

No.8/5/2020-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi
Dated, the 11th March, 2020

OFFICE MEMORANDUM

Subject : Level 'E' Training Programme for CSS Officers at ISTM from 13th April to 22nd May, 2020 (63rd 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 'E' Training Programme being conducted by ISTM w.e.f. 13th April to 22nd May, 2020.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.197(E) dated 19th March 2010. 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 officers, who do not attend or successfully complete the Level 'E' training programme, will be liable to debarment and denial of promotion as envisaged in the DOPT O.M.No.1/1/2009-CS.I(Trg.) dated 24.02.2010 and O.M. No.8/11/2010-CS-I(Trg.) dated 5.4.2010. The grounds for 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:
 - 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 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.

4. The aforesaid training programme includes overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000 (Rupees three lakh only) per participant. The expenditure towards this will be met by the ISTM. However, the estimated expenditure relating to project report preparation/presentation amounting to Rs.2,500/- (Rupees two thousand and five hundred) per participant will be borne by the concerned Ministry/Department. This amount may be sanctioned in the name of the participant.

5. Approval of the competent authority is also conveyed for applying for political clearance and official passport by all participants, Course Director and the Observer (to be nominated by DoPT) in connection with the foreign visit to Canada as part of this Training Programme.

6. The participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish (i) Annexure-II duly filled in and (ii) two passport size photographs with white background, to the Course Coordinator, Shri Moloy Sanyal, Deputy Secretary, ISTM, New Delhi (Telephone No.26737602 (O) and Mobile No.9810961492, e-mail; moloy-sanyal@nic.in)

7. All nominated officers are requested 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. 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. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CSCMS) may please be sent to Course Coordinator.

8. The nominated Officers may please be relieved of their duties and advised to report to the above Course Coordinator at 9.00 A.M. on 13th April, 2020 without fail. 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
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To
Ministry/Department of
{Joint Secretary(Admn.) concerned}
New Delhi.

Copy forwarded for information and necessary action to : -

1. Course Coordinator, Shri Moloy Sanyal, Deputy Secretary, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers who report for training on 13th April, 2020 may please be furnished to this Department next day positively.
2. Training Division, (Sh Imran Ahmed, Deputy 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>DOPT>CentralSecretariat>CSS/Training Nomination Circulars/SO)



(S. Satheesan)

Section Officer

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Annexure -I

List of Under Secretaries of CSS nominated to participate in Level 'E' Training Programme at ISTM from 13/04/2020 to 22/5/2020 (63rd Batch)

Sl.No.	CSL /USSL No.2011 &2012	Name of Officer S/Shri/Smt/Ms.	DOB	Min/Department
1.	7126	Pradeep Kumar*	2/10/1967	MSME
2.	7154	Indu Bhusan Lenka*	21/10/1972	on deputation to Regional Passport ,Office, Hyderabad
3.	7170	Susruta Samanta*	22/9/1973	MHA
4.	7181	Surinder Kumar*	10/4/1968	MSME
5.	7248	Sneh Lata*	3/10/1971	Rural Development
6.	7272	Barj Mohan Lal Meena*	8/7/1972	MHA
7.	7299	A.K. Vidyarthi*	4/5/1964	Youth Affairs & Sports
8.	7312	A.K. Jha*	19/10/1965	Investment & PAM
9.	7340	Vazir Singh*	28/7/1966	Environment, Forests & CC
10.	7213	Soma Sanyal	10/10/1967	Health & Family Welfare
11.	7400	Kunj Bihari Tripathi	9/1/1964	H&UA
12.	7402	Thomas Mathew	20/5/1964	UPSC
13.	7404	Anil Kumar Singh	2/1/1965	Telecommunications
14.	7405	Shri Prakash Agarwal	1/3/1965	On deputation to DDA
15.	7406	Naveen Kapoor	10/4/1965	Revenue
16.	7408	K. Chandrasekar	27/5/1965	Tribal Affairs
17.	7412	Banamali Naik	7/11/1966	Ayush
18.	7414	Subrata Hazra	16/12/1966	On deputation to Passport Officer, Ghaziabad
19.	7415	Anil Kumar Pradhan	2/1/1967	On deputation to the Development Commissioner (Handicraft) FAC, Srinagar
20.	7418	Ravi Vazirani	27/3/1967	On deputation to CCI
21.	7421	Prem Narain	1/1/1968	Health & Family Welfare
22.	7424	Sanjay Singh	16/1/1968	Civil Aviation
23.	7425	Satinder Kaur	12/6/1968	Power/on long leave upto 15.5.2020
24.	7428	Siramdas Venkateshwarlu	14/10/1964	Power
25.	7430	Nirmal Kumar	1/1/1965	Commerce
26.	7436	Girindra Joshi	14/7/1965	Food Processing Industries
27.	7438	Harish Chandra Rai	24/9/1965	On deputation to Land Port Authority of India

28.	7439	Manoj Kumar	10/2/1966	On deputation to SDMC
29.	7444	Samir Kumar Mohanty	18/7/1966	On deputation to Khadi & Village Industries Commission, Mumbai
30.	7445	Uttam Kumar Kar	20/7/1966	Tribal Affairs
31.	7447	Arun Aggrawal	21/7/1966	Power
32.	7449	S. Khurshid Rabbani	27/9/1966	CIC
33.	7451	Sanjay	12/12/1966	Statistics & PI
34.	7456	A.K. Singh	7/5/1967	Labour & Employment
35.	7457	Ashok Prasad	31/12/1967	UPSC
36.	7459	Udai Bhan Singh	1/1/1968	DoPT
37.	7465	M.K. Singh	16/8/1968	W&CD
38.	7467	Padmanav Behera	5/2/1964	Commerce
39.	7944	Sonali Dutta	1/1/1968	Rural Development
40.	7946	Asit Halder	11/1/1965	Rural Development
41.	7948	P.C. Biswas	20/6/1968	UPSC
42.	7950	Rabi K. Naskar	10/10/1962	On deputation to DRT-1, Kolkata
43.	7953	Amit Biswas	30/10/1969	Health & Family Welfare
44.	7955	Ananda Kr. Mandal	1/1/1964	SSC(HQ)
45.	7957	Manas Mondal	22/8/1967	Revenue
46.	7959	S.C. Mondal	7/12/1962	Culture
47.	7963	Arun Kumar Mandal	1/1/1965	Empowerment of Person with Disability
48.	7965	Dipak Kumar Biswas	15/2/1965	UPSC
49.	7967	B.K. Biswas	4/1/1965	MHA
50.	7970	T.K.Das	20/2/1967	UPSC

(i) * Second and Final Nomination

(ii) DoPT vide its OM 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.

(iii) Above list may include some officers who are under rotational transfer. In case they have already joined their new Ministries/Departments, they may bring the matter of their nomination to their newly assigned Ministry/Department for appropriate action.

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2018, 2019 & 2020

Name of the Officer:

CSL No.:

		2018	2019	2020
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

Signature of the officer with date

Full Name

Office Address