

**No.8/5/2016-CS.I (Trg) Vol.I**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS.I Training Section**

Lok Nayak Bhawan, New Delhi

Dated the 10<sup>th</sup> January, 2017

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 23/01/2017 to 17/02/2017.**

The undersigned is directed to inform that SSAs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM during the period from **23/01/2017 to 17/02/2017**. It is requested that these officials may be relieved of their duties and advised to report to **Shri Praveen Prakash Ambashta, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 23<sup>rd</sup> January, 2017**.

2. **The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for 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 24<sup>th</sup> February, 2010 as this would adversely affect the promotion of the officers. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12<sup>th</sup> July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated are relieved in time. **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 DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes study tour and the officers nominated above may be advised to draw necessary TA/DA advance of Rs.15,000/- each from their respective Ministry/Department. This amount may be released in the name of the official and the same shall be collected by ISTM from the participating officials.

4. 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: -



- (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 a 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 leave 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.

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 2<sup>nd</sup> chance vide this Office Memorandum shall also attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

6. Confirmation with regard to the participation of the officials may please be sent to **Shri Praveen Prakash Ambashta, Deputy Director (Course Director)**, (Phone No. 26185316, M.No. 09212501331), ISTM, New Delhi.

  
(Chandra Shekhar)

Under Secretary to Government of India  
Tele. : 24624046

To

**Min/Dept.of  
Joint Secretary(Estt./Admn.)**

**New Delhi.**

Copy forwarded to :-

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their OM No. A-33083/3/2013-ISTM(Coord)/1316 dated 13<sup>th</sup> December, 2013.
2. ISTM, **(Shri Praveen Prakash Ambashta, Deputy Director (Course Director)**, Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **23<sup>rd</sup> January, 2017** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi for information.
4. CS-II (B) Section, DOP&T, Lok Nayak Bhawan, New Delhi.
5. Hindi Section, DOP&T, New Delhi - For Hindi version.
6. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
7. Guard File.

## ANNXURE I

## LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM (23.01.2017 TO 17.02.2017)

Sl. No.	CSL No.	Name	Date of Birth	Ministry/Department
1	1023	Dileep Kumar Singh#	21-Mar-1975	UPSC
2	849	Puneet Mann*	24-May-1975	IPP
3	876	Srinarain Prasad*	5-Apr-1963	Telecom
4	1049	Ramesh Kumar Rakesh*	3-Jun-1969	Supply
5	1074	Ravi Bhushan Sharma*	10-Nov-1973	Agri.
6	1080	Kamlesh*	28-Sep-1963	Agri.
7	1097	Sanjeev Kumar Sharma*	15-Oct-1970	Posts
8	1100	Tarkeshwar*	12-Feb-1972	Power
9	1106	Arun Kumar Mehandroo	22-Apr-1972	Expenditure
10	1108	Shiv Kant Jha	13-May-1972	Expenditure
11	1112	Shishu Pal	5-Jul-1968	I&B
12	1121	Devender Kumar	1-Jan-1964	Steel
13	1122	Sarfaraz Anwar	31-Dec-1974	Steel
14	1123	Shri Pal	11-Mar-1973	MS&ME
15	1126	Balmukund Swarup	18-Dec-1972	Water Resources
16	1130	Ashok Kumar	25-May-1977	Environment Forest
17	1133	Rekha Sah	2-Jun-1975	Water Resources
18	1134	Amitoz Grover	22-Nov-1973	Water Resources
19	1136	Anup Kumar Dubey	9-Jan-1973	Health & FW
20	1144	Rajesh Singh	26-Jan-1973	Defence
21	1150	Rajender Singh II	20-Jul-1968	UPSC
22	1161	Manju Vijay	7-Jul-1970	Skill Development
23	1169	Ganga Sagar Mahto	25-Apr-1960	UPSC
24	1170	R. Darkimbong Khaling	17-Jul-1970	I&B
25	1176	Kavita Sharma	6-Dec-1971	S&T
26	1178	R.P. Narnaware	5-Jan-1966	S&T
27	1180	Mukesh Kumar	1-Apr-1974	MHA
28	1189	Rakesh Kumar	8-Sep-1972	Agriculture & Coop
29	1200	Prem Dutt	10-Mar-1960	MHA
30	1201	Pramod Kumar Singh	8-Feb-1969	Labour



Sl. No.	CSL No.	Name	Date of Birth	Ministry/Department
31	1229	Yash Pal Singh	2-Jun-1959	Agriculture & Coop
32	1237	Brij Mohan	1-Jan-1961	MHA
33	1241	Ashok Kumar	7-Mar-1965	Labour
34	1247	Kiran Bala	28-Aug-1969	Power
35	1249	B.S. Rawat	20-Jul-1965	IP&P
36	1255	Leela Dhar Joshi	15-Jan-1970	Expenditure
37	1256	Surinder Pal	18-Jun-1972	Expenditure
38	1259	R.D. Meena	2-May-1972	Health & FW
39	1263	K.K. Meena	5-Aug-1969	Labour
40	1270	Surinder Kumar Katoch	16-Oct-1959	Health & FW
41	1275	Vishwanath Prasad	11-Jul-1975	Power
42	1276	Raj Kapoor	2-Oct-1965	Environment Forest
43	1278	A.R. Madwal	18-Jul-1962	Expenditure
44	1279	Kailash Chand	2-Dec-1963	Expenditure
45	1280	Rakesh	18-Jan-1964	Expenditure

**\* SECOND & FINAL NOMINATION**

**Note:**

- (1) The officer at S. No. 1 (marked #) in the list above is hereby deemed relieved from their cadre unit to attend mandatory training programme as this is his last and final nomination. The officer is requested to join ISTM w.e.f. 23<sup>rd</sup> January, 2017 without fail as non-joining this training programme will result in debarment of his promotion in future.
- (2) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) 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.

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