

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 25th April, 2019

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 13th May, 2019 to 31st 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 13.05.2019 to 31.05.2019. **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. If an officer has been deployed on any duty relating to the General Election to Lok Sabha, 2019, he/she should not be relieved for attending the training this time as he/she stands exempted from attending the aforesaid training programme. In such cases, the officer will be nominated for the next batch of Training programme scheduled to be held in June, 2019.

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 Ms. R Gayathri, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 13.05.2019.

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 Ms. R Gayathri, Joint Director, ISTM, New Delhi.

Chirabrata Sarkar
25/04/2019

(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to:-

1. Ms. R Gayathri, Joint Director, ISTM along with a copy of list of Participants.
2. Training Division, DoP&T, Old JNU Campus, New Delhi.
3. Officers concerned (through website of DoP&T)

**List of PSs/PPSs(ad-hoc) of CSSS nominated for Level-III training programme to be held from
13.05.2019 to 31.05.2019**

S.No.	CSL No.	Name (Shri/Ms./Smt.)	Cadre	DoB
1	1057	Chand Veer	MHA	05-04-74
2	1058	Durga Prasad	Heavy Industry	03-05-68
3	1059	Surender kumar	Expenditure	16-03-80
4	1060	Sushma Rao	Commerce	12-07-71
5	1062	Parveen Verma	MHA	04-04-81
6	1063	Sukhvinder Kumar Jassi	Agriculture	01-05-77
7	1064	Harikesh Kumar	Food	25-10-75
8	1069	Angara V S S Kaladhar	Power	04-08-72
9	1070	P.Sita Ramakrishna	Telecom	03-09-69
10	1071	Rajiv Puri	Skill Development	19-07-72
11	1072	Veluturi Srinivasa Rao	Rural Development	03-03-72
12	1073	Uma Bassi	Posts	04-01-62
13	1075	Harish Aggarwal	Science & Tech.	04-11-66
14	1078	Reshma Sukhwani	Posts	07-01-75
15	1081	Shailender Singh Negi	I&B	09-07-74
16	1084	Manjula Gaur Kandwal	Posts	06-01-73
17	1087	Zahid Hussain	Home Affairs	11-10-71
18	1090	Sailender Negi	Environment	26-05-74
19	1093	Sanjeev Kumar Srivastava	Civil Aviation	21-03-75
20	1094	Mukta Agarwal	Planning Comm.	16-12-62
21	1095	Seema Gupta	Housing & Urban Affairs	05-01-62
22	1096	Meenakshi Bhandari	IP&P	07-09-74
23	1098	Satinder Kaur Ahluwalia	MNRE	03-07-74
24	1099	Rakesh Raushan	MHA	21-02-75
25	1102	Jiju Raj	S&T	19-05-71
26	1105	Sanjay Gairola	UPSC	04-05-71
27	1107	Madhurika Kapoor	Food & PD	04-09-61
28	1108	Shailja Sharma	S&T	01-05-76
29	1110	N.M. Sreenivasan	Mines	05-12-65
30	1111	Gurbachan Singh	MHA	03-05-71
31	1114	Indu Lakhina	Science & Tech.	05-11-77
32	1115	Pramila Bhalla	I&B	05-05-62
33	1117	Ajay Kumar Gupta	Power	01-01-73
34	1118	Rakesh Bala	Agriculture	13-03-62
35	1120	Mavuru Bala Srivalli	Mines	01-07-73
36	1122	Rajneesh Jain	DoP&T	04-12-71
37	1124	Sukhvinder Kaur	Agriculture	10-05-74
38	1125	Vijay Kumar Rana	Defence	31-05-73
39	1126	Sunita	I&B	05-11-80
40	1127	Sudhir	DoP&T	17-07-75

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 PS _____
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