

No. 2/1/2013-CS-II(A)(Pt.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market
New Delhi – 110 003,
Dated, the 29th March, 2016.

OFFICE MEMORANDUM

Subject: **Three weeks' Level-IV Training Programme for PPSs of CSSS from 04.04.2016 to 22.04.2016.**

In continuation of this Department's O.M. of even no. dated 15.03.2016, the undersigned is directed to say that PPSs of CSSS, whose names are given in the Annexure-I to this O.M, have been nominated to participate in the Level-IV training programme being conducted by ISTM from 04.04.2016 to 22.04.2016.

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the Sr.PPS grade**. Cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved in time.

3. 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.45000/- (Rupees forty 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.

4. It is requested that these officers may be relieved of their duties with the direction to report to Shri K. Govindarajulu, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 04.04.2016.

5. Confirmation with regard to the release of the officers along with curriculum vitae of each participant in the prescribed proforma at Annexure-II be forwarded to Shri K. Govindarajulu, Joint Director & Course Director, ISTM, New Delhi with a copy to the undersigned.


29/3/16
(Kameshwar Mishra)
Under Secretary to the Govt. of India
Tel: 24623157

To

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

Copy to:

1. Shri K. Govindarajulu, Joint Director & Course Director, ISTM, New Delhi along with a copy of list of participants.
2. Officer concerned.
3. Training Division, DOP&T, Old JNU Campus, New Delhi.
4. Hindi Unit, DOP&T, North Block, New Delhi.
5. Guard File.

List of PPSs nominated for Level-IV Training Programme to be held from
04.04.2016 to 22.04.2016.

S.No.	Name of the officers (Shri/Smt./Ms.)*	Date of Birth	SLY	Cadre where working
1	Naresh Kumar Sud	15/08/1964	2010	I&B
2	Vijay Singh Rohilla	01/12/1963	2010	Expenditure
3	Rajesh Kumar Suri	20/11/1961	2010	Health & FW
4	Ram Shiromani Saroj	15/12/1962	2010	Tribal Affairs
5	Rupa Sharma	02/07/1961	2010	WCD
6	Devendra Singh	05/03/1968	2010	Expenditure
7	K.S.N.Rao	26/09/1960	2010	P&NG
8	Gurpal Kaur Soni	16/10/1967	2010	Expenditure
9	Shrinivas Ranga	16/05/1968	2010	DoP&T
10	Vikram Nair	10/09/1965	2010	Expenditure

*The officials have been nominated for the 2nd time.

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 PPS _____
8. Whether the nominee is a member _____
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