

No.8/5/2016-CS.I (Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.I Training Section

Lok Nayak Bhawan, New Delhi
Dated the 4th August, 2016

OFFICE MEMORANDUM

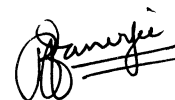
Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 16/08/2016 to 09/09/2016.

The undersigned is directed to inform that SSAs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM during the period from **16/08/2016 to 09/09/2016**. It is requested that these officials may be relieved of their duties and advised to report to **Shri K. H. Sivaramakrishnan, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 16th August, 2016**.

2. **The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for their promotion.** No request for withdrawal/exemption either from the Ministry/Department or the officer concerned shall be entertained except on the grounds indicated in DOP&T OM No.1/1/2009-CSI(Trg.) dated 24th February, 2010 as this would adversely affect the promotion of the officers. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12th July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated are relieved in time. **The officials who do not attend or successfully complete the Level 'A' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes study tour and the officers nominated above may be advised to draw necessary TA/DA advance of Rs.15,000/- each from their respective Ministry/Department. This amount may be released in the name of the official and the same shall be collected by ISTM from the participating officials.

4. As per DoPT OM No. T-20018/5/2015-TRG (ISTM Section) dated 22nd September, 2015 the officers who are being nominated for the third (and final) time will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the third time) will be entertained.



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5. Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) in respect of Cadre Training Plan (CTP). Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmers for the officers of CSS in respect of Cadre Training Plan (CTPs)" which are reproduced below: -

- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) Postponement of participation from the **first chance to second chance** would be allowed only with the prior approval of DoPT. However, such approval for postponement of participation does not entitle the officer to obtain the respective promotion/grade/increment in relaxation of the Rules. It is reiterated that the officer will be entitled for the respective promotion/grade/increment only after he/she successfully completes the respective cadre training programme for CSS.
- (iii) Postponement of participation from the **First chance to Second chance** would be allowed by DoPT only in the case of rare and extraordinary circumstances, which are defined as under:
 - (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, souse, children of the officer and parents-in-law of the Officer.
 - (c) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (d) Child care leave approved by competent authority.
 - (e) Marriage of self/the children.
 - (f) Officers on Election duty.
- (iv) CSS Officer deputed by Government of India to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
- (v) Officers of CSS cadre who have less than two years of service left for superannuation as a 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
- (vi) The officers who do not attend the mandatory training programmes even after two nominations of CS Division, shall be debarred for future training programmes under the Cadre Training Plan.
- (vii) Failure to attend any level of the mandatory training Programme in the 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS services, with no exception.
- (viii) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.



- (ix) In the case of officers leave the training, in between the programme, other than on medical grounds, the entire cost of training shall be recovered from such officer for non-completion of training.
- (x) **Authority empowered to permit postponement:** The cases relating to postponement will be handled by CS Division of DOPT. The postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division). No postponement may be permissible beyond 2nd chance. In exceptional cases, Secretary (P) can give permission beyond 2nd chance if the Officer is not able to attend the training on a case to case basis.
- (xi) The officer nominated for training shall be relieved for training by the respective Ministries/Departments/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DOPT.
- (xii) The Officers who have been nominated by CS Division of DOPT under 2nd chance shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

6. It can be seen from the above that the officers who do not attend the mandatory training programmes even after two nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan and failure to attend any level of the mandatory training programme in the 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS services, with no exception. In addition, administrative action may be taken to deny grant of promotion to such debarred officers. As such the officers who have been nominated by CS Division of DoP&T under 2nd chance vide this Office Memorandum shall also attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

7. Confirmation with regard to the participation of the officials may please be sent to **Shri K. H. Sivaramakrishnan, Assistant Director (Course Director)**, (Phone No. 26165593, M.No. 9868896850), ISTM, New Delhi.



(Biswajit Banerjee)
Under Secretary to Government of India
Tele. : 24629413

To
**Min/Dept.of
Joint Secretary(Estt./Admn.)
New Delhi.**

Copy forwarded to :-

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their OM No. A-33083/3/2013-ISTM(Coord)/1316 dated 13th December, 2013.
2. ISTM, **(Shri K. H. Sivaramakrishnan, Assistant Director (Course Director))**, Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **16th August, 2016** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi for information.
4. CS-II (B) Section, DOP&T, Lok Nayak Bhawan, New Delhi.
5. Hindi Section, DOP&T, New Delhi - For Hindi version.
6. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
7. Guard File.



LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM (16.08.2016 TO 09.09.2016)

Sl. No.		Name	Date of Birth	Ministry/Department
1	181	Abhijit Ghosh Dastidar**	28-May-1965	Expenditure
2	366	Kashi Kant**	23-Dec-1959	Expenditure
3	420	Sudhansu Sekhar Das**	28-May-1969	Labour
4	445	Kailash Chander**	2-Jan-1961	Health & FW
5	618	Manoj Dutt Raturi**	10-Jul-1970	Agriculture & Coop
6	720	Ramesh Chandra**	26-Aug-1972	Labour
7	18	M. Urangan*	15-May-1970	Labour
8	43	Om Prakash II*	1-Feb-1978	Financial Service
9	144	Arun Kumar Bhardwaj*	24-Feb-1969	Defence
10	176	Amaresh Kumar*	5-Sep-1973	Expenditure
11	212	Narender Singh*	15-Dec-1959	Urban Development
12	268	Sohan Choudhary*	16-Jan-1970	RT&H
13	272	I Srinivasa Rao*	12-Apr-1966	Water Resources
14	467	Arnab Parial*	11-May-1977	Environment Forest
15	580	Pankaj Kumar Mishra*	12-Jan-1975	Rural Development
16	620	Jasbir Singh*	21-May-1970	MHA
17	149	Lalita Upadhyaya	28-Aug-1975	Agriculture & Coop
18	164	Kuber Singh	10-May-1972	Textiles
19	236	C G Ninave	10-Dec-1967	Agriculture & Coop
20	264	Md. Shahjahan	20-Jan-1969	Agriculture & Coop
21	345	C.P. Srivastava	21-Oct-1970	Posts
22	358	Mukesh Kumar Sharma	6-Apr-1962	Posts
23	487	Mohan Yadav	10-Jan-1975	Agriculture & Coop
24	565	Ajay Kumar Singh	25-Oct-1971	Agriculture & Coop
25	621	Anamika Chachra	14-Sep-1974	Agriculture & Coop
26	632	M. Sudarsanan	26-Sep-1968	Power
27	634	Dinesh Kumar	2-Dec-1966	MHA
28	636	Uma Shanker	26-Dec-1973	MHA
29	640	Prayag Kumar Sah	5-Apr-1972	Expenditure
30	644	Narinder Kumar Nagarwal	15-Nov-1967	Power
31	651	Purna Nand Jha	31-Dec-1973	Agriculture & Coop
32	652	Prem Lata Mangla	7-Jan-1969	Expenditure
33	652	Chhanda Charan Sahoo	20-May-1969	MHA
34	660	P.C. Jha	21-Sep-1969	MHA
35	664	Kiran Bala	26-Jul-1977	Environment Forest



36	666	Rajesh	26-Jul-1970	MHA
37	668	Kumar Vinay Sinha	3-Jan-1974	MHA
38	672	Birnder Kumar Singh	25-Mar-1975	Expenditure
39	687	Bimal Kishore Mandal	27-Mar-1971	Agriculture & Coop
40	704	Aitlin Rynjah	22-Apr-1969	Urban Development
41	726	Subodh Kumar Suman	1-Nov-1971	Urban Development
42	743	Yunus Khan	5-Oct-1971	I&B
43	747	T.N. Sahay	1-Jan-1973	MHA
44	751	Vinit Kumar Upadhayay	14-Nov-1973	Water Resources
45	771	Abdul Kabir	1-Oct-1972	Expenditure

** THIRD & FINAL NOMINATION

* SECOND NOMINATION.

