

**MOST IMMEDIATE/BY SPEED POST**



भारत सरकार  
GOVERNMENT OF INDIA  
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
(कार्मिक और प्रशिक्षण विभाग)  
(Deptt. of Personnel and Training)  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
Ministry of Personnel, Public Grievances and Pensions  
प्रशासनिक ब्लॉक, जे.एन.यू. कैम्पस (ओल्ड)  
Administrative Block, J.N.U. Campus (Old)  
नई दिल्ली-110067/New Delhi-110067

Tel: 011-26165593  
Fax: 011026104183.

No. A-33071/2/2011-ISTM

Dated: 5<sup>th</sup> October, 2011

To,  
All Sponsoring Authorities (As per list attached)

Subject Training course on "Behavioural Skills" (BS) from 17-21 October, 2011 - **Cancellation of Course regarding.**

Sir/Madam,

With reference to your letter number mentioned in Column 3 of the enclosed list, I am directed to inform you that **due to lack of nominations** Training course on "Behavioural Skills" (BS), which is to be held in this Institute from 17-21 October, 2011 **is hereby cancelled**. The nominee(s) as mentioned in Column 2 of your Organisation may be informed accordingly.

2. Inconvenience caused is deeply regretted.

Yours faithfully,

Sd/-  
(A.J.K. Menon)

ASSISTANT DIRECTOR & COURSE COORDINATOR

Copy forwarded for information to:

1. As per column No.2 and 3 of the list attached.
2. Sh. M K Thakur, Caretaker, ISTM - for information and necessary action.
3. P.S. to Director, PS to Addl. Director/DD (Coord) & TA (Coord.)

**INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT**  
**TRAINING COURSE ON BEHAVIOURAL SKILLS**  
**(17 – 21 October, 2011)**  
**LIST OF NOMINATIONS ACCEPTED**

Sl. No.	Name, Designation, Office Address of the participant & T. No.	Address of the sponsoring authority with reference No. and date
(1)	(2)	(3)
1.	<b>Shri K. Harish Kumar, SHT</b> The Flag Officer Commandind in – Chief (Tor Staff Officer Training ) HQ, ENC, Naval Basc, Visakhapatnam - 530014	Shri VS Tripathi Administrative Officer - ! Staff Officer (Civilian Training) The Flag Officer Commandind in – Chief HQ, ENC, Naval Basc, Visakhapatnam - 530014
2.	<b>Shri B.V.S. Chalapathi Rao, PA 'C'</b> M/o Defence Defence Research & Dev. Laboratory PO: Kanchanbagh Hyderabad – 500058 Tel : 24583151 / Fax : 24583154 / Mob : 9966931832	Shri R. Amrutha Vani Scientist 'F' Head, HRDD Defence Research & Dev. Laboratory PO: Kanchanbagh Hyderabad – 500058 Tel : 24341106 / Fax : 24583154
3.	<b>Shri Subash Chandra, LDC</b> IVAC, Aruna Asaf ali Marg, New Delhi – 110067 Tel : 26892601 / Fax : 26893666 / Mob : 8130983985 Email : <a href="mailto:Chandra@iuac.res.in">Chandra@iuac.res.in</a>	Shri M.P. Balamurugan Admn. Officer (Personnel) Inter University Accelerator Centre Aruna asaf ali Marg New Delhi – 110067 Tel : 26893955 / Fax : 26893666
4.	<b>Shri B.V. Santhosh, Assistant,</b> Sugarcane Breeding Institute (ICAR), Coimbatore – 641007 Tel : 0422 – 2472621 / Fax : 2472923 Email : <a href="mailto:sugaris@vsnl.com">sugaris@vsnl.com</a>	Shri Rajashree Sunil Under Secretary (WS) Sugarcane Breeding Institute (ICAR), Coimbatore – 641007 Tel : 0422 – 2472621 / Fax : 247292923
5.	<b>Shri R. Vanithamuthumaheswari, Assistant</b> Sugarcane Breeding Institute (ICAR), Coimbatore – 641007 Tel : 0422 – 2472621 / Fax : 2472923 Email : <a href="mailto:sugaris@md3.vsnl.net.in">sugaris@md3.vsnl.net.in</a>	--Do--
6.	<b>Shri Arun Kumar Dhobal, Assistant</b> O/o Inspector General Frontier Pegrs, SSB Lucknow, Sarklep Bhawan TC/35, V – 2, Vibhuti Khand Gomti Nagar, Lucknow, Mob : 9559060843	Shri A.K. Srivastava Assistant Director O/o Directorate General Sashastra Seema Bal, East Block – V R.K. Puram, New Delhi – 110066 Tel : 26109631 / Fax : 26101054
7.	<b>Shri Ajit Sarkar, Assistant</b> SHQ SSB, New Jalpaiguri, PO – Patna, SahebBari Dist – Jalpaiguri State – Jalpaiguri – 735121 Tel : 03561 - 276701	--Do--
8.	<b>Smt K. Radha Swarupa, Sr. Stenographer</b> The Commanding Officer INS Eksila Mulagada Area, Mindi (Post), Visakhapatnam	Shri VS Tripathi Admn. Officer Staff Officer (Civilian Training) For flag Officer Commanding in Chief

9.	<b>Shri AS Acharyulu, SSG</b> For flag Officer Commanding in Chief Headquarters Eastern Naval Command Naval Base, Visakhapatnam – 530014 Tel : 0891 - 2812900	--Do--
10.	<b>Shri Indira Singh, Hav (Clk)</b> M/o Home Affairs MahanIdeshalaya Assam Rifles Directorate General Assam Rifles Shillong – 793011 Tel : 03882 – 247642 / Fax : 247204	Shri Rajesh Kumar Lt Col GSO – 1 (Trg) M/o Home Affairs MahanIdeshalaya Assam Rifles Directorate General Assam Rifles Shillong – 793011
11.	<b>Shri J. Niranjana Reddy, Assistant</b> Centre for Integrated Studies, University of Hyderabad, PO: Central University, Hyderabad – 500046, Tel : 23138500	Deputy Registrar (P) University of Hyderabad, Hyderabad – 500046 (A.P.) Tel ; 040 – 23138500 / Mob : 9849859584
12.	<b>Shri Ajay Kumar, UDC</b> Central Water Commission, IBO, M&A Directorate 3 <sup>rd</sup> Floor, Bhawan, Sec. 37A, Madhya Marg, Chandigarh Tel : 0172 – 2642307 / Fax : 2642327	Shri Rakesh Kumar Director ( Training) Central Water Commission, IBO, M&A Directorate 3 <sup>rd</sup> Floor, Bhawan, Sec. 37A, Madhya Marg, Chandigarh
13.	<b>Shri Naresh Chandra, Training Officer</b> M/o Labour, R.V.T.I. for Women, Allahabad Under DGE&T, Tel : 0532 – 2640783 / Mob : 09554690608	Smt J.G. Shukla ADT/PPL M/o Labour, R.V.T.I. for Women, Allahabad Under DGE&T,
14.	<b>Smt. Usha Devi Mishra, Training Officer</b> RVTI for Women, 6, New Katra Road, Allahabad (U.P.), Tel : 0532 – 2640783 / Mob : 9336101766	--Do--