
9. Previous Training undergone
(i) ISTM _____
(ii) Other Training Institute _____
10. Address
Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
e-mail _____

Signature