

Immediate

**No. 8/7/2020-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 18th February, 2021

OFFICE MEMORANDUM

Subject: ONLINE Level 'A' Training programme by ISTM for Senior Secretariat Assistants (SSAs) of the CSCS for promotion to Assistant Section Officer Grade from 01/03/2021 to 26/03/2021 (100th 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 'A' Training Programme being conducted by ISTM w.e.f. **01/03/2021 to 26/03/2021**. 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 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:

.....2/-



- (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.

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.

....3/-



4. The online Level A 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 Ashwani Kumar Batra, Assistant Director (Course Director)**, Telephone 26737609 Mobile. No.9717981271.
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.


18/12/21

(Zachariah Thomas)

Under Secretary to Government of India

Telephone. : 24624046

Email: zachariahthomas.edu@nic.in

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 **1st March, 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. 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)



(S.Satheesan)

Section Officer

Tele. : 24642704

Email: s.satheesan@nic.in

Annexure-I**100th LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM (01.03.2021 to 26.03.2021)**

S. No.	Name of the Officials (Shri/Smt./ MS.)	DOB	Ministry/Department	Select List Year
1	Kriti Ranjan*	01- Mar-77	MHA (PMO)	2007
2	Rahul Kumar Sisodia*	02-Jan-78	MHA (PMO)	2007
3	Gopal Ramdas Nikhare*	19-Dec-75	UPSC	2007
4	Ranjan Kumar*	02-Jan-75	Expenditure	2007
5	Upendra Prasad Sinha*	23-Mar-73	Expenditure	2007
6	Veer Paul	20-Dec-62	Telecom	2007
7	Surender Singh Negi	27-Apr-65	Telecom	2007
8	Pitam Singh	15-Jan-68	UPSC	2007
9	Ashok Kumar	29-Jul-67	S&T	2007
10	Binod Kumar Rai	15-Jan-65	Power	2007
11	Jagan Singh	02-Jan-63	Food & PD	2007
12	Girdhari Lal	19-Mar-66	Health & FW	2007
13	Pancham Singh	13-Jul-67	I&B	2007
14	Bramha Prakash Pandey	08-Apr-63	Telecom	2007
15	Mahabir Prasad	14-Jul-70	Food & PD	2007
16	Devendra Kumar	05-Jan-65	I&B	2007
17	Lalit Mohan Pandey	17-Jun-79	Expenditure	2007
18	Yatinder Kumar	09-Jan-70	Health & FW	2007
19	Rakesh Kumar	23-Sep-76	MHA	2007
20	Sandeep Jain	07-Nov-77	Expenditure	2007
21	Mahesh Chand	06-Aug-79	Defence	2007
22	Sanjay Prasad	25-Feb-73	DOPT	2007
23	Kamla Devi Gaur (Smt)	15-Mar-67	HRD	2007
24	Bablu Kr. Verma	05-Jun-75	Fertilizers	2007
25	Rajender	04-Aug-69	Telecom	2007
26	Dushyant Kumar	22-Nov-77	Expenditure	2007
27	Babita Mehra	11-Oct-79	Expenditure	2007
28	Yogesh Sharma	12-Feb-80	Health & FW	2007
29	Raju Yadav	30-Mar-80	HRD	2007
30	Pankaj Kumar	05-Aug-77	Steel	2007
31	Subhash Chander	10-Mar-73	Labour & Emp.	2007
32	Yogender Kumar	22-Nov-80	Defence	2007
33	Santosh Kanojia	29-Jul-62	Telecom	2007
34	Deepak Kaushal	10-Oct-76	MHA(PMO)	2007
35	Virender Singh	16-Apr-76	I&B	2007
36	Uttam Singh	01-Jan-69	UPSC	2007
37	Kamla Kandpal	08-Aug-64	Expenditure	2007
38	Amit Kumar	28-Aug-73	Health & FW	2007
39	Babita Katheria (Smt)	25-Jan-78	Food & PD	2007
40	Anurag Sharma	06-Dec-79	I&B	2007
41	Jag Prवेश	11-Apr-78	I&B	2007
42	Sunil Kumar	01-Apr-77	DOPT	2007
43	Narinder Yadav	04-Aug-76	Food & PD	2007
44	Anil Kumar Prasad	12-Aug-80	MHA(PMO)	2007
45	Anand Kumar	15-Apr-79	Defence	2008
46	Dharmveer Kumar	04-Jan-79	Labour & Emp.	2008
47	Balwan Singh	05-Apr-63	Expenditure	2008
48	Satish Kumar	15-May-63	Expenditure	2008
49	Nilesh Kumar Singh	30-Dec-77	Expenditure	2008
50	Murlidharan P	30-Jul-62	Expenditure	2008
51	Anil Kumar	17-Jan-78	Labour & Emp.	2008
52	Sunil Khangwal	15-Oct-75	Coal	2008
53	Niranjan Dowari	10-Jul-65	Expenditure	2008

*Second and final nomination

