

Immediate

No. 8/3/2018-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 16th May, 2018

OFFICE MEMORANDUM

Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 28/05/2018 to 29/06/2018.

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. **28/05/2018 to 29/06/2018**. Accordingly, these officers may be relieved of their duties and advised to report to **Ms. Parna Sahna, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 28th May, 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.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016. 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 to the above training programme are relieved in time.

3. DoPT vide its OM 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). 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 will be allowed 3 chances.

4. **The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.**

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5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of **Rs. 20,000/-** each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (and final) chance 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 second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016) 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:
 - (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, spouse, 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.

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- (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 on 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 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.
- (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.

8. 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.

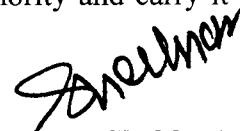
9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.

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10. Confirmation with regard to the participation of the officers may please be sent immediately to **Ms. Parna Sahna, Assistant Director (Course Director), ISTM New Delhi** who is accessible on Phone No. 26175590, M. No. 9717347838.

11. 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.



(Chandra Shekhar)

Under Secretary to Government of India

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To

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

New Delhi.

Copy forwarded for information and necessary action to :-

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13th December, 2013.
2. ISTM, (**Ms. Parna Sahna, Assistant Director, (Course Director)**), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 28th May, 2018 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, US**).
4. US, CS-I (A), DOP&T (for information).
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)
7. Guard File.



(Chandra Shekhar)

Under Secretary to Government of India

Telefax : 24624046

Annexure-I**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM
28/05/2018 TO 29/06/2018**

Sl. No.	CSL No/SL Year	Name of the officer	DoB	Min/Deptt.
1.	2008/1610	Ram Shankar Mishra*	11/01/64	Water Resources
2.	2009	Babu Lal*	03-08-62	UPSC
3.	2009	Ram Singh*	01-06-66	Home Affairs
4.	2009	P.Thankaraj*	30-03-62	SJ&E
5.	2009	Hans Raj*	08-05-63	SJ&E
6.	2009	Veer Vikram*	10-01-64	Tribal Affairs
7.	2009	Raj Kumar*	15-07-61	RT&H
8.	2009	Amita Vaid*	02-10-64	Health&FW
9.	2009	Satvinder Kaur Badhan*	01-03-63	UPSC
10.	2009	P.S.V.K.Vishvanadhan*	01-02-67	MHA
11.	2009	Kaushlendar Kumar*	28-02-65	IPP
12.	2009	Hemendra Singh*	23-12-65	Agriculture&Cooperation
13.	1659/2008	Eugine Ddungdung	16-01-66	Expenditure
14.	1667/2008	Pushpa Ekka	21-04-67	Housing&UA
15.	2010	Sushil Kumar	25-02-64	Civil Aviation
16.	2010	Manoj Kumar	07-07-67	SJ&E
17.	2010	Avinash Kaur	28-04-68	I&B
18.	2010	Nirmal Dewas	16-09-67	I&B
19.	2010	Umesh Kumar	05-10-62	MHA
20.	2010	Amarjeet Singh	04-08-65	MHA
21.	2010	Gopal Prasad	20-07-64	MHA
22.	2010	Maya Yadav	25-11-65	MHA
23.	2010	Shahid Ahmed	14-08-62	MHA
24.	2010	Nishi Sharma	11-05-64	MHA
25.	2010	Seema Kalra	22-09-65	DoPT
26.	2010	Jagdish Chander	04-12-64	Commerce
27.	2010	Phoola Vij	07-01-62	Youth Affairs
28.	2010	Kulwant Singh Banwait	01-01-61	Sec&Higher Education
29.	2010	R.E.Padmanabhan	31-07-62	Health&FW
30.	2010	Kiran Bala	11-09-65	Health&FW
31.	2010	Chettanya Prakash Chopra	14-05-69	Health&FW
32.	2010	Nishi Gupta	30-11-61	Commerce
33.	2010	V.M.Saxena	14-11-62	Commerce
34.	2010	Om Prakash	07-09-61	Commerce
35.	2010	Savita Bajaj	29-07-70	Commerce
36.	2010	Binay Kumar	17-06-62	Expenditure
37.	2010	S.Hemalatha	31-07-67	Expenditure
38.	2010	R.G. Srinivas	24-11-65	UPSC



39.	2010	Kulwant Kumar	21-12-60	UPSC
40.	2010	Subhasis Roy	17-01-70	UPSC
41.	2010	Rajiv Goomer	20-04-62	Defence
42.	2010	Poonam Goel	15-06-68	Defence
43.	2010	Shibu Das	30-05-66	Defence
44.	2010	Vijay Kumar Bhardwaj	10-10-61	MHA
45.	2010	Sitansu Chakraborty	17-05-63	MHA
46.	2010	Sanjay Kumar Jha	05-10-65	MHA
47.	2010	S.Ghazaffar Ali	09-01-66	MHA
48.	2010	Prakash Chandra Anthwal	22-09-62	MHA
49.	2010	N.V.Rao	20-04-62	MHA
50.	2010	Bijoy Karmokar	01-01-63	Power
51.	2010	Vandana Talwar	03-12-64	Power
52.	2010	Radhe Shyam Singh	04-12-65	MHA

*** SECOND & FINAL NOMINATION**

Note:

- (1) DoPT 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. 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.
- (2) The ASOs who have qualified SO LDCE for any year may not be relieved to attend the Level-B Training Programme.

