

**Immediate**

**No. 8/4/2020-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 29<sup>th</sup> December, 2020**

**OFFICE MEMORANDUM**

**Subject: ONLINE Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 18/01/2021 to 19/02/2021 (101<sup>st</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 'B' Training Programme being conducted by ISTM w.e.f. 18/01/2021 to 19/02/2021. 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 'B' 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.



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- (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.

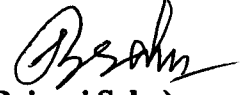
4. The online Level B training does not involve any study tour. Hence, no TA/DA shall be admissible to any participant.

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 Pramod Kumar Jaiswal, Deputy Director Phone No. 26737506, M. No. 9968839734.



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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)**

Deputy Secretary to Government of India

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To

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

Copy forwarded for information and necessary action to :-

1. Director, ISTM, Admn. Block, Old JNU Campus, New Delhi
2. **Shri Pramod Kumar Jaiswal, Deputy Director, (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 18<sup>th</sup> January, 2021 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
4. Officer concerned.
5. US, CS-I (A), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)



**(S. Satheesan)**

Section Officer

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**LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM  
18/01/2021 TO 19/02/2021 (101<sup>st</sup> Batch )**

S.No.	Year	Name	Date of Birth	Ministry
1	2012	Shatrughan Singh Bisht*	09-11-1970	UPSC
2	2012	Ashish Drall*	23-03-1989	Information & Broadcasting
3	2012	R C Sahu*	30-12-1966	Posts
4	2012	Sneh Bhardwaj*	16-04-1963	Posts
5	2012	Balram Yadav	08-09-1988	Personnel
6	2012	Mohit Kumar	01-02-1988	Housing & Urban Affairs
7	2012	Anamika Kumari	25-06-1988	Personnel
8	2012	Sonal Yadav	30-01-1987	Personnel
9	2011	Aasim	13-03-1989	Promotion of Industrial & Internal Trade
10	2012	Raman	02-11-1988	Power
11	2012	Neeraj Sharma	15-02-1990	Personnel
12	2012	Shyam Dixit	03-07-1987	Labour & Employment
13	2012	Ashok Kumar	06-10-1989	Information & Broadcasting
14	2012	Ashok Kumar	30-12-1987	UPSC
15	2012	Sandeep Saharia	27-06-1987	Earth Sciences
16	2012	Yashendra Kumar Dubey	24-04-1989	Posts
17	2012	Sumeet Ahuja	29-04-1988	Information & Broadcasting
18	2012	Heena Choudhary	04-11-1988	Agriculture and Farmer Welfare
19	2012	Rajesh Kumar Adepur	13-05-1986	Social Justice & Empowerment
20	2012	Rizwana Bano	21-03-1988	Personnel
21	2012	Sanjeet Kumar Verma	22-12-1989	Defence
22	2012	Vishal Sharma	08-01-1988	Supply
23	2012	Shivam Garg	25-11-1988	Health & Family Welfare
24	2012	Prateek Malhotra	23-11-1989	Personnel
25	2012	Rajiv Tripathi	23-08-1987	Supply
26	2012	Sandeep Chauhan	19-03-1988	Power
27	2012	M Gayathri	19-05-1990	Supply
28	2012	Pradeep Kumar	10-09-1990	Defence
29	2012	Amit Goswami	10-09-1986	Finance (DFS)
30	2012	Nissar Ahmad	03-05-1987	Posts
31	2012	Ira Bhatia Madan	05-12-1987	Civil Aviation
32	2012	Parvesh Tenuriya	10-03-1983	Jal Shakti
33	2012	Maksud Khan	26-09-1990	Health & Family Welfare
34	2012	Hitesh Shokhanda	26-10-1986	Power
35	2012	Rohit Agarwal	15-09-1989	Health & Family Welfare
36	2012	Rajendra Kumar Kosta	10-01-1990	Health & Family Welfare
37	2012	Rohit Singh	23-09-1989	Supply
38	2012	Sumit Mehla	01-04-1989	Housing & Urban Affairs
39	2012	Sujeet Kumar Jaiswal	03-07-1988	Housing & Urban Affairs
40	2012	Arvind Kumar	15-02-1983	Personnel
41	2012	Onkar Singh	25-12-1984	Labour & Employment
42	2012	Praveen Kumar Singh	20-08-1986	UPSC
43	2012	Himanshu Joshi	24-04-1985	Defence
44	2012	Rakesh Kumar	02-04-1984	Health & Family Welfare
45	2012	Vishal Kumar	14-10-1986	Home Affairs (PMO)
46	2012	Amit Verma	24-12-1985	Jal Shakti
47	2012	Amit	04-01-1989	Fertilizers
48	2012	Aditya Lohia	14-12-1984	Health & Family Welfare
49	2012	Manjeet	13-08-1988	Defence
50	2012	Deepak Verma	15-11-1989	AYUSH
51	2012	Manoj Kumar	16-07-1989	Road Transport & Highways
52	2012	Gaurav Bhardwaj	18-08-1986	Home Affairs (PMO)
53	2012	Sunil Yadav	15-07-1989	Finance (Rev.)
54	2012	Ajeet Kumar Rajbhar	14-07-1985	Housing & Urban Affairs
55	2011	Vishakha Gautam	30-12-1983	Rural Development

\*Second and final nomination.