

IMMEDIATE

No.2/2/2019-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 – 110003.

Dated: 06.03.2020

OFFICE MEMORANDUM

Subject: Level-IV Training Programme from 23rd March, 2020 to 17th April, 2020 for PPSs of CSSS – regarding.


The undersigned is directed to say that PPSs of CSSS, whose names are given in the **Annexure** to this OM, have been nominated to participate in the Level-IV Training Programme being conducted by the ISTM from 23.03.2020 to 17.04.2020.

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the grade of Senior Principal Private Secretary.** The officers who do not attend/ successfully complete the Level-IV 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.

3. **The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time.** In case, any officer 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 immediately to enable to take further necessary action.

4. DoP&T vide OM No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Service and Central Secretariat Stenographers Service (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 number of chances for mandatory training at various levels has been reduced from 3 to 2.

5. Permission of the competent authority is also, hereby, conveyed to all the participants, Course Director and Observer to apply for political clearance and official passport for foreign visit.

.....2/—


6. All the nominated officers are directed to visit the ISTM website, fill the online form and submit the same online **without fail** immediately. The link is <http://www.istm.gov.in/home/online-ctp-form>. The officers may take a print out of the form so filled up & submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course and submit the same to the course coordinator at ISTM.

7. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CSCMS) may please be sent to Shri Shri Rajeev Kumar Jha, Assistant Director & Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110 067.



(Dinesh)

Under Secretary to the Govt. of India

☎ 2465 4020

To

The Director/ Deputy Secretary (Admn.) of the Cadre/ Ministry (as per the list attached).

Copy to:-

1. Shri Rajeev Kumar Jha, Assistant Director & Course Coordinator, ISTM, New Delhi. It is requested that (i) a copy of the signed form authenticated by the sponsoring authority and submitted by the participants & (ii) a list of participants not attended the training programme may please be furnished to this department at the earliest.
2. Training Division, DoP&T, Old JNU Campus, New Delhi.
3. Officers concerned (through website of DoP&T).

Annexure to the OM No. 2/2/2019-CS.II(A) dated 06.03.2020

**List of PPSs of CSSS nominated for Level-IV training programme to be held
from 23.03.2020 to 17.04. 2020.**

S.No.	Name (Shri/Smt. /Ms.)	Date of Birth	Cadre	SLY
1	Santosh Jayant*	08-05-1963	I&B	2013
2	Dharam Vir*	24-05-1962	Urban Dev.	2013
3	Monica Malhotra*	31-12-1973	Fertilizers	2014
4	Atul Khurana*	28-08-1973	Social Justice & Empowerment	2014
5	V.A. Venkata Chalam*	27-06-1964	UPSC	2014
6	Rakesh Kumar	13-05-1977	Water Res.	2014
7	Manish Wadhera	05-08-1970	Commerce	2014
8	Rajiv Anand	18-02-1972	IP&P	2014
9	Jatinder Prabhakar	13-04-1963	Defence	2014
10	T.P.S.Sehrawat	05-03-1968	Water Res.	2014
11	Sanjay Bora	31-08-1974	Environment	2014
12	Bhikam Singh Rawat	05-10-1971	Posts	2014
13	Manohar Lal	07-10-1963	MSME	2014
14	Rakesh Gupta	01-11-1967	Legal Affairs	2014
15	Sanjeev Kumar	23-10-1972	Youth Affairs	2014
16	V. Sundar	06-05-1966	Power	2014
17	Neelam Kumar	07-03-1976	Agriculture	2014
18	I S Kataria	08-12-1963	I&B	2014
19	Surender Singh	15-04-1962	Legal Affairs	2014
20	R.K.Sanduke	21-07-1963	HRD	2014
21	R.K.Sethi	12-04-1966	MHA	2014
22	Sathianathan C.K.	01-06-1964	Telecom	2014
23	V. Ramasubramanian	15-12-1967	Legal Affairs	2014
24	N.S.Negi	29-09-1966	P&NG	2014
25	Baldish Singh	08-03-1970	Expenditure	2014
26	Praveen Singh	23-07-1967	Earth Sciences	2014
27	Vinod Kumar	11-05-1972	Telecom	2015
28	Anil Kukreti	03-03-1962	MHA	2015
29	Madhu Surya	30-06-1969	Rural Dev.	2015
30	N. Sampath Kumar	01-03-1964	Commerce	2015
31	Ramesh Chander	02-03-1964	Defence	2015
32	Lakshmi Venkataraman	14-03-1966	Telecom	2015
33	Rajesh Chandwani	06-09-1968	Textiles	2015
34	Amudavalli Venkatesan	02-07-1968	RT&H	2015
35	Surdeep Singh	15-03-1972	Steel	2015

* 2nd Nomination

