

No. 8/3/2017-CS.I (T) Vol.2
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the **31st** October, 2017

OFFICE MEMORANDUM

Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 20/11/2017 to 29/12/2017.

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 20/11/2017 to 29/12/2017. It is requested that the nominated officers may be relieved of their duties and advised to report to **Shri Uday Sankar Chatopadhyay, Deputy Director/Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 20th November, 2017.**

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.

F. Bandyopadhyay

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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.

J. Banerjee

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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 Uday Sankar Chatopadhyay, Deputy Director/Course Director, ISTM, New Delhi at the earliest.**

10. 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.

11. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Uday Sankar Chatopadhyay, Deputy Director** who is accessible on Phone No. 26177058 (O) and Mobile No. 9899628850, ISTM New Delhi.

Encls.: Annex.I & Annex.II



(D. 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 Uday Sankar Chatopadhyay, Deputy Director/Course Director, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 20th November, 2017 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.
- (7) Officers concerned.

Annexure - I

**List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM
from 20/11/2017 to 29/12/2017**

S No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Ministry/Department
1	6568	Lalit Kapoor*	10-05-71	MHA
2	6582	Arun Sobti*	20-08-66	MHA
3	6589	Udai Narayan Sinha*	30-01-63	MHA
4	6593	Avik Basu*	23-01-64	Commerce (Supply)
5	6610	Pandey Pradeep Kumar*	12-11-65	Higher Education
6	6617	Yogendra Prasad Ojha*	02-07-63	Home Affairs
7	6621	Ms. Barnali Khastagir*	05-06-64	Pharmaceuticals
8	6624	Ajay Kumar*	10-01-69	Water Res, RD & GR (On dep. To APTEL)
9	6535	Nalini Ranjan Singh*	01-01-62	Reveune
10	6627	Baljeet Singh	04-08-62	Commerce / MHA
11	6628	Uttam Prakash	09-01-70	RTH
12	6630	Mohan Lal Sharma	06-07-65	NDMA
13	6631	Amitava Saha	10-06-63	Defence
14	6632	Kul Bhushan Nayyar	02-04-64	Defence / Fin. Ser.
15	6633	Arvind Nath Jha	02-08-65	MHA
16	6635	B.K. Mathur	21-11-64	Skill Dev.
17	6639	S.K. Babbar	13-09-63	UD
18	6641	Ujjawal Kumar Sinha	29-04-63	Minority Affairs
19	6643	Sanjoy Shankar	31-07-62	Pension
20	6645	Anil Jain	11-01-65	Pharmaceuticals / Agri. Coop & FW
21	6666	Sandeep Kumar	01-03-64	On dep. To SDMC
22	6667	Jyoti Singhal	10-09-73	On dep. To Prasar Bharti
23	6668	Supriyo Mukherjee	28-04-63	UD
24	6669	Anil Sharma	10-05-69	RTH
25	6670	Manoj Kumar Nirbheek	12-10-62	I&B
26	6671	Ghan Shyam Kumar	17-05-72	Cabinet Secretariat
27	6672	Naresh Jaiswal	20-06-63	Env. & Forest
28	6673	Sushil Kumar Tripathi	26-01-70	Labour & Employment / Culture
29	6674	Tharvinder Singh	07-07-65	UPSC / Corp. Affairs
30	6675	Hemant Verma	18-10-64	Corporate Affairs

J. Datta

S.No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Ministry/Department
31	6676	Rajiv Attri	12-04-62	HFV
32	6677	Sanjay Kumar Gupta	10-07-65	Urban Development / UPSC
33	6678	Abhay Kumar Sharan	01-09-66	Economic Affairs / Defence
34	6679	Rajiv Sharma	10-02-70	Financial Services / ARPG
35	6680	A.K. Mishra	25-02-65	Financial Services / Labour
36	6681	Abhijit Chakraborty	01-04-69	Agriculture & Cooperation
37	6682	Promode Kumar Singh	05-04-63	Agriculture & Coop / Fin. Ser.
38	6685	Daya Nidhi Joshi	30-03-73	IPP
39	6686	P.K. Pattnaik	02-01-64	Personnel & Training / IPP
40	6687	Ramanuj Dey	27-08-66	Disability Affairs

***SECOND AND FINAL NOMINATION**

Note:

- (1) 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.
- (2) Above list includes 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 2015, 2016 & 2017

Name of the Officer:

CSL No.:

		2015	2016	2017
(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