

No.8/4/2016-CS-I (Trg.) Vol.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi
Dated, the 2nd January, 2017

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 (09/01/2017 to 31/03/2017).

The undersigned is directed to inform that officers whose names are given in **Annexure- I** have been nominated as enjoined in **Cadre Training Plan** for the CSS officers to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. **09/01/2017 to 31/03/2017**. Officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri Moloy Sanyal, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 09th January, 2017 without fail**. Attention of all officers nominated for the training is also drawn to this Department's OM No. T-25017/01/2014-Trg (ISTM) dated 11th August, 2015 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 **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 be 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.1/1/2009-CSI(Trg.) dated 24th February, 2010 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.1/1/2009-CSI(I(Trg)) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. As per DoPT OM No. T-20018/5/2015-TRG (ISTM Section) dated 22nd September, 2015 the officers who are being nominated for the third (and final) time 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.



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4. 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.
- (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.

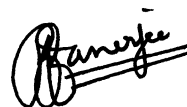


- (i) In the case of officers leaving the training, in between the programme, other than on medical grounds, the entire cost of training shall be recovered from such officer for non-completion of training.
- (ii) **Authority empowered to permit postponement:** The cases relating to postponement will 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.
- (iii) 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.
- (iv) 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.

5. 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.

6. 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 4 (iii) above.

7. 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.



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8. 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.

9. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Shri Moloy Sanyal, Deputy Director (Course Director), ISTM, New Delhi (Telephone No. 26105592 (O), M.No.9810961492).



(Biswajit Banerjee)

Under Secretary to Government of India

Tele. : 24629413

To

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

New Delhi.

Copy forwarded for information and necessary action to :-

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. ISTM letter No. A-33083/3/2013-ISTM(Coord)/1316 dated 13th December, 2013. **The list of officers who report for training on 9th January, 2017 may please be furnished to this Department next day positively.**
2. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
3. **US(U), CS-I Section, DOP&T – For confirming the training status of the officers while considering their Promotion.**
4. Hindi Section, DOP&T, New Delhi - For Hindi version.
5. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO)
6. Guard File.

ANNEXURE – I

**Level 'D' Training Programme to be held at ISTM
(09/01/2017 to 31/03/2017)**

S. No.	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Depart ment
1	8272	SANJAI JAISWAL#	02/07/1974	I&B
2	9082	PRIYA RANJAN**	14/Oct/72	Disinvestment
3	9193	VIJAYALAKSHMI KRISHNAN**	17/01/1963	Legal Affairs
4	9229	ANIL KUMAR WAHI**	24/01/1964	Telecom
5	9259	RAJIV KUMAR NIGAM*	05/02/1961	Shipping
6	9277	RENU NIGAM*	27/07/1964	MHA
7	9279	K.C.VASUDEVAN*	16/12/1963	Power
8	9289	DEVENDRA SINGH*	26/02/1963	Agriculture
9	9293	SIBY VARGHESE P*	30/12/1962	I&B
10	9301	D K MINNA PRABHU*	21/02/1960	Shipping
11	9303	SUMAN PARMAR*	17/12/1976	Supply
12	9309	AMBADATH SACHIDANANDAN*	17/09/1959	MHA
13	9307	ASHIS BISHAYEE	08/01/1962	Mines
14	9310	SHIV KUMAR	01/12/1969	MHA
15	9313	RAJENDER KUMAR CHAWLA	03/02/1961	Agriculture
16	9315	R K BALAMURUGAN	07/06/1965	UPSC
17	9317	AJIT KUMAR SENAPATI	26/10/1959	Rural Devp
18	9318	SAMIKSHA LAMBA	31/12/1968	Corporate Aff
19	9319	VINOD KUMAR SHARMA	21/08/1965	MHA
20	9320	D.SRINIVAS	18/10/1963	Legal Affairs
21	9321	A JOHN JERALD KENNEDY	15/01/1961	UD
22	9323	J SIVARAMA KRISHNAN	20/11/1962	UPSC
23	9325	VISALAKSHI JAYARAMAN	01/05/1960	Education
24	9327	BHAGWATI PRASAD PANT	26/06/1961	MSME
25	9329	R CHAKRAPANI	24/07/1964	UD
26	9330	HARSH RAJ RANA	14/07/1969	Posts
27	9331	G K PILLAI	31/07/1961	DOPT



S. No.	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
28	9333	VINOD KUMAR	04/05/1966	Telecom
29	9335	A H GANESH	23/07/1962	Labour
30	9337	ASHOK KUMAR	15/10/1960	DOPT
31	9339	DHIRENDRA KUMAR JAIN	30/07/1963	MHA
32	9343	GOVINDSAMI ELANGO VAN	06/05/1959	MHA
33	9344	SUDIP DUTTA	01/10/1968	Agriculture
34	9345	MARYKUTTY SABU	31/05/1962	UD
35	9347	ARUP KUMAR DAS	15/01/1961	Expenditure

****THIRD AND FINAL NOMINATION**

Note:-

- (1) The officer at S. No. 1 (marked #) in the list above is hereby deemed relieved from their cadre units to attend mandatory training programme as this is his last and final nomination. The officer is requested to join ISTM w.e.f. 9th January, 2017 without fail as non-joining this training programme will result in debarment of his promotion in future.
- (2) The officers who are nominated for the third and final chance are **Deemed to have been Relieved** for the training.

***SECOND AND FINAL NOMINATION**

Note:

DoPT vide its OM No. T-25017/1/2015-Trg. (ISTM) 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.

