

No. T-17025/1/2020 –Trg (ISTM)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Old JNU Campus, Block IV, Third Floor,
New Mehrauli Road, New Delhi-110067

Dated: 12th March 2020

Office Memorandum

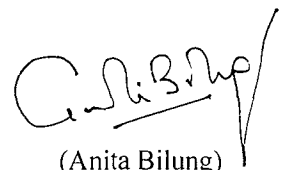
Subject: 3-day Orientation Programme (to be held from 20th to 22nd April, 2020) for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme, to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi - Reg

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 20.04.2020-22.04.2020.

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 April 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 April 2020. Difficulty, if any, in locating and/or filling the form may be brought to the notice of the Course Director, Shri Vadali Rambabu, Joint Director, ISTM, New Delhi [email: ram.vadali@nic.in].



(Anita Bilung)

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

To: As per list attached

Copy to: 1. Shri Vadali Rambabu, 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 3-day Orientation Course scheduled from 20th to 22nd April, 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.	S.R. Bhavsar	OSD
		3.	Pratik Mathur	Deputy Secretary
		4.	Abhishek Shukla	Deputy Secretary
		5.	Yadav Manharsinh Laxmanbhai	Deputy Secretary
3.	Central Vigilance Commission	6.	Rajesh Kanungo	Director
4.	Cabinet Secretariat	7.	Amrapali Kata	Deputy Secretary
		8.	Niranjan Chandrashekhar Cheriyanmane	Deputy Secretary
5.	Ministry of Agriculture & Farmers Welfare	9.	Rajesh Malik	Director
		10.	Rajan Agrawal	Director
		11.	Krishna Kishore Govindarajula	Director
		12.	Sarbeswar Majhi	Deputy Secretary
6.	D/o Atomic Energy	13.	Ashish Kumar	OSD to MOS
		14.	Mythili K Rajendran	Internal F A
		15.	Prashant Kumar Jha	OSD to MOS
7.	M/o AYUSH	16.	Shashi Ranjan Kumar Vidyarthi	Director
		17.	T.V.Raghavan	Deputy Secretary, OSD to MOS(IC)
		18.	Vikram Singh	Director
		19.	Swapnil M. Naik	PS to MOS(IC)
8.	Ministry of Chemicals & Fertilizers	20.	Narayan Gambhir	OSD to Minister
		21.	Rajendra Kumar Soni	Director
		22.	Surendra Singh	Director
		23.	Pankaj Gupta	Director
9.	Ministry of Commerce & Industry	24.	Bhaskar Choradia	Director (DGS&D)
		25.	Surabhi Sharma	Deputy Secretary
		26.	Sanjay	Director
		27.	Pingale Vijay Maruti	PS to Minister
		28.	Rajeev Kandpal	Director
		29.	Uday Singh Mina	Director (D/o IPP)
		30.	Senthil Nathan S.	Deputy Secretary
		31.	Shruti Singh	Director
		32.	Dinesh Singh	Deputy Secretary
		33.	Sampa Saha	Director
		34.	Pooja Swaroop	Deputy Secretary
		35.	Manish Meena	Deputy Secretary
		36.	Jyoti Yadav	Deputy Secretary
		37.	Puru Gupta	Deputy Secretary
		38.	Nikhil Kumar Kanodia	Director
		39.	Supriya Devasthali	Director
		40.	Aashna Paul	Director

		41.	Anurag Sehgal	Deputy Secretary
10.	Ministry of Consumer Affairs, Food & Public Distribution	42.	Hema Jaiswal	Director
		43.	Phool Chand Meena	PS to MOS
		44.	Dharmesh Makwana	Director
		45.	Vivek Shukla	Director
		46.	Ajay Yadav	OSD to Minister
11.	Ministry of Coal	47.	Ajitesh Kumar	Deputy Secretary
12.	Ministry of Corporate Affairs	48.	Sanjay Jain	Director
13.	Ministry of Culture	49.	Manoj Kumar Tripathi	Director
14.	Ministry of Defence	50.	Prachish Khanna	Director
		51.	Vipul Bansal	PS to Minister
		52.	Satish Singh	Director
		53.	Virender Kumar Adhana	Director
		54.	Kedar Prasad Burande	Director
		55.	Tripuresh Dhar Diwivedi	Director
		56.	Pankaj Pandey	Director
		57.	Rahul Rajj	Deputy Secretary
		58.	Shivraj Umakantrao Dhuppe	Deputy Secretary
		59.	Gaurav Sharma	Deputy Secretary
60.	Pankaj Srivastava	Director		
15.	Ministry of Development of North Eastern Region	61.	Umesh Kumar	Director
16.	Ministry of Drinking Water and Sanitation	62.	Mahesh Thakur	Deputy Secretary
		63.	Yugal Kishore Joshi	Director
		64.	Sonali Ghosh	Director
		65.	Renjitha Maniyil Haridasan	Deputy Secretary
		66.	Kapil Chaudhary	Director
		67.	Ajay Kumar	Director
17.	Election Commission of India	68.	Kuldeep Kumar Saharawat	Director
		69.	Ashok Kumar	Director
18.	Ministry of Environment, Forest & Climate Change	70.	Anuradha Singh	Director
		71.	Arvind Kumar Nautiyal	Director
		72.	Poonam Singh	Director
		73.	Kushal Vashist	Director
		74.	Manoj Kumar Gangeya	Director
		75.	Aravind Kumar Agrawal	Director
		76.	Rakesh Kumar	Director
19.	Ministry of Finance	77.	Anwar Hussain Shaik	Director
		78.	Anshuman Sharma	Deputy Secretary
		79.	Anjana Vashishtha	Deputy Secretary
		80.	Alok Tiwari	Deputy Secretary
		81.	Harsha Dass	Director
		82.	Sanjay Kumar	Director
		83.	Rahul Kapoor	Director
		84.	Manmohan Sachdeva	Director
		85.	Lalit Wadhwa	Deputy Secretary
		86.	Gandhi Kumar Natrajan	Deputy Secretary
		87.	Vyasan R	Deputy Secretary
		88.	Harsha Dass	Director
		89.	Anindita Sinharay	Director
		90.	Sanjay Kumar	Director
91.	Bhartendu Kumar Singh	Director		

		92.	Sibi Chakkravarthy M	PS to MOS
		93.	Paras Mal Sankhla	OSD to Minister
		94.	Suresh Pentakota	Director
		95.	Vishal Pratap Singh	Deputy Secretary
		96.	Provash Ranjan Biswas	Director
		97.	Pankaj Gupta	Director
		98.	Mukesh Kumar Gupta	Director
		99.	Manish Kumar Jha	Deputy Secretary
		100.	Naval Kishor	Director
		101.	Jaya Priyadarshini Yarikipati	Deputy Secretary
		102.	Ashima Jain	Deputy Secretary
		103.	Hanumaiah Korukonda	Deputy Secretary
		104.	Prasanna V Salian	Deputy Secretary
		105.	Poojan Rana	Deputy Secretary
		106.	Parveen Kumar	Director
		107.	Pawan Kumar	Deputy Secretary
20.	Ministry of Food Processing Industries	108.	Kuldeep Kumar Singh	Deputy Secretary
21.	Ministry of Health and Family Welfare	109.	Ritesh Chauhan	PS to Minister
		110.	Sachin Mittal	Director
		111.	N. Yuvaraj	Deputy Secretary
		112.	Anil Ranga	Director
		113.	Vidhushi Chaturvedi	Director
		114.	Narendra Kumar Oza	Director
		115.	Sandhya Bhullar	Director
		116.	Mukesh Kumar	PS to MOS
22.	Ministry of Home Affairs	117.	Yogesh Mohan Dixit	Director
		118.	Shreeshail Malge	Director
		119.	B.C.Joshi	Director
		120.	Rakesh Kumar Pandey	Director
		121.	Krishnan B G	Deputy Secretary
		122.	Srinivasu Kollipaka	Deputy Secretary
		123.	Vikrant Pandey	Director
		124.	Ranjita Rashmi	Director
		125.	Sumant Singh	Director
		126.	Praveen Kumar Rai	Director
		127.	Sreekanth T	Director
23.	Ministry of Housing & Urban Poverty Alleviation	128.	Nandita Gupta	Director
		129.	Raj Kumar Gautam	Director
		130.	Rahul Kapoor	Director
		131.	Anoop Singh Gahlaut	Director
		132.	Ritu Sain	Director
		133.	Vivek Omar	Director
		134.	Jagdish Parwani	Director
		135.	Suneet Mehta	Deputy Secretary
24.	Ministry of Human Resource Development	136.	Ritu Aggarwal	Deputy Secretary
		137.	Rohini R Bhajibhakare	Deputy Secretary
		138.	Shobhit Gupta	Director
		139.	Murli Manohar Singh	Director
		140.	Vishwajeet Kumar	Director
		141.	Rajnish Kumar	Director
25.	Ministry of Information &	142.	Jyoti Mehta	Director

	Broadcasting			
26.	Ministry of Jal Shakti	143.	Suneel Kumar Arora	Director
27.	Ministry of Law and Justice	144.	Jayachandran K.S.	Deputy Secretary
		145.	Giridhar Gopalkrishna Pai	Director
		146.	Ashok Kumar	Deputy Secretary
		147.	Anshuman Gaur	PS to Minister
28.	Ministry of Labour & Employment	148.	Mahendra Kumar	Director
29.	Ministry of Mines	149.	Veena Kumari Dermal	Director
		150.	Sanjeev Verma	Director
		151.	Ustaq Ahmad	Deputy Secretary
30.	Ministry of Minority Affairs	152.	Nijamuddin	Director
		153.	Moina Benazir	Deputy Secretary
		154.	Pramod Kumar Thakur	Director
31.	NITI Aayog	155.	Nidhi Sharma	PS to Vice Chairman
		156.	T Kabilan	Director
		157.	Samarendra Prakash Srivastava	Director
		158.	Shubhrata Prakash	Director
32.	Ministry of Power	159.	Sunil Gautam	Director
33.	Ministry of Parliamentary Affairs	160.	Shiva Nand	OSD to Minister
34.	Ministry of Petroleum & Natural Gas	161.	Vijay Sharma	Director
		162.	Esha Srivastava	Director
		163.	Satyajit Mohanty	OSD to Minister
35.	Ministry of Personnel, P.G. and Pension	164.	Kavitha Padmanabhan	Deputy Secretary
		165.	More Ashish Madhaorao	Deputy Secretary
		166.	Subramanya M S Rao	Director
		167.	Rajul Bhatt	Director
		168.	Khushboo Goel Chowdhary	Deputy Secretary
		169.	Sagarika Patnaik	Director
		170.	Ashwini Dattatraya Thakre	Deputy Secretary
		171.	Smita Sarangi	Deputy Secretary
		172.	Kailash Dan Ratnoo	Director
		173.	Raghuraj Madhav Rajendran	Deputy Director (Senior) (LBSNAA)
		174.	Vani Anand Singh	Regional Dir (SSC)
		175.	Harmit Singh Pahuja	Deputy Secretary
		176.	Ruchir Mittal	Deputy Secretary
		177.	Narendra Kumar Meena	Director
		178.	Manoj V Nair	Deputy Director (Senior) (LBSNAA)
		179.	Monika Dhama	Deputy Director (Senior) (LBSNAA)
180.	Mahander Singh Yadav	Director		
181.	Pratima Gupta	Director		
182.	Rajesh Raypa	Director (UPSC)		
36.	Ministry of Railways	183.	Jujjavarapu Balaji	PS to MOS
		184.	Gedam Praveen Nilkan	PS to Minister
		185.	Saket Kumar	PS to MOS

		186.	Rakesh Kumar Mishra	PS to MOS
37.	Ministry of Rural Development	187.	Navneet Mohan Kothari	PS to Minister
		188.	Shailesh Kumar	Deputy Secretary
		189.	Rajesh Kumar Singh	Director
38.	Ministry of Shipping	190.	Shipra Sharma	Director
		191.	Dashrath Prasad	Director
		192.	Pandurang Kondiram Raut	Deputy Director General
39.	Ministry of Science & Technology	193.	Preeti Katiyar	Director
		194.	Manoj Kumar	Director
40.	Department of Space	195.	Praveen Karanth	Deputy Secretary
		196.	Praveen S	Deputy Secretary
		197.	Nandini Prabhakar Anvekar	Director
41.	Ministry of Social Justice & Empowerment	198.	Vikash Prasad	Director
		199.	Neeraj Semwal	PS to Minister
		200.	Dhanpreet Kaur	PS to MOS
		201.	Deepak Mehra	Director
		202.	Tasneem Maajid Ganai	Director
42.	Ministry of Textiles	203.	Nidhi Mani Tripathi	PS to MOS
		204.	Sanchita Banerjee Rodrigues	OSD to Minister
		205.	Balram Kumar	Director
		206.	Santosh Kumar Singh	Additional Dev. Commissioner (Handlooms)
		207.	Pankaj Kumar Singh	Deputy Secretary
43.	Ministry of Tribal Affairs	208.	Manoj Kumar Sahoo	PS to Minister
		209.	Anil Kumar Adepally	Director
		210.	Vaibhav Goyal	Deputy Secretary
		211.	Kailash Chand Meena	Director
		212.	Manoj Bapna	Director
		213.	M. Dilip Kumar	PS to MOS
44.	Ministry of Youth Affairs & Sports	214.	Arun Kumar Yadav	Director
		215.	Vimal Anand	Director
		216.	Saurav Kumar Shah	Deputy Secretary
45.	Ministry of Power	217.	Vishal Pal Singh	Deputy Secretary
		218.	Sunil Gautam	Director
		219.	Manoj Kumar Singh	PS to MOS(IC)
46.	Ministry of Steel	220.	Anil Kumar	Deputy Secretary
		221.	Sameer Shukla	PS to Minister
		222.	Aman Sharma	Director
		223.	Girraj Prasad Meena	Deputy Secretary
47.	Ministry of Electronics & Information Technology	224.	Santhana Gopalan	Assistant DG (UIDAI)
		225.	Kumar Ravi Kant Singh	PS to MOS
		226.	Jitender Setia	Assistant DG (UIDAI)
		227.	Nishant Kumar Tiwary	Assistant DG (UIDAI)
48.	Ministry of Heavy Industries &	228.	Mohd. Zakir Hussain	Director

	Public Enterprises	229.	Rama Kant Singh	Director
		230.	Anand Kumar Singh	Director
		231.	Ashok Maheshwari	CVO (Common Instrumentation)
49.	M/o Micro, Small & Medium Enterprises	232.	Raj Kumar Digvijay	PS to MOS(IC)
		233.	Supriyo Ghash	Director
50.	M/o Statistics & Programme Implementation	234.	Ravi Gupta	Director
51.	Ministry of Women & Child Development	235.	Manoj Kumar Singh	Director
		236.	Ashok Kumar Yadev	Deputy Secretary
		237.	Sudhir Prasad	Director
		238.	Ravindra Pratap Singh	Deputy Secretary
		239.	Patibandla Ashok Babu	Director
		240.	Navendra Singh	Director

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