

No.8/4/2019-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi

Dated, the 1st May, 2019

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 20/05/2019 to 09/08/2019 (87th Batch) and (88th Batch).

The undersigned is directed to inform that officers whose names are given in **Annexure- I & II** have been nominated to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. 20/05/2019 to 09/08/2019. Officers mentioned in **Annexure-I & II** may be relieved of their duties and advised to report to **Shri Rambabu Vadali, Joint Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 20th May, 2019 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 4th 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 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 '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 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 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 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.

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- (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.
- (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. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated in **Annexure I & II** 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. 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 Rambabu Vadali, Joint Director (Course Director)**, ISTM, New Delhi, Telephone No. 26737606 & 26161375 (O) and Mobile No.9811646981.



(Chandra Shekhar)

Under Secretary to Government of India

Telephone : 24624046

Email:c.shekhar59@nic.in

To

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

New Delhi.

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Copy forwarded for information and necessary action to :-

1. ISTM, (Shri Rambabu Vadali, Joint Director (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers who report for training on 20th May, 2019 may please be furnished to this Department next day positively.
2. Training Division, (Sh. Imran Ahmed, Deputy 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>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO)



(S.Satheesan)

Section Officer

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Level-D Training Programme to be held at ISTM from 20/05/2019 to 09/08/2019 (87th Batch)

Sl. No.	CSL No/SL	Name of the Officer (Sh/Smt./Ms)	DoB	Min./Dep
1	9433	Ashwani Kumar*	01-Oct-68	WCD
2	10333	Nishant Kumar Singh*	15-Dec-76	Agriculture
3	10292	Tara Dutt	9-Jul-63	Defence
4	10300	V Gomathi	28-Jul-62	Labour
5	10310	Manavendra Pratap	30-Jun-75	DoPT
6	10312	Manish Uniyal	17-Mar-78	Coal
7	10316	Pamela Suresh Kumar	13-Jul-64	Fertilizers/Chemicals & Petro-chemicals
8	10320	Sanjiv Mamgain	22-Jan-62	Power
9	10331	Rakesh Kumar	11-Mar-79	Agriculture
10	10337	Dr Jayanta Bishnu Nath	20-Jul-73	Defence
11	10341	N R Sekar Raju	10-Apr-64	Shipping
12	10343	S Gopalakrishna	15-Jul-62	Niti Aayog
13	10347	S Srinivasan	4-Sep-62	Expenditure
14	10353	Rishi Kaushik	9-Mar-77	Environment & Forest
15	10355	Sandeep Kumar	1-Jan-71	UPSC
16	10361	Dev Prakash Shukla	13-Aug-63	Rural Development
17	10363	P Dinesh	30-Apr-72	Expenditure/DEA
18	10365	Mukesh Kumar	25-Feb-77	Commerce
19	10367	Nitin Jain	8-Aug-75	MHA
20	10371	Shyamal Sil	6-Dec-62	Commerce
21	10375	Shashi Rawat	1-Nov-63	Petroleum
22	10383	Ranjeet Kumar	10-Jun-72	Fertilizers
23	10385	Sanjay Kumar Tarun	9-Dec-70	Culture
24	10387	R Sathees Kumar	18-Mar-65	Civil Aviation
25	10389	Anil Kumar Sharma	5-Sep-68	Food & PD
26	10391	Rajan Bhasin	31-Aug-65	Water Resources
27	10394	Arun Kumar	15-May-70	Civil Aviation
28	10397	Madhusudanan V K	23-Mar-64	Telecom
29	10399	J Ravishankar	18-Mar-62	SJ&E
30	10401	Om Prakash Kumar	15-Oct-80	Telecom
31	10402	Sunil Kumar Mishra	8-Jan-71	Shipping
32	10403	Baidyanath Prasad	1-Feb-73	Health & FW
33	10405	Mateen Ahmad	18-Dec-70	DOPT/on deputation to AIIMS, Bhopal
34	10416	Sanjay Kumar-I	4-Jan-70	MHA
35	10423	Krishan Lal	16-Aug-62	Consumer Affairs
36	10429	Vikas Raj	18-Apr-76	Mines
37	8828	Anil Yadav	4-Oct-69	Expenditure/Revenue



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38	10432	Rajesh Kumar	5-Sep-72	DoPT
39	10435	Nagendra Kumar	3-Apr-69	Expenditure/Revenue
40	10438	Randhir Kumar	8-Aug-77	DoPT
41	10439	Sushil Kumar	18-Jan-69	MHA
42	10440	Mithlesh Garg	18-Sep-61	Water Resources
43	10443	Arvind Mudgal	15-Jun-70	Tribal Affairs
44	10446	Ramesh Chandra Jha	25-Jan-77	MHA/Cab.Sectt. on deputation as APS to Minister for FPI
45	10452	Poonam Sharma	23-Sep-63	Skill Development & Entrepreneurship
46	10453	Surendra Kumar	15-Mar-70	Expenditure
47	10454	D Mala	14-Aug-63	H&UA
48	10456	Konepudi Nageswara Rao	14-Jun-63	HRD
49	10458	Raj Kumar Aggarwal	3-Jul-63	Fertilizers/Pharmaceuticals

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Level-D Training Programme to be held at ISTM from 20/05/2019 to 09/08/2019 (88th Batch)

Sl. No.	CSL No/SL	Name of the Officer (Sh/Smt./Ms)	DoB	Min./Dep
1	7883	Anand Joshi**	2-Apr-68	Consumer Affairs
2	9912	Lokesh Chandra Singh*	28-Apr-68	MHA
3	10252	Dolly Sehgal*	25-Nov-65	H&FW
4	9708	Pawan Kumar*	5-May-70	Posts/on deputation to SDMC
5	10465	Tej Pal Singh	29-May-69	HRD
6	10468	Sathy Madhusoodanan	9-Mar-63	Expenditure
7	10470	Sachidanand Bhardwaj	5-Aug-61	Textiles
8	10471	Arvind Kumar Ranjan	7-Dec-69	DoPT
9	10472	Ashwani Kumar Deveshwar	15-Oct-61	Power
10	10476	Suman Sharma	1-Jul-79	DoPT
11	10478	Vasanthi Lakhumna	12-Jun-62	Rural Development
12	10488	Ajay Kumar	6-Feb-78	MSME
13	10494	Raju Bagga	27-Jul-61	DoPT
14	10496	Vibha Pant	23-Jun-64	IP&P
15	10502	Sunita Sharma	10-Sep-63	HRD
16	10504	Rita Kumari	28-Nov-64	Textiles
17	10508	Kamal Deo Prasad	5-Mar-71	UPSC
18	10510	Narender Kumar	15-Dec-62	DAHDF
19	10512	Naveen Arora	1-Jan-81	DoPT/on deputation to IRCTC Bhopal
20	10514	Om Prakash Singh	2-Dec-79	HRD/on deputation as APS to Minister for Consumer Affairs
21	10528	Josy Joseph	6-Aug-70	Tribal Affairs
22	10530	Dharmender	1-May-69	HRD
23	10532	Pawan Kumar	5-Oct-76	Defence
24	10540	Harish Kumar Vashishta	26-Mar-62	RT&H
25	10542	M Gangadharan	11-Mar-62	H&FW
26	10544	Nitesh Bhasin	4-Oct-74	Food&PD
27	10545	Rakesh Bisht	20-Feb-62	I&B
28	10551	Sarojini Sharma	5-Sep-71	Defence
29	10553	Madhu Bala Soni	11-Jun-78	Legal Affairs
30	10555	Gyanendra Kumar Bhojal	17-Mar-81	MHA
31	10557	V Giridharan	12-May-68	Defence
32	10559	Aparna	28-Jul-76	Legal Affairs
33	10561	Neelam Arora	21-Jul-74	Youth Affairs
34	10563	Sibbo Ram Meena	8-Jul-70	MHA
35	10565	Arvind Kumar	15-Nov-76	Fertilizers
36	10567	Ravi Nirmal	15-Jul-73	MHA
37	10569	Vijay Prakash Nodiya	12-Aug-75	WCD
38	10577	Shyam Sunder	6-Jan-76	I&B
39	10581	Usha	8-Aug-74	Science&Technology

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40	10587	Anita Dhadra	8-Oct-63	Science & Technology
41	10599	Ashok Bawal	7-May-65	H&UA
42	10601	Ghanshyam Meena	25-Jan70	RT&H
43	10603	Rohtas Singh Meena	25-Feb-69	Labour
44	10605	Shiv Lahri Meena	15-Apr-70	Power
45	10643	Sunita Sajwan	24-May-71	Minority Affairs
46	10648	Rashmi Sehgal	26-Ju-71	HRD
47	10651	Kamlesh Kumar	5-Dec-72	DoPT
48	10657/2011	Anil Kumar	5-May-63	Agriculture
49	10659/2011	Usha Sreenivasan	7-Jan-70	Commerce
50	10665/2011	Prem Chand	12-Apr-77	MHA

- (i) (**)The officers 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. 20th May, 2019 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 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.
- (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.

