

No. 21/1/2018-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 – 110 003
Dated the 6th December, 2018

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 17th December, 2018 to 4th January, 2019
for PSs of CSSS - reg.

In continuation of this Department's OM No. 21/1/2018-CS-II(A) dated 27.11.2018 on the above mentioned subject, 3 more PSs of CSSS, whose names are given in the Annexure-I to this OM, have been nominated to participate in the Level-III Training Programme being conducted by the ISTM from 17.12.2018 to 04.01.2019. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes even after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.**

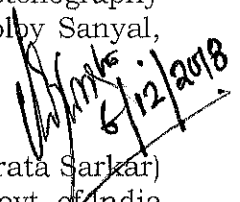
2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved on time.

3. All nominated officers for the above stated training programme are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is http://www.istm.gov.in/home/online_nomination_form. 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.

4. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/ Departments are required to sanction an advance of Rs. 45,000/- (Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.

5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Moloy Sanyal, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 17.12.2018. **The officers who do not attend or successfully complete the Level-III 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.**

6. The concerned cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Shri Moloy Sanyal, Deputy Director, ISTM, New Delhi.


(Chirabrata Sarkar)
Under Secretary to the Govt. of India
Tel: 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

Copy to:-

1. Sh. Moloy Sanyal, Deputy Director, ISTM along with a copy of list of Participants.
2. Training Division, DoP&T, Old JNU Campurs, New Delhi.
3. Officers concerned (through website of DoP&T)

Annexure-I**List of Regular PSs of CSSS nominated for Level-III training programme
to be held from 17.12.2018 to 04.01.2019**

S.No.	CSL No. In PS	Name Shri/Ms./Smt.	Cadre	Date of Birth
1	796	Vijay Kumar*	Coal	02-03-73
2	861	Anita Sharma*	Agriculture	29-10-76
3	871	Ritu Soni*	Labour	15-11-76

* - Renomination

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