

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- 08th April 2019.

OFFICE MEMORANDUM

Subject: Level-II Training Programme scheduled to be held from 29.04.2019 to 10.05.2019 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 29.04.2019 to 10.05.2019.

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

([http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online%20nomination%20form)) 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 29.04.2019.

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, (Ms Anurag Devgan, 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 PAs nominated for Level-II Training Programme at ISTM wef.
29.04.2019 to 10.05.2019.**

S.No	CSL No.	Name (Shri/Smt. /Ms.)	Cadre Unit	D.O.B
1	2783	Jayanti K.V.	Power	26-11-1963
2	2784	R.K. Badlia	Tribal Affairs	01-03-1963
3	2785	Baipotu Rammohan	Food & PD	05-12-1967
4	2786	Arun Kumar Tyagi	Expenditure	17-05-1962
5	2787	Leela Radhakrishnan	Health & FW	05-05-1962
6	2864	Prabha Jain	Home Affairs	11-03-1969
7	2866	Rajesh Kumar Bassi	Mines	08-08-1968
8	2867	Surindra Yadav	FPI	01-09-1967
9	2868	Geeta Jain	Health & FW	11-06-1971
10	2869	Bimla Mathpal	Housing &UA	28-06-1971
11	2870	Pratima	EF&CC	15-06-1971
12	2871	U.Radhakrishnan	S&T	05-01-1967
13	2872	N.S.Negi	Panchayati Raj	17-06-1968
14	2873	Sunita Ahuja	Home Affairs	24-07-1967
15	2874	Vimal Kumar Shukla	Home Affairs	30-06-1970
16	2876	Aniletha. S	Housing &UA	14-05-1968
17	2877	D. Vasavi	Agri. & Coopn.	10-06-1968
18	2878	Shakti Bala Rawat	Home Affairs	06-11-1969
19	2879	S. Malathy	Power	02-05-1970
20	2880	Prakash Chandra	Expenditure	02-08-1972
21	2881	Umesh Kumar Mishra	DOPT	21-01-1969
22	2882	Rajni Nagpal	Expenditure	19-07-1970
23	2883	Prem Sharma	Expenditure	24-09-1971
24	2884	Amita Arora	Housing &UA	06-10-1970
25	2885	Vikas Malhotra	Housing &UA	05-09-1970
26	2886	Deepti Sachar	EF&CC	26-11-1970
27	2887	S. Rajeswari	Labour	26-04-1971
28	2888	Harish Sharma	Health & FW	08-03-1968
29	2890	Rajesh Rawat	Health & FW	25-06-1971
30	2891	Naresh Kumar Saini	Home Affairs	10-08-1970
31	2892	Vijaya Lakshmi S.	Home Affairs	28-07-1972
32	2893	Rajinder Singh	Power	14-03-1970
33	2894	Kalawati	Home Affairs	06-12-1968
34	2896	Manoj Kumar	Agri. & Coopn.	23-10-1969
35	2897	Bhawani Narayanan	Expenditure	14-06-1970

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