

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- 20<sup>th</sup> July 2018.

**OFFICE MEMORANDUM**

Subject: **Level-II Training Programme scheduled to be held from 06.08.2018 to 17.08.2018 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 **06.08.2018 to 17.08.2018**.

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 **06.08.2018**.

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..

  
20/7/2018

(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 Moloy Sanyal, Deputy 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.  
06.08.2018 to 17.08.2018.**

S.NO	CSL No.	Name(Shri/Smt./Ms.)	Cadre where working	Date of Birth
1	2533	Usha Sitaram	Agri. & Coopn.	17-02-1967
2	2562	Veena Nangia	Env. & Forest	01-08-1967
3	2570	S.K. Choudhary	Food & PD	01-03-1966
4	2572	S.V. Ramesha	Power	08-06-1964
5	2580	Poonam Bhandari	I & B	02-12-1964
6	2623	P.K.Das	Env. & Forest	01-05-1962
7	2624	Baljeet Kaur	Defence	27-09-1962
8	2625	V.K.Tanwar	AHD&F	15-02-1962
9	2626	Sugantha Srinivasan	Home Affairs	13-07-1961
10	2633	Sanjay Kumar Gupta	NITI Aayog	23-03-1965
11	2634	Sudheer Sharma	DOPT	19-10-1966
12	2636	Surekha Mohan	MSME	22-05-1966
13	2637	Neelam Chugh	HRD	08-07-1968
14	2638	Shyam Sharma	Rural Dev.	10-06-1965
15	2639	Neelam Garg	Earth Science	26-06-1966
16	2640	K.Sethuraman	DOPT	19-04-1966
17	2641	Jamuna Eswaran	Food & PD	07-08-1965
18	2642	Anuradha Sati	Defence	01-08-1961
19	2643	V.V.Nagmani	Agri. & Coopn.	19-04-1967
20	2644	K.Vee Shivaram	DOPT	03-12-1964
21	2645	R.K.Tomar	DOPT	14-06-1959
22	2646	P. Abdul Basher	Earth Sciences	13-04-1966
23	2647	D.S.Chauhan	DOPT	10-02-1962
24	2648	S.Booma	Expenditure	10-04-1966
25	2649	P.C.Sudhakar	Home Affairs	24-08-1964
26	2650	Anita Sethi	RTH	12-03-1967
27	2651	Uma Ramachandran	Expenditure	18-04-1967
28	2652	S.R.Varadarajan	shipping	01-10-1970
29	2653	P.S.V.V.Suryanarayanan	Urban Dev.	01-03-1963
30	2654	V.Venkatesan	Home Affairs	01-06-1962
31	2655	Pritpal Singh	Home Affairs	12-03-1965
32	2656	Preeti Bala Sachdeva	Urban Dev.	03-08-1964
33	2658	Ashok Kumar	Water Res.	01-12-1962
34	2659	Narinder Kaur Sikka	DoP&T	06-03-1962
35	2660	R.Mahalakshmi	Water Res.	29-05-1964
36	2664	Manoj Kumar Bhatnagar	MSME	16-05-1962
37	2665	Geetha Rameshan	Rural Dev.	07-06-1964
38	2666	Sitamani Ramesh	Health & FW	25-12-1963
39	2667	R. Jayanthi Sharma	DoP&T	06-06-1961
40	2674	Ruth Punitha Kumari	Youth Affairs & Sports	23-12-1961

41	2675	Mahija Raveendran	NITI Aayog	11-02-1963
42	2677	Mariyamma Raju	NITI Aayog	02-05-1961
43	2679	A.K.Jayarajan	Home Affairs	25-06-1961
44	2681	Sanjeev Puri	Telecom	09-05-1967
45	2682	Sudha Ramanujam	RTH	09-05-1967

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 \_\_\_\_\_