

No. 8/3/2016-CS.I (T) Vol.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 27th September, 2016

OFFICE MEMORANDUM

Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 17/10/2016 to 02/12/2016.

The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM from 17/10/2016 to 02/12/2016. It is requested that the nominated officers may be relieved of their duties and advised to report to **Shri Vadali Rambabu, Deputy Director/Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 17th October, 2016.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Ministries/ Departments are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officers concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **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 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 an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.

4. As per the DoPT's OM No. T-25017/01/2014-Trg. (ISTM) dated 11th August, 2015, postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3rd chance.



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5. The officers who are being nominated for the third (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 third time) will be entertained. It is also hereby informed that if an officer who is holding the post of Deputy Secretary on adhoc basis and has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated.

6. 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: -

- (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.



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- (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.

7. 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 attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

8. 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 6 (iii) above.



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9. 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 the following documents immediately:-

- (a) Annexure-II duly filled in.
- (b) The nominated officer should apply online for official passport, if he/she does not have an official passport already, and attach a print out of the online application submitted for official passport., and
- (c) Two copies of passport size photograph with white background.

This information may be sent to **Shri Vadali Rambabu, Deputy Director /Course Director, ISTM, New Delhi at the earliest.**

10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Vadali Rambabu, Deputy Director/Course Director, ISTM New Delhi** who is accessible on Phone No. 26185314 (O), M. No. 9810961492.

Encls.: Annex.I & Annex.II



(Biswajit Banerjee)

Under Secretary to Government of India
Tele. : 24629413

To

**Ministry/Department of
All Cadres { Joint Secretary(Admn.) concerned }**

New Delhi.

Copy forwarded for information & necessary action to :-

- (1) **ISTM Shri Vadali Rambabu, Deputy Director/Course Director, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 17th October, 2016 may please be furnished to the undersigned on next day positively.**
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (3) PA to Dir(CS.I)/PA to US(U)/US(D)
- (4) Guard file
- (5) Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.

Annexure I**List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM
from 17/10/2016 to 02/12/2016**

S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
1	5397	D N Sahoo**	5/May/1960	HFW
2	6217	T. Nanda Kumar**	26/Jul/1960	Skill Dev.
3	6056	Rabindra Prasad Gupta**	2/Feb/1965	On dep to NDMC
4	6225	Dev Prakash Singh*	1/Jan/1964	Skill Dev.
5	6227	Raj Kumar Tiwari*	17/Feb/1960	MHA (ISCS)
6	6241	Aruna Behl Sen*	9/Jan/1963	Defence
7	6298	A K Thakur*	31/Mar/1967	Labour & Emp.
8	6301	Arunima K. Sinha (Smt.)*	5/Dec/1961	IPP
9	6315	T K Mahapatra*	27/Jul/1961	On Deputation (CIC)
10	6318	Sanjay Kr. Sinha*	20/Apr/1967	WCD
11	6320	G. Jagannath*	27/Sep/1965	HFW (On deputation to National Co Law Tribunal-Chennai)
12	6322	S Raja Lakshmi*	12/Aug/1964	SSC, Chennai
13	6324	Om Prakash Sharma*	9/Nov/1965	HFW (On Deputation APS to Health Minister)
14	6325	Sudhanshu Bala Nanda*	15/May/1962	MHA
15	6330	Ajay Kumar Mishra*	22/Dec/1966	UPSC
16	6331	Sanjay Bajpai*	16/Aug/1964	Food Processing Industries
17	6208	E. Gayathri (Smt.)*	28/May/1964	Defence
18	6314	N B Mani*	10/Jun/1967	Defence
19	6341	SK Mohanty	1/Jan/1961	Financial Services
20	6342	Soumitra Bandopadhyay	9/Sep/1965	ARPG
21	6343	TN Prem	28/Jan/1961	Commerce
22	6344	Kameshwar Mishra	2/Nov/1964	DoPT / Civil Aviation
23	6346	Satya Narayan Das	1/Jun/1967	Posts
24	6347	Sushil Kumar Jha	3/Feb/1964	Agriculture
25	6348	Asha Sota	1/Jan/1967	Legal Affairs / IPP
26	6350	Syed Imran Ahmad	27/Nov/1968	Civil Aviation / DoPT
27	6352	S. Naganathan	18/Jul/1962	I&B / Exp.
28	6354	Vijay Malhotra	24/Jan/1964	On Deputation Comp. Commission of India
29	6356	M Sridhar	25/Jun/1965	On Deputation - DRDO



S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
30	6358	Sarvjit Singh	15/Oct/1965	Defence
31	6360	Jitendra Kumar Singh	1/Aug/1968	PNG
32	6362	Satender Kumar Gupta	15/Jan/1969	HFW
33	6364	Surendra Patel	11/Jun/1967	Labour
34	6366	Umesh Kumar Bhatia	22/Aug/1968	Civil Aviation/DoPT
35	6370	Govada Srinivasa Rao	15/Jan/1964	Skill Dev.
36	6372	Manoj Kumar Jha	10/Oct/1965	On Dep. AIIMS
37	6374	Murali Bhavaraju	16/Jan/1966	Cabinet Secretariat
38	6376	Chandra Shekhar	22/Mar/1961	AYUSH
39	6378	Ashish Sharma	7/Oct/1966	Defence
40	6380	Siddhartha Buchchan	30/Jul/1965	IPP
41	6382	Mrityunjay Jha	26/Jan/1966	UPSC
42	6383	Rajiv Malik	23/Nov/1964	On Deputation to Govt. of Maharashtra, Delhi
43	6384	Sanjay Srivastava	13/Mar/1966	Agri.
44	6388	Murari Lal Sharma	24/Jul/1966	On Deputation-NDMC
45	6389	Sanatan	4/Sep/1964	On Deputation Passport Office-Ranchi

****THIRD AND FINAL NOMINATION**

***SECOND NOMINATION**

Note:

- (i) The officers who are nominated for the third and final chance are **Deemed to have been Relieved** for the training.
- (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.



DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2014, 2015 & 2016

Name of the Officer:

CSL No.:

		2014	2015	2016
(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