

**No.8/4/2016-CS-I (Trg.) Vol.II**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

Lok Nayak Bhavan, New Delhi

Dated, the 30<sup>th</sup> January, 2017

**OFFICE MEMORANDUM**

**Subject : Level 'D' Training Programme for Section Officers / Under Secretaries in the zone of promotion for Grade I(US) of the CSS at the ISTM (06/02/2017 to 28/04/2017).**

The undersigned is directed to inform that officers whose names are given in **Annexure- I** have been nominated as enjoined in **Cadre Training Plan** for the CSS officers to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. **06/02/2017 to 28/04/2017**. Officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri B. Dhanesh, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 6<sup>th</sup> February, 2017 without fail**. Attention of all officers nominated for the training is also drawn to this Department's OM No. T-25017/01/2014-Trg (ISTM) dated 11<sup>th</sup> August, 2015 for strict compliance.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification **G.S.R.197(E) dated 19<sup>th</sup> March 2010** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Authorities are requested to ensure that the officers re-nominated are **relieved in time**. **The performance of the officers in the training will be evaluated and the reports be added in their APARs while considering 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 24<sup>th</sup> February, 2010 as this would adversely affect the promotion of the officers. **The officers who do not attend or successfully complete the Level 'D' 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. As per DoPT OM No. T-20018/5/2015-TRG (ISTM Section) dated 22<sup>nd</sup> 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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4. Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> 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, spouse, 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 on 1<sup>st</sup> 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.


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- (ix) In the case of officers leaving 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 2<sup>nd</sup> chance. In exceptional cases, Secretary (P) can give permission beyond 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> chance vide this Office Memorandum shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

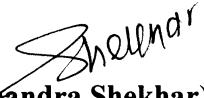
6. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 6 (iii) above.

7. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated in **Annexure I** may be advised to draw necessary TA/DA advance of **Rs. 70,000/-** from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

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8. 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\_nomination\_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.

9. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Shri B. Dhanesh, Deputy Director (Course Director), ISTM, New Delhi (Telephone No. 26177058 (O), M.No.9862273413).

  
(Chandra Shekhar)

Under Secretary to Government of India  
Tele. : 24624046

To  
Ministry/Department of  
{Joint Secretary(Admn.) concerned}

New Delhi.

Copy forwarded for information and necessary action to : -

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. ISTM letter No. A-33083/3/2013-ISTM(Coord)/1316 dated 13<sup>th</sup> December, 2013. **The list of officers who report for training on 6<sup>th</sup> February, 2017 may please be furnished to this Department next day positively.**
2. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
3. US(U), CS-I Section, DOP&T – **For confirming the training status of the officers while considering their Promotion.**
4. Hindi Section, DOP&T, New Delhi - For Hindi version.
7. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO**)
8. Guard File.

## Level 'D' Training Programme to be held at ISTM (06/02/2017 to 28/04/2017)

S. No.	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	7820	J. SANKAR#	29/05/1965	UD
2	9315	R K BALAMURUGAN*	07/06/1965	UPSC
3	9317	AJIT KUMAR SENAPATI*	26/10/1959	RD
4	9330	HARSH RAJ RANA*	14/07/1969	Posts
5	9348	SUBHASH CHAND SANGWAN	08/07/1967	RD (Panch.Raj)
6	9349	SUBODH KUMAR RAM	30/11/1969	I&B
7	9351	NARESH PRASAD MATHUR	26/09/1961	Agriculture
8	9352	RAJENDER SINGH KAUSHIK	06/04/1968	Labour
9	9353	TULSI DASS	13/01/1965	Science & Tech
10	9355	ANU R SHINE	01/04/1976	UD
11	9356	KUMAR PRANAV	01/01/1969	Labour
12	9357	ALKA TANEJA	30/01/1959	Expenditure
13	9359	T SURESH KUMAR	03/04/1960	Defence
14	9360	KULBHUSHAN SINGH	03/10/1971	Mines
15	9361	YASH PAL	16/10/1977	SJE
16	9363	THRESIA MATHEW	01/01/1961	Comm. (On dep to Land & Ports Authority)
17	9365	RAJESHWAR	07/12/1958	Expenditure
18	9366	PRAVEEN KUMAR SINGH	01/05/1971	SJE
19	9367	HARPREET KAUR MANCHANDA	06/11/1961	Telecom
20	9368	AJEET KUMAR	06/07/1968	Labour
21	9369	BINOD KUMAR	15/01/1974	Supply
22	9370	RAM CHANDER	28/08/1967	MHA (NATGRID)
23	9371	KUMAR SANJEET	01/07/1971	UD
24	9373	ABHAY GARG	06/07/1961	RD (Panch.Raj)
25	9375	USHA GANGADHARAN	11/01/1959	Rural Devp
26	9379	RAGHUNATHAN T V	26/06/1961	Expenditure
27	9383	DALIP SINGH	12/10/1962	MHA (NATGRID)
28	9385	JOGINDER PAL	17/08/1961	Defence
29	9389	RATAN LAL	27/06/1966	UD
30	9391	ASHOK KUMAR	03/02/1962	MSME

S. No.	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
31	9392	PARDHAN SINGH	06/03/1962	Rural Devp
32	9393	RAJ KUMAR	11/04/1963	UD
33	9394	RAJU	10/07/1963	MHA
34	9395	SHIELA TIRKEY	06/03/1971	AYUSH
35	9396	ISHWAR SINGH	01/05/1961	UD

**\* SECOND & FINAL NOMINATION**

**Note:**

- (1) The officer at S. No. 1 (marked #) in the list above is hereby deemed relieved from their cadre unit to attend mandatory training programme as this is his last and final nomination. The officer is requested to join ISTM w.e.f. 6<sup>th</sup> February, 2017 without fail as non-joining this training programme will result in debarment of his promotion in future.
- (2) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> 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. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.

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