

No. 21/3/2019-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- 7th May 2019.

OFFICE MEMORANDUM

Subject: **Level-II Training Programme scheduled to be held from 27.05.2019 to 07.06.2019 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 **27.05.2019 to 07.06.2019**.

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. 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.

6. 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.

7. 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 27.05.2019.**

8. 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

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

Copy to:

- (i) ISTM, (Smt Shubashree.A, 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 PSs/PAs nominated for Level-II Training Programme at ISTM wef.
27.05.2019 to 07.06.2019.**

S.No	CSL No.	Name (Shri/Smt. /Ms.)	Cadre Unit	D.O.B
1	2941	Vijaya Tata	Steel	01-09-1970
2	2942	Yash Pal Saini	Water Res.	12-01-1970
3	2943	Rashmi Pruthi	Housing&UA	09-06-1972
4	2944	Dinesh Kumar Malhotra	Water Res.	05-01-1968
5	2945	Surinder kaur	Health & FW	06-07-1970
6	2946	Sarita Tuteja	Rural Dev.	19-01-1971
7	2947	Shanti Mukunthan	Commerce	26-02-1969
8	2948	Preetha Sacheendran	Mines	31-01-1971
9	2949	Sanjay Sharma	DOPT	17-08-1968
10	2951	Devender Singh	Home Affairs	28-02-1970
11	2952	Reeta Lohani	Home Affairs	26-08-1971
12	2953	Ranjana Malik	DOPT	27-01-1969
13	2954	Promila Bandooni	Commerce	29-05-1973
14	2955	Rajni Bala	Rural Dev.	18-07-1970
15	2956	E.V.N.J. Krishna	Housing&UA	01-12-1971
16	2957	Rajeev Sethi	DOPT	31-03-1972
17	2958	Bechu Bhagat	Home Affairs	10-04-1969
18	2959	Hardeep Singh	Health & FW	01-08-1972
19	2960	Alka Gulati	DOPT	26-09-1970
20	2961	Sindhu S. Nair	Home Affairs	15-03-1974
21	2962	Jyoti Khurana	Housing&UA	30-07-1970
22	2964	Sunita Jaitley	Housing&UA	06-05-1970
23	2965	Amit Jain	Commerce	29-05-1971
24	2966	Danzil C. Emmanuel	I & B	09-02-1968
25	2967	Shakuntala Chauhan	Home Affairs	04-06-1972
26	2968	Vaneeta Nagi	Health & FW	01-06-1969
27	2969	Bharat Bhushan	S&T	31-10-1973
28	2970	Narendra Kumar Gupta	Home Affairs	27-06-1969
29	2971	Sanjay Ratnam	Home Affairs	23-08-1964
30	2972	Shailaja Rajesh	I & B	15-05-1968
31	2973	Varsha Saini	I & B	09-07-1974
32	2974	Savita Jindal	Rural Dev.	20-09-1973
33	2975	Vishwanath	Defence	26-12-1969
34	2976	Elsamma Jose	Rural Dev.	31-12-1961
35	2977	Suman Malhotra	DOPT	01-11-1970
36	2978	Sudha Rajendran	Housing&UA	07-04-1965
37	2979	Rajeev Sehgal	Defence	30-06-1962
38	2982	Vasudha Bassi	Civil Aviation	26-06-1966
39	2983	Sujatha Devidasan	Commerce	01-08-1961
40	2985	S. Dinakaran	Home Affairs	01-05-1973

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 _____
Select List Year _____
9. Whether the nominee is a member Yes/No
of SC/ST if yes, please specify SC/ST
10. Previous Training undergone
(i) ISTM _____
(ii) Other Training Institute _____
11. Address
Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
E-mail _____

Signature