No. 2/1/2013-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, the 27 October, 2017

OFFICE MEMORANDUM

Subject: **Level-IV Training Programme for PPSs of CSSS to be conducted at ISTM during the period from 20.11.2017 to 15.12.2017.**

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The undersigned is directed to say that PPSs of CSSS whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-IV training programme to be conducted by ISTM w.e.f **20.11.2017 to 15.12.2017**.

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the Sr.PPS grade**. Cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are 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.

3. 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. Therefore, from now onwards the maximum chances allowed will be 2.

4. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The link is http://www.istm.gov.in/home/online_nomination_form. They 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. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Shri Rajeev Kumar Jha, Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at Telephone No. 26165593(O) & M.No. 9868979223.

(Pradeep A)
Under Secretary to the Govt. of India
Tel: 24623157

To

Director/Deputy Secretary (Admn.) of the concerned Cadre/Ministry.

Copy to:

1. ISTM, (Shri Rajeev Kumar Jha, Assistant Director & Course Director), Administrative Block, Old JNU Campus, New Delhi. The list of participants may please be furnished to this Department.
2. Training Division, DOP&T, Old JNU Campus, New Delhi.
3. Hindi Unit, DOP&T, North Block, New Delhi
4. Guard File.

Annexure-I

List of PPS nominated for Level-IV Training Programme to be conducted at ISTM wef. 20.11.2017 to 15.12.2017.

S.No.	S.No. in the O.M. dt. 06.05.2016	Name(Shri/Smt./Ms.)	Date of Birth	SLY	Cadre where working
1	256	H.K. Chawla**	10/04/1964	2010	DoP&T
2	304	Meena Saroj*	06/11/1960	2010	Environment
3	320	Sanjeev Vohra*	30/08/1968	2010	MHA
4	322	Suraj Prakash	13/04/1968	2010	Water Res.
5	330	Anita Sethia	17/09/1966	2010	S & T
6	331	Vimlesh Aswal	20/06/1968	2010	Water Res.
7	332	Tilak Raj	10/07/1964	2010	I&B
8	333	M.C.Kukreti	28/06/1967	2010	MHA
9	334	Rajesh Kumar Pant	27/07/1960	2010	Commerce
10	335	H. Ramakrishnan	11/02/1967	2010	Water Res.
11	336	A.P.Chawla	23/07/1963	2010	Telecom
12	337	Vijay Kumar Gulati	16/04/1962	2010	Expenditure
13	338	Mukesh Harit	15/06/1970	2010	Coal
14	340	S.K.Rohilla	05/03/1960	2010	Food & PD
15	341	Hosh Kumari	04/09/1964	2010	Power
16	342	Panna Lal	10/01/1965	2010	DoP&T
17	343	Rajesh Kumar	03/10/1965	2010	Telecom
18	344	Kanwar Paul	03/11/1965	2010	Earth Sc.
19	345	Ramesh Chand	04/07/1961	2010	DoP&T
20	346	Satish Kumar	24/11/1965	2010	Health & FW
21	347	S.K. Ghuge	11/11/1962	2010	Defence
22	348	Muni Ram	01/03/1962	2010	Textiles
23	350	Juleta Minj Lakra	11/07/1961	2010	IP&P
24	351	Sudha	13/08/1966	2010	Steel
25	352	Ashok Kumar	07/05/1968	2010	Steel
26	353	C.L. Pal	03/07/1964	2010	Health & FW
27	354	Rekha Dehariya	27/08/1964	2010	Water Res.
28	355	Edward Toppo	12/01/1968	2010	Food & PD
29	356	Aruna Kumari	25/07/1964	2010	Agriculture
30	357	Kamlesh Pal	30/07/1963	2010	MHA
31	358	Raj kumar Mahor	05/03/1964	2010	Telecom
32	360	Harcharan Dass	06/01/1968	2010	Water Res.
33	361	Sarla Singh	17/02/1965	2010	Environment
34	362	Gurmeet Bhardwaj	25/10/1964	2010	Expenditure
35	363	Surender Singh	14/11/1960	2010	Water Res.
36	366	Mahendra Prasad	18/04/1970	2010	Consumer Affairs
37	367	K.N. Mohadikar	24/06/1963	2010	IP&P
38	368	Daljit Kaur	07/05/1970	2010	Telecom
39	369	Pushpa Rani Rao	23/10/1967	2010	Legal Affairs
40	370	V.K. Suman	17/03/1962	2010	P&NG

41	371	Lucy Bara	02/04/1968	2010	NITI Aayog
42	372	Usha	02/10/1970	2010	Health & FW
43	374	Benjamin Kisku	08/11/1959	2010	Civil Aviation
44	375	Teresa Kujur	01/12/1965	2010	Legal Affairs
45	376	Gopilal Mannewar	25/03/1963	2010	Expenditure

**3rd nomination as a special case.

* Last & final nomination.

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Nidhi

Annexure-II

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