

IMMEDIATE

**No. 2/1/2013-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 – 110 003.

Dated: 04.07.2019

OFFICE MEMORANDUM

Subject: Level-IV Training Programme for PPSs of CSSS scheduled to be held at ISTM from 05.08.2019 to 30.08.2019 — regarding.

The undersigned is directed to say that PPSs of CSSS whose names are given in the **Annexure** to this OM, have been nominated to participate in the Level-IV training programme being conducted by the ISTM from **05.08.2019 to 30.08.2019**.

2. It may be noted that **successful completion of Level-IV training programme is mandatory for promotion to the Sr. PPS grade.** Cadre Units are, therefore, requested to ensure that the officers nominated to the above training programme are relieved in time. No request for withdrawal/ exemption either from the Ministry/ Department or the officer concerned shall be entertained except on the grounds indicated in DoP&T's O.M. No. T-25017/1/2015-Trg.(ISTM Section) dated 4th July, 2016.

3. **In case, an officer is not working in the cadre mentioned against his/ her name, concerned cadre unit may please bring the same to the notice of this Department immediately to enable this Department to take further necessary action.**

4. DOP&T vide O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Services and Central Secretariat Stenographers' Services (CSSS) in respect of Cadre Training Plan (CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels has been reduced from 3 to 2.

5. Permission of the competent authority is also hereby conveyed to all the participants, Course Director and Observer to apply for political clearance and official passport for foreign visit.

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6. All the nominated officers are directed to visit the ISTM website and fill in the form and submit the same online immediately. The link is <http://www.istm.gov.in/home/online-ctp-form>. They may take a print-out of the form so filled up and submitted online, and then get it signed by the sponsoring authority and carry it with them on the joining day of the course at ISTM.

7. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Smt. R. Gayathri, Deputy Secretary & Course Director, ISTM, New Delhi-110 067 at Ph. No. 26180589/26737608.



(Dinesh)

Under Secretary to the Govt. of India

Tel: 2465 4020

To

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

Copy to:-

- (i) ISTM (Smt. R. Gayathri, Deputy Secretary & Course Director, Administrative Block, Old JNU Campus, New Delhi-110 067. The list of nominated officers participated in the aforesaid training programme may please be furnished to this Department.
- (ii) Training Division, DoP&T, Old JNU Campus, New Delhi.
- (iii) Hindi Unit, DoP&T, North Block, New Delhi
- (iv) Guard File.

Annexure to the OM No. 2/1/2013-CS.II(A), dated 04.07.2019

List of PPS nominated for Level-IV training programme at ISTM w.e.f. 05.08.2019 to 30.08.2019

S.No.	S.No. of OM. Dt. 06.05.16	Name (Sh/Smt/Ms.)	Date of Birth	SLY	Cadre
1	470	Satish Kumar Batra*	30-Sep-69	2011	Health & FW
2	509	R. Ravichandran	22-Feb-66	2012	DOPT
3	508	Madhulika Saxena*	08-Dec-63	2012	Housing & UA
4	558	Anupama P.*	04-Mar-65	2012	IP&P
5	530	Neelam Tarun*	05-Jun-62	2012	Food & PD
6	562	Kulvinder Singh	06-Nov-72	2012	I&B
7	563	Sanjeev Kumar	05-Feb-70	2012	Expenditure
8	564	Nand Kishore	15-Feb-68	2012	Food & PD
9	565	Ajay Kumar	10-Mar-66	2012	DOPT
10	566	Sunita Bharati	25-Apr-70	2012	MHA
11	567	Kundan Lal	31-Aug-62	2012	Environment
12	568	Ashok Kumar	17-Dec-68	2012	MHA
13	569	Munesh Chand	15-Jul-65	2012	Environment
14	570	Anil Kumar Akhria	18-Aug-67	2012	DOPT
15	571	Virender Kumar	06-Nov-64	2012	Power
16	572	Bokade Deochand	28-Sep-66	2012	MHA
17	573	Birendra Kumar	1-Aug-69	2012	Textiles
18	574	Kamla Aind	17-Aug-69	2012	Urban Dev.
19	576	Ajit Singh Sarpal	1-Aug-71	2013	Earth Sciences
20	577	H.Subair	4-Feb-65	2013	NITI Aayog
21	578	S. Lakshmi	30-Jan-73	2013	Urban Dev.
22	579	P.S. Prasanna Kumar	15-Jul-61	2013	Coal
23	580	Neeru Chopra	17-Jan-66	2013	Urban Dev.
24	581	Hemant Kumar Upreti	19-Apr-67	2013	Water Res.
25	583	Uma Venkatesan	27-Apr-68	2013	Defence
26	584	Rajni Bachani	28-Mar-65	2013	MHA
27	585	A.K. Seth	28-Jul-67	2013	HRD
28	586	Ajay Nagpal	8-Sep-69	2013	Power
29	588	N. Narayanan	15-Jun-71	2013	H&FW
30	589	Chandrika Dubey	9-Aug-66	2013	MHA
31	590	Kusum Arora	30-May-68	2013	Power
32	591	S. Sivarama Krishan	6-May-67	2013	Defence
33	592	Sanjay Kumar Sharma	26-Nov-61	2013	Expenditure
34	593	Seema Rustagi	1-Jan-71	2013	Power
35	597	Anita Gianey	19-Mar-69	2013	MHA

* Last and Final Chance