OFFICE MEMORANDUM

Subject: Level ‘B’ Training Programme at the ISTM for Assistants of the CSS with 8 years’ approved service in the Grade (02/01/2012 to 03/02/2012).

The undersigned is directed to inform that Assistants with 8 years’ approved service in the grade, whose names are given in Annexure I, have been nominated for the above Level ‘B’ Training Programme. This training is being conducted by ISTM w.e.f. 02/01/2012 to 03/02/2012. It is requested that these officers may be relieved of their duties, subject to vigilance clearance and advised to report to Shri R K Kundi, Deputy Director (Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 02nd January, 2012.

2. The performance of the officials in the training will be evaluated and the reports thereof may be added in their APARs to be considered for their next 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 the training of the officials and successful completion is necessary for promotion, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time. Those who are promoted as Section Officers on the basis of SO LDCE results are exempted from undergoing this training.

3. The aforesaid training includes study tour and officers nominated above may be advised to draw necessary TA/DA advance of Rs.20,000/- each from their respective Ministry/Department. This amount may be released in Cash only.

4. Confirmation with regard to the participation of the officers along with their respective bio-data (Annexure-II) may be sent by 22nd December, 2011 to Shri R K Kundi, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri R K Kundi, Deputy Director/(Co-ordinator), ISTM, is accessible on Phone No. 26185314 (O).

( Vidyadhar Jha )
Under Secretary to Government of India
Tele. : 24624046

To
Min/Dept.of
Joint Secretary(Admn.)
New Delhi.
Copy forwarded to :-

1. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-ISTM(Coord) dated 17th June, 2011. ER Sheets of the participants may also be got filled up, as requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2nd July 2009.

2. ISTM (Shri R K Kundi, Deputy Director), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 02nd January, 2012 may please be furnished to this Department next day positively.

3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.

4. US(SK)/CS.I (Kindly verify the training status before considering promotion)

5. PA to Director(CS.I)/US(Trg)

6. Guard File

7. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/Assistant)

( Vidyadhar Jha )
Under Secretary to Government of India
Tele. : 24624046
## Annexure I

**Level ‘B’ Cadre Training Programme at ISTM for CSS Assistants**  
*(02/01/2012 to 03/02/2012)*

<table>
<thead>
<tr>
<th>S. No</th>
<th>NAME OF THE OFFICER</th>
<th>D.O.B.</th>
<th>CADRE WHERE WORKING Min/Dep</th>
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<tbody>
<tr>
<td>1</td>
<td>Sudesh Arora</td>
<td>05-04-1958</td>
<td>Expenditure</td>
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<td>Pinki Kumari</td>
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<td>Laxmi</td>
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<td>Home Affairs</td>
</tr>
<tr>
<td>4</td>
<td>Naveen Arora</td>
<td>01-01-1981</td>
<td>Personnel &amp; Training</td>
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<tr>
<td>5</td>
<td>Ashish Kumar Singh</td>
<td>01-11-1976</td>
<td>Legal Affairs</td>
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<td>6</td>
<td>Ruchi Mahajan</td>
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<td>Mines</td>
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<td>7</td>
<td>K. Kesasvan</td>
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<td>Posts</td>
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<td>8</td>
<td>Dheerendra Mohan Khare</td>
<td>08-05-1978</td>
<td>Posts</td>
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<td>9</td>
<td>Madhur Lata Mathur</td>
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<td>Science &amp; Technology</td>
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<td>10</td>
<td>Prakash Chand</td>
<td>01-07-1954</td>
<td>Road Transport &amp; Highways</td>
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<td>11</td>
<td>Vikas Srivastava</td>
<td>19-10-1979</td>
<td>Road Transport &amp; Highways</td>
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<tr>
<td>13</td>
<td>Deepak Kumar Mishra</td>
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<td>14</td>
<td>Sanjay Kumar Mishra</td>
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<tr>
<td>15</td>
<td>Rajeev Saxena</td>
<td>02-06-1981</td>
<td>Water Resources</td>
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<td>Sahman</td>
<td>15-10-1955</td>
<td>Agriculture &amp; Cooperation</td>
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<td>Subir Kumar</td>
<td>06-12-1978</td>
<td>Agriculture &amp; Cooperation</td>
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<td>Randhir Kumar</td>
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<td>Sudha Sharma</td>
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<td>21</td>
<td>Rajesh Kumar Singh</td>
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<td>Sanjay Kumar</td>
<td>20-09-1977</td>
<td>Environment &amp; Forests</td>
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<td>Rita Rani Talwar</td>
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<td>Arvind Kumar Suraj</td>
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<td>Rajiv Mukherjee</td>
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<td>Road Transport &amp; Highways</td>
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<td>Ravi Kumar Sinha</td>
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<td>Commerce</td>
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<td>Vishal Kumar Gupta</td>
<td>16-11-1977</td>
<td>Home Affairs</td>
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<td>36</td>
<td>Naresh Kr. Mehta</td>
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<td>Expenditure</td>
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<td>37</td>
<td>Rakesh Kumar Singh</td>
<td>07-08-1980</td>
<td>Expenditure</td>
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<td>Shubhendu Shekhar Srivastava</td>
<td>26-04-1977</td>
<td>Road Transport &amp; Highways</td>
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<td>K.K. Chopra</td>
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<td>Poonam Chaudhary</td>
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<td>42</td>
<td>Muthuraman, C</td>
<td>27-05-1975</td>
<td>Defence</td>
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<td>43</td>
<td>Pawan Kumar</td>
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<td>Commerce</td>
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<td>45</td>
<td>Priyaranjan Verma</td>
<td>23-01-1978</td>
<td>Road Transport &amp; Highways</td>
</tr>
</tbody>
</table>
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 Assistant 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
   (i) ISTM
   (ii) Other Training Instt.

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.