08/05/2011-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan, New Delhi
Dated the 2nd April, 2011

OFFICE MEMORANDUM

Subject: Level 'D' Training Programme at the ISTM for Section Officers
who are in the Zone of Promotion for Grade I (US) of the CSS.
(23/05/2011 to 15/07/2011)

The undersigned is directed to inform that Section Officers promoted on adhoc
basis to Grade I (Under Secretary) vide DOP&T Orders No.53/2010-CS-I(U) dated
3rd September 2010, whose particulars are given below, have been re-nominated,
for the above mentioned Level 'D' Training Programme which is being conducted
by ISTM w.e.f. 23/05/2011 to 15/07/2011.

<table>
<thead>
<tr>
<th>S. No</th>
<th>CSL No</th>
<th>NAME</th>
<th>DATE OF BIRTH</th>
<th>CADRE WHERE WORKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6738</td>
<td>Jyoti Gulati</td>
<td>16/01/64</td>
<td>SSC</td>
</tr>
<tr>
<td>2</td>
<td>6743</td>
<td>Rakesh Singh Nayar</td>
<td>23/08/69</td>
<td>Health &amp; Family Welfare</td>
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<tr>
<td>3</td>
<td>6758</td>
<td>MK Meena</td>
<td>25/04/67</td>
<td>Home Affairs</td>
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<tr>
<td>4</td>
<td>6767</td>
<td>C A Joseph</td>
<td>14/10/58</td>
<td>Steel</td>
</tr>
<tr>
<td>5</td>
<td>6768</td>
<td>Ajay Kumar Mishra</td>
<td>10/01/66</td>
<td>New &amp; Renewable Energy</td>
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<tr>
<td>6</td>
<td>6775</td>
<td>Vadali Rambabu</td>
<td>19/08/71</td>
<td>AR&amp;PG</td>
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<tr>
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<td>6776</td>
<td>Sunita Saxena</td>
<td>04/04/66</td>
<td>AR&amp;PG</td>
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<tr>
<td>8</td>
<td>6790</td>
<td>S.K. Pani</td>
<td>08/03/64</td>
<td>AR&amp;PG</td>
</tr>
<tr>
<td>9</td>
<td>6792</td>
<td>Debashis Dey</td>
<td>01/05/64</td>
<td>DONER</td>
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<tr>
<td>10</td>
<td>6793</td>
<td>Ram Gopal</td>
<td>28/01/65</td>
<td>RGI</td>
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<tr>
<td>11</td>
<td>6794</td>
<td>Manoj Kumar Sinha</td>
<td>26/09/65</td>
<td>Biotechnology</td>
</tr>
</tbody>
</table>

2. The above officers have been promoted on ad-hoc basis under the condition
that the officers who have not undergone mandatory Level 'D' Training as enjoined in
cadre training plan for the CSS, will have to undergo the aforesaid training within a
period of six months. In order to comply with the mandatory conditions for
imparting training for holding higher responsibilities these officers are given a
last and final chance for the successful completion of the mandatory Level 'D'
training programme. The concerned authorities are therefore requested that the
officers may be relieved of their duties without fail and advised to report to Smt.
Vinod Jindal, Joint Director, ISTM, Administrative Block, JNU Campus (Old),
New Delhi at 9 A.M. on 23rd May, 2011. In case these officers are not relieved by the
concerned Ministry/Deptt. or in case 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 Section Officer apart from any
other action as deemed necessary.
3. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated above 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.

4. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure-II) may please be sent by 06th May, 2011 to Smt. Vinod Jinal, Joint Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Smt. Vinod Jindal, JDI/Co-ordinator, ISTM, is accessible on Phone No. 26161375 (O).

( G. C. Rout )
Under Secretary to Government of India
Tele: 24629413

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. A-33090/1/2005-ISTM (Coord.) dated 05th January, 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 2nd July 2009.

3. ISTM, (Smt. Vinod Jindal, Joint Director), Admn. Block, Old JNU Campus, New Delhi-11067 - The list of officers, who report for training on 23rd May, 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 regularization.

7. Website of this Department(www.persmin.nic.in<CS Division<CSS<Training Circulars<S.O.)

8. Guard File.

( G. C. Rout )
Under Secretary to Government of India
Tele: 24629413
## 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.