Most Immediate

8/5/2015-CS-I (Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 8th **June, 2015**

OFFICE MEMORANDUM

Subject : Level 'F' Training Programme at ISTM during 20/07/2015 to 07/08/2015 – Nomination regarding.

***

The undersigned is directed to inform that Officers of the CSS in the Grade of Deputy Secretary / Director whose names are given in **Annexure-I** have been nominated to participate in the Level 'F' Training Programme being conducted by ISTM w.e.f. **20/07/2015 to 07/08/2015.** It is requested that officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri Satyajit Mishra,** Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 20th July, 2015.**

2. As the training of the officers and successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute as this would affect the promotion of the officers.

3. The aforesaid training includes an overseas component and participants will be required to prepare reflection papers on their overseas visits. The expenditure incurred on the overseas visits will be borne by the ISTM.

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4. Confirmation with regard to the participation of the officers along with their respective bio-data **(Annexure II)** may please be sent to **Shri Satyajit Mishra**, Joint Director, ISTM, New Delhi at the earliest, at the aforesaid address with a copy to the undersigned. **Shri Satyajit Mishra, Joint Director, ISTM** is accessible on **Phone No. 26161375**.

(**Biswajit Banerjee**)
Under Secretary to the Government of India
Tele. : 24629413

To

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

Copy forwarded for information & necessary action to :-

1. Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067.
2. Shri Satyajit Mishra, Joint Director, ISTM, Old JNU Campus, New Delhi. The list of officers, who report for training on 20th July, 2015 may please be furnished to this Department the next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. PA to Director(CSI)
5. US(D)
6. Guard file
7. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat >CSS/Training Nomination Circulars/DS)

(**Biswajit Banerjee**)
Under Secretary to the Government of India
Tele. : 24629413

Annexure – I

Level 'F' Training Programme for Deputy Secretaries / Directors of CSS (20/07/2015 to 07/08/2015)

S.No.	CSL No.	Name of the Officer Sh/Smt/Ms	Date of Birth	Cadre Ministry/Department
1	3625-A	V.C. Chaturvedi	16-Jul-67	Deputation
2	3950-A	Thanglemlian	21-Feb-70	Youth Affairs & Sports
3	4664	Maya Prakash	9-Oct-57	RTH
4	4726	S.B.Mandal	9-Dec-59	Cabinet Sectt.
5	4794	S.P. Katnauria	14-Apr-58	Textiles
6	4819	Mary B. Barla	22-Sep-57	Planning Commission
7	4821	Khatchin Langel	1-Mar-59	Water Resources
8	4893	L.Thangen	1-Mar-59	Health & FW
9	4136-A	Ajit B.Chavan	13-Oct-72	Commerce
10	4149-A	Ajay Kumar Kanoujia	16-Jun-66	Deputation
11	3926-A	Dr. Harmeet Singh	25-Jul-66	Defence
12	3954-A	L.Haokip	14-Jun-65	MSME
13	4254	P.Mohanadasan.	15-Mar-59	Deputation
14	4355-A	Shajan George P. Verghese	10-Feb-73	Cabinet Sectt.
15	4362-A	Lekhan Thakkar	19-Sep-70	Economic Affairs
16	4366-A	Syed Ekrani Rizvi	20-Oct-72	PMO
17	4378-A	Varsha Sinha	24-Jun-69	Commerce
18	4382	R. S. Bhatia	22-Dec-57	Defence
19	4390-A	Arvind Kumar	9-Apr-65	RML
20	4398-A	Sher shah	18-Oct-65	Mines
21	4402-A	Vijay Kr. Sinha	4-May-69	DOP&T
22	4420-A	Prakash Kr. Tamrakar	26-Jun-65	Minority Affairs(NCM)
23	4424-A	Sangeeta B. Rao	2-Jul-63	Defence
24	4433-A	Mercy Epao	4-Oct-69	DONER
25	4441-A	Ashin K. Deori	2-Apr-66	Heavy Industries
26	4443	T.V.A. Ram	15-Oct-57	SJE
27	4514	Y.M. Pande	18-Jul-58	Home(jus)
28	4522	N. Sriraman	16-Oct-58	DOP&T
29	4530.A	P.T.Bhutia	1-Apr-68	Power
30	4532	T.M. Skaria	29-Nov-57	SSC
31	4534	O.P.Dogra	31-Dec-57	SJE
32	4542	B.C. Behera	15-Jul-58	Rural Development
33	4549	N.Raja	13-Mar-60	DOP&T
34	4572	S.P. Singh	19-Jan-59	DONER
35	4596	A.K.Sharma	22-Dec-57	Defence
36	4599	Renuka Kumar	1-Oct-60	Rural Development
37	4613-A	Bhaskar Das Gupta	24-Jul-70	Economic Affairs

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 Deputy Secretary
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
(i) ISTM _____

(ii) Other Training Instt. _____

9. (i) Office Address _____

Ministry/Department _____

Room No. & Name of Building _____

Place of Office, Tele./Fax Nos. _____

(ii) Residential Address _____

with Tele. No, _____

e-mail, if any. _____