

**Most Immediate**

**No. 8/1/2016-CS-I (Trg.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Division)**

**Lok Nayak Bhavan, New Delhi  
Dated the 25<sup>th</sup> April, 2016**

**OFFICE MEMORANDUM**

**Subject: Level 'B' Training Programme at ISTM for Assistants of the CSS  
during the period from 02/05/2016 to 03/06/2016.**

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. **02/05/2016 to 03/06/2016**. Accordingly, these officers may be relieved of their duties and advised to report to **Shri K K Pant, Course Director**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 2<sup>nd</sup> May, 2016**.

2. **The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for their promotion.** 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 OMs (i) No.1/1/2009-CSI (Trg.) dated 24<sup>th</sup> February, 2010 and (ii) T-25017/01/2014-Trg (ISTM) dated 11<sup>th</sup> August, 2015. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12<sup>th</sup> July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time.

3. **The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI (Trg) dated 05.04.2010.**

4. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of **Rs. 20,000/-** each from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

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5. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri K K Pant, Course Director, ISTM** New Delhi who is accessible on Phone No. 26185311(O), M.No. 9911794490.



(Raju Saraswat)

Under Secretary to Government of India

Tele. : 24629413

To

**Min/Dept.of  
Joint Secretary(Admn.)**

**New Delhi.**

Copy forwarded for information and necessary action to : -

1. ISTM. (**Ms Geetha Nair**, Joint Director) Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter Letter No. A-33083/03/2013-ISTM (Coord) dated 13<sup>th</sup> December, 2013.
2. **ISTM, (Shri K K Pant, Course Director)**, Admn. Block, Old JNU Campus, New Delhi. **The list of officers, who report for training on 2<sup>nd</sup> May, 2016 may please be furnished to this Department next day positively.**
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. **Section Officer (S), CS.I, DOP&T – Kindly confirm the training status of the officers before considering their promotion.**
5. **Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.**
6. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)
7. Guard File.

**ANNEXURE****LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT  
ISTM FROM 02/05/2016 TO 03/06/2016**

<b>S. No</b>	<b>Year/CSL No.</b>	<b>NAME OF THE OFFICER Sh./Smt./Ms.</b>	<b>D.O.B.</b>	<b>CADRE WHERE WORKING Ministry/Department</b>
1	2003/1633-A	Neelam Sharma*	04-Jan-60	Expenditure
2	2003/1659	Hari Shankar Prasad*	03-Jan-63	UD
3	2003/1676	Uma Aggarwal*	12-Jun-63	Expenditure
4	2003/1677	Jyotisna Kapoor*	20-Jul-61	Water Resources
5	2003/1694	Sushma Kakkar*	01-Sep-59	UPSC
6	2003/1696	Dinesh Singh	01-Feb-64	Labour
7	2003/1698	Sangeeta Chadha	05-Sep-62	Food
8	2003/1699	Rakesh Sahai	25-Dec-62	MHA
9	2003/1701	Dev Raj Kashive	10-Jul-61	Telecom
10	2003/1702	Tripat Kaur Guzral	10-Aug-59	HFW
11	2003/1703	Prem Lata Hans	10-Mar-59	Power
12	2003/1706	Anju Gupta	30-Jun-59	Env & Forests
13	2003/1709	C.N. Jaisi	25-Jul-60	Env & Forests
14	2003/1710	Veena Verma	19-May-62	Expenditure
15	2003/1711	Monojit Dasgupta	03-Jan-62	I&B
16	2003/1715	Kamlesh Satija	07-Sep-59	Expenditure
17	2003/1717	Saikat Das	10-Mar-62	MHA
18	2003/1718	Asha Malhotra	20-Nov-61	Steel
19	2003/1719	Naresh Kumar Jerath	09-Dec-61	HFW
20	2003/1721	Rajeshwar	07-Dec-58	Sc & Tech
21	2003/1724	Mahesh Jain	03-Aug-62	I&B
22	2003/1725	Sushila Tiwari	20-Feb-61	HRD
23	2003/1728	P.Vetriveeran	20-Jul-62	Petroleum
24	2003/1732	Sujata Sharma	10-Mar-64	Civil Aviation
25	2003/1733	Lalit Kumar	21-Sep-59	I&B
26	2003/1736	Moti Lal Semwal	01-Feb-61	Expenditure
27	2003/1737	Dalbir Singh Rathee	30-Jun-64	Expenditure
28	2003/1741	Ajay K. Singh	01-Oct-60	Expenditure
29	2003/1742	Neelam Sehgal	20-Sep-59	Commerce
30	2003/1744	Satinder Ghildiyal	20-Jan-61	I&B

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31	2003/1751	Manju Sharma	11-Nov-61	HRD
32	2003/1752	Biraham Singh	12-Dec-59	Agriculture
33	2003/1754	Gagan Pant	21-Sep-58	Civil Aviation
34	2003/1761	Geetha N. Kutty	29-Feb-60	Sc & Tech
35	2003/1762	Kamaljit Dang	04-Nov-59	Telecom
36	2003/1763	Daisy Augustine	28-Mar-59	Consumer Affairs
37	2003/1770	Neeru Batra	30-Oct-63	Food
38	2003/1771	K. Uma Maheshwari	19-Jun-62	MSME
39	2003/1772	Reema Selvakumar	20-Apr-65	Commerce
40	2003/1777	Dinesh Sharma	29-Sep-60	Expenditure
41	2003/1778	Renu Joshi	15-Jan-62	DOP&T
42	2003/1783	Sneh Lata Gupta	11-Nov-60	Niti Aayog
43	2003/1798	Anita Lamba	01-Aug-62	Defence
44	2003/1802	Dinesh Chandra Mudgal	20-Nov-58	Corporate Affairs
45	2003/1803	Rita Sharma	29-Jul-58	Water Resources

**\*\*THIRD AND FINAL NOMINATION**

**\*SECOND NOMINATION**