No.8/2/2019-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 09th **October,2019**

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 11/11/2019 to 06/12/2019.

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 **11/11/2019 to 06/12/2019**. It is requested that these officials may be relieved of their duties and advised to report to **Shri. Rajeev Kumar Jha, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 11th November, 2019.**

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. 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: -

.....2/-

(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:

(iv) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.

(v) 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.

(vi) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.

(vii) Child care leave approved by competent authority.

(viii) Marriage of self/the children.

(ix) Officers on Election duty.

(x) 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.

(xi) 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.

(xii) 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.

(xiii) 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.

(xiv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.

(xv) In case 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.

.....3/-

(xvi) **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.

(xvii) 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.

(xviii) 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.

5. 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.

6. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is **http://www.istm.gov.in/home/online_ctp_form.** They may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.

7. Confirmation with regard to the participation of the officials may please be sent to **Shri. Rajeev Kumar Jha, Assistant Director (Course Director)**, (Phone No. 26737625, M. No. 9868979223), ISTM, New Delhi.

Shekhar 9/10/2019

(Chandra Shekhar)
Under Secretary to Government of India
Telefax. : 24624046
Email:c.shekhar59@nic.in

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. Rajeev Kumar Jha, 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 11th **November, 2019** may please be furnished to this Department next day positively.

3. Training Division, (**Sh. Imran Ahmed, Deputy Secretary**), 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)**

(S.Satheesan)
Section Officer
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ANNEXURE-I

LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM (11.11.2019 TO 06.12.2019)

S.No.	Name of the officials (Shri/Smt./Ms.)	DOB	Ministry/ Department	Select List
1	Sansar Chand*	05.11.1964	Shipping	2004
2	Indra Rani Ghosh*	12-03.1962	Shipping	2004
3	Krishan Kumar*	18-09-1976	UPSC	2003(Ext)
4	Rashmi Narang*	20-11-1976	UPSC	2004
5	T.K. Vasan*	29-11-1961	.Power	2004
6	Bir Singh*	20-11-1967	DPIIT	2004
7	Surender Singh Bisht*	30-01-1963	Commerce	2004
8	Ramesh Chander*	22-05-1964	Supply Div.	2004
9	Kalpana Aggarwal*	28-11-1975	HRD	2004
10	Suraj Bhan*	01-07-1963	Fertilizers	2004
11	R.N. Pani*	09-07-1974	Corporate Affairs	2004
12	Priyavart	14-12-1975	MHA	2004
13	Manish Kumar Sinha	30-01-1974	MHA	2004
14	Brahm Prakash	25-04-1965	Mines	2004
15	Meghlal Mandal	01-06-1966	Jal Shakti	2004
16	Lokesh Kumar	11-07-1974	Commerce	2004
17	Amilek Swamy	11-12-1973	MHA	2004
18	Dhananjay Kumar Barnwal	20-04-1973	MHA	2004
19	Dharam Pal Chauhan	01-03-1962	DoP&T	2004
20	Ranjeet Singh	07-02-1964	MHA	2004
21	Dinesh Puri Goswami	15-08-1965	DoP&T	2004
22	Chandra Ballabh	04-04-1966	Env. & Forests	2004
23	B.M.S. Negi	13-07-1966	Mines	2004
24	Chander Bhan	03-04-1962	Supply Div.	2004
25	Sabar Singh Rawat	05-08-1964	UPSC	2004
26	Rama Shankar	03-01-1968	DoP&T	2004
27	Manmohan	01-07-1968	Fertilizers	2004
28	Kalam Singh	06-01-1964	Commerce	2004
29	Meharban Singh	05-03-1962	Mines	2004
30	Suresh Saini	25-08-1965	Culture	2004
31	Satish Kumar Dhyani	12-06-1962	H&UA	2004
32	Kuldeep Singh Jamwal	24-11-1961	H&UA	2004
33	Narender Kumar	10-08-1962	I&B	2004
34	Govind Singh Rawat	16-08-1962	HRD	2004
35	Y.V.S. Verma	07-01-1967	Rural Dev.	2004
36	Jarsom	28-03-1969	Defence	2004
37	Subhram Yadav	10-06-1962	Fertilizers	2004
38	Ramesh Kumar Sharma	15-04-1966	Fertilizers	2004
39	Mahavir Singh Rawat	23-04-1963	Defence	2004
40	Om Prakash-II	12-08-1965	Expenditure	2004
41	Mahender Singh	10-01-1963	Culture	2004
42	Rajendra Prasad	05-07-1964	Defence	2004
43	Birender Singh	25-06-1965	H&UA	2004
44	Rajesh Kashyap	24-03-1965	Defence	2004
45	Kesar Singh	01-02-1962	Commerce	2004
46	Anoop Singh Dahiya	05-10-1961	Expenditure	2004
47	Deepak Kumar Juneja	05-07-1974	Expenditure	2004
48	Shalini Madan	09-08-1975	I&B	2004
49	Saligram	15-01-1965	Expenditure	2004
50	Anand Singh Kuwarbi	24-05-1969	Jal Shakti	2004

* Second & Final nomination

Note: - DoP&T vide its OM No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat(CSS). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.