

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 15.04.2019 to 26.04.2019 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 **15.04.2019 to 26.04.2019**.

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.

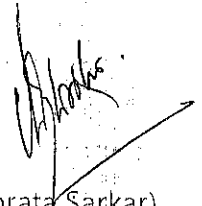
5. All officers nominated for the aforesaid Level-II training programme, are also directed to visit the ISTM website and fill the online form and submit the same online (**[http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)**) without fail immediately.

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 15.04.2019.**

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:

- (iv) ISTM, (Shri Rajeev Kumar Jha, Assistant Director & Course Coordinator), Administrative Block, Old JNU Campus, New Delhi. The list of participants may please be furnished to this Department.
- (v) Training Division, DOP&T, Old JNU Campus, New Delhi.
- (vi) Hindi Unit, DOP&T, North Block, New Delhi

**List of PSs/PAs nominated for Level-II Training Programme at ISTM wef. 15.04.2019
to 26.04.2019.**

S.No	CSL No.	Name (Shri/Smt. /Ms.)	D.O.B	Cadre Unit
1	2824	Gurbaksh Singh Kapoor	14-06-1970	Expenditure
2	2825	Rekha Malhotra	20-08-1972	Home Affairs
3	2826	Meenakshi Sharma	24-05-1969	Home Affairs
4	2827	Meena Bhutani	17-07-1969	Expenditure
5	2828	Neeru Rohilla	15-03-1968	Expenditure
6	2829	Sangeeta Bhatt	10-07-1969	EF&CC
7	2831	Poonam Tandon	06-02-1968	AHD&F
8	2832	Gurjeet Kaur	04-06-1969	Housing & UA
9	2833	Daljeet Kaur Sihot	22-06-1969	STEEL
10	2834	K.K. Chakravorty	11-04-1967	Shipping
11	2835	Anantha Lakshmy Rajan	06-08-1970	WCD
12	2836	Sarvjeet Raheja	27-08-1969	DOPT
13	2837	Vibha Bassi	19-01-1971	DOPT
14	2838	Suman Bajaj	30-08-1969	Shipping
15	2839	Satinder Kapur	28-12-1965	Home Affairs
16	2840	S. Kalavathi	08-05-1967	Health & FW
17	2841	Manoj Sikka	29-12-1970	Health & FW
18	2842	Shivangi Tuli	07-11-1968	Health & FW
19	2843	Sunita Bajaj	13-04-1969	Home Affairs
20	2844	Venkata Sujata V.	10-12-1969	I & B
21	2845	Kiran Gautam	21-08-1970	P&NG
22	2846	Gopi Nath	17-12-1966	DOPT
23	2847	Mrityunjaya	23-07-1968	DOPT
24	2849	Santosh Khurana	18-07-1969	Agri. & Coopn.
25	2850	P.R. Mishra	21-05-1968	EF&CC
26	2851	Indu Rekha	24-05-1969	Posts
27	2852	Shalini Saxena	22-11-1969	EF&CC
28	2853	Anju Arora	05-05-1967	Posts
29	2854	Tejinder Kaur	03-09-1966	Labour
30	2855	Poonam Mulwani	20-07-1966	I & B
31	2856	V. Thulasi	28-07-1969	Commerce
32	2857	Mukta Manglani	09-12-1971	Agri. & Coopn.
33	2859	Satish Chander Sharma	15-06-1964	Housing & UA
34	2860	Rajni Goyal	18-11-1968	Water Res.
35	2861	Leela Dhar	26-10-1969	Legal Affairs
36	2862	Jai Bhagwan	03-01-1969	I & B

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