

**Immediate**

**No. 8/2/2022-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 7<sup>th</sup> October, 2022**

**OFFICE MEMORANDUM**

**Subject: Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 17/10/2022 TO 18/11/2022 (132<sup>nd</sup> Batch).**

The undersigned is directed to inform that officers whose names are given in the **Annexure** have been nominated to participate in the mandatory Level 'B' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. 17/10/2022 TO 18/11/2022 (132<sup>nd</sup> Batch). Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Shri Bhagaban Padhy, Under Secretary (Tel.011-26737512, Mob.: 9868449436, e-Mail ID:- bpadhy@nic.in)** at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 17/10/2022.

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 CSS Regulations, 2010/2013. 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.

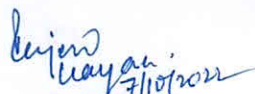
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- (c) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
  - (d) Child care leave approved by competent authority.
  - (e) Marriage of self/the children.
  - (f) Officers on Election duty.
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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.**

4. The aforesaid training includes study tour as informed by ISTM and officers nominated may please be advised to draw necessary TA/DA advance of **Rs. 40,000/- (Forty Thousand Only)** each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

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

  
(Rajeev Nayan)

Under Secretary to Government of India  
Telephone. : 011-24624046  
Email: rajeev.nayan@nic.in

To

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

Copy forwarded for information and necessary action to: -

1. The Director, ISTM, Admn. Block, Old JNU Campus, New Delhi – 110067.
2. **Shri Bhagaban Padhy, Under Secretary**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **17<sup>th</sup> October, 2022** may please be furnished to this Department next day positively. **Further, it is requested to kindly indicate DoB/ Rank in the participation list and results list to facilitate to easy identification of the candidates.**
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi -110067 **-(Kind Attn: Shri Syed Imran Ahmed, DS).**
4. Officers 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).



**LIST OF OFFICERS FOR LEVEL- "B" TRAINING PROGRAMME BY ISTM FROM  
17/10/2022 to 18/11/2022 (132<sup>nd</sup> Batch)**

Sl. No.	Select Year	Name	DOB	Rank	Posting
1	2013	V. N. Venkataraman*	27-06-1971	-	Health & FW
2	2013	Sajitha Raghunath *	23-05-1966	-	RT&H
3	2013	Renuka Sharma*	01-09-1990	2338	Mines
4	2013	Utkarsh Mishra**	11-08-1990	2475	Science and Technology
5	2013	Amandeep Kaur*	23-03-1988	4856	Personnel & Training
6	2013	Koritepati Subhash*	05-08-1991	4998	Education
7	2013	Md. Ashfaq Alam*	10-01-1992	5163	Personnel & Training
8	2013	Brijesh Kumar Singh*	25-02-1989	5215	Civil Aviation
9	2013	Jitesh Shekharajka	10-01-1984	5301	Housing & Urban Affairs
10	2013	Sanjay Rajendra Bhuttapalle	22-10-1989	5302	Expenditure
11	2013	Om Prakash Meena	10-03-1991	5304	Expenditure
12	2013	L. Seikholen Haokip	01-01-1989	5306	Expenditure
13	2013	Amar Singh Meena	25-10-1990	5307	Expenditure
14	2013	Dinesh Kumar Meena	19-08-1988	5308	Expenditure
15	2013	Nikhil Verma	31-10-1990	5309	Education
16	2013	Ghudmal Meena	15-07-1991	5310	Expenditure
17	2013	Neelesh Gupta	22-07-1992	5312	CAB SEC.
18	2013	Shyam Kumar	11-04-1989	5315	Culture
19	2013	Pushpender Mohan Kain	28-01-1989	5316	Culture
20	2013	Himanshu	25-03-1986	5319	Corporate Affairs
21	2013	Amit Sharma	18-09-1989	5322	Defence
22	2013	Nitu Tyagi	15-10-1983	5323	MoSPI
23	2013	Nishant Sharma	10-05-1979	5336	UPSC
24	2013	Prashant Srivastava	15-02-1991	5341	Information & Broadcasting
25	2013	Manoj Kumar - I	30-04-1986	5343	Home Affairs
26	2013	Santosh Tripathi	12-08-1979	5347	Commerce
27	2013	Nutan Ray	19-11-1983	5365	Jal Shakti
28	2013	Ajay Kumar Hooda	20-09-1988	5370	Environment & Forests
29	2013	Veerkamal Kaur	11-11-1987	5370-A	Information & Broadcasting
30	2013	Keshav Pathak	24-09-1978	5371	Defence
31	2013	Gaurav Saxena	21-01-1988	5372	Culture
32	2013	Devender Kumar	16-04-1984	5373	Health & Family Welfare
33	2014	Neha Sharma	14-04-1991	59	Petroleum & Natural Gas
34	2014	Manjeet Singh	02-02-1991	72	Home Affairs
35	2014	Varsha Singh	10-07-1991	154	Health & Family Welfare
36	2014	Sakshi Adhikari	28-04-1990	172	Home Affairs
37	2014	Anu Arora	15-01-1992	178	Home Affairs
38	2014	Neeti Soni	13-12-1992	184	Corporate Affairs
39	2014	Urvashi Maithani	17-11-1990	210	Health & Family Welfare
40	2014	Amit Kumar - I	14-08-1988	223	Health & Family Welfare

\*These re-nominated officers shall attend the training compulsorily and would be deemed to have been relieved for the purpose, as this is their final opportunity to avail the mandatory training required for being eligible for next promotion.

*Bayan Prayag*  
#10/2022