

No. 21/3/2018-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- 11th January 2019.

OFFICE MEMORANDUM

Subject: **Level-II Training Programme scheduled to be held from 28.01.2019 to 08.02.2019 at ISTM for PAs/PSs of CSSS – reg.**

The undersigned is directed to say that PAs 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 **28.01.2019 to 08.02.2019**

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. 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.20,000/-(Rupees twenty 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.

6. 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 28.01.2019.**

7. 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, (Shri H. Govind, Deputy 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 PAs nominated for Level-II Training Programme at ISTM wef. 28.01.2019 to 08.02.2019.

S.No	CSL	Name (Shri/Smt. /Ms.)	D.O.B	S.L	Cadre Unit
1	2666	Sitamani Ramesh	25-12-1963	2010	Housing & UA
2	2726	Manoj Kumar Saxena	23-02-1965	2010	NITI Aayog
3	2085	Juhie Menon	20-09-1978	2010	Defence
4	2728	Chiranjeev Kumar	13-06-1968	2010	I&B
5	2729	Rita Allagh	14-05-1966	2010	Food & PD
6	2730	B.Mehra	10-05-1969	2010	Health & FW
7	2731	Kajal Chakravorty	01-05-1965	2010	HRD
8	2733	L.K. Arora	29-04-1965	2010	Housing & UA
9	2734	Vandana Monga	18-03-1971	2010	MSME
10	2735	P.V. Narayanan	28-04-1966	2010	AYUSH
11	2737	Ishwar Singh Bhandari	18-04-1968	2010	DOPT
12	2738	Rajani Menon	26-09-1971	2010	Health & FW
13	2739	Sunil Kumar	24-10-1967	2010	Health & FW
14	2740	Jagdeep Kaur	02-11-1967	2010	Expenditure
15	2741	Kiran Oberoi	28-12-1966	2010	Labour
16	2742	Mona Shori	30-01-1969	2010	Health & FW
17	2743	Sarita Chadha	22-11-1966	2010	Skill Dev.
18	2744	Neelam Malik	17-03-1967	2010	Expenditure
19	2745	D. Mishra	18-04-1969	2010	Home Affairs
20	2746	Sunita Choudhary	15-09-1968	2010	Expenditure
21	2747	Anil Kumar	13-03-1967	2010	Power
22	2749	Manpreet Singh	18-07-1965	2010	HRD
23	2750	Usha Vijay Salain	29-05-1966	2010	Legal Affairs
24	2752	Bonala Hanumantha Rao	01-02-1968	2010	Commerce
25	2753	Ananthanarayanan T. R	03-02-1967	2010	Mines
26	2754	Jayasree Neelakantan	01-07-1966	2010	I & B
27	2756	Jitendra Singh Chug	17-02-1968	2010	I & B
28	2757	Ajay Kumar Juneja	02-06-1964	2010	SJ&E
29	2760	Narender Kumar Kadyan	09-01-1963	2010	UPSC
30	2762	D.Sridharan	03-11-1962	2010	MSME
31	2763	Krishan Gopal	21-11-1964	2010	Labour
32	2764	Meenakshi Bajpai	02-03-1968	2010	SJ&E
33	2765	Renu Sharma	06-10-1966	2010	TRIBAL AFF.
34	2766	Nand Kishore Sah	03-07-1962	2010	Expenditure
35	2768	Meena Lalwani	22-07-1962	2010	Corporate Aff.
36	2769	Veena Sethi	03-02-1968	2010	Health & FW
37	2770	F.Hilary Joseph	14-01-1961	2010	Housing & UA
38	2771	C. Sheeba Davis	27-02-1967	2010	Earth science
39	2772	K.Mahendran	08-12-1966	2010	DONER
40	2773	Shiv Kant	05-07-1962	2010	HRD
41	2774	Sangeeta Arora	09-08-1963	2010	Mines
42	2775	A.K.Dhingra	02-02-1964	2010	Expenditure
43	2776	Maya Y. Golatkar	18-11-1962	2010	Legal Affairs
44	2778	Annama Thomas	25-04-1962	2010	HRD
45	2781	V. Raghavaiah	19-06-1964	2010	DONER

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 _____
9. Select List Year _____
10. Whether the nominee is a member Yes/No
a. of SC/ST if yes, please specify SC/ST
11. Previous Training undergone
a. ISTM _____
b. Other Training Institute _____
12. Address
a. Office Address _____
b. Ministry/Department _____
c. Name of Building & Room No. _____
d. Office Tel. No. _____
e. Residential Address _____
f. Mobile/Tel. No. _____
g. E-mail _____
13. Signature _____