No. A-33025/7/2024-ADMN
भारत सरकार
Government of India
जल शक्ति मंत्रालय
Ministry of Jal Shakti
जल संसाधन विभाग, नदी विकास एवं गंगा संरक्षण
Department of Water Resources, RD & GR
(Administration Section/ प्रशासन अनुभाग)
****

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 04th August, 2026

OFFICE ORDER No.515/2026

In pursuance of the instructions contained in the DoPT OM No. 21/3/2025-CS-II(Trg.) dated 29.07.2026, the following Personal Assistants (PAs) of this Department are hereby relieved w.e.f. 10.08.2026 (F/N) to attend the Level-II Training Programme at ISTM to be scheduled from 10.08.2026: -

Sl. No.	Name of the Personal Assistants (Ms)
1	Pooja Agrawal
2	Sazia Khatoon

2. Sanction of the competent Authority is also conveyed for making a payment of Rs. 30,000/- (Rupees Thirty Thousand only) as an advance to both mentioned officers, which will be debited to Major Head 3451.00.090.16.01.11-Domestic Travel Expenses under Grant No. 62 for the year 2026-27. The above sanctioned amount is subject to the final adjustment subsequently by ISTM.

3. The above said period of training will be treated as duty.

04.08.2026

(Saket Sourav)
Under Secretary to the Government of India
भारत सरकार के अवर सचिव
Tel. No./ दूरभाष संख्या - 23738126
Email/ ईमेल: usadmn-mowr@nic.in

Copy to :-

1. Concerned Officials.
2. DDO, Cash Section, DoWR, RD & GR. (May kindly make the payment of sanctioned amount to the above mentioned Officers).

3. Ms. Kavita Sharma, Assistant Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi - 110067.
4. Department of Personnel and Training (Ms. Preeti Wadhwa, Under Secretary), CS.II (C), 504, Ground Floor, Zone 05, GPOA-3, Netaji Nagar, New Delhi-110023.
5. Personal File/APAR Folder/Intra-mowr.

Nominee Details

Application No.	L-II-80-10AUG2026-0034	**Applied Date**	03-Aug-2026

Course Details

Course Title:	CSSS Level - II	**Course Code:**	L-II-80
Course Duration:	10 Aug, 2026 To 21 Aug, 2026		

Personal Details

Name in English:	Smt. Sazia Khatoon		
Name in Hindi:	श्रीमती साजिया खातुन		
Father's / Spouse's / Mother's / Guardian's name:	AAMIR SOHAIL		
Gender:	Female	**Category:**	OBC
Date of Birth:	05 Jan, 1993	**Education Qualification:**	POST GRADUATION
Differently Abled:	No		
Date of Joining:	07 Sep, 2012	**Date of Joining Current Post:**	01 Jul, 2023
Service:	CSSS	**Designation / Rank:**	Personal Assistant
Level of Pay Matrix:	Level 7		

Organisation Details

Name:	Department of water resouces RD and GR, Ministry of Jal Shakti	**Type:**	MD
Street Address:	Room No. 424, 4th Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi 110001	**City:**	New Delhi
State:	Delhi	**PinCode:**	110001
Email:	khatoon.s13@nic.in	**Phone:**	23738126

Residence Details

Street Address:	H. NO. 8 THIRD FLOOR TYPE 3 SADIQ NAGAR 110049		
City:	NEW DELHI	**State:**	Delhi
PinCode:	110049		
Email:	khatoon.s13@nic.in	**Phone:**	9871396630
Emergency Contact Details:	9650291729		

Brief Service Particulars:

Giving Stenographic assistance, handling emails , preparing engagements, preparing meeting folders, attending and making telephone calls, Fax, recording/diarizing routine as well as important receipts/files through e-office received from various Divisions of the Department and also from outside. As my section deals with Court cases of state Govt. officials, updating of the same is done by me on LIMBS portal and other miscellaneous works assigned by the officer from time to time.

How the training is likely to benefit the nominee as well as the organisation:	Enhance Professional, Administrative and communication skills, enabling the PA to perform duties more efficiently and effectively.
Previous courses attended at ISTM:	CSSS Level - 1
Whether Hostel Accommodation is required:	NO

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:	Shri Saket Sourav
Sponsoring Authority Designation:	Under Secretary
Complete Postal Address(with Pin code):	Ministry of Jal Shakti, 4th Floor, Room No. 424, Shram Shakti bhawan, New Delhi
Telephone Number (with code):	011-23738126
Fax Number (with code):	011-023738126
Sponsoring Authority Signature with Office seal:	04.08.2026 साकेत सौरभ / SAKET SOURAV अवर सचिव / Under Secretary जल शक्ति मंत्रालय / Ministry of Jal Shakti जल संसाधन, नदी विकास और गंगा संरक्षण विभाग Deptt. of Water Resources, River Development and Ganga Rejuvenation भारत सरकार / Govt. of India नई दिल्ली / New Delhi-110001