

No. 21/1/2019-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- 29th April 2019.

OFFICE MEMORANDUM

Subject: **Level-II Training Programme scheduled to be held from 13.05.2019 to 24.05.2019 at ISTM for PAs/PSs of CSSS – reg.**

The undersigned is directed to say that PAs/PSs 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 **13.05.2019 to 24.05.2019**.

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. 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.

6. 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 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.

7. 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.

8. 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 13.05.2019.**

9. 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..


29/4/2019

(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 Jitender Bhatti, 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/PSs nominated for Level-II Training Programme at ISTM wef.
13.05.2019 to 24.05.2019.**

| S.No | CSL No. | Name (Shri/Smt. /Ms.) | Cadre Unit | Date of Birth |
|------|---------|------------------------|----------------|---------------|
| 1 | 2557 | Kusum Dilawari | Housing &UA | 20-07-1965 |
| 2 | 2898 | Deepa Joshi | Tribal Affairs | 06-07-1969 |
| 3 | 2899 | Samay Singh | Home Affairs | 07-07-1962 |
| 4 | 2900 | U. Krishna Kutty | DoNER | 24-05-1961 |
| 5 | 2901 | C.Suriyanarayanan | Housing &UA | 28-01-1969 |
| 6 | 2902 | B. Neela Mohana Rao | Housing &UA | 10-06-1971 |
| 7 | 2903 | Praveen Kumar Goswami | Housing &UA | 08-12-1972 |
| 8 | 2904 | M.K. Wadhwa | DOPT | 24-02-1967 |
| 9 | 2905 | Asha Rani Sharma | Housing &UA | 12-09-1966 |
| 10 | 2907 | Smitha Viju | Commerce | 12-05-1968 |
| 11 | 2909 | S.B. Mridula Sanjeevan | Power | 25-02-1962 |
| 12 | 2910 | D.C. Pant | EF&CC | 17-06-1965 |
| 13 | 2911 | Gaurav Burman | MSME | 05-12-1968 |
| 14 | 2913 | Naveen Kr. Tiwari | Posts | 22-10-1968 |
| 15 | 2914 | Y.P. S. Rawat | Civil Aviation | 30-09-1969 |
| 16 | 2915 | Vinod Kumar Gupta | Expenditure | 03-10-1970 |
| 17 | 2916 | Rakesh Mohan | FPI | 01-10-1972 |
| 18 | 2917 | Sandhya Pandey | Power | 20-02-1969 |
| 19 | 2918 | Darshan Lal | Posts | 15-03-1971 |
| 20 | 2919 | Manju Mishra | Health & FW | 01-07-1973 |
| 21 | 2920 | Shailja Raturi | Corporate Aff. | 26-02-1968 |
| 22 | 2921 | Neerja Tripathi | Expenditure | 18-12-1971 |
| 23 | 2922 | Sanjay Sharma | Fertilizers | 13-09-1973 |
| 24 | 2923 | Ganesh Kumar | DOPT | 12-12-1968 |
| 25 | 2924 | Mahender Singh | Mines | 27-07-1968 |
| 26 | 2925 | Naresh Kumar | I & B | 05-01-1973 |
| 27 | 2926 | Mohd. Shahin Akhtar | Home Affairs | 08-10-1972 |
| 28 | 2927 | Chhannu Ram | Water Res. | 01-01-1971 |
| 29 | 2928 | Mamta Suri | Commerce | 05-12-1972 |
| 30 | 2929 | Vinod Kr. Ghole | Power | 23-03-1972 |
| 31 | 2930 | Kishore Kr. Hemdani | MNRE | 23-02-1972 |
| 32 | 2931 | Vikas Awasthi | Expenditure | 04-06-1972 |
| 33 | 2932 | Alka Agarwal | Power | 07-10-1969 |
| 34 | 2933 | Anupam Dubey | EF&CC | 01-04-1970 |
| 35 | 2934 | Damodar Prasad | Home Affairs | 05-05-1970 |
| 36 | 2935 | Manisha Jha | Power | 08-09-1971 |
| 37 | 2936 | Ashim Kumar Das | Power | 28-09-1964 |
| 38 | 2937 | Anju Devi | Expenditure | 06-12-1973 |
| 39 | 2938 | Varad Rawat | RTH | 05-02-1969 |
| 40 | 2939 | Ritu Gupta | Expenditure | 30-04-1971 |
| 41 | 2940 | Kanchan Arya | DOPT | 10-12-1972 |

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 PA _____
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