

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 – 110 003.

Dated: 07.08.2019

OFFICE MEMORANDUM

Subject: Level-II Training Programme scheduled to be held from 09.09.2019 to 20.09.2019 at ISTM for PAs/PSs of CSSS – regarding.

The undersigned is directed to say that PAs/PSs 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 **09.09.2019 to 20.09.2019**.

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's 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 number of chances for mandatory training at various levels has been reduced from 3 to 2.

... .. 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.

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 09.09.2019.**

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: 24654020

To

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

Copy to:

- (i) ISTM (Shri. Rajeev Kumar Jha, Assistant Director & Course Coordinator), Administrative Block, Old JNU Campus, New Delhi. The list of participants, **not attended the training programme**, 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

Level-II Training for PAs/PSs to be conducted by the ISTM w.e.f. 09.09.2019 to 20.09.2019

S.No	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	Cadre Unit
1	2826	Meenakshi Sharma	24-05-1969	Home Affairs
2	2747	Anil Kumar	13-03-1967	Power
3	2985A	Simran Sharma	15-07-1969	Home Affairs
4	3026	S. Durga Bhavani	19-04-1973	Posts
5	3027	Ram Pal Singh	20-03-1969	Expenditure
6	3028	Sanjay Kumar Karwal	27-05-1973	Health & FW
7	3029	Sudhir D.	03-03-1969	Home Affairs
8	3030	Kiran Bala	16-10-1962	NITI Aayog
9	3031	Sushila Deswal	29-12-1970	Shipping
10	3032	Pamposh Pokhriyal	20-04-1970	Home Affairs
11	3033	Lalit Kumar Chawla	11-06-1962	Heavy Industry
12	3034	P.K. Sethi	01-10-1968	SJ&E
13	3036	Anitha Santosh	26-04-1970	Labour
14	3037	Naresh Kumar Chowdhury	15-08-1964	MSME
15	3038	Rajesh Kumar	12-05-1970	I & B
16	3039	Jatinder Pal Singh	12-06-1968	I & B
17	3040	G. Sreenivasulu	15-05-1969	Rural Dev.
18	3041	Prem Chandra Kr. Verma	01-01-1970	Skill Dev.
19	3044	Rakesh Kumar	10-08-1970	CORPORATE
20	3045	Anand Kumar Thapa	15-01-1974	Legal Affairs
21	3046	P.C. Biswal	01-07-1970	Expenditure
22	3047	Balram Pal	06-06-1972	Home Affairs
23	3048	Rajendra Kumar Singh	26-12-1972	RTH
24	3049	Vinod Singh	15-06-1974	S&T
25	3050	Pradeep Kumar Mishra	12-08-1971	DOPT
26	3051	Devendra Singh Yadav	30-06-1971	I & B
27	3052	Sunita Pahwa	01-01-1973	Defence
28	3053	Purnima Chugh	20-10-1975	Legal Affairs
29	3054	N. Soma Sekhar	14-08-1974	Home Affairs
30	3055	Darshani Rawat	07-09-1973	Commerce
31	3056	Raj Kumar Dhir	29-06-1972	Youth Affair
32	3057	Ramkaran	10-03-1970	I & B
33	3058	Neelam Rani Sharma	06-06-1973	Commerce
34	3059	Jaya Ghildiyal	27-04-1972	I & B
35	3060	Vipan Kumar	08-02-1974	UPSC