

**No.8/5/2011-CS-I(Trg.)-Vol-III**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

**Lok Nayak Bhavan, New Delhi**  
Dated, the 5<sup>th</sup> October, 2011

**OFFICE MEMORANDUM**

**Subject : Level 'D' Training Programme for Section Officers in the  
zone of promotion for Grade I(US) of the CSS at the ISTM  
(31/10/2011 to 23/12/2011)**

The undersigned is directed to inform that Section Officers of the CSS with 8 years of approved service whose names are given in **Annexure- I** have been nominated to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. **31/10/2011 to 23/12/2011**. The officers mentioned in **Annexure-I** may be relieved of their duties, **subject to vigilance clearance wherever not yet received** and advised to report to **Ms Manisha Bhatnagar, Deputy Director (Co-ordinator), ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 31<sup>st</sup> October, 2011 without fail.**

2. As the training of the officers and its successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above programme are **relieved in time**. **The performance of the officers in the training will be evaluated and the reports thereof be added in their APARs while considering their promotion.** No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute as this would adversely affect the promotion of the officers. **The officers who do not attend or successfully complete the Level 'D' 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.**

3. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated in **Annexure I** may be advised to draw necessary TA/DA advance of **Rs. 55,000/-** (Rs. 10,000/- for study tour and Rs. 45,000/- for the field visit in states) from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers in the form of Cash and the same will be collected by ISTM from the participating officers.

**P.T.O.**

4. Confirmation with regard to the participation of the officers along with their bio-data (**Annexure-II**) may please be sent by **18<sup>th</sup> October, 2011** to **Ms Manisha Bhatnagar, Deputy Director** (Co-ordinator) ISTM, New Delhi, with a copy to the undersigned. **Ms Manisha Bhatnagar, Deputy Director** (Co-ordinator), ISTM, is accessible on phone No. 26175590 (O).

( **Vidyadhar Jha** )

Under Secretary to Government of India  
Tele. : 24624046

To  
**{Joint Secretary(Admn.) concerned}**  
**Ministry/Department of**  
**New Delhi.**

Copy forwarded for information and necessary action to :-

1. Officers concerned.
2. ISTM, (**Shri K. Govindarajulu - Deputy Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. No. A-33090/01/2005-ISTM(Coord) dated 17<sup>th</sup> June, 2011. **ER Sheets of the participants may also be got filled up, as already requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2<sup>nd</sup> July 2009 .**
3. ISTM, (**Ms Manisha Bhatnagar, Dy. Director**) Administrative Block, Old JNU Campus, New Delhi-110067. **The list of officers, who report for training on 31<sup>st</sup> October, 2011 may please be furnished to this Department next day positively.**
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. PA to Director(CSI)
6. **US(U)**, CSI Section, DOP&T – **For confirming the training status of the officers while considering their Promotion.**
7. Guard file.
8. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>CS Division>CSS/CSI-Training Circular - SO )

( **Vidyadhar Jha** )

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**Annexure I****Level 'D' Training Programme to be held at ISTM  
( 31/10/2011 to 23/12/2011 )**

S. No	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	6996	Navjot Singh	12/06/72	Defence
2	6998	V Sridhar	13/03/67	Cabinet Secretariat
3	6999	Manoj Sharma	18/07/64	Food & Public Distribution
4	7000	TGK Jagannadham	30/08/74	Home Affairs (NATGRID)
5	7002	Shailesh Gautam	20/09/70	Information & Broadcasting
6	7003	Maha Singh	30/12/64	Urban Development
7	7004	Ranjani Ranjan	14/09/68	Economic Affairs
8	7005	Ambuj Sharma	01/06/68	Health & Family Welfare
9	7006	Pradeep Kumar Srivastava	01/01/69	MSME
10	7008	Shree Bhagwan Pandey	07/01/71	Information & Broadcasting
11	7009	Himanshu Gandhi	22/02/66	Science & Technology
12	7011	Sunil Kumar Aggarwal	12/01/66	Industrial Policy & Promotion
13	7012	Subhabrata Karmakar	28/01/73	Defence
14	7014	Jagdish Kumar Ambwani	16/07/61	Administrative Reforms & PG
15	7015	G K Mukherjee	14/07/55	Information & Broadcasting
16	7016	Abhimanyu Sahoo	15/05/70	Fertilizers
17	7019	Sunil Chauhan	05/03/67	Food & Public Distribution
18	7020	Bhagirath Jha	09/01/68	UPSC
19	7021	Akhilesh Kumar	05/05/67	Petroleum & Natural Gas
20	7022	Chikkala Vijaya Sarada	16/02/67	Panchayati Raj
21	7023	Umesh Pande	30/06/67	Science & Technology
22	7024	Raj Kumar Saxena	09/07/63	Steel
23	7026	Rajesh Kumar	12/03/72	Women & Child Development
24	7028	Suminder Kaur	01/08/69	Textiles
25	7029	Harpreet Singh	05/05/68	Labour & Employment
26	7031	V K Srivastava	06/07/64	Agriculture & Cooperation
27	7032	Suman Majumdar	04/09/74	Power
28	7033	Prem Chand	22/07/65	DOP&T
29	7034	Zuver Ahmed Khan	01/07/65	Justice
30	7035	Kanwarjeet Singh	20/01/66	Culture
31	7036	Sandeep Singh	01/02/68	Revenue
32	7038	K A Shivadas	08/11/70	Health & Family Welfare
33	7040	Raj Kumar	06/08/68	Pharmaceuticals
34	7041	Sunil Kumar Jain	26/07/66	Urban Development
35	7042	Rajendra Prasad Sati	25/02/76	Home Affairs

**CURRICULAM VITAE**

1. Name of the Officer Nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Designation & Scale of Pay \_\_\_\_\_
4. Office in which employed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Academic Qualification \_\_\_\_\_  
\_\_\_\_\_
6. Date of joining as **Section Officer**  
**Select List year** \_\_\_\_\_  
\_\_\_\_\_
7. Whether the nominee is a member of SC/ST. If yes, please specify Yes/No  
SC/ST
8. Previous Training undergone  
(a) ISTM \_\_\_\_\_  
(b) Other Training Institute \_\_\_\_\_
9. (i) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Place of Office, Tele. No. \_\_\_\_\_  
(ii) Residential Address \_\_\_\_\_  
with Tele. No, \_\_\_\_\_  
e-mail, if any. \_\_\_\_\_