

No. 21/3/2018-CS.II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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Lok Nayak Bhawan, Khan Market  
New Delhi – 110 003,  
Dated- 7<sup>th</sup> September 2018.

**OFFICE MEMORANDUM**

Subject: **Level-II Training Programme scheduled to be held from 24.09.2018 to 05.10.2018 at ISTM for PAs of CSSS – reg.**

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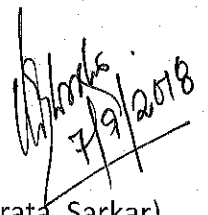
The undersigned is directed to say that PAs of CSSS whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-II training programme being conducted by ISTM from **24.09.2018 to 05.10.2018**.

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. The officials at S.No. 1 to 5 were nominated for 2<sup>nd</sup> time.**
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 4<sup>th</sup> July, 2016.
4. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4<sup>th</sup> 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. 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.20,000/-(Rupees twenty 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.

6. 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 24.09.2018.**

7. 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.



(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel: 24623157

To

Under Secretary (Admn.) of the Cadre/Ministry (as per list attached).

Copy to:

- (i) ISTM, ( Shri Bhagban Padhy, 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
- (iv) Guard File.

**List of PAs nominated for Level-II Training Programme at ISTM wef. 24.09.2018 to 05.10.2018.**

S.NO	CSL No.	Name(Shri/Smt./Ms.)	Cadre where working	Date of Birth
1	2636	Surekha Mohan	MSME	22-05-1966
2	2649	P.C.Sudhakar	Commerce	24-08-1964
3	2666	Sitamani Ramesh	Health & FW	25-12-1963
4	2667	R. Jayanthi Sharma	DoP&T	06-06-1961
5	2674	Ruth Punitha Kumari	Finance	23-12-1961
6	2684	Anita Sachdeva	Home Affairs	15-08-1966
7	2685	Kavitha Shankar	Urban Dev.	26-04-1966
8	2686	S.Manimozhi	Health & FW	10-03-1962
9	2688	B.S.Gusain	RTH	28-02-1966
10	2690	Gajinder Chauhan	S&T	02-02-1962
11	2691	Sukhvinder Singh	HRD	12-09-1965
12	2692	Tripta Bedi	P & NG	14-05-1966
13	2693	Saroj Kalra	Mines	02-05-1966
14	2694	C.K. Subramanian	NITI Aayog	06-10-1962
15	2695	V.Neeraja	Defence	19-05-1963
16	2696	A.K.Chadha	Legal Affairs	22-03-1961
17	2698	Sunita Kumari	I & B	28-12-1961
18	2699	G.Venkateswarlu	I & B	01-07-1961
19	2700	Radha Maini	Agri. & Coopn.	12-01-1961
20	2701	Vijay Lakshmi Sharma	NITI Aayog	02-03-1966
21	2702	Ram Kumar	Telecom	02-02-1967
22	2703	A.K.Naik	Power	09-05-1968
23	2704	Daya Bhatt	Home Affairs	30-03-1968
24	2705	Virwati Goel	Home Affairs	20-08-1966
25	2706	Vijay Sehgal	Fertilizers	14-01-1970
26	2707	Khimuli Devi	Skill Development	04-04-1969
27	2708	Yash Pal Chhabra	Home Affairs	09-12-1969
28	2709	Tek Chand Dall	Home Affairs	13-08-1968
29	2710	Anita	Home Affairs	30-04-1968
30	2711	Satish Kumar Kachwa	Home Affairs	12-09-1967
31	2712	Chandra Ganguly	Water Res.	16-09-1967
32	2713	Muralidharan G.	Defence	14-12-1965
33	2714	Rajeev Kaushal	Rural Dev.	12-05-1966
34	2715	D.S. Rawat	Culture	24-04-1967
35	2716	Kiran Bhalla	Legal Affairs	19-09-1965
36	2717	Tara Singh Chauhan	Culture	09-12-1967
37	2718	Shambhu Nath	Posts	15-04-1968
38	2719	M.C. Kurup	Posts	26-12-1967
39	2720	Deepa Narang	AYUSH	01-11-1967
40	2721	Devaki Nandan Sharma	Expenditure	10-05-1965

41	2723	Komal Malhotra	Expenditure	05-03-1968
42	2724	Sunita Vasista	Culture	06-01-1966
43	2725	Shashikala Srinivasan	S&T	06-05-1964
44	2726	Manoj Kumar Saxena	NITI Aayog	23-02-1965
45	2727	Divya Patwal	Expenditure	22-08-1967

CURRICULAM VITAE

1. Name of the officer nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Male/Female \_\_\_\_\_
4. Designation & Scale of Pay \_\_\_\_\_
5. Office in which employed \_\_\_\_\_
6. Whether Hindi/English Stenographer \_\_\_\_\_
7. Academic qualification \_\_\_\_\_
8. Date of joining as PA \_\_\_\_\_
9. Select List Year \_\_\_\_\_
10. Whether the nominee is a member Yes/No  
a. of SC/ST if yes, please specify SC/ST
11. Previous Training undergone  
a. ISTM \_\_\_\_\_  
b. Other Training Institute \_\_\_\_\_
12. Address  
a. Office Address \_\_\_\_\_  
b. Ministry/Department \_\_\_\_\_  
c. Name of Building & Room No. \_\_\_\_\_  
d. Office Tel. No. \_\_\_\_\_  
e. Residential Address \_\_\_\_\_  
f. Mobile/Tel. No. \_\_\_\_\_  
g. E-mail \_\_\_\_\_
13. Signature \_\_\_\_\_