

No. 8/7/2020-CS-I (T)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Division)

Lok Nayak Bhavan, New Delhi  
Dated the 6<sup>th</sup> October, 2020

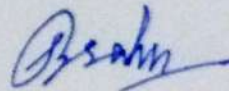
OFFICE MEMORANDUM

**Subject:** ONLINE Level 'A' Training programme by ISTM for Senior Secretariat Assistants (SSAs) of the CSS for promotion to Assistant Section Officer Grade from 19/10/2020 to 13/11/2020 (95<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 mandatory Level 'A' Training Programme being conducted by ISTM w.e.f. 19/10/2020 to 13/11/2020. The training will be conducted online by ISTM and the participants are not required to visit ISTM in person for the same. The online training will be accessible through mobile or laptop/desktop as per the convenience of the participant.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.483(E) dated 12<sup>th</sup> July 2013. 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. The officials who do not attend or successfully complete the Level 'A' training programme, will be liable to debarment and denial of promotion as envisaged in the above O.M. The provisions of exemption from the training mentioned in the above O.M. 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.



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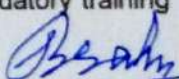
- (iv) CSS Officer deputed by Government of India to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
- (v) Officers of CSS cadre who have less than two years of service left for superannuation as on 1<sup>st</sup> July 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.

3. Henceforth, all CSS officers, will get a maximum of two nomination chances to complete the mandatory trainings at various levels. The second nomination will be considered only under the circumstances mentioned in para 2 (iii) above.

4. The online Level A training does not involve any study tour. Hence, no TA/DA shall be admissible to any participant.

5. All the 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/lms/registration>. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Course Director of ISTM **Shri K.K. Pant, Consultant (Course Director)**, Telephone No.26737501 Mobile. No.9911794490.

6. The nominated officers may please be relieved of their duties and advised to contact the above Course Directors of ISTM for further details regarding online link etc. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.

  
(P. Bairagi Sahu)

Under Secretary to Government of India  
Telephone. : 24624046  
Email: pb.sahu@nic.in

To

**Joint Secretary(Admn.) of  
the concerned Ministries/Departments  
New Delhi.**

No. 8/7/2020-CS-I (T) dated the 6<sup>th</sup> Oct., 2020

Copy forwarded for information and necessary action to :-

1. **ISTM Shri K.K. Pant, Consultant (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **19<sup>th</sup> October, 2020** may please be furnished to this Department next day positively.
2. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
3. Officers concerned
4. US, CS-II (B), DOP&T (for information).
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

  
(P. Bairagi Sahu)

Under Secretary to Government of India

**95<sup>th</sup> LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM  
( 19.10.2020 to 13.11.2020)**

S.No.	Name of the officials (Shri/Smt./Ms.)	DOB	Ministry/ Department	Select List Year
1	Naorem Surjit Singh	01.03.1971	I&B	2005
2	Rakesh Kumar Gangwar	29.04.1971	Labour & Emp.	2005
3	Y.I. Singh	01.03.1973	WR, RD & GR	2005
4	Ram Pal	30.09.1974	Defence	2005
5	Jyotsna Das Ghosh Dastidar	02.11.1974	Env. F & CC	2005
6	Sanjeev Kumar Pawar	23.08.1975	Expenditure	2005
7	Sanjit Kumar Roy	12.01.1968	DoP&T	2005
8	M. Senthuran	28.05.1970	Legal Affairs	2005
9	Rekha Rani	12.08.1970	HRD	2005
10	Archana Rani Meena	20.07.1972	Health & FW	2005
11	Yogita Bali Thakur	12.11.1975	Expenditure	2005
12	Ashok Kumar Meena	08.08.1974	HRD	2005
13	Manoj Kumar	17.09.1963	UPSC	2005
14	Vijay Pal	03.12.1971	Labour & Emp.	2005
15	Roop Kishore-I	27.09.1964	UPSC	2005
16	Mathangi C.V.	17.02.1971	Labour & Emp.	2005
17	Rahul Jain	27.02.1976	Telecom	2005
18	Manju Bhatia	16.12.1962	Niti Aayog	2005
19	Gain Kaur	01.05.1963	MHA	2005
20	Atul Singh	30.07.1969	Food & PD	2005
21	Deepak Magoo	01.08.1975	HRD	2005
22	Kamla Devi	04.01.1964	Defence	2005
23	Anil Kumar Singh	02.04.1976	MHA	2005
24	Rakesh Kumar Tokas	17.06.1978	DoP&T	2005
25	Shobha	18.05.1971	UPSC	2005
26	Neeraj Kumar Jain	27.02.1971	YA&S	2005
27	Rajesh Kumar	15.03.1978	SJ&E	2005
28	Hari Shankar Bhardwaj	10.11.1971	Defence	2005
29	Mokham Singh	02.07.1973	Expenditure	2005
30	Pushpa Dogra	31.03.1979	Defence	2005
31	Laxmi Rawat	09.04.1978	Labour & Emp.	2005
32	Naina Kalra	16.04.1979	Labour & Emp.	2005
33	Raj Bala Devi	03.03.1970	Expenditure	2005
34	Rakesh Kumar	26.05.1972	I&B	2005
35	Raj Kumar Verma	19.03.1972	DoP&T	2005
36	Ravi Kumar	07.10.1970	WR, RD & GR	2005
37	Mahender	19.05.1974	Labour & Emp.	2005
38	Shailendra Kumar	05.02.1978	UPSC	2007
39	Sudip Paul	22.10.1973	Expenditure	2007
40	Pravin Kumar	24.11.1975	DoP&T	2007
41	Sanjeev Kumar	31.05.1976	DoP&T	2007
42	Arvind Kumar Ojha	15.12.1973	WR, RD & GR	2007
43	Shailendra Kumar	05.12.1972	WR, RD & GR	2007
44	Manoj Kumar Jha	05.03.1973	Fertilizers	2007
45	Bhawesh Kumar Singh	15.05.1975	UPSC	2007

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46	Mukesh Kumar Srivastava	06.08.1975	Civil Aviation	2007
47	Inder Pal Singh	27.04.1968	H&UA	2007
48	Sunil Kumar Sinha	08.02.1974	Agri. C &FW	2007
49	Surya Narayan Prasad Gupta	05.11.1975	Agri. C &FW	2007
50	Manoj Kumar Singh	02.02.1977	Food & PD	2007

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