

No. 21/1/2018-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi – 110 003  
Dated the 6<sup>th</sup> December, 2018

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 17<sup>th</sup> December, 2018 to 4<sup>th</sup> January, 2019  
for PSs of CSSS - reg.

In continuation of this Department's OM No. 21/1/2018-CS-II(A) dated 27.11.2018 on the above mentioned subject, 3 more PSs of CSSS, whose names are given in the Annexure-I to this OM, have been nominated to participate in the Level-III Training Programme being conducted by the ISTM from 17.12.2018 to 04.01.2019. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes even after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.**

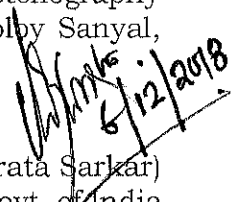
2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved on time.

3. All nominated officers for the above stated training programme are directed to visit the ISTM website and 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 and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, 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. 45,000/- (Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.

5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Moloy Sanyal, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 17.12.2018. **The officers who do not attend or successfully complete the Level-III 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 4<sup>th</sup> July, 2016.**

6. The concerned cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Shri Moloy Sanyal, Deputy Director, ISTM, New Delhi.

  
(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to:-

1. Sh. Moloy Sanyal, Deputy Director, ISTM along with a copy of list of Participants.
2. Training Division, DoP&T, Old JNU Campurs, New Delhi.
3. Officers concerned (through website of DoP&T)

**Annexure-I****List of Regular PSs of CSSS nominated for Level-III training programme  
to be held from 17.12.2018 to 04.01.2019**

<b>S.No.</b>	<b>CSL No. In PS</b>	<b>Name Shri/Ms./Smt.</b>	<b>Cadre</b>	<b>Date of Birth</b>
1	796	Vijay Kumar*	Coal	02-03-73
2	861	Anita Sharma*	Agriculture	29-10-76
3	871	Ritu Soni*	Labour	15-11-76

\* - Renomination

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

Signature