Most Immediate

08/02/2011-CSI(Trg.)-Vol-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Training)

2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the ₹th December, 2011

OFFICE MEMORANDUM

Subject: Level ‘A’ Training Programme at ISTM for UDCs at ISTM
during the period 02/01/2012 to 27/01/2012.

The undersigned is directed to inform that UDCs, whose particulars are given
below, have been re-nominated for Level ‘A’ Training Programme which is being
conducted by ISTM w.e.f. 02/01/2012 to 27/01/2012.

<table>
<thead>
<tr>
<th>S. No</th>
<th>NAME OF THE OFFICER</th>
<th>DATE OF BIRTH</th>
<th>CADRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>T.K. Das *</td>
<td>03/11/1960</td>
<td>CPWD, Kolkata</td>
</tr>
<tr>
<td>2.</td>
<td>K.D. Gupta *</td>
<td>02/01/1959</td>
<td>Urban Development</td>
</tr>
<tr>
<td>4.</td>
<td>Munna Lal *</td>
<td>02/02/1959</td>
<td>Home Affairs</td>
</tr>
<tr>
<td>5.</td>
<td>N.C. Das *</td>
<td>09/01/1962</td>
<td>Urban Development</td>
</tr>
<tr>
<td>6.</td>
<td>V.N. Venkataraman *</td>
<td>27/06/1971</td>
<td>DGHS/PMO</td>
</tr>
<tr>
<td>7.</td>
<td>R. Gopalakrishnan</td>
<td>24/03/1965</td>
<td>Urban Development</td>
</tr>
<tr>
<td>8.</td>
<td>Satya Prakash</td>
<td>15/07/1957</td>
<td>Home Affairs</td>
</tr>
<tr>
<td>9.</td>
<td>Sangam Lal</td>
<td>10/12/1959</td>
<td>Home Affairs</td>
</tr>
<tr>
<td>11.</td>
<td>Krishan Kumar</td>
<td>16/11/1957</td>
<td>Labour &amp; Employment</td>
</tr>
</tbody>
</table>

2. As per DOP&T OM No.4/6/2010-CS.II dated 21/01/2011 and 4/2/2006-CS.II
dated 20/06/2011 their *adhoc promotion is subject to the condition that the adhoc
promotion/appointment would be continued only if they attend and qualify the
mandatory training as and when nominated by CS.I(Training) Section failing which their
ad-hoc appointment would be terminated. In order to comply with the mandatory
conditions for imparting training for holding higher responsibilities these officials
are given another (*last) chance for the successful completion of the mandatory
Level ‘A’ training programme.
3. The concerned authorities are therefore requested that the officials may be relieved of their duties without fail and advised to report to Shri G D Chawla, Assistant Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi at 9 A.M. on 02nd January, 2012. The performance of the officials in the training, as evaluated and reported by ISTM thereof, may be added in their APARs. As the training of the officials and successful completion is necessary for promotion/regularization, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time. In case these officers are not relieved by the concerned Ministry/Department or any of them does not complete the training successfully, such non-attending of the training or not completing the training successfully would entail reversion to the post of UDC apart from any other action as deemed necessary.

4. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs.15,000/- each from their respective Ministry/Department. This amount may be released in Cash only and the same shall be collected by ISTM from the participating officials.

5. Confirmation with regard to the participation of the officials along with their respective bio-data (Annexure-II) may please be sent at the earliest to Shri G D Chawla, Assistant Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri G D Chawla, Assistant Director (Co-ordinator) ISTM is accessible on phone No. 26165593 (O).

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

To
Min/Dept.of
Joint Secretary(Estt./Admn.)
New Delhi.
Copy forwarded to :-
1. Officers concerned.
2. 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.
3. ISTM, (Shri G D Chawla, A.D.) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 02/01/2012 may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
7. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat> CSS/Training Nomination Circulars/UDC)

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