No. 21/7/2014-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 26th December, 2014.

OFFICE MEMORANDUM

Subject:- Level-III Training Programme from 12.01.2015 to 30.01.2015 for PS of CSSS - reg.

The undersigned is directed to refer to this Department’s OM of even number dated 23.12.2014 on the subject mentioned above and to say that the following PSs have been nominated for Level-III Training Programme to be conducted by ISTM from 12.01.2015 to 30.01.2015.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name Shri/Smt./Ms.</th>
<th>Date of Birth</th>
<th>Cadre where working</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Harcharan Singh</td>
<td>10/03/1975</td>
<td>Fertilizers</td>
</tr>
<tr>
<td>2.</td>
<td>Rajeshwari Kumar</td>
<td>26/11/1961</td>
<td>WCD</td>
</tr>
<tr>
<td>3.</td>
<td>Valsala M Ramesh</td>
<td>29/05/1970</td>
<td>Commerce</td>
</tr>
<tr>
<td>5.</td>
<td>Reema Malhotra</td>
<td>05/05/1970</td>
<td>Urban Dev.</td>
</tr>
<tr>
<td>6.</td>
<td>Sanjeev Kumar Sachdeva</td>
<td>02/03/1972</td>
<td>Urban Dev.</td>
</tr>
</tbody>
</table>

2. Successful completion of Level-III programme is essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan. It may be noted that Shri Harcharan Singh and Smt. Rajeshwari Kumar have been nominated for third time.

3. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/Departments are required to sanction an advance of Rs. 45,000/- (Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.

4. It is requested that the above officers may be relieved of their duties with the direction to report to Shri H. Govind, Deputy Director & Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 12.01.2015.

5. Cadre authorities are also requested to send Curriculum Vitae of the participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure, to Shri H. Govind, Deputy Director & Course Coordinator, ISTM, New Delhi.

(Kameshwar Mishra)
Under Secretary to the Govt. of India
Tel: 24623157

To
Under Secretary (Admn.) of the concerned Cadre Units.

Copy to: Shri H. Govind, Deputy Director & Course Coordinator, ISTM.
1. Name of the officer nominated __________________________

2. Date of Birth ___________________ Male/Female _____

3. Designation & Scale of Pay ________________________________

4. Office in which employed ________________________________

5. Whether Hindi/English Stenographers ______________________

6. Academic qualification _________________________________

7. Date of joining as PS _________________________________
   Select List Year ________________________________

8. Whether the nominee is a member of SC/ST if yes, please specify Yes/No SC/ST

9. Previous Training undergone
   (i) ISTM ________________________________
   (ii) Other Training Institute ________________________________

10. (i) Office Address ________________________________
    Ministry/Department ________________________________
    Name of Building & Room No. ________________________________
    Office Tel. No. ________________________________

Residential Address ________________________________
    Mobile/Tel. No. ________________________________
    e-mail ________________________________

__________________________
Signature