

**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 10<sup>th</sup> October, 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 12/11/2018 to 01/02/2019 (84<sup>th</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. 12/11/2018 to 01/02/2019 . Officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri Brahmareddy Desireddy, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 12<sup>th</sup> November, 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 programmers for the officers of CSS in respect of Cadre Training Plan (CTPs)" which are reproduced below: -

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- (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.



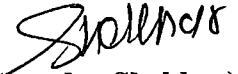
- (xvi) **Authority empowered to permit postponement:** The cases relating to postponement will be handled by CS Division of DOPT. The postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division). No postponement may be permissible beyond 2<sup>nd</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 **Shri Brahmareddy Desireddy, Deputy Director (Course Director)**, ISTM, New Delhi (Telephone No. 26185314 (O), M.No.9910581367).

  
(Chandra Shekhar)  
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. **ISTM, (Shri. Brahmareddy Desireddy, Deputy Director (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers who report for training on 12<sup>th</sup> November, 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)



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**Annexure-I**

**Level-D Training Programme to be held at ISTM from 12/11/2018 to 01/02/2019 (84<sup>th</sup> Batch)**

Sl. No.	CSL No/SL	Name of the Officer (Sh/Smt./Ms)	DoB	Min./Dep
1	9903	Rita Mal**	15-Sep-65	Expenditure/Revenue
2	10025	Rajendra Kumar Arya**	12-Oct-61	MHA
3	10027	Het Ram**	05-Dec-63	MHA
4	10102	Bhagwan Das*	05-Jul-64	UPSC
5	SL/2010	Bhagaban Padhy*	19-July-67	DoPT
6	SL/2010	Rakesh Kumar*	24-Jun-69	Expenditure/Revenue
7	SL/2009	Deep Shekhar Singhal	26-Jul-76	Post
8	SL/2010	Lavkesh Sehgal	11-Sep-79	MHA
9	SL/2010	P Somakumar	31-May-64	Petroleum
10	SL/2010	Bhama Narayanan	18-Aug-63	Health&FW
11	SL/2010	Hemant Sharma	17-Sep-79	Labour
12	SL/2010	Vimala Vikram	10-Jul-63	DOPT
13	SL/2010	Anil Chander Kandpal	11-Oct-76	Defence
14	SL/2010	Pradeep Kumar Sharma	29-Apr-61	Civil Aviation
15	SL/2010	K Roy Varghese	21-Jul-61	Food&PD
16	SL/2010	Manu Sharma	08-Jan-66	IPP
17	SL/2010	Anand Devulapally	06-Nov-69	Labour
18	SL/2010	Mohan Das V	02-Jun-61	SJ&E
19	SL/2010	Anil Kumar T	13-Jan-62	IPP
20	SL/2010	Rajni Saxena	24-Mar-61	I&B
21	SL/2010	S. Natarajan	03-May-61	Shipping
22	SL/2010	DNK Kutumba Rao	01-Sep-61	H&FW
23	SL/2010	Sandeep Kumar Sinha	06-Dec-78	DOPT
24	SL/2010	Subrat Kumar	23-Mar-62	Defence
25	SL/2010	Rita Singh	01-Feb-71	Power
26	SL/2010	Manju Dureja	13-Nov-66	Expenditure
27	SL/2010	Ajeet Singh	20-Dec-63	MHA
28	SL/2010	Daya Nand Kumar	22-Sep-78	SJ&E
29	SL/2010	Ashok Kumar Pal	01-Mar-75	MHA
30	SL/2010	Jay Prakash U	10-May-62	Legal Affairs
31	SL/2010	Amit Kumar Singha	24-Nov-61	Rural Development
32	SL/2010	Ambrish Kumar Sharma	01-Jan-67	Expenditure
33	SL/2010	Ratnesh Kumar Gupta	28-Dec-77	HRD
34	SL/2010	Arun Kumar Gurang	09-Aug-61	Civil Aviation
35	SL/2010	Chandragupta Shaurya	12-Nov-74	SJ&E
36	SL/2010	J Venkataraman	28-Mar-62	Science & Technology
37	SL/2010	Arvind Kumar Suraj	28-Jan-74	Expenditure



- (i) \*\* The officers (marked \*\*) in the list above stands deemed relieved from their cadre unit(s) to attend mandatory training programme as this is last and final nomination. These officers are requested to join ISTM w.e.f. 12<sup>th</sup> November, 2018 without fail as non-joining this training programme will result in debarment of their promotion in future.
- (ii) \* Second and Final Nomination
- (iii) 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.
- (iv) 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.

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