

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 25 May, 2018

OFFICE MEMORANDUM

Subject: **Level-IV Training Programme for PPSs of CSSS scheduled to be held at ISTM
wef. 25.06.2018 to 20.07.2018.**

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 being conducted by ISTM w.e.f **25.06.2018 to 20.07.2018.**

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the Sr.PPS grade** Cadre Units 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. In case, an officers 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 officers at S.No. 1 to 7 were nominated for 2nd time.

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 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 the 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, New Delhi-11067 at Telephone No. 26165593 & M.No. 9868979223.

(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:

1. ISTM, (Rajeev Kumar Jha, 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.

List of PPS nominated for Level-IV training programme at ISTM wef. 25.06.2018 to 20.07.2018

S.No.	S.No. of O.M. dt. 06.05.16	Name(Shri/Smt./Ms.)	Date of Birth	SLY	Cadre where working
1	299	H.L. Meshram*	20/06/1965	2010	Environment, Forests & CC
2	305	Susheel Kumari*	06/07/1964	2010	Housing & Urban Aff.
3	321	Sanjay Chopra*	01/07/1965	2010	SJ&E
4	322	Suraj Parkash Malhotra*	13/04/1968	2010	Defence
5	341	Hosh Kumari*	04.09.1964	2010	Power
6	350	Juleta Minj Lakra*	11/07/1961	2010	Housing & Urban Aff.
7	362	Gurmeet Bhardwaj*	25/10/1964	2010	Expenditure
8	377	Vimla Rani	09/04/1966	2010	MHA
9	378	Ravinder Kumar	01/01/1968	2010	MHA
10	379	Ramesh Kumar	27/05/1967	2010	Culture
11	380	Tara Chand	01/05/1969	2010	MHA
12	381	Indresh Kumar	26/06/1967	2010	MHA
13	382	Devi Singh Pulast	13/03/1966	2010	HRD
14	383	Shanta Devi	13/01/1964	2010	Skill Development
15	384	Parveen Chander	12/05/1962	2010	Legal Affairs
16	385	Sarita Singh	20/08/1965	2010	Telecom./MHA
17	386	Anil Kumar Singh	10/06/1967	2010	Environment
18	387	Baldeep Kumar	12/06/1967	2010	Steel
19	388	Dhan Singh Bharati	08/07/1969	2010	Commerce
20	389	Geeta Rana	05/01/1966	2010	Expenditure
21	390	Sunita Sidhu	20/08/1967	2010	Urban Dev.
22	391	Poonam Rani	10/07/1967	2010	MNRE
23	392	Subhash Kumari Kailay	20/12/1965	2010	MHA
24	393	Anita Saroj	27/02/1967	2010	MHA
25	394	Sushil Verma	30/11/1962	2010	Health & FW
26	397	Ram Deen	10/07/1961	2010	Shipping
27	401	A.K.Gaur	16/06/1965	2010	MHA
28	402	Ch. V.B. Setty	26/05/1967	2010	Telecom
29	403	Anoop Singh Rawat	26/08/1966	2010	Agriculture & Coop.
30	404	N. Venkatesan	20/03/1966	2010	MHA
31	405	M. Jagannatha Rao	09/03/1969	2010	Commerce
32	406	Ashwani Batra	26/06/1969	2010	MHA
33	407	Madhu Kapoor	20/05/1965	2010	Rural Dev.
34	409	A. RadhaKrishnan	28/07/1960	2010	Defence
35	410	Thakur Singh Negi	10/02/1968	2010	Tribal Affairs
36	411	H. Govind	15/07/1968	2010	DoP&T
37	412	Rajesh Sharma	31/07/1969	2010	Steel
38	413	Sneh Lata Jawas	26/04/1966	2010	Power/MHA
39	414	N. Ravi Kumaran	07/04/1965	2010	Posts/Steel
40	415	Vibha Mehta	27/07/1973	2010	MHA
41	416	Latha Ashokan	03/12/1966	2010	NITI Aayog
42	417	Gagan Deep Chawla	18/06/1973	2010	Expenditure
43	418	Anand Prakash	08/12/1967	2010	Defence
44	419	M.I.D. Bhavani	08/07/1968	2010	MHA
45	420	K.P Ramaverma	16/01/1962	2010	MHA(NSCS)

*Last & final nomination

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