

**No.A-50011/5/2011-Admn.III**  
**Government of India**  
**Ministry of Corporate Affairs**

**Room No.518, 5<sup>th</sup> Floor, 'A' Wing,**  
**Shastri Bhawan, New Delhi-110001**

**Dated: 15<sup>th</sup> March, 2011**

**OFFICE MEMORANDUM**

**Subject: Training programme for PPSs/PSs/PAs & Stenos in the Ministry.**

The undersigned is directed to say that a training programme on MS Word, Excel and Power Point Presentation is being organized for all PPS/PS/PA & Steno in the Ministry from **17.03.2011 to 28.03.2011** from **03:00 PM to 05:00 PM** in NIC Room No. 517.

2. The training programme will be organized in four Groups as per detail below:

**Group 'A'**

S. No.	Name S/Sh/Smt.	Posted with	Date	Time
1.	Shri Nand Kishore, PPS	DS (KK)	17 <sup>th</sup> & 18 <sup>th</sup> March, 2011	03:00 PM to 05:00 PM
2.	Shri Jagjit Singh, PS	Addl. Secy		
3.	Smt. Pushpa Saini, PS	Advisor Cost		
4.	Shri T.S.Negi, PS	Dir (R&S)		
5.	Smt Sushma Sikri, PS	DS (KG)		
6.	Shri K.C.Chandana, PS	Dir (R&S)		
7.	Shri B.B.Tulli, PS	JS(R)		
8.	Smt. Manjeet Gupta, PS	JD(NS)		

**Group 'B'**

S. No.	Name	Posted with	Date	Time
1.	Shri H. Srivastava, PS	DII(DR)	21 <sup>st</sup> to 22 <sup>nd</sup> March, 2011	03:00 PM to 05:00 PM
2.	Shri S.M. Das, PS (ad-hoc)	Addl. Secy		
3.	Shri Saibal Bhattacharjee, PS	JS(A)		
4.	Shri S.P.S. Rawat, PS	Secretary, CA		
5.	Shri Rajinder Kumar, PA	Secretary, CA		
6.	Shri S.K.Anand, PA	Addl. Secy		
7.	Shri S.C.Puri, PA	JS(S)		
8.	Shri Om Prakash, PA	DS(BKM)		

Contd....

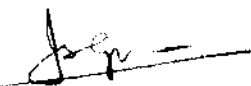
**Group 'C'**

S. No.	Name	Posted with	Date	Time
1.	Smt. Namita Bakshi, PA	Dir(AB)	23 <sup>rd</sup> & 24 <sup>th</sup> March, 2011	03:00 PM to 05:00 PM
2.	Shri S.K. Kaushik, PA	DD(BKL)		
3.	Shri Santosh S. Singh, PA	Dir(NK)		
4.	Smt. Durgesh Nandini, PA	DS(VKK)		
5.	Shri Suraj Bhan, PA	JS(A)		
6.	Shri Amod Kumar Pranav, PA	Hindi Section		
7.	Shri K.M.Baby, PA	US(RKP)		
8.	Shri Rajbir Singh Dahiya, PA	CL.II		

**Group 'D'**

S. No.	Name	Posted with	Date	Time
1.	Smt Urvashi Kumar, PA	US(JSG)	25 <sup>th</sup> & 28 <sup>th</sup> March, 2011	03:00 PM to 05:00 PM
2.	Shri M. Mohnadas, PA	DII (ES)		
3.	Smt. Rajini Maithini, PA	DD (VS)		
4.	Shri Pradeep Solanki, Steno	JS(S)		
5.	Shri S. Ambashta, Steno	Economic Advisor		
6.	Shri Deepak Kumar, Steno	Dir(JKS)		
7.	Shri M.V.K. Reddy, Steno	JS(R)		
8.	Smt. Davendar Barara, PS	US (AP)		

3. All PPS/PS/PA & Steno are requested to kindly make it convenient to attend the said training programme.

  
(J.S. Gupta)

Under Secretary to the Govt. of India

To

All PPS/PS/PA & Stenos.

Copy to:

1. All officers/ Sections in the Ministry.
2. Shri Subail Fasih, Scientist – C, NIC and Course Coordinator.
3. General Section – For arranging light refreshment.
4. e-Governance Cell – for placing on MCA Website.