

No. 2/1/2013-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, the 22nd October, 2018

OFFICE MEMORANDUM

Subject: **Level-IV Training Programme for PPSs of CSSS scheduled to be held at ISTM wef. 19.11.2018 to 14.12.2018.**

The undersigned is directed to say that PPSs of CSSS whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-IV training programme being conducted by ISTM w.e.f **19.11.2018 to 14.12.2018.**

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the Sr.PPS grade** Cadre Units are therefore, requested to ensure that the officers nominated to the above training programme are 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.

3. **In case, an officers 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 officers at S.No. 1 to 3 were nominated for 2nd time.**

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. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The link is <http://www.istm.gov.in/home/online> nomination form. They may take a print out of the form once filled up and submitted online, and then get it signed by the sponsoring authority and carry it with them on joining day of the course at ISTM.

6. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Ms. R. Gayatri, Joint Director, ISTM, New Delhi-11067 at Telephone No. 26180589.

Receipt & Issued Section

24 OCT 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:

1. ISTM, (Ms. R. Gayatri, Course Director & Joint Director), Administrative Block, Old JNU Campus, New Delhi. The list of participants may please be furnished to this Department.
2. Training Division, DOP&T, Old JNU Campus, New Delhi.
3. Hindi Unit, DOP&T, North Block, New Delhi
4. Guard File.

Annexure-I

List of PPS nominated for Level-IV training programme at ISTM wef. 19.11.2018 to 14.12.2018

S.No.	S.No. of O.M. dt. 06.05.16	Name(Shri/Smt./Ms.)	Date of Birth	SLY	Cadre where working
1	385	Sarita Singh*	20/08/1965	2010	
2	401	A.K.Gaur*	16/06/1965	2010	Posts
3	411	H. Govind*	15/07/1968	2010	MHA
4	421	P. V. Ramesan	11/04/1964	2010	DoP&T
5	422	Nirmal Dobhal	12/10/1962	2010	Science & Tech.
6	423	N. Gopalakrishnan	11/02/1967	2010	Environment, Forest & CC
7	424	Lata Dawar	07/03/1965	2010	Power
8	425	Sunil Bajaj	08/09/1968	2010	Skill Development & Entrp.
9	426	Naresh Chibber	04/08/1968	2010	Environment, Forest & CC/MHA
10	427	Deepak Kumar	25/01/1972	2010	WCD
11	429	Manjeet Kumar Chawla	02/05/1964	2011	Environment, Forest & CC
12	430	V. Kurien John	10/08/1969	2011	Housing & UA
13	432	R.V.R. Sesharatnam	04/08/1969	2011	Agriculture
14	433	D.K. Sharma	01/03/1965	2011	NITI Aayog
15	435	K. Sundar	01/06/1963	2011	IP&P
16	436	K. Venkatesan	26/04/1962	2011	NITI Aayog
17	437	Sangeeta Jain	25/02/1966	2011	MHA
18	438	Ashok Kumar Gupta	11/03/1967	2011	NITI Aayog
19	439	D. Jeevaraj	01/06/1964	2011	Environment
20	440	Latha Venkatesan	03/05/1968	2011	Health & FW
21	441	H.P. Sreeramana	28/01/1964	2011	NITI Aayog
22	442	Reena Saxena	23/03/1969	2011	Defence
23	443	Vandana Banerjee	24/10/1970	2011	MHA
24	444	Chander Parkash Sharma	13/06/1963	2011	Posts
25	445	R. Rangarajan	31/01/1968	2011	MHA
26	446	S. Chandrasekharan	20/06/1967	2011	MHA
27	447	Mukesh Bali	16/06/1965	2011	Posts
28	448	V.S.R. Murthy	12/06/1961	2011	MHA
29	450	Bharat Bhushan Bhatnagar	04/10/1961	2011	Agriculture
30	451	Harish Kumar Lakhera	15/07/1965	2011	S & T
31	453	Basant Kumar	26/12/1967	2011	Legal Affairs
32	454	Jaya Sadanandan	14/06/1965	2011	Agriculture
33	455	Anoop Seth	11/10/1968	2011	MHA
34	456	Suman Taneja	15/01/1962	2011	Legal Affairs
35	458	S.K. Gulati	01/09/1960	2011	Urban Dev.
36	459	Rashmi Minocha	10/07/1962	2011	MHA
37	460	Anil Kapoor	24/02/1974	2011	HRD
38	461	Madhurvani Audhkhasi	07/10/1965	2011	Agriculture
39	462	Machiraju Sarada	12/03/1967	2011	Heavy Industries
40	463	Narendra Kumar Sharma	16/02/1965	2011	IP&P
41	464	Subhash Chander	13/05/1961	2011	Culture
42	465	Pradeep Kumar	11/07/1969	2011	MHA
43	466	Satyabrata Padhy	05/05/1966	2011	HRD
44	467	Shobhana Menon	14/08/1962	2011	Petroleum & NG.
45	468	Usha G.Rajeev	20/06/1969	2011	Fertilizers
		*Last & final chance.			I&B

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