

IMMEDIATE

No. 21/1/2019-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 - 110003.

Dated : 23.10.2019

OFFICE MEMORANDUM

Subject: Level-II Training Programme from 04th November, 2019 to 15th November, 2019 for PSs of CSSS - regarding.

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 04.11.2019 to 15.11.2019. **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 4th July, 2016.

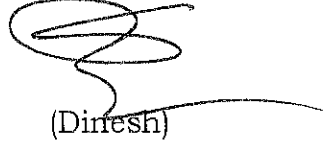
2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time.

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**. 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 Shri Jitender Bhatti, Assistant Director & Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 04.11.2019.



(Dinesh)

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

To

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

Copy to:-

1. Shri Jitender Bhatti, 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 23.10.2019
Level -II Training for CSSS Officals to be conducted by the ISTM w.e.f
04.11.2019 to 15.11.2019**

S.NO	CSL NO	Name (Shri/Smt./Ms.)	D.O.B	Carde Unit
1	2998	P. Ravichandran*	05-08-1968	MHA
2	3007	Sushma Tyagi*	03-02-1973	Food & PD
3	3013	Anuradha Suresh*	07-05-1972	Urban Dev.
4	3054	N. Soma Sekhar*	14-08-1974	PMO
5	3061	Ekta Chopra*	11-09-1975	Power
6	3100	Prabhune JS*	19-09-1972	Housing & UA
7	3103	Prem Kr. Baranwal*	24-10-1972	WCD
8	3139	K. Ravi Shankar	13-08-1972	Home Affairs
9	3140	Sanjeev Kumar	05-01-1975	Agri. & Coopn.
10	3141	Amit Sardana	07-03-1973	Agri. & Coopn.
11	3142	Santoshi Rawat	30-06-1977	I & B
12	3143	Babita Pant	01-03-1974	Expenditure
13	3144	Indu Malhotra	17-09-1972	Expenditure
14	3145	Poonam Bisht	12-02-1974	I & B
15	3146	Subodh Kumar	11-11-1976	DOPT
16	3147	Rohit Gulati	14-11-1974	Home Affairs
17	3148	Sunita Bahuguna	16-08-1971	Expenditure
18	3149	Ravi Kant	30-01-1973	HOUSING& UA
19	3150	Babita Joshi	12-02-1973	Home Affairs
20	3151	Manju	26-06-1972	Posts
21	3154	Sonia Kapoor	17-12-1976	Heavy Industry
22	3155	Vandana Kohli	26-11-1977	Expenditure
23	3156	Nirmal Virmani	08-02-1973	Expenditure
24	3157	Daisy Rani Gosain	06-08-1972	Expenditure
25	3158	Meenu Rawat	18-08-1972	RTH
26	3159	U. Kameshwar Rao	17-07-1972	Expenditure
27	3160	Satyabhama Giri	15-04-1972	RTH
28	3161	Monika Masaun	18-05-1977	Telecom
29	3163	Gayatri S Neelakantan	14-07-1974	Expenditure
30	3164	Dinesh Chander	09-06-1970	UPSC
31	3165	Rajinder Kaur	03-01-1977	Food & PD
32	3168	Pramod Kohli	14-10-1974	Shipping
33	3169	K. Neetu	21-12-1977	Power
34	3170	Ajay Lohani	08-06-1975	Home Affairs
35	3171	V. Unnikrishnan	07-04-1973	Legal Affairs

*2nd Nomination