

**No.8/4/2018-CS-I (T)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

**Lok Nayak Bhavan, New Delhi**

Dated, the 5<sup>th</sup> July, 2018

**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 from 30/07/2018 to 18/10/2018 (81<sup>st</sup> Batch).**

The undersigned is directed to inform that officers whose names are given in **Annexure- I** have been nominated to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. **30/07/2018 to 18/10/2018**. Officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri Agam Aggarwal, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 **at 9.00 A.M. on 30<sup>th</sup> July, 2018 without fail**. Attention of all officers nominated for the training is also drawn to this Department's OM No. T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016 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 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 4<sup>th</sup> July, 2016 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.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016.**

3. 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 programmes 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, 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.
- (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 1<sup>st</sup> 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.

.....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 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.
- (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 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.

4. 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 3 (iii) above.

5. 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.2,50,000/-** 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.

6. *All 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/home/online\\_ctp\\_form](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 officers (after updating officers' particulars online on CMS) may please be sent to to **Shri Agam Aggarwal, Deputy Director (Course Director)**, ISTM, New Delhi (Telephone No. 26185314 (O), M.No.9810957831).

  
(Chandra Shekhar)

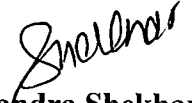
Under Secretary to Government of India  
Telefax : 24624046  
Email: c.shekhar59@nic.in

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

.....4/-

Copy forwarded for information and necessary action to :-

1. ISTM, (Shri Agam Aggarwal, Deputy Director (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers who report for training on 30<sup>th</sup> July, 2018 may please be furnished to this Department next day positively.
2. Training Division, (Sh. Imran Ahmed, Under Secretary), Deptt. of Personnel & Training, JNU Campus, New Delhi.
3. US (U), CS-I Section, DOP&T.
4. Hindi Section, DOP&T, New Delhi - For Hindi version.
5. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO)
6. Guard File.



(Chandra Shekhar)

Under Secretary to Government of India

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Level-D Training Programme to be held at ISTM from 30/7/2018 to 18/10/2018 (81<sup>st</sup> Batch)

Sl. No.	CSL No	Name of the Officer (Sh/Smt./Ms)	DoB	Min./Dep
1	9848	Diwakar Kumar Barnwal	03-Jan-74	Defence
2	9950	Kamal Prakash	22-Apr-64	RT&H
3	9952	Vijay Pal	01-Oct-62	DoPT
4	9956	Nand Lal	05-Mar-63	I&B
5	9958	Kunver Balwant Rao	20-May-82	Expenditure/Revenue
6	9960	Sumitra Rani	30-Jun-66	Civil Aviation/DGCA
7	9962	Manoj Kumar	24-Jul-75	Defence
8	9965	Arun Kumar	02-Aug-62	IPP
9	9969	Billa Swalkya	12-Jan-65	Housing &UA
10	9971	Arvind Joseph Soreng	23-Dec-74	Water Resources
11	9973	Kusum Lata	19-Apr-62	I&B
12	9975	Hem Chand Bhartiya	15-Jul-60	MHA/RGI
13	9977	Sunil Kumar Singh	01-Jan-73	DoPT/DARPG
14	9987	Om Prakash Meena	06-Jul-68	Expenditure/Revenue
15	9991	Jasbir Tiwari	16-Nov-63	Consumer Affairs
16	9995	Niranjan Lal	16-Jul-60	MHA
17	9997	Sanjay Kerketta	01-Jan-70	Commerce
18	9999	K Thomas Maring	01-Mar-69	MSME
19	10001	Devendra Kumar	05-Jul-65	Petroleum
20	10003	Rajinder Kumar Punia	17-Sep-62	MHA
21	10007	Shailendra Kumar	09-Oct-71	Rural Development
22	10009	Mukesh	16-Apr-61	MHA
23	10011	Sanat Kumar Ray	29-Oct-60	Petroleum
24	10013	B H Thangmawi Vaiphei	13-Dec-73	Water Resources
25	10015	Mahesh Kumar	17-Aug-60	SJ&E
26	10019	Nitai Kumar Saha	11-Nov-68	Housing & UA
27	10021	L Thangaraj	30-Jun-61	Corporate Affairs
28	10025	Rajendra Kumar Arya	12-Oct-61	MHA
29	10027	Het Ram	05-Dec-63	MHA
30	10031	Rajesh Kumar Mehrauliya	16-Jul-61	MHA/NSCS
31	10033	Saroj Kujur	30-Dec-78	Telecom
32	10035	Th Lianboi	01-Mar-69	RT&H
33	10037	N Shubha Rao	21-Mar-62	Posts
34	10039	Jeevan Kishore Kertetta	28-Feb-61	Niti Aayog
35	10043	Ram Saran	10-Jan-62	MHA
36	10045	Ashish Kumar	19-May-61	Culture
37	10049	K Khatminthang	04-Mar-72	Commerce
38	10051	Khela Ram Murmu	02-Mar-66	Niti Aayog
39	10053	Lamkhomang	28-Aug-65	Culture