

No. 21/1/2019-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- 29th April 2019.

OFFICE MEMORANDUM

Subject: **Level-II Training Programme scheduled to be held from 13.05.2019 to 24.05.2019 at ISTM for PAs/PSs of CSSS – reg.**

The undersigned is directed to say that PAs/PSs 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 **13.05.2019 to 24.05.2019**.

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. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved on time. If an officer has been deployed on any duty relating to the General Election to Lok Sabha, 2019, he/she should not be relieved for attending the training this time as he/she stands exempted from attending the aforesaid training programme. In such cases, the officer will be nominated for the next batch of Training programme scheduled to be held in June, 2019.

6. All officers nominated for the aforesaid Level-II training programme, are also directed to visit the ISTM website and fill the online form and submit the same online ([http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)) without fail immediately. The officers 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.

7. 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.35,000/-(Rupees Thirty Five 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.

8. 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 13.05.2019.**

9. 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 Jitender Bhatti, Assistant 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/PSs nominated for Level-II Training Programme at ISTM wef.
13.05.2019 to 24.05.2019.**

S.No	CSL No.	Name (Shri/Smt. /Ms.)	Cadre Unit	Date of Birth
1	2557	Kusum Dilawari	Housing &UA	20-07-1965
2	2898	Deepa Joshi	Tribal Affairs	06-07-1969
3	2899	Samay Singh	Home Affairs	07-07-1962
4	2900	U. Krishna Kutty	DoNER	24-05-1961
5	2901	C.Suriyanarayanan	Housing &UA	28-01-1969
6	2902	B. Neela Mohana Rao	Housing &UA	10-06-1971
7	2903	Praveen Kumar Goswami	Housing &UA	08-12-1972
8	2904	M.K. Wadhwa	DOPT	24-02-1967
9	2905	Asha Rani Sharma	Housing &UA	12-09-1966
10	2907	Smitha Viju	Commerce	12-05-1968
11	2909	S.B. Mridula Sanjeevan	Power	25-02-1962
12	2910	D.C. Pant	EF&CC	17-06-1965
13	2911	Gaurav Burman	MSME	05-12-1968
14	2913	Naveen Kr. Tiwari	Posts	22-10-1968
15	2914	Y.P. S. Rawat	Civil Aviation	30-09-1969
16	2915	Vinod Kumar Gupta	Expenditure	03-10-1970
17	2916	Rakesh Mohan	FPI	01-10-1972
18	2917	Sandhya Pandey	Power	20-02-1969
19	2918	Darshan Lal	Posts	15-03-1971
20	2919	Manju Mishra	Health & FW	01-07-1973
21	2920	Shailja Raturi	Corporate Aff.	26-02-1968
22	2921	Neerja Tripathi	Expenditure	18-12-1971
23	2922	Sanjay Sharma	Fertilizers	13-09-1973
24	2923	Ganesh Kumar	DOPT	12-12-1968
25	2924	Mahender Singh	Mines	27-07-1968
26	2925	Naresh Kumar	I & B	05-01-1973
27	2926	Mohd. Shahin Akhtar	Home Affairs	08-10-1972
28	2927	Chhannu Ram	Water Res.	01-01-1971
29	2928	Mamta Suri	Commerce	05-12-1972
30	2929	Vinod Kr. Ghole	Power	23-03-1972
31	2930	Kishore Kr. Hemdani	MNRE	23-02-1972
32	2931	Vikas Awasthi	Expenditure	04-06-1972
33	2932	Alka Agarwal	Power	07-10-1969
34	2933	Anupam Dubey	EF&CC	01-04-1970
35	2934	Damodar Prasad	Home Affairs	05-05-1970
36	2935	Manisha Jha	Power	08-09-1971
37	2936	Ashim Kumar Das	Power	28-09-1964
38	2937	Anju Devi	Expenditure	06-12-1973
39	2938	Varad Rawat	RTH	05-02-1969
40	2939	Ritu Gupta	Expenditure	30-04-1971
41	2940	Kanchan Arya	DOPT	10-12-1972

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 PA _____
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