

No.8/2/2018-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 23rd March, 2018

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 02/04/2018 to 27/04/2018.

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 **02/04/2018 to 27/04/2018**. 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 2nd April, 2018**.

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: -

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- (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.

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_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.

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. 26185313, 26165593, M.No. 9868896850), ISTM, New Delhi.


(Chandra Shekhar)

Under Secretary to Government of India
Tele. : 24624046


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

New Delhi.**

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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 **2nd April, 2018** 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.



(Chandra Shekhar)

Under Secretary to Government of India
Tele. : 24624046

**LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM
(02.04.2018 TO 27.04.2018)**

S.No.	Name of the officials (Shri/Smt./Ms.)	Date of birth	Ministry/Department
1	Gaurbachan Kaur	28.07.1962	UPSC
2	Veena Gulati	17.12.1964	UPSC
3	Asha Taneja	01.01.1963	UPSC
4	Anand Kumar Jain	01.06.1963	UPSC
5	Neelam Malik	15.08.1963	UPSC
6	Promila Mehta	04.11.1960	UPSC
7	Santosh Bhaskar	10.10.1961	UPSC
8	Suman Singh	30.08.1960	UPSC
9	Nandita Chamoli	21.01.1963	UPSC
10	Harvinder Kaur	13.04.1964	Defence
11	Mamta Mehta	23.05.1963	Defence
12	Rita Seth	19.12.1961	Defence
13	Jagdish Kumar	14.07.1962	Legal Affairs
14	Sanita	07.02.1961	Mines
15	Maya Chaudhary	15.07.1960	Power(MNRE)
16	Kiran Chabra	22.11.1965	Power(MNRE)
17	Surender Kumar	10.02.1963	Posts
18	Chander Mohan Verma	06.09.1964	Posts
19	Prem Chand	05.04.1963	Power
20	Saroj Sabti	01.02.1962	Power
21	Dinesh Prasad Sharma	18.10.1963	Rural Development
22	Kamlesh Setia	02.09.1964	Rural Development
23	Asha Chugh	06.10.1963	Rural Development
24	Kishan Singh	16.06.1962	Science & Technology
25	Mohd Junaid Alam	17.10.1973	Env. & Forest
26	Sonia Gupta	08.04.1974	Supply
27	Pankaj Priyadarshi	18.04.1974	Housing & Urban Affairs
28	Nikhil Kumar	03.09.1971	Expenditure
29	Kamal Kumar Gupta	01.05.1974	Water Resources
30	Surender Singh Negi	31.03.1974	MSME
31	Sanjeev Kumar Sinha	22.12.1974	Agriculture
32	Manoj Prakash	25.05.1976	Expenditure
33	Narayan Singh Patwal	01.08.1963	UPSC
34	Abhay Shankar	15.04.1970	Mines
35	Amit Kumar	18.04.1972	Supply
36	Sanchit Kumar	12.10.1974	WCD
37	Sudhir Kumar	12.12.1975	Power
38	Vijay Kumar	05.01.1973	MHA
39	Poonam Garg	26.07.1974	Commerce
40	Rajesh Kumar Singh	10.01.1976	MHA
41	Manoj Kumar Sinha	27.04.1970	MHA
42	Sarita Madan	31.05.1979	Expenditure
43	Lalit Kumar	22.02.1974	Civil Aviation
44	Manisha Raj	20.05.1974	YA&S
45	Surendra Prasad	01.08.1965	Expenditure

