

1/1/2009-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd floor, Lok Nayak Bhawan,
New Delhi, dated 24th February, 2010

OFFICE MEMORANDUM

Subject : Training Programmes for all the officers of CSS - revised Cadre Training Plan.

In partial modification of DOP&T's O.M. No. 4/11/2005-CSI dated 15th December, 2006, the following amendments shall be carried out in various training programmes on the basis of the recommendations of the Cadre Training Plan Review Committee :

1. **FOUNDATION COURSE FOR DR ASSISTANTS(PROBATIONERS)**
The duration of the training course has been reduced from 28 weeks to 16 weeks. The field exposure to probationers would be given after their promotion from Assistants to Section Officers' level.
2. **EXISTING IN SERVICE TRAINING PROGRAMMES FOR VARIOUS LEVELS:-**
 - (i) **LEVEL 'A' TRAINING PROGRAMME :-**
The duration of the training course has been reduced from 6 weeks to 4 weeks. There will be no field exposure and focus would be on rules/regulations/IT Skills etc.
 - (ii) **LEVEL 'B' TRAINING PROGRAMME :-**
No change.
 - (iii) **LEVEL 'C' TRAINING PROGRAMME :-**
The duration of the training course has been reduced from 3 weeks to 2 weeks. The programme may be held outside Delhi with some field exposure for orientation & updating of skills.
 - (iv) **LEVEL 'D' TRAINING PROGRAMME:-**
The duration of the training course has been reduced from 20 weeks to 8 weeks with reduction in the State/District/field exposure from 13 weeks to 2 weeks. Field visits/exposures should be entrusted for coordination to identified State Government ATIs.

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(v) LEVEL 'E' TRAINING PROGRAMME :-

The duration of the training course has been reduced from 8 weeks to 6 weeks with reduction in duration of foreign component from 3 weeks to 2 weeks with focus on development related visits to 1 or 2 countries in South East Asia.

(vi) LEVEL 'F' TRAINING PROGRAMME :-

The duration of training shall continue to be 3 weeks, with 1 week foreign component at identified institutes for Mid Career Level Training of IAS officers.

3. INTRODUCTION OF NEW PROGRAMMES :

I) LEVEL 'G' TRAINING PROGRAMME:-

2 weeks training abroad to be organized by outside agencies such as IIMs, TERI, LBSNAA in collaboration with reputed and identified Training Institutes mainly in South East Asia for Directors who have completed five years of approved service in the grade and are in the zone of promotion to JS/SAG Level.

II) Mandatory one week refresher course after every two years for CSS officers from Assistants to Directors level.

III) A one week orientation programme at DS/Director Levels to be introduced for all DS/Director of CSS to be attended after every 2 years.

4. EXEMPTION FROM MANDATORY TRAINING PROGRAMMES :

There shall be no exemption from mandatory training as a rule. However, the following cases could be considered for postponement from the mandatory training related to the promotions under the following circumstances:

i) Maternity/Paternity leave/Mother care/Childcare up to 5 years after birth on the basis of medical certificate to be issued by AMA (as per CSMA Rules).

ii) Serious illness of self/family members on the basis of medical certificate to be issued by AMA (as per CSMA Rules).

iii) Marriage of Government servant/son/daughter on the production of proof, falling during the duration of the course.

5. DEBARMENT :

- (a) The officers who do not attend the mandatory training programmes even after three documented nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan and;
- (b) in addition administrative action shall be taken to deny grant of promotion to such debarred officers.
- (c) 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.

6. OTHER ISSUES :

- I) The CSS training should bring about an attitudinal change so that the trainees become more responsive to the needs of the citizens. The emphasis of overseas training programmes should be to give an exposure to the working of government agencies in other developing/developed countries.
- II) There should be a gap of minimum 2 years between two mandatory training programmes in so far as Cadre Training Plan is concerned.
- III) There should be a cooling off period of 2 years between two trainings with foreign component.
- IV) The successful completion/qualification of mandatory training programme on the part of the CSS officers is to be taken into account for next promotion. Entry to this effect shall also be made in their APARs. Those who miss the training for specific reasons should invariably be nominated for the next training programme. This condition of mandatory training should not be relaxed and the promotion should be considered only after the officer successfully complete such training. The promotion/benefit linked to training will also stand postponed till an officer completes training.
- V) Emphasis during the CSS training programme should be on modern training methods like case study, action research programme etc. in so far as Levels 'E', 'F' and 'G' are concerned.

2. All other provisions of this Ministry's O.M. No. 4/11/2005-CSI dated 15th December, 2006 shall remain unaltered. All the Ministries/Departments shall bring the above amendments made in the Cadre Training Plan for CSS officers to the notice of all the officers of the Central Secretariat Service in their respective Ministries/Departments. Revised manual will be separately circulated by ISTM to all Ministries/Departments and will also be hosted on the ISTM's website and CS Division website of this Ministry, in due course.

3. Hindi version will follow.


(C.B. PALIWAL)
Joint Secretary to the Government of India

To

**The Secretary,
All Ministries/Departments of
Government of India.**