

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

New Delhi, dated the 18<sup>th</sup> August, 2017

**OFFICE MEMORANDUM**

**Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 28/08/2017 to 06/10/2017.**

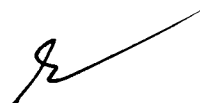
The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM from 28/08/2017 to 06/10/2017. It is requested that the nominated officers may be relieved of their duties and advised to report to **Ms R. Gayathri, Deputy Director/Course Director and Dr. Sunita H. Khurana, Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 28<sup>th</sup> August, 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 19<sup>th</sup> 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 11<sup>th</sup> 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 3<sup>rd</sup> chance.

.....2/-



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 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 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 1<sup>st</sup> 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 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.
- (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 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.

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 2<sup>nd</sup> 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 **Ms R. Gayathri, Deputy Director/Course Director and Dr. Sunita H. Khurana, 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](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 **Ms R. Gayathri, Deputy Director/Course Director** who is accessible on Phone No. 26105592 (O) and Mobile No. 9818394463 and **Dr. Sunita H. Khurana, Director, ISTM New Delhi.**

**Encls.: Annex.I & Annex.II**

  
(Chandra Shekhar)

Under Secretary to Government of India  
Tele. : 24624046

To

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

New Delhi.

Copy forwarded for information & necessary action to :-

- (1) ISTM **Ms R. Gayathri, Deputy Director/Course Director**, Administrative Block, Old JNU Campus, New Delhi-110067. **The list of officers, who report for training on 28<sup>th</sup> August, 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](http://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 28/08/2017 to 06/10/2017**

S.No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Ministry/Department
1	6383	Rajiv Malik#	23/Nov/1964	On Deputation to Govt. of Maharashtra, Delhi
2	6488	Syed Ravish Ali#	2/Jan/1962	IPP
3	6397	Shakun Pardasani (Ms)*	30/Nov/1965	I&B
4	6420	Sushil Pal Gahlaut*	1/Jul/1968	Agri.
5	6453	Samit Datta Gupta*	19/Sep/1967	Defence
6	6463	Shri Vijay Kumar*	19/Sep/1965	Telecom
7	6484	Sikha Paul (Smt.)*	13/Mar/1963	Defence
8	6498	Shri Harihar Sukla*	13/Apr/1961	Heavy Ind.
9	6507	Gulab Singh Panwar*	30/Apr/1965	On Deputation (TRAI)
10	6509	Md. Mahmood Dawla*	25/Feb/1963	Investment & Public Asset Management
11	6646	Ajit Kumar Saha*	14/Jan/1971	ARPG
12	6648	Vijay Kumar*	10/Jul/1965	MHA
13	6653	Freeda Rose Tariang*	14/Feb/1965	SSC (RO Guwahati)
14	6745	Sunil Kumar Jassal*	25/Aug/1969	Eco Affairs
15	6755	Hari Ram Meena*	5/Jun/1967	RD
16	6758	M K Meena	25/Apr/1967	Home Affairs
17	6759	Sita Ram Meena	13/Jun/1962	Rural Dev.
18	6760	Kali Charan Patra	30/Jul/1964	Animal Husb., Dair. & Fish.
19	6761	Sushil Ekka	9/Feb/1963	Eco. Aff.
20	6762	Nehjamong Simte	1/Mar/1965	MEA
21	6763	Kailash Chand Meena	15/Mar/1968	Commerce
22	4714-A	Pradeep Kumar Singh	01/12/1970	Rural Dev.
23	6422	R.K. Pandey	23/01/1964	MHA
24	6515	Sanjay Kohli	04/10/1965	Agriculture & Cooperation
25	6516	S.K. Parida	12/06/1961	Home Affairs
26	6518	Md. Nasim Khan	15/02/1962	MHA

S.No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Ministry/Department
27	6520	Prabhakar Mishra	02/12/1962	Higher Edu.
28	6523	D.S. Parihar	04/01/1964	MHA
29	6534	D.K. Sharma	08/02/1970	On Dep to Pass Port Office Panaji)
30	6535	Nalini Ranjan Singh	01/01/1962	Revenue
31	6536	Aujender Singh	13/08/1967	On Dep PP Office-Delhi
32	6538	Arvind Kr. Srivastava	05/07/1967	ISCS
33	6539	Rajeev Jauhari	29/11/1964	Env & Forests
34	6541	S.K. Basu	11/02/1964	Water Res
35	6542	Pawan Mehta	05/08/1969	MHA
36	6543	V.N. Shukla	01/05/1964	SSC (Allahabad)
37	6544	Gurpreet Gadhok (Smt.)	27/10/1972	IPP
38	6545	Agni Kumar Das	20/05/1962	PMO
39	6546	Sita Ram Gupta	05/02/1966	MHA
40	6547	Maya Pandey (Smt.)	25/11/1963	On Dep to DGCA
41	6548	Dhananjay Kr. Singh	12/12/1968	Higher Edu.
42	6550	Alka Soni (Smt.)	30/11/1964	Textiles
43	6565	Dinesh Kumar	13-04-65	Rural Dev.
44	6566	Alka Tiwari	09-11-68	Heavy Ind.
45	6567	Uravashee Kumar (Shampa Das)	18-05-64	Agri.

**\*SECOND NOMINATION AND FINAL NOMINATION**

**Note:-**

- (i) The officers at S. No. 1 and 2 (marked #) in the list above are hereby deemed relieved from their cadre units to attend mandatory training programme as this is their last and final nomination. These officers are requested to join ISTM w.e.f. 28<sup>th</sup> August, 2017 without fail as non-joining this training programme will result in debarment of their promotion in future.
- (ii) DoPT vide its OM dated 4<sup>th</sup> 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 2015, 2016 & 2017**

**Name of the Officer:**

**CSL No.:**

		<b>2015</b>	<b>2016</b>	<b>2017</b>
(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 .....**

