

Training policy of Central Secretariat Service (CSS)

The Government of India's policy is to impart training at various levels to enrich the officials with the modern approach to governance and equip them to cater to the needs of the society. Training of various officers of the Central Secretariat Services was introduced in the year 2006 and the same was further reviewed in 2008. However in today's context a need was felt to have a comprehensive review and introduce a fresh cadre training plan with mandatory training programme including in-service-training and refresher training courses for these CSS Officers.

Mandatory Cadre Training Program of CSS Officers:

Assistants:-

Foundation Course For Assistants (Probationers)

This is a training specifically to be undergone by the Assistants who qualify the Graduate Level Examination and this training course will be residential in nature. The duration of the training course would be 8 weeks. The candidates who qualify Graduate level Examination would be directly nominated to ISTM for undergoing foundational training courses and after their successful completion the candidates would be nominated to various Ministries/Departments by the DOPT. Assistants not completing the Foundation course for Assistants (Probationers) shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. For this purpose two opportunities shall be provided to the candidates. However, in exceptional cases, one more opportunity may be given.

Level "A" Training Programme:

The Upper Division Clerks who have completed four years' approved service in the grade shall be nominated for this training programme and the duration of the course shall be 4 weeks. The participation in this training programme is mandatory except the UDCs who get promoted on the basis of Limited Departmental Competitive Examination. The ISTM shall organize as many courses as necessary to cover all the UDCs with four years of service. However, preference would be given to seniors in zone of consideration for promotion.

Level 'B' Training Programme:

Both direct recruit and promotee Assistants who have completed six years' of approved service in the grade shall undergo this training programme. The duration of the training shall be of five weeks. Successful completion of training shall be essential before the direct recruit/promotee Assistants are considered for promotion to the grade of Section Officer, (except those direct recruit/promotee Assistants who get promoted to the grade of Section Officer on the basis of Limited Departmental Competitive Examination conducted by UPSC).

IN SERVICE TRAINING

Assistants who have rendered 3 years of service will undergo In Service Training programme. This programme will be given to Assistants to enhance their skills, motivation and refreshing the existing policy changes, citizen services, changes in rules etc. The duration of the training will be decided by ISTM in consultation with DOPT.

Section Officer

Section Officers (Induction Training)

This training is for Section Officers who have been promoted based on the Limited Departmental Examination being conducted by the Union Public Service Commission (UPSC). This training will be mandatory for the officials to be confirmed in the grade. The duration of the training will be for a period of 3 weeks. This training programme will be conducted by ISTM. The course contents will be decided by ISTM in consultation with DOPT. This may be exempted for those Assistants who had undergone level 'B' training programme.

In-Service Training:-

Section Officers who have rendered 3 years of service will undergo In Service Training programme. In this programme, the officers will be taught about the recent changes in the policies, e-Governance, motivation and leadership qualities. The duration of the training will be decided by ISTM in consultation with DOPT.

Level 'D' Training Programme:

Section Officers with 6 years of approved service in the grade shall be nominated for this training programme. The duration of this training programme is for 8 weeks. Out of which, 2 weeks will be in the form of State Government attachments and NGO exposure. This training shall be mandatory in nature and the Section Officers who successfully complete this training shall be considered for promotion to the next higher grade i.e., Grade I of CSS (Under Secretary). The ISTM would coordinate with the State ATIs regarding attachments and NGO exposure and will evolve mechanism to obtain continuous feedback regarding the work done by the participants.

Under Secretaries

Level E Programme

The Under Secretaries with 4 years of approved service in the grade shall be nominated for this training programme. And these officers shall be considered for promotion to the Selection Grade of CSS on successful completion of this training programme. The CS Division in DOPT would nominate those Under Secretaries who are likely to be in the zone for consideration for promotion to the Selection Grade of CSS (Deputy Secretary). The duration of this training programme is 6 weeks out of which 2 weeks would be in the form of foreign component.

The training would include a larger vision and leadership skills building component and the foreign component would be given in an institution of repute.

Deputy Secretaries-

Deputy Secretaries who have rendered 2 years of service may be nominated for In Service Training programme of Training Division of DOPT offered at various institutions every year. The officer needs to complete the IST programme so that he will be considered for the promotion to Director.

Director

Level 'G' Programme:

This training programme will be attended by Directors who are holding the post on regular basis and have at least 3 years of service left. The duration of the course will be for a period of 4 weeks – with three weeks domestic component and one week foreign component. The training would focus on broadening the vision of the officer, use of case study methodology and presentations and include evaluation of training. The domestic component would be held in reputed institutions like IIMs, MDI, etc.

Refresher Training Programme:-

Refresher training programme for various grades would be organized for officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion. The duration and content will be prepared by ISTM in consultation with the Ministry.

General Conditions:-

While nominating the officials for training, preference may be given to those who are in the consideration zone for promotion to the next higher grade as promotion is linked to mandatory training which is compulsory.

While formulating the course contents, ISTM will take into account procedures, rules, regulations, Information and Communication Tools (ICT), Managerial skills, stress management, Behaviour skills etc depending on the level of participants in a particular cadre. Exposure to NGO visit, State visits regarding implementation of Governmental Schemes at field levels may also be incorporated wherever necessary.

Exemption for various Mandatory Training /In-Service training programmes for the officers of CSS in respect of Cadre Training Plans (CTPs)

- 1 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 three chances to complete each level of the mandatory Cadre Training Programme available to them.
- 2 Postponement of participation from the **first chance to second chance and from the second chance to the third 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.
- 3 Postponement of participation from the **second chance to the third 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.
- 4 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.

- 5 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.
- 6 The officers who do not attend the mandatory training programmes even after three nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan
- 7 Failure to attend any level of the mandatory training Programme in the 'three-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS services, with no exception.
- 8 In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- 9 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.
- 10 **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) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3rd chance. In exceptional cases Secretary (P) can give permission beyond 3rd chance on a case to case basis.
- 11 The officer nominated for training shall be relieved for training by the respective Ministries/Department/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DoP&T.
