

No. 21/1/2018-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 7th February, 2019

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 18th February, 2019 to 8th March, 2019 for PSs/PPS (ad-hoc) of CSSS - reg.

The undersigned is directed to say that PSs 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 18.02.2019 to 08.03.2019. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes even after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.**

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 Ms. R Gayathri, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 18.02.2019. **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.**

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)

Under Secretary to the Govt. of India
Tel: 24623157

To

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

Copy to:-

1. Sh. R. Gayathri, Joint 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)

Annexure-I

**List of PSs/PPS(ad-hoc) of CSSS nominated for Level-III training programme to be held
from 18.02.2019 to 08.03.2019**

S.No.	CSL No. In PS	Name Shri/Ms./Smt.	Cadre	Date of Birth
1	881	Anita Sehgal*	Telecom	31-12-61
2	885	Ravi Kant*	RT&H	13-01-62
3	917	Rama Bodwal*	Food & PD	05-12-72
4	922	Mahesh Kumar	Water Res.	26-07-60
5	923	R.K. Sharma	Mines	24-05-62
6	924	Santosh Kumar Sagar	Health & FW	01-11-71
7	925	Sonia George	I&B	01-11-65
8	926	Sarvan Kumar	Water Res.	01-07-68
9	928	Ravi Prakash Sharma	Power	01-04-62
10	931	Rahul Naferia	Civil Aviation	14-11-69
11	934	Usha Khera	Telecom	30-03-62
12	935	Tripta Gulati	Legal Affairs	18-11-60
13	936	V.K.Gupta	Civil Aviation	21-01-61
14	938	Surinder Kaur	Telecom	02-10-61
15	939	Hitender Kalyan	Expenditure	11-08-69
16	942	Manoj Kumar Mehra	Expenditure	25-01-72
17	943	M.K. Sagar	Water Res.	07-05-66
18	945	Savita Rani	Textiles	19-06-69
19	946	Kanwal Jit	Housing & Urban Affairs	12-04-67
20	949	Nidhi Malhotra	IP&P	18-07-69
21	951	A.F.Williams	Heavy Industry	28-02-69
22	952	Vinod Kumar	Health & FW	01-09-68
23	954	Suman Chinoria	Water Res.	15-07-73
24	955	Seema Rani Arora	Health & FW	01-09-69
25	958	Bindy Mol.O	Health & FW	10-05-68
26	959	D.P. Majumdar	Water Res.	22-07-70
27	960	Leena Khanduja	Food & PD	05-02-68
28	963	Mukesh Kumar	Skill Development	03-01-72
29	971	Kusum Lata	Defence	03-05-71
30	972	Shashi Chadha	Water Res.	04-08-60
31	973	Randhir Singh	Water Res.	20-05-61
32	976	Rajneesh	Expenditure	02-02-67
33	978	Manju S Chadha	Health & FW	07-12-71
34	981	Brij Mohan	IP&P	07-10-63
35	982	Harish Kumar	I&B	16-08-70

* - Renomination

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