

Immediate

No. 8/4/2020-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 1st December, 2020

OFFICE MEMORANDUM

Subject: ONLINE Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 14/12/2020 to 15/01/2021 (99th 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 'B' Training Programme being conducted by ISTM w.e.f. 14/12/2020 to 15/01/2021. 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 '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.
- (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.

4. The online Level B 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** Phone No. 26737609, M. No. 9717981271.

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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.



(P. Bairagi Sahu)

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, Admn. Block, Old JNU Campus, New Delhi
2. **Shri Ashwani Kumar Batra, Assistant Director, (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **14th December, 2020** 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. Officer 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<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)



(S.Satheesan)

Section Officer

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**LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM
14/12/2020 TO 15/01/2021 (99th Batch)**

S.No.	Year	Name	Date of Birth	Ministry
1	2010	Neeraj Chadha*	14-10-1968	Commerce
2	2011	Binu Sanil*	11-09-1972	MHA
3	2011	Chandandeekshith Goli*	10-09-1987	Secondary & Hr. Education
4	2012	Kumar Saurav*	05-08-1987	Commerce
5	2012	Kalanidhi Sanjiv *	01-08-1967	Housing & Urban Affairs
6	2012	R D. Iyer	25-09-1968	Housing & Urban Affairs
7	2012	Rajendra Kumar	31-07-1969	Jal Shakti
8	2012	Rajinder Kumar	12-01-1969	Law and Justice
9	2012	Ranjan Gupta	26-12-1969	Home Affairs
10	2012	Ranjay Kumar	30-09-1967	NITI Aayog
11	2012	Sanjai Kumar	07-05-1972	Home Affairs
12	2012	Sanjay Makkar	11-03-1970	Telecommunications
13	2012	Sanjay Nagpal	11-01-1966	Home Affairs
14	2012	Sanjeev Kumar Mallick	12-02-1972	Housing & Urban Affairs
15	2012	Savita Buttan	11-12-1964	Women & Child Development
16	2012	Shatrughan Singh Bisht	09-11-1970	UPSC
17	2012	Shyam Saxena	09-02-1963	UPSC
18	2012	Sneh Bhardwaj	16-04-1963	Posts
19	2012	Sneh Kaler	24-10-1970	Home Affairs
20	2012	Suman Arora	30-05-1967	Dopt
21	2012	T.G. Lakshmi	20-03-1970	Housing & Urban Affairs
22	2012	Vandana Dhall	04-01-1970	Labour & Employment
23	2012	Vinod Kumar	02-08-1971	Housing & Urban Affairs
24	2012	Virender Kumar Sharma	26-03-1963	Housing & Urban Affairs
25	2012	Wazir Chand	06-08-1964	Posts
26	2012	Amar Arora	04-02-1986	Dopt
27	2012	Anuj Rathi	08-10-1988	Social Justice & Empowerment
28	2012	Inshul Chawla	17-03-1989	Social Justice & Empowerment
29	2012	Deepika Gaur	19-03-1991	Social Justice & Empowerment
30	2012	Ashish Drall	23-03-1989	Information & Broadcasting
31	2012	Santosh Ray	10-10-1982	Coal
32	2012	Divya Gupta	19-10-1990	Food & Public Distribution
33	2012	Rohit Kumar Mishra	15-10-1989	Housing & Urban Affairs
34	2012	Amit Sharma	22-12-1990	Housing & Urban Affairs
35	2012	Ankit Gupta	11-12-1987	Labour & Employment
36	2012	Deepali Gupta (Goel)	26-02-1990	Environment, Forest and Climate Change
37	2012	Ashutosh Srivastava	29-01-1985	Social Justice & Empowerment
38	2012	Biswajit Sarkar	20-05-1990	Dopt
39	2012	Ankita Varshney	10-11-1988	Consumer Affairs, Food & PD
40	2012	Arun Singh Shekhawat	05-06-1987	Road Transport & Highways
41	2012	Apeksha Bhatt (Kotnala)	06-02-1987	Road Transport & Highways
42	2012	Rohit Kumar	12-12-1987	Information & Broadcasting
43	2012	Vikas Dhawan	19-02-1986	Housing & Urban Affairs
44	2012	Amit Kumar Jha	28-09-1985	Fertilizers
45	2012	Rajnish Yadav	08-07-1987	UPSC
46	2012	Sagar Mondal	06-04-1989	Youth Affairs & Sports
47	2012	Rajni Goyal	01-07-1990	Fertilizers
48	2012	Manish Kumar Sinha	08-12-1986	Home Affairs
49	2012	Ashish Kashyap	25-07-1991	PMO
50	2012	Rahul Makhija	27-09-1989	Posts

*Second and final nomination.

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