Most Immediate

08/05/2011-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the 21st **April, 2011**

OFFICE MEMORANDUM

Subject : Level 'D' Training Programme at the ISTM for Section Officers who are in the Zone of Promotion for Grade I (US) of the CSS. (23/05/2011 to 15/07/2011)

The undersigned is directed to inform that Section Officers promoted on adhoc basis to Grade I (Under Secretary) vide **DOP&T Orders No.5/3/2010-CS-I(U) dated 3rd September 2010**, whose particulars are given below, have been **re-nominated**, for the above mentioned **Level 'D' Training Programme** which is being conducted by ISTM w.e.f. **23/05/2011 to 15/07/2011**.

S. No	CSL No	NAME Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Deptt.
1	6738	Jyoti Gulati	16/01/64	SSC
2	6743	Rakesh Singh Nayal	23/08/69	Health & Family Welfare
3	6758	MK Meena	25/04/67	Home Affairs
4	6767	C A Joseph	14/10/58	Steel
5	6768	Ajay Kumar Mishra	10/01/66	New & Renewable Energy
6	6775	Vadali Rambabu	19/08/71	AR&PG
7	6776	Sunita Saxena	04/04/66	AR&PG
8	6790	S.K. Pani	08/03/64	AR&PG
9	6792	Debashis Dey	01/05/64	DONER
10	6793	Ram Gopal	28/01/65	RGI
11	6794	Manoj Kumar Sinha	26/09/65	Biotechnology

2. The above officers have been promoted on ad-hoc basis under the condition that the officers who have not undergone mandatory Level 'D' Training as enjoined in cadre training plan for the CSS, will have to undergo the aforesaid training within a period of six months. **In order to comply with the mandatory conditions for imparting training for holding higher responsibilities these officers are given a last and final chance for the successful completion of the mandatory Level 'D' training programme**. The concerned authorities are therefore requested that the officers may be relieved of their duties without fail and advised to **report to Smt. Vinod Jindal, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 23rd May, 2011**. In case these officers are not relieved by the concerned Ministry/Deptt. or in case any of them does not complete the training successfully, such non-attending of the training or not completing the training successfully would **entail reversion to the post of Section Officer apart from any other action as deemed necessary**.

3. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated above may be advised to draw necessary TA/DA advance of **Rs. 55,000/-** (Rs.10,000/- for study tour and Rs.45,000/- for the field visit in states) from their respective Ministry/ Department. This amount may be sanctioned in the name of nominated officers in the form of Cash and the same will be collected by ISTM from the participating officers.

4. Confirmation with regard to the release of the officers along with their respective bio-data(Annexure-II) may please be sent by **06th May, 2011** to **Smt.Vinod Jinal,** Joint Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. **Smt. Vinod Jindal,** JD/(Co-ordinator), ISTM, is accessible on Phone No.26161375 (O).

(**G. C. Rout**)
Under Secretary to Government of India
Tele. : 24629413

To
{Joint Secretary(Admn.) concerned}
Ministry/Department of
New Delhi.

Copy forwarded for information and necessary action to : -

1 Officers concerned.

2. ISTM, (**Shri K. Govindarajulu - Deputy Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. **A-33090/1/2005-ISTM (Coord) dated 05th January, 2011. ER Sheets of the participants may also be got filled up, as already requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2nd July 2009 .**
3. ISTM, (**Smt. Vinod Jindal, Joint Director), Admn. Block, Old JNU Campus, New Delhi-11067 - The list of officers, who report for training on 23rd May, 2011 may please be furnished to this Department next day positively.**
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. PA to Director(CSI)
6. **US(U),** CSI Section, DOP&T – **For confirming the training status of the officers while considering their regularization.**
7. Website of this Department(www.persmin.nic.in<CS Division<CSS<Training Circulars<S.O.)
8. Guard File.

(**G. C. Rout**)
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Annexure II

CURRICULAM VITAE

1. Name of the Officer Nominated _____

2. Date of Birth _____

3. Designation & Scale of Pay _____

4. Office in which employed _____

_____

_____

_____

5. Academic Qualification _____

_____

_____

6. Date of joining as **Section Officer** _____
Select List year _____

7. Whether the nominee is a member of SC/ST. If yes, please specify — Yes/No
SC/ST

8. Previous Training undergone
(a) ISTM _____

(b) Other Training Institute _____

9. (i) Office Address _____

Ministry/Department _____

Name of Building & Room No. _____

Place of Office, Tele. No. _____

(ii) Residential Address _____

with Tele. No, _____

e-mail, if any. _____