

To,
The Under Secretary
Admn,-A
Mo Housing & Urban Affairs
Nirman Bhavan, New Delhi.

20/3/18
US (Admn-A)

Sub: Nomination for ISTM Training program in Cash & Accounts (9th July, 2018 to 7th September, 2018).

Ref: Earlier Nomination for same and ISTM regretted due to capacity constraint (copy enclosed).

Sir,

W.r.t. above, it is to submit that in September, 2016 the undersigned had applied for Cash & Accounts Training of ISTM and then the erstwhile MoHUPA had nominated me for the above said training. However, due to capacity constraints, ISTM regretted and advised to apply for next scheduled training (copies enclosed).

2. Accordingly, the undersigned has applied online for the next Cash & Accounts training scheduled to be commenced from 9th July, 2018 (9 Weeks). The printout of that application is attached for signature of Sponsoring Authority i.e. US (Admn-A).

3. It is requested, that I may be nominated and the application may be forwarded to ISTM at an earliest. **On my part, I promise that during the days of my training, I may be available for urgent official work, whenever called, even beyond office hours and also on Saturday/Sunday.**

4. The training will enhance my skill for carrying out important secretarial admn and accounting works. It will also increase my career growth prospect i.e. appointment to higher level of post of Accounts Officer and equivalent.

Thanks & Regards

Encl.: As stated above

To,
Under Secretary

Through Proper Channel: (Admn-B)

Yours sincerely,


19/3/18


(Sunil Kumar Jha)

ASO, Admn-V, M/o HUA

Email: sk.jha29@gov.in

Nominee Details			
Application No.	C&A-167-09JUL2018-0004	Applied Date	19-Mar-2018
Course Details			
Course Title:	Cash & Accounts	Course Code:	C&A-167
Course Duration:	09 Jul, 2018 To 07 Sep, 2018		
Personel Details			
Name in English:	SUNIL KUMAR JHA		
Name in Hindi:	सुनील कुमार झा		
Father's/Spouse's/Mother's/Guardian's name:	LT B N JHA		
Category:	General		
Gender:	male	Date of Birth:	22 Sep, 1969
Service:	CSS & Equivalent Service	Grade/Rank:	Assistant Section Officer
Level of Pay Matrix:	Level 7		
Organisation Details			
Name:	M/o Housing & Urban Affairs	Type:	Ministry
Street Address:	201-C Wing, Ministry of Housing & Urban Affairs, Maulana Azad Road, New Delhi-110011	City:	New Delhi
State:	Delhi	PinCode:	110011
Email:	ak.sinha30@nic.in	Phone:	01123061426
Residence Details			
Street Address:	624/C-II, Type-III Multistory CPWD Flats, Dev Nagar, Karol Bagh		
City:	Delhi	State:	Delhi
PinCode:	110005		
Email:	sk.jha29@gov.in	Phone:	9868340810
Emergency Contact Details:	Same as above		



Education Qualification:	POST GRADUATION
Brief Service Particulars:	Secretarial Practices in the M/o Housing & Urban Affairs
How the training is likely to benefit the nominee as well as the organisation:	It may enhance my skill for better result in Secretarial, Admn and Accounts work. Besides, it may also make me eligible for appointment to higher post on deputation i.e. Accounts Officer, Sr. Accountant and similar posts.
Previous courses attended at ISTM:	Purchase Management for 1 Week
Whether Hostel Accommodation is required:	NO
I certify that the above information is correct:	Yes 
Other Details	
Instruction: It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and the official will not be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.	
Sponsoring Authority Name:	Administration-IV, Ministry of Housing & Urban Affairs, Nirman Bhavan, New Delhi
Sponsoring Authority Designation:	Under Secretary
Complete Postal Address(with Pin code):	Room No.219-C, Nirman Bhavan, New Delhi-110011
Telephone Number (with code):	01123061426
Fax Number (with code):	011230614226
Sponsoring Authority Signature with Office seal:	

Subject: Application for Cash & Accounts from 19 Dec 2016 to 17 Feb 2017
- Reg

To: sk.jha29@gov.in

Date: 09/27/16 11:48 AM
From: ISTM <noreply-istm@nic.in>

Reply-To: "noreply-istm@nic.in" <noreply-istm@nic.in>

Dear SUNIL KUMAR JHA,

Your application for "Cash & Accounts" scheduled during 19 Dec 2016 to 17 Feb 2017 has been received by ISTM.

Your Application number: C&A-165-19DEC2016-0108

Only such candidates, whose nominations are accepted for the above mentioned Training Programme by ISTM would be allowed to join the course, one month prior to commencement of the training programme, the list of selected participants will be uploaded on the ISTM website http://www.istm.gov.in/home/view_all_nomination_acceptance and the same will be sent via email to the individuals also.

Institute of Secretariat Training and Management (ISTM),
Administrative Block, JNU Campus (Old),
New Mehrauli Road, Opposite to Bersarai Market,
New Delhi – 110067,
INDIA.

Subject: **Inability to accept Nomination for Training Programme at ISTM –
Reg**

To: sk.jha29@gov.in, aso1upa-mhupa@gov.in

Date: 11/18/16 05:21 PM

From: K K Pant <kkpant200754@gmail.com>

Reply-To: "kkpant200754@gmail.com" <kkpant200754@gmail.com>

Dear SUNIL KUMAR JHA,

It is regretted to inform that your nomination for the Training Programme on "Cash & Accounts" scheduled during Mon 19 Dec, 2016 to Fri 17 Feb, 2017 at ISTM could not be accepted due to Capacity Constraints.

You may apply for the future programme on the "Cash & Accounts" afresh. For details of courses offered, please visit our Website at www.istm.gov.in

K K Pant, Consultant
Institute of Secretariat Training and Management (ISTM),
Department of Personnel & Training (DoPT),
Administrative Block, JNU Campus (Old),
New Mehrauli Road, Opposite to Bersarai Market,
New Delhi – 110067,
INDIA.

F. No A-22012/12/2016 - Admn (HUPA)
Government of India
Ministry of Housing & Urban Poverty Alleviation

Nirman Bhawan, New Delhi

Dated: 19.10.2016

To

Shri K.K. Pant,
Assistant Director & Course coordinator,
Institute of Secretariat Training and Management,
Administrative Block, JNU (Old) Campus,
New Delhi.

Subject:- Forwarding of application of Shri S K Jha, Accounts Officer, M/o HUPA for the nomination w.r.t Cash & Accounts training in ISTM which is scheduled to start from 19.12.2016.- reg.

Sir,

I am directed to refer to Institute of Secretariat Training and Management's Annual Calender 2016-2017 on the above mentioned subject and to forward herewith the nomination of Shri Sunil Kumar Jha, Accounts Officer of this Ministry for inclusion of his name for the course as mentioned above.

Encls : (As above)

19.10.16
(A.K. Sinha)

Under Secretary to Government of India

Tele : 23061530

Copy to

1. Shri Sunil Kumar Jha, Accounts Officer, M/o HUPA.

19.10.16
(A.K. Sinha)

Under Secretary to Government of India

Tele : 23061530

Nominee Details	
Application No. C&A-165-19DEC2016-0108	Applied Date 30-Sep-2016
Course Details	
Course Title: Cash & Accounts	Course Code: C&A-165
Course Duration: 19 Dec, 2016 To 17 Feb, 2017	
Personel Details	
Name in English: SUNIL KUMAR JHA	
Name in Hindi: सुनील कुमार झा	
Father's/Spouse's/Mother's/Guardian's name: LT B N JHA	
Category: General	
Gender: male	Date of Birth: 22 Sep, 1969
Service: CSS & Equivalent Service	Grade/Rank: Section Officer /Accounts Off
Pay Band: 9300-34800	Grade Pay/Scale of Pay: 4800
Date of Joining/Last Promotion: 30 Jul, 1996	
Organisation Details	
Name: MINISTRY OF HOUSING & URBAN POVERTY ALLEVIATION	Type: Ministry
Street Address: 215-B, NIRMAN BHAVAN, NEW DELHI	City: NEW DELHI
State: Delhi	PinCode: 110011
Email: ASO1UPA-MHUPA@GOV.IN	Phone:& 01123061185
Residence Details	
Aadhaar Number: 371280122890	PAN Number: AEYPJ1028B
Street Address: C-2/624, TYPE-III MULTISTORY, CPWD FLATS, DB GUPTA ROAD, DEV NAGAR, KAROL BAGH	
City: DELHI	State: Delhi
PinCode: 110005	
Email: SK.JHA29@GOV.IN	Phone: 9868340810
Emergency Contact Details: 9868340810, 9212290810	

Education Details	
Education Qualification:	POST GRADUATE
Professional Qualification:	
Service To which belong:	CENTRAL SECRETARIAL SERVICES
Brief Service Particulars:	
	ACCOUNTS OFFICER
How the training is likely to benefit the nominee as well as the organisation:	IN MY PRESENT DEPUTATION POST AS ACCOUNT OFFICER I HAVE TO COMPLETE THIS TRAINING MANDATORILY. IT WILL ENHANCE MY SKILL TREMENDOUSLY.
Previous courses attended at ISTM:	PURCHASE MANAGEMENT PROGRAMME IN 2012.
Whether Hostel Accommodation is required:	NO
I certify that the above information is correct:	Yes
Other Details	
Instruction: It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and the official will not be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.	
Sponsoring Authority Name:	MINISTRY OF HOUSING & URBAN POVERTY ALLEVIATION
Designation:	UNDER SECRETARY, ADMINISTRATION
Complete Postal Address(with Pin code):	203-C, NIRMAL BHAVAN, NEW DELHI-110011
Telephone Number (with code):	23082127
Fax Number (with code):	011-23081185
Sponsoring Authority Signature with Office seal:	<p>Asin 20.10.16</p> 