

No. 21/1/2012-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Lok Nayak Bhawan, New Delhi – 110 003.  
Dated the 15<sup>th</sup> January, 2015

OFFICE MEMORANDUM

**Subject:- Level-II Training Programme from 02/02/2015 to 13/02/2015 (Two weeks) for PA of CSSS -reg.**

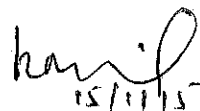
The undersigned is directed to say that PAs/PSs, whose names are given in the Annexure-I have been nominated to participate in the Level-II Training Programme to be conducted by the ISTM from 02/02/2015 to 13/02/2015. **It may be noted that these officials have been promoted to the Grade of Private Secretary (PS) vide OM No. 4/8/2013-CS.II(A) (Part-I) dated 31.12.2014 of this Department on the condition they would successfully complete Level-II training under CTP whenever nominated by this Department.** Therefore, these officials, whose name are placed at the Annexure be relieved of their duties from their present cadre with the direction to report to the Course Coordinator, **Shri Vadali Rambabu, Deputy Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 02/02/2015.**

2. Cadre Authorities are requested to:-

- i) ensure that the officers nominated for the above training programme are relieved in time.
- ii) sanction an advance of Rs. 20,000/-(Rupees twenty thousand only) as T.A. advance for each participant along with their relieving order.
- iii) forward Curriculum Vitae of each participant specifically indicating their gender and medium in prescribed proforma, as per Annexure II to the Course-Coordinator.

3. The officials concerned should also make efforts in their own interest to get relieved for the said training programme.

4. **Non participation in training programme would be viewed seriously.**

  
15/1/15

(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Tel.No. 24623157

To

- (i) All Cadre Units of CSSS
- (ii) Concerned officials.

Copy forwarded to:-

ISTM (Shri Vadali Rambabu, Deputy Director), ISTM Administrative Block, JNU  
Campus (Old), New Delhi-110067.

**Annexure to OM No. 21/1/2012-CS.II(A) dated 15.01.2015**

| <b>S. No.</b> | <b>CSL No.</b> | <b>Name of the officials</b> | <b>Date of Birth</b> | <b>SL in the PA Grade</b> | <b>Cadre where nominated on promotion to PS Grade</b> |
|---------------|----------------|------------------------------|----------------------|---------------------------|-------------------------------------------------------|
| 1             | 1303           | Ved Bala                     | 10/07/1960           | 2004                      | Expenditure                                           |
| 2             | 1357           | Shakuntala Dogra             | 11/05/1960           | 2005                      | MSME                                                  |
| 3             | 1365           | P K Ohri                     | 09/11/1959           | 2005                      | Agriculture                                           |
| 4             | 1425           | Manju Gogia                  | 20/12/1962           | 2005                      | UPSC                                                  |
| 5             | 1437           | Santosh Rajpal               | 07/01/1959           | 2005                      | Expenditure                                           |
| 6             | 1445           | Swaran Anand                 | 16/12/1959           | 2005                      | Expenditure                                           |
| 7             | 1447           | Veena Luthra                 | 17/11/1960           | 2005                      | Telecom                                               |
| 8             | 1475           | Krishan Kumar Sharma         | 01/07/1959           | 2005                      | Rural Dev.                                            |
| 9             | 1476           | Chander Kanta                | 14/06/1972           | 2005                      | Food & PD                                             |
| 10            | 1477           | Gulshan Kumar                | 05/12/1962           | 2005                      | Labour                                                |
| 11            | 1478           | Jitendra                     | 01/05/1973           | 2005                      | Power                                                 |
| 12            | 1480           | Neera                        | 13/09/1972           | 2005                      | Agriculture                                           |
| 13            | 1481           | Noor jahan                   | 08/06/1959           | 2005                      | Supply                                                |
| 14            | 1483           | Anita Gambhir                | 15/03/1962           | 2005                      | Supply                                                |
| 15            | 1485           | M P Katyal                   | 09/03/1959           | 2005                      | I&B                                                   |
| 16            | 1505           | Nirmala Chowdhary            | 29/09/1959           | 2005                      | Power                                                 |
| 17            | 1508           | Monika Manglik               | 27/02/1975           | 2005                      | Culture                                               |
| 18            | 1509           | S Rajamony                   | 09/11/1959           | 2005                      | Expenditure                                           |
| 19            | 1511           | R P Mudgal                   | 01/05/1961           | 2005                      | Legal Affairs                                         |
| 20            | 1555           | Meena Viz.                   | 01/09/1960           | 2006                      | Agriculture                                           |
| 21            | 1558           | Bharatendu Sharma            | 11/04/1970           | 2006                      | S&T                                                   |
| 22            | 1559           | R C Khosh                    | 30/10/1958           | 2006                      | I&B                                                   |
| 23            | 1561           | Gulshan Kumar                | 07/08/1962           | 2006                      | Civil Aviation                                        |
| 24            | 1563           | Punam Verma                  | 05/05/1961           | 2006                      | Defence                                               |
| 25            | 1565           | Hari Om                      | 30/01/1958           | 2006                      | Defence                                               |
| 26            | 1571           | Rachna Duggal                | 16/03/1979           | 2006                      | Food & PD                                             |
| 27            | 1576           | Shippy Narang                | 11/04/1957           | 2006                      | I&B                                                   |
| 28            | 1581           | Yashpal                      | 21/07/1975           | 2006                      | Power                                                 |
| 29            | 1582           | K.N.P. Nair                  | 28/11/1958           | 2006                      | Food & PD                                             |
| 30            | 1586           | Harish Lugani                | 03/06/1962           | 2006                      | Health & FW                                           |

| <b>S. No.</b> | <b>CSL No.</b> | <b>Name of the officials</b> | <b>Date of Birth</b> | <b>SL in the PA Grade</b> | <b>Cadre where nominated on promotion to PS Grade</b> |
|---------------|----------------|------------------------------|----------------------|---------------------------|-------------------------------------------------------|
| 31            | 1590           | Amar Jeet Singh              | 07/09/1959           | 2006                      | HRD                                                   |
| 32            | 1596           | Ravi Kaushik                 | 01/08/1958           | 2006                      | IP&P                                                  |
| 33            | 1597           | Anita Sharma                 | 16/01/1978           | 2006                      | I&B                                                   |
| 34            | 1602           | Indu Sood                    | 01/07/1961           | 2006                      | IP&P                                                  |
| 35            | 1604           | R.K.Gupta                    | 17/10/1961           | 2006                      | UPSC                                                  |
| 36            | 1606           | Santosh Sikka                | 05/08/1958           | 2006                      | IP&P                                                  |
| 37            | 1608           | Ranjit Bhatia                | 01/11/1960           | 2006                      | IP&P                                                  |
| 38            | 1609           | Dimple Johar                 | 09/08/1977           | 2006                      | I&B                                                   |
| 39            | 1611           | Dinesh C                     | 19/11/1970           | 2006                      | Urban Dev.                                            |
| 40            | 1618           | Satya Pal Bhati              | 02/03/1957           | 2006                      | Power                                                 |
| 41            | 1620           | Chander Shekhar              | 17/03/1957           | 2006                      | Labour                                                |
| 42            | 1623           | Geeta Negi                   | 18/11/1977           | 2006                      | I&B                                                   |
| 43            | 1624           | Kirti Vikas Oze              | 22/06/1963           | 2006                      | Labour                                                |
| 44            | 1632           | Suman Kalia                  | 06/07/1958           | 2006                      | IP&P                                                  |
| 45            | 1633           | Madhu Khurana                | 01/05/1970           | 2006                      | Legal Affairs                                         |
| 46            | 1931           | Rajendra Kumar               | 20/09/1973           | 2008                      | Expenditure                                           |
| 47            | 1932           | Bharat Kumar                 | 24/07/1972           | 2008                      | WCD                                                   |
| 48            | 1942           | Prahalad Singh               | 25/10/1968           | 2008                      | MSME                                                  |
| 49            | 1944           | C. Jamuna                    | 13/04/1967           | 2008                      | IP&P                                                  |
| 50            | 1952           | Anil Kumar                   | 02/08/1974           | 2008                      | Expenditure                                           |

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 Stenographers \_\_\_\_\_
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. (i) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Office Tel. No. \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Mobile/Tel. No. \_\_\_\_\_  
e-mail \_\_\_\_\_

\_\_\_\_\_  
Signature