

Immediate

**No. 8/7/2020-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)**

Lok Nayak Bhavan, New Delhi

Dated the 5th November, 2020

OFFICE MEMORANDUM

Subject: ONLINE Level 'A' Training programme by ISTM for Senior Secretariat Assistants (SSAs) of the CSS for promotion to Assistant Section Officer Grade from 16/11/2020 to 11/12/2020 (96th Batch).

The undersigned is directed to inform that Officers whose names are given in Annexure I, have been nominated to participate in the mandatory Level 'A' Training Programme being conducted by ISTM w.e.f. 16/11/2020 to 11/12/2020. The training will be conducted online by ISTM and the participants are not required to visit ISTM in person for the same. The online training will be accessible through mobile or laptop/desktop as per the convenience of the participant.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.483(E) dated 12th July 2013. The performance of the officers in the training will be evaluated and the reports 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.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016. 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 the above O.M. The provisions of exemption from the training mentioned in the above O.M. 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:



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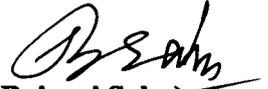
- (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the 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.
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- (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 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 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 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.

3. Henceforth, all CSS officers, will get a maximum of two nomination chances to complete the mandatory trainings at various levels. The second nomination will be considered only under the circumstances mentioned in para 2 (iii) above.



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4. The online Level A training does not involve any study tour. Hence, no TA/DA shall be admissible to any participant.
5. All the nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The link is <http://www.istm.gov.in/lms/registration>. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Course Director of ISTM Shri Pramod Kumar Jaiswal, Deputy Director (Course Director), Mobile. No. 8368573113.
6. The nominated officers may please be relieved of their duties and advised to contact the above Course Directors of ISTM for further details regarding online link etc. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.



(P. Bairagi Sahu)

Under Secretary to Government of India
Telephone. : 24624046
Email: pb.sahu@nic.in

To

**Joint Secretary(Admn.) of
the concerned Ministries/Departments
New Delhi.**

Copy forwarded for information and necessary action to :-

1. Director, ISTM, Administrative Block, Old JNU Campus, New Delhi.
2. ISTM Shri Pramod Kumar Jaiswal, Deputy Director, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 16th November, 2020 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (Shri Syed Imran Ahmed, DS).
4. Officers concerned
5. US, CS-II (B), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

**96th LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM
(16.11.2020 to 11.12.2020)**

S. No.	Name of the Officials (Shri/Smt./ MS.)	DOB	Ministry/Department	Select List Year
1	Ajay Singh Yadav*	05-11-1972	MHA	2005
2	Manjit Singh*	07-05-1970	MHA	2005
3	Pushpa Dogra*	31-03-1979	Defence	2005
4	Suresh Kumar*	30-12-1976	PMO	2005
5	Ramanuj Kumar	21-06-1977	Food & PD	2007
6	Sunil Kumar	10-12-1973	Food & PD	2007
7	Sujit Kumar	10-05-1972	Labour & Emp.	2007
8	Anil Kumar Gupta	02-02-1975	MHA	2007
9	Sunil Dutta Thakur	05-07-1978	MHA	2007
10	Rajendra Prasad	02-11-1970	UPSC	2007
11	Kunj Bihari Prasad	02-01-1976	UPSC	2007
12	Sunil Kumar-III	05-05-1975	UPSC	2007
13	Sanjay Kumar	20-02-1973	Fertilizers	2007
14	Deepak Kumar	15-08-1975	Fertilizers	2007
15	Vinod Kr. Jain	17-07-1976	Fertilizers	2007
16	Arshad Khan	15-05-1975	Expenditure	2007
17	Salil Kumar	11-04-1978	MHA	2007
18	Yashwant Kumar	18-03-1973	MHA	2007
19	Rameshwar Sah	03-06-1963	Agri. C&FW	2007
20	Subrato Kumar Roy	25-04-1973	Agri. C&FW	2007
21	Sushma	17-02-1974	Agri. C&FW	2007
22	Jai Prakash Singh	20-12-1975	MHA(PMO)	2007
23	Renu Jain	17-05-1968	S & T	2007
24	Sunil Kumar Verma	01-02-1973	Agri. C&FW	2007
25	Ravi Ranjan	09-12-1972	MHA	2007
26	Prahalad Kumar	10-12-1972	MHA	2007
27	Indu Bhushan Lal	28-01-1978	MHA	2007
28	Harendra Lal	21-11-1973	MHA	2007
29	Chandra Bhushan Kumar	05-06-1976	UPSC	2007
30	Ram Balak Singh	04-10-1970	Agri. C&FW	2007
31	Syam Kumar	05-05-1971	Defence	2007
32	Rajesh Ranjan	15-06-1973	Labour & Emp.	2007
33	Chandradeo Kumar	10-04-1978	NITI Aayog	2007
34	Jagrani Minj	02-08-1969	Agri. C&FW	2007
35	Muni Ram Meena	10-08-1973	Fertilizers	2007
36	Manila Kumari	05-06-1977	Fertilizers	2007
37	Sarita Kapoor	21-05-1978	Fertilizers	2007
38	Sanjay Kumar	31-12-1976	Labour & Emp.	2007
39	Radhe Krishan	03-01-1973	WR, RD&GR	2007
40	Sanjit Kumar Verma	16-01-1973	WR, RD&GR	2007
41	Rajan Verma	15-04-1973	MHA	2007
42	Sanjeet Kumar	03-02-1974	MHA	2007
43	Rajesh K Kesari	28-08-1973	MHA	2007
44	V. Suriya Kumar	05-06-1977	DPIIT/FPI	2007
45	Sanjay P. Gupta	01-04-1973	Labour & Emp.	2007
46	Lokesh Chaudhary	07-01-1976	Labour & Emp.	2007
47	Manoj Kumar Sinha	10-02-1974	MHA(PMO)	2007
48	Kumar Santosh	06-12-1974	MHA(PMO)	2007
49	Prakash Mishra	13-01-1975	Agri. C&FW	2007
50	Uday Krishna	11-06-1974	MHA(PMO)	2007
51	Sudhir Kumar	05-02-1974	Labour & Emp.	2007
52	Subir Kumar Mishra	01-01-1975	Labour & Emp.	2007
53	Deepa Khanna	23-07-1974	Expenditure	2007
54	Prawin K Agrawal	05-01-1976	MHA	2007

Prashant