

No. 21/7/2014-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.

Dated the 12<sup>th</sup> May, 2017.

**OFFICE MEMORANDUM**

Subject:- Level-III Training Programme from 29.05.2017 to 16.06.2017 for PSs of CSSS - reg.

The undersigned is directed to say that 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 29.05.2017 to 16.06.2017. **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. 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.

4. It is requested that these officers may please be relieved of their duties with the direction to report to Sh. Rambabu Vadali, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 29.05.2017.

5. 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, Sh. Rambabu Vadali, Deputy Director, ISTM, New Delhi.

  
(Pradeep A.)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

- Copy to: (i) Sh. Rambabu Vadali, Deputy Director, ISTM along with a copy of list of Participants.  
(ii) Training Division, DoP&T, Old JNU Campurs, New Delhi.  
(iii) Hindi Unit, DoP&T, North Block, New Delhi for furnishing Hindi version of the OM.  
(iv) Guard file.  
(v) Website of the DoP&T.  
(vi) Officers concerned.

**List of Regular PSs of CSSS to be nominated for Level-III training programme to be held from 29.05.2017 to 16.06.2017**

**Annexure-I**

| S.No. | Name Shri/Smt.          | Designation | Date of Birth | Cadre Where Working |
|-------|-------------------------|-------------|---------------|---------------------|
| 1     | Suresh Karki*           | PS          | 01/05/1970    | Power               |
| 2     | V. Raghotheman*         | PS          | 03/04/1963    | Urban Dev           |
| 3     | P.Bandhopadhyay*        | PS          | 29/04/1964    | Urban Dev           |
| 4     | Kanta Kumar*            | PS          | 15/09/1969    | Urban Dev.          |
| 5     | Sneh Lata*              | PS          | 16/10/1968    | Planning Comm.      |
| 6     | G.C. Naidu              | PS          | 22/10/1960    | MHA                 |
| 7     | Yashpal Singh           | PS          | 13/10/1960    | Agriculture         |
| 8     | Paramjit Singh          | PS          | 11/12/1967    | HRD                 |
| 9     | Veera Lakshmi Bokka     | PS          | 04/02/1965    | UPSC                |
| 10    | P.K. Arora              | PS          | 08/04/1967    | MHA                 |
| 11    | Indu Kukreja            | PS          | 18/07/1968    | Earth Science       |
| 12    | Y.K. Sharma             | PS          | 05/08/1964    | Water Res.          |
| 13    | Rajni Malhotra          | PS          | 29/07/1968    | Health & FW         |
| 14    | Gajender Kumar          | PS          | 27/11/1964    | Steel               |
| 15    | Parveen Arora           | PS          | 12/08/1967    | I&B                 |
| 16    | Sanjeev Dhingra         | PS          | 09/07/1963    | Defence             |
| 17    | Sunder Singh            | PS          | 10/06/1963    | I&B                 |
| 18    | Rajender Khurana        | PS          | 23/05/1967    | IP&P                |
| 19    | Savita Kapoor           | PS          | 18/05/1966    | Telecom             |
| 20    | Joseph Mathew           | PS          | 24/05/1959    | Urban Dev           |
| 21    | Sudip Banerji           | PS          | 24/04/1960    | Earth Science       |
| 22    | D.S. Prasad             | PS          | 27/03/1961    | DoP&T               |
| 23    | Ranjit Kaur             | PS          | 20/02/1964    | Agriculture         |
| 24    | Anumeet Chawla          | PS          | 31/07/1969    | Agriculture         |
| 25    | K. Madhavi              | PS          | 01/08/1967    | P&NG                |
| 26    | Ashok Kumar Raichandani | PS          | 20/08/1965    | Agriculture         |
| 27    | Vivek Madhav Patait     | PS          | 03/04/1961    | MHA                 |
| 28    | Harvinder Singh         | PS          | 03/07/1964    | I&B                 |
| 29    | M. Seshu                | PS          | 03/08/1964    | Labour              |
| 30    | Kaushik Mitra           | PS          | 06/11/1964    | I&B                 |
| 31    | Rachna Mehta            | PS          | 19/10/1961    | Water Res.          |
| 32    | S. Swarna Latha         | PS          | 30/09/1964    | DoP&T               |
| 33    | Bharat Mohan            | PS          | 10/04/1964    | MHA                 |
| 34    | Amit Munjal             | PS          | 13/07/1967    | DoP&T               |
| 35    | Indu Malhotra           | PS          | 18/09/1968    | Labour              |
| 36    | Seema Darwade           | PS          | 23/05/1966    | culture             |
| 37    | Sunita Vikas Ramteke    | PS          | 28/06/1969    | DoP&T               |
| 38    | Sunita Jaluthra         | PS          | 06/07/1966    | Water Res.          |
| 39    | Umesh Kumar Barua       | PS          | 24/02/1961    | DoP&T               |
| 40    | S. Padma                | PS          | 23/06/1961    | Fertilizers         |
| 41    | V. Chidambaram          | PS          | 19/05/1963    | MHA                 |
| 42    | Vikas Khanna            | PS          | 24/12/1969    | RT&H                |
| 43    | Veena Bhalla            | PS          | 01/06/1960    | Urban Dev.          |
| 44    | A.S. Kadyan             | PS          | 23/10/1959    | EF&CC               |
| 45    | Rajinder Singh II       | PS          | 02/07/1965    | Telecom             |

\* Renominated for last chance

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 Stenographers \_\_\_\_\_
6. Academic qualification \_\_\_\_\_
7. Date of joining as PS \_\_\_\_\_
- 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