

IMMEDIATE

No. 21/1/2019-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 - 110003.

Dated : 02.01.2020

OFFICE MEMORANDUM

Subject: Level-II Training Programme from 20th January, 2020 to 31st January, 2020 for PSs of CSSS - regarding.

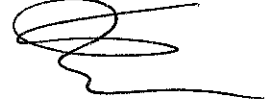
The undersigned is directed to say that PAs/PSs of CSSS, whose names are given in the **Annexure** to this OM, have been nominated to participate in the Level-II Training Programme being conducted by the ISTM from 20.01.2020 to 31.01.2020. **It may be noted that successful completion of Level-II training programme will be essential for promotion to the grade of Private Secretary.** The officers who do not attend or successfully complete the Level-II Training Programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.

2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time.
3. All nominated officers for the above stated training programme are directed to visit the ISTM website, fill the online form and submit the same online **without fail** immediately. The link is **[http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)**. The officers may take a print out of the form once filled up & submitted online, and then get it signed by their sponsoring authority, carry it with them on joining day of the course and submit the same to the course coordinator at ISTM.
4. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/Departments are required to sanction an advance of Rs.35,000/- (Rupees thirty five thousand only) as T.A. advance for each participant, along with their relieving order.



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5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Rajeev Kumar Jha, Assistant Director & Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 20.01.2020.



(Dinesh)

Under Secretary to the Govt. of India
Tel. No. 24654020

To

The Under Secretary (Admn.) of the concerned Cadre Units.

Copy to:-

1. Shri Rajeev Kumar Jha, Assistant Director & Course Director, ISTM, New Delhi. It is requested that **(i)** a copy of the signed from 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. 21/1/2019-CS.II(A) dated 02.01.2020
Level -II Training for CSSS Officials to be conducted by the ISTM w.e.f
20.01.2020 to 31.01.2020**

S.NO	CSL NO.	Name (Shri/Smt./Ms.)	D.O.B	Carde Unit
1	3103	Prem Kr. Baranwal**	24-10-1972	WCD
2	3108	Ravi Kumar Kansal*	31-08-1972	Expenditure
3	3116	M.V. Krishna Reddy*	16-06-1973	Corporate Aff.
4	3122	Parveen Bajaj*	01-11-1972	Power
5	3125	Sanjeev Khurana*	21-11-1968	DOPT
6	3134	Sonia Sharma*	09-07-1972	Env. & Forest
7	3137	Pratibha Rakheja*	10-09-1976	I & B
8	3139	K. Ravi Shankar*	13-08-1972	Home Affairs
9	3172	Priyanka Kapoor	21-04-1976	DOPT
10	3173	Monika Bajaj	26-02-1974	RTH
11	3174	Gurvinder Kaur	24-09-1975	UPSC
12	3175	Payal Verma	06-09-1975	RTH
13	3176	Binita Pandey	05-08-1973	Power
14	3178	Ritu Sridhar	04-09-1976	Expenditure
15	3179	Lalita Tuteja	05-03-1976	Agri. & Coopn.
16	3180	S. Kalpana	19-02-1977	Agri. & Coopn.
17	3181	Manish Gupta	11-12-1976	Expenditure
18	3182	Seema Goyal	19-09-1973	HOUSING& UA
19	3183	K. Madhavi Latha	22-07-1972	HOUSING& UA
20	3185	Anita Thakur	19-08-1974	DOPT
21	3186	Anupama Malhotra	19-01-1978	I & B
22	3187	Sanjay Sharma	09-07-1973	DOPT
23	3188	M.N. Jaya Kumar	28-01-1973	HOUSING& UA
24	3189	Zarina John Manwal	13-06-1972	UPSC
25	3190	Ranjan Giri	10-03-1974	Home Affairs
26	3191	Ashish Dutt	22-09-1977	Commerce
27	3192	Anju Bhandari	12-11-1975	DEFENCE
28	3193	Renuka Bhatt	02-09-1973	Power
29	3194	Anju Nair	16-02-1974	Shipping
30	3195	Meenakshi Kamra	22-09-1976	Earth Science
31	3196	Rekha Nagpal	13-01-1977	HOUSING& UA
32	3197	Sudhish Negi	16-10-1975	IP & P
33	3198	Ritu Juneja	30-08-1973	DOPT
34	3199	Anjana Patwal	14-09-1976	Water Res.
35	3201	Sunil Pappen	05-05-1973	Home Affairs

*2nd Nomination

**3rd Nomination

