

No. 2/1/2013-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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Lok Nayak Bhawan, Khan Market  
New Delhi - 110 003,  
Dated, the 28<sup>th</sup> February, 2019

**OFFICE MEMORANDUM**

**Subject: Level-IV Training Programme for PPSs of CSSS scheduled to be held at ISTM wef. 01.04.2019 to 26.04.2019.**

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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 being conducted by ISTM w.e.f . 01.04.2019 to 26.04.2019.

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the post of 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 4<sup>th</sup> 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 3 were nominated for 2<sup>nd</sup> time.

4. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4<sup>th</sup> 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 Ms. R. Gayatri, Joint Director, ISTM, New Delhi-110067 at Telephone No. 26180589.

(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, (Ms. R. Gayatri, Course Director & Joint 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. 01.04.2019 to 26.04.2019

S.No.	S.No. of OM. Dt. 06.05.16	Name (Sh/Smt/Ms.)	Date of Birth	SLY	Cadre
1	454	Jaya Sadanandan*	14-Jun-65	2011	MHA
2	467	Shobhana Menon*	14-Aug-62	2011	Fertilizers
3	469	Anandaraman S.	9-May-69	2011	Legal Affairs
4	470	Satish Kumar Batra	30-Sep-69	2011	Health & FW
5	471	P.Gayatri	6-Aug-65	2011	Expenditure
6	472	Dalip Kumar Sharma	21-May-69	2011	Power
7	475	Himalini Parasher	15-Feb-73	2011	Power
8	476	Surender Kumar Sharma	31-May-68	2011	Expenditure
9	478	Surinder Kaur	13-Mar-65	2011	MHA
10	481	Srividya Ramesh	21-Jul-65	2011	Power
11	482	Radha Sridharan	13-May-65	2011	Health & FW
12	483	S Krishnaveni	14-Mar-67	2011	Health & FW
13	484	Vinod Kumar	1-Oct-62	2011	Health & FW
14	485	Sampuran Singh	8-Dec-64	2011	P&NG
15	486	A.Y. Anand Raj	29-Jul-71	2011	DoP&T
16	487	Sanjay Kumar	31-Oct-77	2011	Environment
17	488	Anand Kumar	26-Mar-73	2011	Legal Affairs
18	490	R.Kalai Selvi	17-Oct-66	2011	Urban Dev.
19	491	Lekh Raj	15-Jan-63	2011	Expenditure
20	492	Suman Mahi	30-Nov-71	2011	P&NG
21	493	Harvinder Phalwaria	30-Nov-71	2011	I&B
22	494	Ishwar Singh	5-Dec-65	2011	Commerce
23	495	Naveen Kumar	22-Nov-70	2011	Rural Dev.
24	496	Anil Kumar	26-Jan-71	2011	Rural Dev.
25	497	Vandana Singh	25-May-72	2011	HRD
26	498	Het Ram	20-Jul-66	2011	Expenditure
27	499	Ranjeet Singh	31-May-65	2011	Defence
28	500	Mahesh Kumar	12-Nov-64	2011	I&B
29	501	Satish Kumar	16-Aug-69	2011	DoP&T
30	502	Navdeep	18-Jul-67	2011	Water Res.
31	503	Rajender Prasad	30-Jul-71	2011	Posts
32	504	Anil Kumar	6-Jul-67	2011	Water Res.
33	505	Sansar Chand Birdi	10-Sep-66	2011	MHA
34	506	Shyam Kishore	15-Jul-67	2011	Expenditure
35	507	Adarsh Kumar	13-Jun-71	2012	Health & FW

\* Last and Final 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 Stenographer \_\_\_\_\_
  6. Academic qualification \_\_\_\_\_
  7. Date of joining as PPS \_\_\_\_\_
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- 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 \_\_\_\_\_

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Signature