

From : Home New Delhi  
 To : **Home Secretaries /DsGP** :Telengana, Madhya Pradesh, Assam, Andhra Pradesh, Kerala, Odisha, Uttar Pradesh, Jharkhand, Chhattisgarh, Haryana, Meghalaya & Maharashtra.  
**Director-** SVP NPA, Hyderabad & SPG  
**DsG-** CISF, NIA, NSG, NDRF & BPR&D.  
**Joint Secretary-** NDMA, New Delhi.  
**Joint Secretary-** Adm and J&K Division, MHA (GoI), North Block, New Delhi.

MHA File No. 23011/29/2017-PMA

Dated, the 17<sup>th</sup> November, 2017

**Subject:- ATA-IN16SCMS01, Senior Crisis Management Seminar to be commenced at Washington, DC area from 9<sup>th</sup> to 13<sup>th</sup> April, 2018.**

Reference is invited to this Ministry's letter of even number dated 15<sup>th</sup> March, 2017 seeking nominations for the above Seminar.

2. In this connection it is informed that following 24 candidates (main-20 + reserve-4) have been selected for attending the aforementioned Seminar:

S/ No.	Name (S/Shri)	Designation	State/UT/Org
1.	Anjani Kumar,IPS (TG-90)	ADG	Telangana
2.	Sanjeev Shami,IPS(MP-93)	IG	Madhya Pradesh
3.	Anurag Agarwal,IPS (AM-98)	IG	Assam
4.	Bathini Sreenivasulu, IPS (AP-98)	IG	Andhra Pradesh
5.	Dinendra Kashyap,IPS (KL- 98)	IG	Kerala
6.	Amitabh Thakur, IPS(OR-98)	IG	Odisha
7.	Katarpu Sunil Emmanuel, IPS (UP-2003)	DIG	Uttar Pradesh
8.	Akhilesh Kumar Jha, IPS(JH-03)	DIG	Jharkhand
9.	Pradeep Gupta,IPS-(CH-95)	IG	Chhattisgarh
10.	Ms. Mamta Singh, IPS (HR-96)	IG	Haryana
11.	Bhola Shanker Jaiswal,IPS (AGMUT- 2001)	DIG	BPR&D
12.	Ms. Dyuti Rani Doley Barman,IPS(JK-86)	Director (ADG)	SVP NPA, Hyderabad
13.	Satish Shriramaji Khandare, IPS(JK-95)	IG	CISF
14.	Anand Jain, IPS(JK-99)	DIG	NIA
15.	Abhishek Trivedi, IPS(HP-96)	IG	NSG
16.	Yeshwant Kumar Jethwa,IPS (OR-94)	IG	SPG
17.	Ravi Joseph Lokku,IPS(UP-95)	IG	NDRF
18.	Anil Kumar Sanghi (ITS-83)	JS	NDMA
19.	Dr. Rama Krishan Swarnkar,IPS(UP-96)	Director (L&M)	J&K Division, MHA(GoI)
20.	Dushyant Singh	CSO	MHA (GoI)
<b>RESERVE</b>			
R1	Shrikant Kishore (Non IPS)	DIG	CISF
R2	Heimonlang Nongpluh, IPS (AM-94)	IG	Meghalaya
R3	Nawal.Y.Bajaj, IPS (MH-95)	Director Maharashtra Police Academy/ Spl Inspector General	Maharashtra
R4	Dhirendra Singh Sindhu	Jt. Advisor	NDMA

Contd.....2/-


3. All Expenditure on this course is being borne by the Government of United States of America. However, any expenditure incurred by the officer for his visit from duty station to New Delhi to attend briefing in BPR&D or US Embassy or to submit his documents or onward move to US and back (Delhi to Duty place) will be borne by the respective States/UTs/Organizations.

4. It is therefore requested that the aforementioned officers may be advised to prepare following documents/fill up necessary proformas immediately and submit the same in PMA Cell, Room No.14, MHA, North Block, New Delhi :-

- (i) Official Passport
- (ii) Visa Note (fill up proforma for CPV note)
- (iii) **On line Visa form DS-160**(separate instructions enclosed)
- (iv) FCRA Clearance (**On line FC-II form** available on MHA's web site (Foreigner's Division).
- (v) Medical examination certificates/documents
- (vi) Photographs (instruction enclosed)
- (vii) Disc/vigilance clearance
- (viii) Bio- Graphic Form


5. MEA is being requested separately for issuing of political clearance, which will be required for preparation of official passport and visa note. In the meantime FCRA-II form may be filled in **on line** by all the candidates. Copy of FCRA clearance conveyed by Foreigner Division, MHA need to be submitted in PMA Cell, MHA alongwith aforementioned documents. **It is specifically mentioned that it is the responsibility of the concerned participants/sponsoring authorities to get prepared all the documents in time by putting extra efforts to avoid dropping.** All the above mentioned documents may be submitted to this Ministry (Room No.14, North Block, New Delhi) **by 27<sup>th</sup> November, 2017** positively.

Encl : As above.

  
(Raman Kumar)  
Under Secretary (PMA)  
Tel: 23094009

Copy to :-

1. Director (AMS), MEA, South Block, New Delhi.
2. Director (L&M), J&K Division, MHA, North Block, New Delhi.
3. CSO, MHA, North Block, New Delhi.
4. SO (FC-I), Foreigner Division, MHA- with a request to issue of FCRA clearance.
5. SO (IT), MHA- with request to upload on MHA website.

  
(Raman Kumar)  
Under Secretary (PMA)  
Tel: 23094009

84

7/9

## BIO - GRAPHIC FORM

Annexure - I

1	Name of Visitor (Family, Given Name, Middle Name) :	
2.	Gender of Visitor	
3.	Place of Birth (City, Country)	
4	Date of Birth (Month/Date/Year)	
5	Country of Citizenship :	
6	Official Passport Number :	
7.	Official Passport Expiry Date :	
8	Immigrant Aden: (Yes or No):	
9.	Type of Visa (if issued before):	
10	Visa Expiry Date :	
11	Interpreter Needs ? No - Supplied by the Department of State:	
12	Work Phone/E-Mail :	
13	Name of the Current Employer:	
14	Place of Work (Assignment) :	
15	Present Designation/Position	
16.	Address of Current Employer	
	Street Address:	
	City :	State/Province :
	Pin Code :	Country :
17	Address of place of Work(Assignment), if different than 16	
	Street Address:	
	City :	State/Province
	PIN Code :	Country :
18	Telephone Nos.	
	Office:	Residence:
	Fax No.	Mobile No:
	Immediate Contact Tele.No.	Fax No.:
19	Vegetarian/Non - Vegetarian:	

82  
85

3/9

- 3 -

**Visa Instructions for Diplomatic/Official Passports:**

**STEP ONE:** First you will need a photo, and you will need to scan your photo into your computer.

(see: [http://newdelhi.usembassy.gov/photo\\_requirements.html](http://newdelhi.usembassy.gov/photo_requirements.html) for photo specifications)

**STEP TWO:** Complete the DS-160 form:

- Log on to <https://ceac.state.gov/genniv/>
- Complete the form following the instructions.
- All application questions, except as specially provided, must be in English, using English characters only.
- You will upload your photo at this time.
- The completed application form will generate a barcode, which should be printed using a laser printer, as ink-jet or dot-matrix printers do not print with sufficient resolution to enable capture of the information in the barcode.
- Please note that the DS-160 will "time out" approximately 20 minutes after the application has been idle. If the application times out, all the data that has been entered will be lost.

To guard against data loss, click the "Save" button in the File Download window. Identify a place on your computer to save the application file; browse to that location, and click the "Save" button on the Save As window.

FAQs are available at: [http://travel.state.gov/visa/frvi/forms/forms\\_4401.html](http://travel.state.gov/visa/frvi/forms/forms_4401.html)

Documentation required while lodging visa application:

Official passport

- CPV Diplomatic Note
- Curriculum Vitae
- Application photo
- The DS-160 barcode page

Note: Applicant/s holding CPV Diplomatic Note stating "Official" and travelling on Official/Diplomatic Passport must apply under "A2" visa category.

86

ANNEXURE - IV

MEDICAL CERTIFICATE

This is to certify that Shri :

Designation :

Aged, \_\_\_\_\_ years, was examined by me and found physical. Fit mental alert and free from all infectious/communicable diseases : Hepatitis A, B, and C, HIV, AIDS, Malaria, Tuberculosis and Sexually transmitted disease.

2. His investigations report shows all parameters within normal limits.

- Encl : a) X - Ray (Chest) P.A. View  
b) Blood Report for Malaria, Hepatitis A, B, C  
c) HIV, AIDS  
d) Sputum for AFB (for T.B)

Place :  
Date :

82  
28

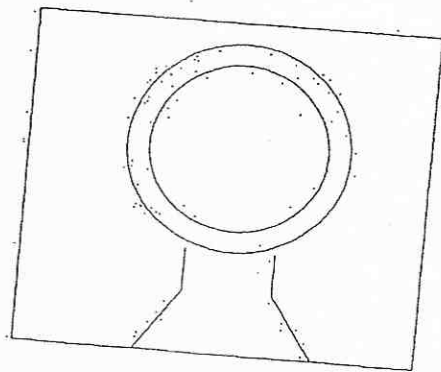
7/9

Annexure V

DEPARTMENT OF STATE  
UNITED STATES OF AMERICA

PHOTO INSTRUCTIONS FOR NON-IMMIGRANT VISAS

- \* The Photograph must be an unmounted full face Photo taken within the Last Six months. The Photograph must be full front view, taken facing the camera—no side or angled views are acceptable.
- \* The Photograph should measure 2 inches square (Roughly 50 mm square) with the head centered in the frame. The head (measured from the top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo.
- \* The Photograph may either be in color or black and white, but must have only a plain white background. Photos with colored, dark or patterned backgrounds will not be accepted. Photos should be printed without borders.
- \* For Persons wearing glasses, there must be no reflection around the eyes. Photos with reflection will not be accepted. Head coverings are acceptable only due to religious beliefs and then only when the applicant's face is completely exposed.



88

GOVERNMENT OF INDIA / STATE GOVERNMENT  
MINISTRY / DEPARTMENT OF \_\_\_\_\_

No. \_\_\_\_\_

Dated, the .....

Subject : **Issue/revalidation of official/diplomatic passport(s) & visa note(s)**

Sl No.	Name(s) of applicant. Please attach a list for more than 3 names	Designation & Pay Scale	Status of previous passport(s) if any enclosed/kept in safe custody/ If lost FIR in original

2. Passport application form duly filled-in Attached/Note required.
3. Details of visit :-

Countries to be visited official duty	Countries to be transited	Purpose & duration of visit

4. Please mark the desire option:
  - (a) Political clearance and PMO Clearance, if required ( ) obtained.
  - (b) The applicant (s) would travel only after obtaining the required clearances.
  - (c) It is certified that the visit has been approved by the competent authority, and the period of deputation will be treated as on Govt. of India/State Govt. Duty and draw his pay & allowances in India.  
OR
  - (d) The purpose of visit is private.

Signature of the forwarding officer alongwith  
Name/Stamp/Phone No.  
Tele.....

(For official use only)

Service required:

Safe custody		Issue:	Dip:	Off:
Release from S/C		Revalidation	Dip:	Off:
Cancellation		Visa Note for		
Remarks		Expected date of delivery		

44  
78

REGIONAL SECURITY OFFICE, AMERICAN EMBASSY, NEW DELHI

DETAILS ABOUT PERSONAL STAY IN U.S.

Name of the Participant:

Please note as advised earlier no personal travel is allowed until the training is complete. Even the stay after the course is to be approved by the Ministry of Home Affairs. We would appreciate if you could provide us with the following information for your personal stay after the course:

**NAMES OF THOSE BEING VISITED:**

**ADDRESS:**

**CONTACT NUMBERS:**

**PERIOD OF STAY:**

Return flight date from Washington IAD only,  
will not be allowed from any other airport (No  
Stopover in Europe:

**Mode of Transportation :**  
**Including Flight Details with**  
**Departure and arrival**  
**destinations**

Thanks

\_\_\_\_\_  
Signature