

No-17025/5/2014-Trg (ISTM Section)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel and Training
Training Division

Old JNU Campus, Block IV, 3th Floor,
New Mehrauli Road, New Delhi-110067

Dated: 8 February, 2019

OFFICE-MEMORANDUM

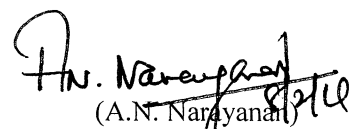
Subject:- 3-days Orientation Programme to be held from 18th – 20th March, 2019 for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme at the Institute of Secretariat Training and Management (ISTM), New Delhi – regarding

The undersigned is directed to say that 3-days Orientation Programme for Directors and Deputy Secretaries joining the Central Secretariat under the Central Staffing Scheme is scheduled to be conducted at the Institute of Secretariat Training and Management (ISTM), New Delhi during 18th – 20th March, 2019.

2. The programme is designed for officers of the rank of Director and Deputy Secretary joining the Ministries/Departments for the first time under the Central Staffing Scheme. List of such officers, who have joined various Ministries / Departments is attached. The course would cover Machinery of Government, Office Procedure, Noting and Drafting, Parliamentary Procedure, Budget Procedure, Purchases Procedure and Right to Information.

3. There is no course fee payable and the period of the training will be treated as 'on duty'. Respective Ministries/Departments are requested to nominate the officers as per the list attached and to relieve them to join the programme at ISTM, Old JNU Campus, New Delhi -110067 at 9.00 A.M. on 18th March, 2019. The Ministries/Departments are also requested to relieve the officers whose names are not mentioned in the list but are eligible as per para no. 2 of this O.M. The Institute is also being requested to send relevant information outlining the objects, course contents of the programme directly to the officers.

4. Participants are requested to fill in the online nomination form available in the link: https://www.istm.gov.in/home/online_nomination_form by 8th March 2019. The Course Code is OCD-16. Difficulty, if any, in locating and/or filling the form may be brought to the Notice of the Course Director Shri Brahmareddy Desireddy, Deputy Director, ISTM (E-mail: dbreddy-tfc@nic.in Tel. No. 011-26185314, Mobile- 91-9910581367).


(A.N. Narayanan)

Deputy Secretary

Tel: 011-26107960

E-mail: an.narayanan@nic.in

To

As per list attached

Copy to:

1. Shri Brahmareddy Desireddy, Deputy Director (Course Directors of the programme), ISTM, New Delhi for information. It is requested to send joining instructions and training programme material to all participants. As usual evaluation reports, training materials, list of participants etc. may be sent to this Division immediately after completion of the course.
2. NIC, Training Division, Old JNU Campus, New Delhi with the request to upload the circular on website.

List of the participants nominated for 3-day Orientation Course scheduled from 18th -20th March, 2019 in the Institute of Secretariat Training and Management (ISTM)

S. No.	Names of the Ministry / Department	Sl. No.	Names of Officers Shri/Smt/Ms	Designation
1.	President Secretariat	1.	Vikram Singh	PS to President of India
2.	Vice President's Sectt.	2.	D Prasanth Kumar Reddy	PS to Vice President
3.	PMO	3.	Vijay Kumar Mantri	Deputy Secretary
		4.	Siddhartha Nath	Director
		5.	S.R. Bhavsar	OSD
		6.	Yadav Manharsinh Laxmanbhai	Deputy Secretary
4.	Central Vigilance Commission	7.	Rajesh Kanungo	Director
5.	Cabinet Secretariat	8.	Alok Tiwari	Deputy Secretary
		9.	Amitesh Kumar Sinha	Director
		10.	Tina Soni	Deputy Secretary
6.	Ministry of Agriculture & Farmers Welfare	11.	Arun Kumar	Director
		12.	Rajesh Malik	Director
		13.	Rajan Agrawal	Director
		14.	Shashi Bhushan	Director
		15.	Krishna Kishore Govindarajula	Director
		16.	Rajnish Dev Burman	PS to MOS
		17.	Kalu Ram Meena	Director
		18.	Sarbeswar Majhi	Deputy Secretary
7.	D/o Atomic Energy	19.	Ashish Kumar	OSD to MOS
		20.	Mythili K Rajendran	Internal F A
		21.	Prashant Kumar Jha	OSD to MOS
8.	M/o AYUSH	22.	Shashi Ranjan Kumar Vidyarthi	Director
		23.	T.V.Raghavan	Deputy Secretary, OSD to MOS(IC)
		24.	Swapnil M. Naik	PS to MOS(IC)
9.	Ministry of Chemicals & Fertilizers	25.	Narayan Gambhir	OSD to Minister
		26.	Niranjan Lal	Director
		27.	Pankaj Gupta	Director
		28.	Sanjay Krishna Navhale	Deputy Secretary
10.	M/o Coal	29.	P S Lingeswara Swami	Deputy Secretary
11.	Ministry of Commerce & Industry	30.	Bhaskar Choradia	Director (DGS&D)
		31.	Surabhi Sharma	Deputy Secretary
		32.	Sanjay	Director

		33.	Pingale Vijay Maruti	PS to Minister
		34.	Rajeev Kandpal	Director
		35.	Uday Singh Mina	Director (D/o IPP)
		36.	Surendra Kumar Ahirwar	Director
		37.	Senthil Nathan S.	Deputy Secretary
		38.	Shruti Singh	Director
		39.	Dinesh Singh	Deputy Secretary
		40.	Sangeeta Saxena	Director
		41.	Sampa Saha	Director
		42.	Anurag Sehgal	Deputy Secretary
12.	Ministry of Communications & Info Tech	43.	Tarun Verma	OSD to MOS(IC)
13.	Ministry of Consumer Affairs, Food & Public Distribution	44.	Hema Jaiswal	Director
		45.	Phool Chand Meena	PS to MOS
		46.	Dharmesh Makwana	Director
		47.	Ajay Yadav	OSD to Minister
		48.	Alok Kumar Verma	Director
14.	Ministry of Civil Aviation	49.	Ankur Garg	PS to Minister
		50.	Akhilesh Tilotia	OSD to MOS
		51.	Pranjol Chandra	Director
		52.	Rohit Yadav	PS to Minister
15.	Ministry of Corporate Affairs	53.	Vivek Kumar	Deputy Secretary
		54.	Abhijit Phukon	Director
16.	Ministry of Culture	55.	Mukesh Kumar Jha	Deputy Secretary
		56.	Ritu Sharma	Director (National Gallery of Modern Arts)
		57.	Anita Rupavataram	Director (National Gallery of Modern Arts)
		58.	Nazneen Banu	Director (National Gallery of Modern Arts)
		59.	Manoj Kumar Tripathi	Director
17.	Ministry of Defence	60.	Harish Kumar	Director
		61.	Prachish Khanna	Director
		62.	Vipul Bansal	PS to Minister
		63.	Satish Singh	Director
		64.	C. Sudharsan Reddy	Director
		65.	Virender Kumar Adhana	Director
		66.	Kedar Prasad Burande	Director
		67.	Tripuresh Dhar Diwivedi	Director
		68.	Ambarish Barman	Deputy Secretary
		69.	Trilok Chand Gupta	Director
		70.	Nitika Gupta	Director
		71.	Pankaj Pandey	Director
72.	Susheel Khajuria	Deputy Secretary		

18.	Ministry of Drinking Water and Sanitation	73.	Mahesh Thakur	Deputy Secretary
		74.	Yugal Kishore Joshi	Director
		75.	Sonali Ghosh	Director
		76.	Renjitha Maniyil Haridasan	Deputy Secretary
		77.	Kapil Chaudhary	Director
		78.	Ajay Kumar	Director
19.	Ministry of Environment, Forest & Climate Change	79.	Anuradha Singh	Director
		80.	Arvind Kumar Nautiyal	Director
		81.	Poonam Singh	Director
		82.	Kushal Vashist	Director
		83.	Manoj Kumar Gangeya	Director
		84.	Rakesh Kumar	Director
		85.	Satyendra Kumar	Deputy Secretary
20.	Election Commission of India	86.	Nikhil Kumar	Director
		87.	Mukesh Meena	Director
21.	Ministry of Finance	88.	Anwar Hussain Shaik	Director
		89.	Anshuman Sharma	Deputy Secretary
		90.	Anjana Vashishtha	Deputy Secretary
		91.	Harsha Dass	Director
		92.	Sanjay Kumar	Director
		93.	Rahul Kapoor	Director
		94.	Manmohan Sachdeva	Director
		95.	Lalit Wadhwa	Deputy Secretary
		96.	Gandhi Kumar Natrajan	Deputy Secretary
		97.	Lalit Wadhwa	Deputy Secretary
		98.	Vyasan R	Deputy Secretary
		99.	Harsha Dass	Director
		100.	Anindita Sinharay	Director
		101.	Sanjay Kumar	Director
		102.	Bhartendu Kumar Singh	Director
		103.	Sibi Chakkravarthy M	PS to MOS
		104.	Paras Mal Sankhla	OSD to Minister
		105.	Suresh Pentakota	Director
		106.	Vishal Pratap Singh	Deputy Secretary
		107.	Provash Ranjan Biswas	Director
108.	Pankaj Gupta	Director		
109.	Mukesh Kumar Gupta	Director		
110.	Manish Kumar Jha	Deputy Secretary		
111.	Naval Kishor	Director		
112.	Pawan Kumar	Deputy Secretary		
22.	Ministry of Food Processing Industries	113.	Jitendra Kumar	Director
		114.	Ashima Jain	PS to MOS
23.	Ministry of Health and Family Welfare	115.	Ritesh Chauhan	PS to Minister
		116.	Sachin Mittal	Director
		117.	N. Yuvaraj	Deputy Secretary

		118.	Sanjay Roy	Director
		119.	Anil Ranga	Director
		120.	Vidhushi Chaturvedi	Director
		121.	Mukesh Kumar	PS to MOS
24.	Ministry of Home Affairs	122.	Ashwani Kumar	Director
		123.	Amrendra Kumar Sengar	OSD to Minister
		124.	Ram Krishna Swarnkar	Director
		125.	Yogesh Mohan Dixit	Director
		126.	Sushil Pal	PS to MOS
		127.	Shreeshail Malge	Director
		128.	B.C.Joshi	Director
		129.	Deepak Kumar	Director
		130.	Ravinder Kumar	Director
		131.	Rakesh Kumar Pandey	Director
		132.	Shiv Narain	Director (NATGRID)
		133.	Sachin Shinde	PS to MOS
		134.	Sreekanth T	Director
		135.	Manish Kumar Garg	Director (NATGRID)
25.	Ministry of Housing & Urban Poverty Alleviation	136.	Nandita Gupta	Director
		137.	Gurjeet Singh Dhillon	Director
		138.	Raj Kumar Gautam	Director
		139.	Rahul Kapoor	Director
		140.	Suneet Mehta	Deputy Secretary
		141.	Binay Kumar Jha	Director
26.	Ministry of Human Resources Development	142.	Ashok Maheshwari	Director
		143.	Girish Chandrashekhar	Director
		144.	Vijaya Bhaskar Gurala	Director
		145.	Smita Srivastava	Director
		146.	Subrat Kumar Pradhan	Deputy Secretary
		147.	Honnareddy N.	Joint Commissioner (NVS)
		148.	Ritu Aggarwal	Deputy Secretary
		149.	N. Ashok Kumar	OSD to MOS
		150.	Renuka Mishra	Director
		151.	Rajnish Kumar	Director
		152.	Suhasini Gotmare	Director
27.	Ministry of Information and Broadcasting	153.	Pankaj Kumar Salodia	Director
		154.	Jyoti Mehta	Director
28.	Ministry of Labour & Employment	155.	Manoj Kumar Gupta	Director
29.	Ministry of Law and Justice	156.	Jayachandran K.S.	Deputy Secretary
		157.	Giridhar Gopalkrishna Pai	Director
		158.	Shailesh Shrivastava	Director
		159.	Anshuman Gaur	PS to Minister

30.	Ministry of Mines	160.	Veena Kumari Dermal	Director
31.	Ministry of Minority Affairs	161.	Nijamuddin	Director
		162.	Pramod Kumar Thakur	Director
32.	NITI Aayog	163.	Sukhgeet Kaur	Director
		164.	Rajesh S.	Director
		165.	Nidhi Sharma	PS to Vice Chairman
33.	Ministry of Power	166.	Sunil Gautam	Director
34.	Ministry of Parliamentary Affairs	167.	Shiva Nand	OSD to Minister
35.	Ministry of Petroleum & Natural Gas	168.	Vijay Sharma	Director
		169.	Satyajit Mohanty	OSD to Minister
36.	Ministry of Personnel, P.G. and Pension	170.	Kavitha Padmanabhan	Deputy Secretary
		171.	More Ashish Madhaorao	Deputy Secretary
		172.	Subramanya M S Rao	Director
		173.	Rajul Bhatt	Director
		174.	Khushboo Goel Chowdhary	Deputy Secretary
		175.	Sagarika Patnaik	Director
		176.	Ashwini Dattatraya Thakre	Deputy Secretary
		177.	Smita Sarangi	Deputy Secretary
		178.	Kailash Dan Ratnoo	Director
		179.	Raghuraj Madhav Rajendran	Deputy Director (Senior) (LBSNAA)
		180.	Vani Anand Singh	Regional Dir (SSC)
37.	Ministry of Railways	181.	Rajesh Raypa	Director (UPSC)
		182.	Jujjavarapu Balaji	PS to MOS
		183.	Gedam Praveen Nilkan	PS to Minister
		184.	Saket Kumar	PS to MOS
38.	Ministry of Rural Development	185.	Rakesh Kumar Mishra	PS to MOS
		186.	Navneet Mohan Kothari	PS to Minister
		187.	Manik Chandra Pandit	Deputy Secretary
39.	Ministry of Shipping	188.	Virendra Sharma	Director
		189.	Shipra Sharma	Director
		190.	Dashrath Prasad	Director
40.	Ministry of Skill Development & Entrepreneurship	191.	Pandurang Kondiram Raut	Deputy Director General
		192.	Deepti Srivastava	Director
41.	Ministry of Science & Technology	193.	Preeti Katiyar	Director
		194.	Manoj Kumar	Director
		195.	Banumathi G	Deputy Secretary (D/o Bio-Technology)

42.	Department of Space	196.	Praveen Karanth	Deputy Secretary
		197.	Nandini Prabhakar Anvekar	Director
43.	Ministry of Social Justice & Empowerment	198.	Vikash Prasad	Director
		199.	Neeraj Semwal	PS to Minister
		200.	Dhanpreet Kaur	PS to MOS
		201.	Deepak Mehra	Director
		202.	Tasneem Maajid Ganai	Director
		203.	Bharat Lal Meena	Director
44.	Ministry of Textiles	204.	Nidhi Mani Tripathi	PS to MOS
		205.	Sanchita Banerjee Rodrigues	OSD to Minister
		206.	Hemant Kumar Nanda	Director
		207.	Balram Kumar	Director
		208.	Santosh Kumar Singh	Additional Dev. Commissioner (Handlooms)
		209.	Kousik Chakraborty	Deputy Jute Commissioner
45.	Ministry of Tribal Affairs	210.	Manoj Kumar Sahoo	PS to Minister
		211.	Rajender Kumar	Director
		212.	Anil Kumar Adepally	Director
		213.	M. Dilip Kumar	PS to MOS
46.	Ministry of Youth Affairs & Sports	214.	Arun Kumar Yadav	Director
47.	Ministry of Road Transport & Highways	215.	Sanket S. Bhondve	Deputy Secretary
48.	Regional Director, Mumbai, Staff Selection Commission	216.	Vani Anand Singh	Director
49.	Ministry of Power	217.	Vishal Pal Singh	Deputy Secretary
		218.	Manoj Kumar Singh	PS to MOS(IC)
50.	Ministry of Steel	219.	Anil Kumar	Deputy Secretary
		220.	Sameer Shukla	PS to Minister
		221.	Aman Sharma	Director
		222.	Girraj Prasad Meena	Deputy Secretary
51.	Ministry of Electronics & Information Technology	223.	Santhana Gopalan	Assistant DG (UIDAI)
		224.	Roop Kishor	Director
		225.	Kumar Ravi Kant Singh	PS to MOS
		226.	Nishant Kumar Tiwary	Assistant DG (UIDAI)

52.	Ministry of Heavy Industries & Public Enterprises	227.	Mohd. Zakir Hussain	Director
		228.	Rama Kant Singh	Director
		229.	Lokesh Bajpai	Director
53.	M/o Micro, Small & Medium Enterprises	230.	Raj Kumar Digvijay	PS to MOS(IC)
54.	M/o New & Renewable Energy	231.	Prasanth N	Deputy Secretary
55.	M/o Statistics & Programme Implementation	232.	Ravi Gupta	Director
56.	Ministry of Women & Child Development	233.	Manoj Kumar Singh	Director
		234.	Ashok Kumar Yadav	Deputy Secretary
		235.	Sudhir Prasad	Director
		236.	Navendra Singh	Director

.....