

No. 21/3/2018-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market
New Delhi – 110 003,

Dated- 12.06.2019

OFFICE MEMORANDUM

Subject: Level-II Training Programme scheduled to be held from 08.07.2019 to 19.07.2019 at ISTM for PAs/PSs of CSSS – reg.

The undersigned is directed to say that PAs of CSSS whose names are given in the **Annexure** to this O.M, have been nominated to participate in the Level-II training programme being conducted by ISTM from **08.07.2019 to 19.07.2019**.

2. Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time. **In case, an official 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 at the earliest to enable us to take further necessary action.**

3. It may be noted that **successful completion of Level-II training programme is mandatory for promotion to the PS grade.** Cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be 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 O.M. No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016.

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.

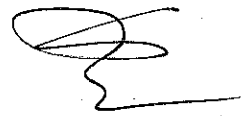
5. All officers nominated for the aforesaid Level-II training programme, are also directed to visit the ISTM website and fill the online form and submit the same online (**[http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)**) without fail immediately. 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.

.....2/-

6. 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.35,000/- (Rupees Thirty 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.

7. It is requested that these officers be relieved of their duties with the direction to report to their respective Course Coordinator at **ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067** at 9 A.M. on **08.07.2019**.

8. Confirmation with regard to the release of the officers for the training may be sent to this department in advance.



(Dinesh)

Under Secretary to the Govt. of India

Tel: 24623157

To

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

Copy to:

- (i) ISTM, (Nafe Singh, Faculty Consultant & Course Coordinator), Administrative Block, Old JNU Campus, New Delhi. The list of participants 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

List of PAs nominated for Level-II Training Programme at ISTM wef. 08.07.2019 to 19.07.2019.

S.No	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	Cadre Unit
1	2786	Arun Kumar Tyagi	17-05-1962	Expenditure
2	2818	Nisha Verma	09-02-1972	Home Affairs
3	2824	Gurbaksh Singh Kapoor	14-06-1970	Expenditure
4	2825	Rekha Malhotra	20-08-1972	Home Affairs
5	2826	Meenakshi Sharma	24-05-1969	Home Affairs
6	2828	Neeru Rohilla	15-03-1968	Expenditure
7	2829	Sangeeta Bhatt	10-07-1969	EF&CC
8	2832	Gurjeet Kaur	04-06-1969	Housing & UA
9	2834	K.K. Chakravorty	11-04-1967	Shipping
10	2835	Anantha Lakshmy Rajan	06-08-1970	WCD
11	2851	Indu Rekha	24-05-1969	Posts
12	2860	Rajni Goyal	18-11-1968	Water Res.
13	2867	Surindra Yadav	01-09-1967	FPI
14	2869	Bimla Mathpal	28-06-1971	Housing & UA
15	2886	Deepti Sachar	26-11-1970	EF&CC
16	2888	Harish Sharma	08-03-1968	Health & FW
17	2894	Kalawati	06-12-1968	Home Affairs
18	2899	Samay Singh	07-07-1962	Home Affairs
19	2901	C.Suriyanarayanan	28-01-1969	Housing & UA
20	2902	B. Neela Mohana Rao	10-06-1971	Housing & UA
21	2903	Praveen Kumar Goswami	08-12-1972	Housing & UA
22	2905	Asha Rani Sharma	12-09-1966	Housing & UA
23	2907	Smitha Viju	12-05-1968	Commerce
24	2910	D.C. Pant	17-06-1965	EF&CC
25	2913	Naveen Kr. Tiwari	22-10-1968	Posts
26	2918	Darshan Lal	15-03-1971	Posts
27	2919	Manju Mishra	01-07-1973	Health & FW
28	2931	Vikas Awasthi	04-06-1972	Expenditure
29	2950	Versha Grover	12-03-1974	HRD
30	2947	Shanti Mukunthan	26-02-1969	Commerce
31	2955	Rajni Bala	18-07-1970	Rural Developmet
32	2958	Bechu Bhagat	10-04-1969	Home Affairs
33	2966	Danzil C. Emmanuel	09-02-1968	I & B
34	2975	Vishwanath	26-12-1969	Defence
35	2976	Elsamma Jose	31-12-1961	Rural Dev.
36	2979	Rajeev Sehgal	30-06-1962	Defence