

IMMEDIATE

No. 21/2/2019-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

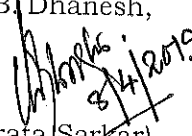
3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi - 110 003
Dated the 8th April, 2019

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 22st April, 2019 to 10th May, 2019 for
PSs/PPSs (ad-hoc) of CSSS - reg.

The undersigned is directed to say that PSs/PPSs (ad-hoc) of CSSS, whose names are given in the Annexure-I to this OM, have been nominated to participate in the Level-III Training Programme being conducted by the ISTM from 22.04.2019 to 10.05.2019. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. The officers who do not attend or successfully complete the Level-III Training Programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.**

2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved on time.
3. All nominated officers for the above stated training programme are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is **http://www.istm.gov.in/home/online_nomination_form**. 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.
4. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/ Departments are required to sanction an advance of Rs. 45,000/- (Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.
5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri B. Dhanesh, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 22.04.2019.
6. The concerned cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Shri B. Dhanesh, Deputy Director, ISTM, New Delhi.


(Chirabrata Sarkar)

Under Secretary to the Govt. of India
Tel: 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

Copy to:-

1. Shri B. Dhanesh, Deputy Director, ISTM along with a copy of list of Participants.
2. Training Division, DoP&T, Old JNU Campurs, New Delhi.
3. Officers concerned (through website of DoP&T)

Anenxure-I

List of PSs/PPSs(ad-hoc) of CSSS nominated for Level-III training programme to be held from 22.04.2019
to 10.05.2019

| S.No. | CSL No. | Name Shri/Ms./Smt. | Cadre | Date of Birth |
|-------|---------|-------------------------|--------------------------|---------------|
| 1 | 934 | Usha Khera* | Telecom | 30-03-62 |
| 2 | 945 | Savita Rani* | textiles | 19-06-69 |
| 3 | 949 | Nidhi Malhotra* | IP&P | 18-07-69 |
| 4 | 960 | Leena Khanduja** | Food & PD | 05-02-68 |
| 5 | 978 | Manju S Chadha ** | Health & FW | 07-12-71 |
| 6 | 287 | Sanjeev Kumar Sharma ** | Culture | 12-10-67 |
| 7 | 694 | Ashok Kumar Sharma ** | MHA (PMO) | 15-06-62 |
| 8 | 789 | Kiran Meshram* | DONER | 29-06-64 |
| 9 | 814 | Mathew Joseph * | DOPT (SSC) | 31-07-74 |
| 10 | 818 | S. Sundara Rajan * | Textile | 29-06-62 |
| 11 | 887 | Neelmani Sharma * | Power | 24-09-61 |
| 12 | 771 | P. K. Sukanya | Telecom | 05-05-66 |
| 13 | 1022 | Kailash Sivtya | Housing & Urban Affairs | 17-03-72 |
| 14 | 1025 | Chand | Science & Tech. | 04-03-71 |
| 15 | 1026 | Satish Tagra | Health & FW | 15-07-67 |
| 16 | 1029 | Jaya Satish Kumar | Expenditure | 05-10-71 |
| 17 | 1030 | Bhagwat Prasad | Niti Ayog | 01-01-67 |
| 18 | 1031 | P Venkata Swamy | MHA | 21-05-72 |
| 19 | 1034 | Shiv Kumar | Legal Affairs | 09-07-73 |
| 20 | 1036 | Raj Kumar | Power | 12-04-65 |
| 21 | 1037 | Rajesh Kumar | MHA | 07-04-73 |
| 22 | 1038 | Sanjeev Singh | Expenditure | 10-04-74 |
| 23 | 1039 | Sheela Yadav | Road Transport & Highway | 14-07-74 |
| 24 | 1040 | Gautam Kumar | Shipping | 04-11-74 |
| 25 | 1041 | Anita Patrick | Power | 14-10-67 |
| 26 | 1042 | Randhir Singh Bhaot | Science & Tech. | 05-12-70 |
| 27 | 1043 | Dharmendra Kumar | MHA | 02-07-78 |
| 28 | 1044 | Madhurima | Agriculture | 15-02-68 |
| 29 | 1045 | Suman Lata Bhatia | Legal Affairs | 19-03-71 |
| 30 | 1046 | Savita | Legal Affairs | 12-07-77 |
| 31 | 1047 | Vijay Kumar-II | Defence | 25-06-69 |
| 32 | 1048 | Pradeep Kumar | Heavy Industry | 14-08-73 |
| 33 | 1049 | Rakesh Kumar | Expenditure | 24-11-71 |
| 34 | 1050 | Madan Lal | MHA | 10-06-72 |
| 35 | 1051 | Meena Tura | Steel | 01-08-69 |
| 36 | 1052 | Ashok Kumar | Supply Division | 06-03-71 |
| 37 | 1053 | Madhu Bala | Housing & Urban Affairs | 04-04-69 |
| 38 | 1054 | Pinky Arora | I&B | 22-07-77 |
| 39 | 1055 | Savita kumari | Science & Tech. | 08-08-71 |
| 40 | 1056 | Veena | Expenditure | 15-07-1969 |

** 3rd Nomination

* 2nd Nomination

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 _____