

**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 16<sup>th</sup> May, 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 30/05/2022 to 01/07/2022 (124<sup>th</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 **30/05/2022 to 01/07/2022**. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Shri Pramod Kumar Jaiswal, Deputy Director**, (Email –[pk.jaiswal@nic.in](mailto:pk.jaiswal@nic.in), Phone No. 26737506, M. No. 9868839734) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9.00 A.M. on 30/05/2022**.

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 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.

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- (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 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. 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.

5. 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.

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

  
16/5/22

**(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. The Director, ISTM, Admn. Block, Old JNU Campus, New Delhi – 110067.
2. **Shri Pramod Kumar Jaiswal, Deputy Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **30<sup>th</sup> May, 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<CentralSecretariat<CSS< Training Nomination Circulars<Assistants)

**LIST OF OFFICERS FOR LEVEL- "B" TRAINING PROGRAMME BY ISTM FROM  
30/05/2022 TO 01/07/2022 (124<sup>th</sup> Batch)**

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2013	Neeraj Kumar	19-02-1991	4664	Defence
2	2013	Swati Rawat	15-02-1991	4665	Education
3	2013	Manish - II	18-08-1988	4680	Home Affairs
4	2013	Abinash Ranjan Nayak	16-12-1985	4684	Culture
5	2013	Rohit Kumar	02-01-1989	4685	Food & Public Distribution
6	2013	Rahul Kumar - VI	25-06-1986	4688	Education
7	2013	Priyanka - II	16-07-1991	4695	Rural Development
8	2013	Raj Kumar	14-02-1988	4697	Posts
9	2013	Neeraj Singh	27-09-1987	4699	UPSC
10	2013	Amit - I	22-11-1989	4702	Minority Affairs
11	2013	Saurav Chaudhary	27-02-1987	4707	Law and Justice
12	2013	Narender	01-04-1988	4710	New & Renewable Energy
13	2013	Sanjeev Kumar Meena	23-09-1987	4713	Food & Public Distribution
14	2013	Madhur Bhaskar	04-03-1991	4718	UPSC
15	2013	Nitin Dogra	06-03-1989	4726	Posts
16	2013	Vivek Sheel Gautam	07-09-1990	4728	Education
17	2013	Ketan Meena	12-07-1988	4741	Mines
18	2013	Manish Gond	25-12-1988	4750	Expenditure
19	2013	Chetna	24-08-1986	4769	Education
20	2013	Sanjeev	06-01-1988	4771	Defence
21	2013	Shilpa Daima	04-07-1990	4784	Defence
22	2013	Manju	17-02-1989	4791	Posts
23	2013	Savitri	25-07-1989	4792	Expenditure
24	2013	Praveen Kumar Gautam	25-01-1984	4816	Education
25	2013	Gulshan Rai	03-11-1990	4817	Information & Broadcasting
26	2013	Atul Mahendra	27-05-1987	4821	Shipping
27	2013	Dinesh Kumar	20-12-1989	4823	Posts
28	2013	Jaspreet Singh	23-01-1988	4827	Expenditure
29	2013	Ravikant Sonkar	17-08-1989	4829	Expenditure
30	2013	Himanshu Singh	10-03-1988	4830	Expenditure

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*(Signature)*