

IMMEDIATE

No. 2/2/2019-CS.II (A)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110 003.

Date: 07.10.2019

OFFICE MEMORANDUM

Subject: Level-IV Training Programme for PPSs of CSSS scheduled to be held at ISTM from 04.11.2019 to 29.11. 2019— regarding.

The undersigned is directed to say that PPSs of CSSS whose names are given in the **Annexure** to this OM have been nominated to participate in the Level-IV training programme being conducted by the ISTM from 04.11.2019 to 29.11. 2019.

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's O.M. No. T-25017/1/2015-Trg. (ISTM Section) dated 4th July, 2016.

3. **In case, any officers is not working in the cadre mentioned against his/her names, concerned cadre unit may please bring the same to the notice of this Department immediately to enable to take further necessary action.**

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.

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5. Permission of the competent authority is also hereby conveyed to all the participants, Course Director and Observer to apply for political clearance and official passport for foreign visit.

6. All the nominated officers are directed to visit the ISTM website and fill in the form and submit the same online immediately. The link is <http://www.istm.gov.in/home/online-ctp-form>. They may take a print-out of the form so filled up and submitted online, and then get it signed by the sponsoring authority and carry it with them on the joining day of the course at ISTM.

7. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CSCMS) may please be sent to **Shri B. Dhanesh, Joint Director** & Course Director, ISTM, New Delhi-110067/ Ph. No. 26737508.



(Dinesh)

Under Secretary to the Govt. of India

Tel: 2465 4020

To

The Director/ Deputy Secretary (Admn.) of the Cadre/ Ministry (as per the list attached).

Copy to :-

1. ISTM [**Shri B. Dhanesh, Joint Director** & Course Director], Administrative Block, Old JNU Campus, New Delhi-**110 067**. It is requested that **(i)** a copy of the signed form authenticated by the sponsoring authority and submitted by the participants & **(ii)** a list of participants not attended the training programme may please be furnished to this department at the earliest.
2. Training Division, DoP&T, Old JNU Campus, New Delhi.
3. Officers concerned (through website of DoP&T)

Annexure to the OM No. 2/2/2019-CS.II(A) dated 07.10.2019

List of PPSs of CSSS nominated for Level-IV training programme to be held from 04.11.2019 to 29.11. 2019.

S.N o.	S.No. of OM. Dt. 06.05 .16	Name (Shri/Smt. /Ms.)	Date of Birth	Cadre	SLY
1	490	R. Kalai Selvi*	17-10-1966	Urban Dev.	2011
2	639	Shakuntla Makhija	01-07-1965	Supply	2013
3	641	V.P. Ranga	04-05-1964	MHA	2013
4	643	Rajwati Dungdung	24-01-1973	Supply	2013
5	644	Rakesh	12-01-1962	Commerce	2013
6	645	Harshwardhan Singh Rawat	10-11-1967	MHA	2013
7	647	P. Shankar	05-05-1965	H&FW	2014
8	648	Aarti Choudhary	13-06-1968	Water Res.	2014
9	649	Kamal Singh	01-07-1962	Legal Affairs	2014
10	652	Rajalakshmi Sridhar	26-07-1966	Labour	2014
11	653	Radha Sankaran	27-05-1965	S &T	2014
12	654	Devender Kumar	19-03-1966	UPSC	2014
13	655	Sarabjit Singh Sandhu	20-07-1964	Civil Aviation	2014
14	656	Yash Pal	01-12-1973	Telecom	2014
15	657	Daulat Singh Tariyal	12-07-1970	Water Res.	2014
16	658	Deepak Kukerja	04-12-1964	Telecom	2014
17	659	Monica Malhotra	31-12-1973	Fertilizers	2014
18	660	Neeru Kapur	15-05-1965	Corporate Aff.	2014
19	662	Chitra Bhaskaran	07-03-1969	Consumer Aff.	2014
20	663	Mukta Makar	03-05-1968	IP&P	2014
21	664	Vishwajit Kalyani	09-09-1962	Water Res.	2014
22	665	Sarita Rani	23-06-1963	Urban Dev.	2014
23	666	Lalit Kumar	06-03-1974	Labour	2014
24	667	Tarun Kumar	21-03-1965	Telecom	2014
25	668	Atul Khurana	28-08-1973	Supply	2014
26	670	Hans Raj	09-04-1969	Urban Dev.	2014
27	671	N.K.Grover	23-11-1965	Posts	2014
28	672	Kitty	04-01-1972	IP&P	2014
29	673	Ganesh Chandra Rao Sahu	15-08-1967	Water Res.	2014
30	674	Kakani Sarma	02-02-1969	I&B	2014
31	675	V.A. Venkata Chalam	27-06-1964	UPSC	2014
32	676	C.M.Singh	03-09-1966	Telecom	2014
33	677	Sangita Srivastava	11-03-1966	MHA	2014
34	678	Jatinder Kumar Bhutani	09-05-1972	Posts	2014
35	679	Kulvinder Kaur	18-12-1968	Labour	2014

* 2nd Nomination

