

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

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Lok Nayak Bhawan, Khan Market  
New Delhi – 110 003  
Dated- 15<sup>th</sup> June 2018.

**OFFICE MEMORANDUM**

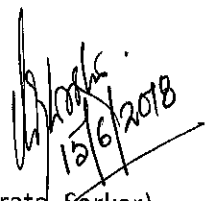
Subject: **Level-II Training Programme scheduled to be held from 25.06.2018 to 06.07.2018 at ISTM for PAs of CSSS – reg.**

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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 **25.06.2018 to 06.07.2018**.

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. The officials at S.No. 1 to 4 were nominated for 2<sup>nd</sup> time.**
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 4<sup>th</sup> July, 2016.
4. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4<sup>th</sup> 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. 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.20,000/- (Rupees twenty 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.
6. 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 25.06.2018.**

7. 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.

  
15/6/2018

(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 H Govind, Deputy 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
- (iv) Guard File.

**List of PAs nominated for Level-II Training Programme at ISTM wef. 25.06.2018 to 06.07.2018.**

S.NO	CSL No.	Name(Shri/Smt./Ms.)	Cadre where working	Date of Birth
1	2515	Shiv Dutt Joshi	UPSC	01-01-1965
2	2534	K.Sreenathan	UPSC	16-07-1961
3	2535	Hirak Kanti Dutta	Defence	22-08-1967
4	2556	S.A. Narayanan	Home Affairs	18-01-1963
5	2558	Leena Arora	Agri. & Coopn.	15-08-1968
6	2559	K.Madurappan	DOPT	29-11-1963
7	2560	K. Satyabama	Rural Dev.	18-11-1963
8	2561	V.K. Basaiwal	Urban Development	01-03-1965
9	2562	Veena Nangia	Env. & Forest	01-08-1967
10	2563	Gurdeep Anand	IP & P	17-09-1966
11	2564	Asha Sharma	RT&H	26-05-1966
12	2565	Sangeeta	Env. & Forest	26-06-1967
13	2566	M.V. Jayalakshmi	IP & P	10-02-1967
14	2567	Chandra Sekhar Panda	S&T	16-05-1964
15	2568	Renu Narwani	Legal Affairs	29-09-1968
16	2569	Rajesh Chopra	Telecom	08-06-1965
17	2570	S.K. Choudhary	Food & PD	01-03-1966
18	2571	Poornima Jayashankar	Legal Affairs	15-09-1966
19	2572	S.V. Ramesha	Power	08-06-1964
20	2573	Ganesh Kumar S.	Env. & Forest	08-11-1963
21	2574	G.Srilakshmi	HRD	14-07-1966
22	2575	Mariam Paulose	IP & P	27-07-1963
23	2576	Uma S.Madhavan	Agri. & Coopn.	06-05-1969
24	2577	R. Suresh	Expenditure	10-01-1967
25	2579	Suraj Bhan	SJ&E	15-05-1962
26	2580	Poonam Bhandari	I & B	02-12-1964
27	2581	Sri Kirishan Singhal	RTH	02-01-1964
28	2582	D.K. Vashishta	Defence	20-11-1962
29	2584	E.N. Radhakrishnan	Agri. & Coopn.	01-01-1961
30	2590	Rita Bhatla	S&T	01-07-1962
31	2596	K.Subramanian	AHD&F	03-03-1963
32	2600	V.M. Nirmala Devi	Home Affairs	01-08-1961
33	2601	Sneh Lata Dheeman	Water Res.	05-04-1963
34	2602	Pradeep Kumar	Defence	02-04-1962
35	2605	Manju Galhotra	Water Res.	07-05-1964
36	2607	Padmavati L.Nararasimhan	Home Affairs	02-06-1962
37	2609	Shantini Menon K	Shipping	09-05-1964
38	2610	A.K. Sharma	Defence	25-05-1961
39	2612	Jagdish Chander	Home Affairs	30-06-1964
40	2614	Charninder Kumar	Home Affairs	02-04-1965
41	2615	Supriya Saha	Home Affairs	21-09-1961
42	2616	Parminder Singh	Env. & Forest	20-10-1960
43	2618	Rashid Jalil	Home Affairs	21-12-1963
44	2622	Kusum Sharma	DOPT	21-12-1964

CURRICULAM VITAE

1. Name of the officer nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Male/Female \_\_\_\_\_
4. Designation & Scale of Pay \_\_\_\_\_
5. Office in which employed \_\_\_\_\_
6. Whether Hindi/English Stenographer \_\_\_\_\_
7. Academic qualification \_\_\_\_\_

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8. Date of joining as PA \_\_\_\_\_
9. Select List Year \_\_\_\_\_
10. Whether the nominee is a member Yes/No  
a. of SC/ST if yes, please specify SC/ST
11. Previous Training undergone  
a. ISTM \_\_\_\_\_  
b. Other Training Institute \_\_\_\_\_
12. Address  
a. Office Address \_\_\_\_\_  
b. Ministry/Department \_\_\_\_\_  
c. Name of Building & Room No. \_\_\_\_\_  
d. Office Tel. No. \_\_\_\_\_  
e. Residential Address \_\_\_\_\_  
f. Mobile/Tel. No. \_\_\_\_\_  
g. E-mail \_\_\_\_\_
13. Signature \_\_\_\_\_