

**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 07<sup>th</sup> July, 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 25/07/2022 to 26/08/2022 (128<sup>th</sup> Batch)**

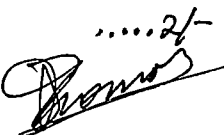
The undersigned is directed to inform that officers whose names are given in the **Annexure** have been nominated to participate in the mandatory Level 'B' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. **25/07/2022 to 26/08/2022**. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Shri N Raghuraman, Faculty Consultant**, (Email - [n.raghu21@govcontractor.in](mailto:n.raghu21@govcontractor.in), Phone No. 26737505, M. No. 9818250639) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 **at 9.00 A.M. on 25/07/2022**.

2. As per the existing Cadre Training Policy, 2016, only ASOs with prescribed 6 years Approved Service are eligible for participation to mandatory Level B training programme. Hence, all Ministries/Departments concerned are requested to kindly ensure that the only those officers as mentioned in the Annexure are relieved to attend the training, who have joined on regular basis as ASOs in the Ministry/Deptt. concerned, pursuant to their inclusion in ASO Grade SL 2013 (SQ) of CSS, vide CS.2 Division's order No.11/1/2022-CS.II(B) dated 22.05.2022.

3. 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.

4. 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.

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- (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 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.**


5. 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.

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



(Zachariah Thomas)

Under Secretary to Government of India

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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 N Raghuraman, Faculty Consultant, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **25<sup>th</sup> July, 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 (**dopt.gov.in** <Secretariat<CSS< Training Nomination Circulars<Assistants)

**LIST OF OFFICERS FOR LEVEL- "B" TRAINING PROGRAMME BY ISTM FROM  
25/07/2022 TO 26/08/2022 (128<sup>th</sup> Batch)**

S.No	Year	Name	Date of Birth	Ministry
1.	2013 (DR)	Swati Kant*	27-Feb-89	Development of NE Region
2.	2013 (DR)	Deepak – I*	30-Jan-91	Labour & Employment
3.	2013 (DR)	Om Pratap Singh*	27-Aug-86	Expenditure (DFS)
4.	2013 (SQ)	Subhransu Putatunda	26-Jan-68	Expenditure
5.	2013 (SQ)	Parmeet Singh Khurana	11-Dec-65	I&B
6.	2013 (SQ)	Nalini Ramesh	15-Apr-66	I&B
7.	2013 (SQ)	Uma Mahesghware Rao	13-Aug-67	H&UA
8.	2013 (SQ)	Ridamon Syiemlieh	06-Jul-66	H&UA
9.	2013 (SQ)	Neeraj Dogra	23-Oct-71	Expenditure
10.	2013 (SQ)	Olivia Chakraborty	22-Oct-75	Expenditure
11.	2013 (SQ)	Prabhakar	20-Aug-69	UPSC
12.	2013 (SQ)	Dilip Kumar Jha	10-Feb-70	UPSC
13.	2013 (SQ)	Satish Chander	01-Nov-64	Labour & Emp.
14.	2013 (SQ)	Nuruddin	10-May-69	Labour & Emp.
15.	2013 (SQ)	Bhupendra Kumar	05-Mar-74	Science & Tech.
16.	2013 (SQ)	Splriple Wahlang	15-Feb-66	H&UA
17.	2013 (SQ)	Ashish Bhattacharya	11-Aug-72	WCD
18.	2013 (SQ)	Mahesh Kumar Batra	24-Aug-71	UPSC
19.	2013 (SQ)	Jitender Chugh	05-Feb-76	Posts
20.	2013 (SQ)	Meena Kumari	30-Jan-67	UPSC
21.	2013 (SQ)	Lucy Johnson	10-May-67	UPSC
22.	2013 (SQ)	Umesh Kumar	25-May-71	UPSC
23.	2013 (SQ)	Krishna Kumar Singh	12-Apr-69	Agri. C&FW
24.	2013 (SQ)	Madhumita Ghosh	20-Dec-72	Labour & Emp.
25.	2013 (SQ)	Prem Kumar Negi	27-Feb-75	H&UA
26.	2013 (SQ)	Jugal Kishore	19-Aug-75	Expenditure
27.	2013 (SQ)	Om Prakash	01-Feb-78	Expenditure
28.	2013 (SQ)	Chitra Ravi Kumar	23-Oct-68	Jal Shakti (WR)
29.	2013 (SQ)	Teresa Nungchim (Smt.)	01-Mar-68	Jal Shakti (WR)
30.	2013 (SQ)	Stephen Guria	02-Jul-76	Jal Shakti (WR)

\*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.

