

No.8/9/2017-CS-I (Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 9th October, 2018

OFFICE MEMORANDUM

Subject : Level 'F' Training Programme at ISTM during the period from 12/11/2018 to 30/11/2018– Nomination thereof.

The undersigned is directed to inform that Officers of the CSS in the Grade of Deputy Secretary / Director whose names are given in **Annexure-I** have been nominated to participate in the Level 'F' Training Programme being conducted by ISTM during the period from **12/11/2018 to 30/11/2018**. It is requested that officers mentioned in Annexure-I may be relieved of their duties and advised to report to **Col. Sanjay Kumar Sharma (Retd), Additional Director, (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9.00 A.M. on 12th November, 2018**.

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** 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 4th July, 2016 as this would adversely affect the promotion of the officers. **The officers who do not attend or successfully complete the Level 'F' 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 4th July, 2016.**

3. 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 programmes 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.

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- (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 1st 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 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.

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- (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 2nd 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. 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 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.

6. Confirmation with regard to the participation of the officers along with their respective bio-data (Annexure II) may please be sent to **Col. Sanjay Kumar Sharma, Additional Director**, (Course Director), or **Rajeev Kumar Jha, Assistant Director**, ISTM, New Delhi at the earliest, at the aforesaid address with a copy to the undersigned. Their Phone number and email address are given as under:

Name and Designation Sh./Smt./Ms	Phone (O)	Email id
Col. Sanjay Kumar Sharma, Additional Director	011-26164182 (O)	sanjaysharma.148p@gov.in
Rajeev Kumar Jha, Assistant Director	011-26165593 (O)	rajeevjha.edu@nic.in

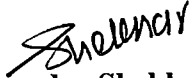

(Chandra Shekhar)
Under Secretary to Government of India
Telefax. : 24624046
Email: c.shekhar59@nic.in

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

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Copy forwarded for information & necessary action :-

1. Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067.
2. **Col. Sanjay Kumar Sharma (Retd), Additional Director, (Course Director), ISTM, Old JNU Campus, New Delhi.** The list of officers, who report for training on 12th October, 2018 may please be furnished to this Department the next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. PA to Director(CSI)
5. US(D)
6. Guard file
7. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat >CSS/Training Nomination Circulars/DS)


(Chandra Shekhar)

Under Secretary to Government of India
Telefax. : 24624046
Email: c.shekhar59@nic.in

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Annexure-I

List of Deputy Secretaries/Directors for Level F Training Programme during the year 2018-19 at ISTM from 12/11/2018 to 30/11/2018

Sr.	CSL	Sen.	USSL	Name	DESG	D/O/B	POSTING
1	5145	660	2003	AD James*	DS	16-04-62	RTH
2	5183	723	2003	Krishan Kumar*	DS	07-08-61	Home
3	5706	813	2003	Kamalesh Kumar Jhell	DS	01-11-61	Social Justice & Emp(DA)
4	5726	822	2003	D.N. Srinivasappa	DS	06-08-60	Social Justice & Emp(DA)
5	5856	830	2003	Gulab Singh	DS	15-08-69	Financial Services
6	5860	831	2003	G.R. Raiger	DS	25-04-61	Health & Family Welfare
7	5867	834	2003	A. Vincent Lakra	DS	16-10-64	Chem. & Petro Chem.
8	5869	835	2003	Vijay Kumar Paul	DS	02-07-61	I&B
9	5871	836	2003	V.K. Rajan	DS	17-05-62	Home
10	5881	842	2003	Bani Brata Roy	DS	07-06-65	Consumer Affairs
11	5883	843	2003	Manmohan Pipil	DS	12-02-63	Defence
12	5885	844	2003	K. Chandra Singha	DS	12-04-65	Defence
13	5892	848	2003	S. Nicholas Kujur	DS	11-11-60	Social Justice & Emp
14	5894	849	2003	Satya Prakash Arya	DS	18-04-64	Defence
15	5900	852	2003	Ashok Kumar Dogra	DS	23-05-62	Financial Services
16	5914	860	2003	Marchang Worthing	DS	01-03-63	Defence
17	5926	866	2003	Surendra Singh	DS	15-07-62	Consumer Affairs
18	5928	867	2003	Supriyo Saha	DS	11-02-63	Defence
19	5929	868	2003	Jugal Singh	DS	05-07-63	DOPT
20	5930	869	2003	Jerome Minz	DS	06-01-63	Environment & Forests
21	5940	875	2003	Sharda Prasad	DS	01-08-64	Defence
22	5950	883	2003	Daya Nand	DS	14-11-62	Youth Affairs
23	6049	888	2003	Sulapu Gowri Shankar	DS	10-02-62	Environment & Forests
24	6068	893	2003	R Sunder	DS	27-06-61	Home
25	6070	895	2003	Asha Chauhan (Ms.)	DS	13-04-65	Environment & Forests
26	6074	897	2003	Surat Singh (Ext-2003)	DS	05-05-66	HRD
27	6080	899	2003	Shyam Sunder Modi	DS	11-06-65	on dep OSD to M/o TA
28	6084	902	2003	Hari Singh	DS	10-03-62	Environment & Forests
29	6098	908	2003	Sudhir Chandra Jana	DS	14-04-64	Urban Dev.
30	6104	910	2003	Shiv Ram Meena	DS	17-09-62	Woman & Ch. Dev.
31	6195	911	2003	Daisy Barla Guria (Mrs.)	DS	09-12-62	Posts
32	6197	912	2003	Shiv Nath Meena	DS	15-10-60	Agri & Coop
33	6256	914	2003	Khamkhan Pauva Guite	DS	24-12-64	Food & PD
34	6259	915	2003	Alice Kujur(Smt.)	DS	30-06-61	Home
35	6261	916	2003	Sewa Ram Mehar	DS	02-03-62	Financial Serv.
36	6273	920	2003	Vijay Singh Rana	DS	10-06-66	Home
37	6283	921	2003	N. Thanglawm Paite	DS	11-01-65	Culture
38	6284	922	2003	Raja Ram Meena	DS	15-04-66	MSME
39	6288	923	2003	Rama Nand Meena	DS	21-11-60	AYUSH
40	6289	924	2003	Makkhan Lal Meena	DS	25-08-67	Revenue
41	5592	928	2003	Kailash Chand Meena	DS	07-07-60	Defence
42	6102	937	2003	Kashi Nath	DS	08-06-63	Int.-St. Coun. Sect.

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***SECOND NOMINATION AND FINAL NOMINATION**

Note:-

- (i) 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.
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1.	Name of the Officer Nominated	
2.	Date of Birth	
3.	Designation & Scale of Pay	
4.	Office in which employed	
5.	Academic Qualification	
6.	Date of joining as Deputy Secretary (Select List Year)	
7.	Whether the nominee is a member of SC/ST. If yes, please specify	Yes / No SC / ST
8.	Previous Training Undergone (i) ISTM	
	(ii) Other Training Institute	
9.	(i) Office Address Ministry/Department	
	Room No. & Name of Building	
	Place of Office	
	Tel. No.	
	Fax No.	
	Email	
	(ii) Residential Address	
	Tel. No.	
	Mobile No.	
	Email, if any	

