

**IMMEDIATE**

**No. 21/1/2019-CS-II(A)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

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3<sup>rd</sup> Floor, LokNayakBhawan,  
Khan Market, New Delhi – 110003.

**Dated: /4.10.2019**

**OFFICE MEMORANDUM**

**Subject: Level-II Training Programme from 28<sup>th</sup> October, 2019 to 08<sup>th</sup> November, 2019 for PAs/PSs of CSSS – regarding.**

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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 28.10.2019 to 08.11.2019. **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 4<sup>th</sup> July, 2016.

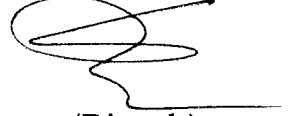
2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time.

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 Ms. Subhashree. A, Assistant Director & Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 28.10.2019.



(Dinesh)

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

To

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

Copy to:-

1. Ms. Subhashree. A, 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 14.10.2019  
Level -II Training for CSSS Officals to be conducted by the ISTM w.e.f  
28.10.2019 to 08.11.2019**

<b>S.NO</b>	<b>CSL NO.</b>	<b>Name (Shri/Smt./Ms.)</b>	<b>D.O.B</b>	<b>Carde Unit</b>
1	3050	Pradeep Kumar Mishra*	12-08-1971	DOPT
2	3083	Jagat Roy*	27-12-1971	Defence
3	3106	Poonam Negi	08-11-1977	Agri. & Coopn.
4	3107	Raj Kumar Jain	05-11-1974	Water Res.
5	3108	Ravi Kumar Kansal	31-08-1972	Expenditure
6	3109	Ashutosh Kumar Nigam	27-06-1975	Civil Aviation
7	3110	Sanjeev Kumar Sharma	15-01-1973	Urban Dev.
8	3111	Kapil Kishore	09-07-1977	Expenditure
9	3112	Kamlesh	19-11-1971	Expenditure
10	3113	Satya Narain Maurya	05-12-1974	Expenditure
11	3114	Gulshan Kumar	07-01-1976	Coal
12	3115	Kamlesh Singh	05-06-1972	Supply
13	3116	M.V. Krishna Reddy	16-06-1973	Corporate Aff.
14	3117	Harish Chander Singh	13-09-1973	Expenditure
15	3118	Seema Rauthan	04-06-1974	I & B
16	3119	Vijay Paul Sudhakar	26-08-1971	Defence
17	3120	Deepa Taneja	10-06-1973	Water Res.
18	3121	Vimal Kant Kaushik	11-06-1973	Telecom
19	3122	Parveen Bajaj	01-11-1972	Power
20	3123	Ajay Kumar Jha	04-04-1973	Supply
21	3124	Rekha S Nair	12-02-1972	UPSC
22	3125	Sanjeev Khurana	21-11-1968	DOPT
23	3126	Balmiki Mahato	05-01-1977	I & B
24	3127	Ramakrushna Behera	05-03-1972	Food & PD
25	3128	Suman	11-06-1973	Labour
26	3129	A.Vijaya Lakshmi	14-02-1976	DOPT
27	3130	Manju Sharma	15-11-1975	HRD
28	3131	Sanjeet Kumar	02-01-1975	DOPT
29	3132	Ruchika Garg	06-08-1974	Telecom
30	3133	P.C. Maurya	01-07-1975	I & B
31	3134	Sonia Sharma	09-07-1972	Env. & Forest
32	3135	Kamla Bisht	14-05-1975	Defence
33	3136	Sunita Panjanani	08-04-1973	Food & PD
34	3137	Pratibha Rakheja	10-09-1976	I & B
35	3138	Shweta Gupta	30-11-1974	Food & PD

\*2nd Nomination