

No. 8/1/2022-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 17th May, 2022

OFFICE MEMORANDUM

Subject: Level 'A' Training programme by ISTM for Senior Secretariat Assistants(SSAs) of the CSCS for promotion to Assistant Section Officer Grade from 23/05/2025 to 17/06/2022 (112th Batch)-First List.

The undersigned is directed to inform that officers whose names are given in the **Annexure** have been nominated to participate in the mandatory Level 'A' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. **23/05/2025 to 17/06/2022**. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Shri Ashwani Kumar Batra, Assistant Director**, (Email – batra.ak@gov.in, Phone No. 26737609, M. No. 9717981271) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 **at 9.00 A.M. on 23/05/2022**.

2. All the nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The web-link for the same is <http://www.istm.gov.in/lms/registration>. Officers may carry a printout of the filled up form, duly authenticated by their sponsoring authority and submit the same to ISTM on the day of joining the course. Confirmation with regard to the participation of the officers (after updating officers' particulars online) may please be sent to the Course Director at ISTM.

3. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.483(E) dated 12th 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 4th July, 2016. 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 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.
 - (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 on 1st 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 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.
- (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 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, 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 para2 (iii) above.

5. As part of the Training Programme, the ISTM is likely to undertake a study tour for the participants as decided by them at appropriate level. In order to meet the expenditure for the study tour, the administrative Ministries/Departments may please sanction advance on demand by ISTM towards T.A. advance for each participant.

6. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme

R. Chakrapani

(R. Chakrapani)

Under 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, Administrative Block, Old JNU Campus, New Delhi.
2. ISTM **Shri Ashwani Kumar Batra, Assistant Director, (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **23rd May, 2022** may please be furnished to this Department next day positively. **Further, it is requested to kindly indicate DoB in the participation list and results list to facilitate to easy identification of the candidates.**
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
4. Officers concerned
5. US, CS-II (B), 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<DOPT<Central Secretariat<CSS< Training Nomination Circulars<Assistants)

Annexure-I**112th LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM (23.05.2022 to 17.06.2022)**

S. No.	Name of the Officials (Shri/Smt./ MS.)	DOB	Ministry/Department	Select List Year
1	TamannaSehgal	09-Nov-69	Environment F &CC	2003(Ext.)
2	Anil Kumar	26-Dec-71	DPIIT	2013
3	Md. Aslam	16-Jan-73	MHA(PMO)	2013
4	Sunil Bansal	25-Dec-78	I&B	2013
5	Rajesh Kumar	21-Aug-73	Labour& Emp.	2013
6	Dina Nath	23-Feb-74	Expenditure	2013
7	Ram Chander	17-Aug-65	Health & FW	2013
8	Laxman Singh Rawat	01-Jun-65	Health & FW	2013
9	Ramesh Singh Bisht	01-Mar-66	Health & FW	2013
10	Nanda Singh	10-Jul-64	H&UA	2013
11	Rewadhar	05-Feb-68	SJ&E	2013
12	Narendra Singh	7-Apr-68	Expenditure	2014
13	Jitender Kumar	29-Nov-73	Environment & Forests	2014
14	Jag Mohan Singh Rawat	1-Apr-68	DOPT	2014
15	Rajesh Mohite	5-Aug-75	Health & FW	2014
16	Om PrakashMeena	1-Jan-69	MHA	2014
17	Bhopal Singh	5-Feb-71	MHA	2014
18	Manendra Singh	04-Apr-76	MHA	2014
19	Sardar Singh Joon	2-Apr-66	MHA	2014
20	Jyoti Kumar Tirkey	26-Oct-68	Agri& Corp.	2014