

**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 17<sup>th</sup> 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 04/01/2021 to 05/02/2021 (100<sup>th</sup> 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. **04/01/2021 to 05/02/2021**. 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 12<sup>th</sup> 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 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.

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 Pandey Rakesh, Assistant Director Phone No. 26737511, M. No. 9910906627.

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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.

  
(George D Toppo)

Under Secretary to Government of India  
Telephone. : 24642705  
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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 Pandey Rakesh, Assistant Director, (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **04<sup>th</sup> January, 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. 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](http://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  
04/01/2021 TO 05/02/2021 (100<sup>th</sup> Batch )**

S.No.	Year	Name	Date of Birth	Ministry
1	2012	Pankaj Kumar Jha*	03-01-1972	Housing & Urban Affairs
2	2012	Dilip Mallick*	15-06-1966	Housing & Urban Affairs
3	2012	Manoj kumar jha*	11-02-1971	Home Affairs (NDMA)
4	2012	Harish Kumar*	10-08-1987	PMO
5	2012	Neelam Sharma*	25-07-1965	Home Affairs
6	2012	Riddhi Srivastava*	08-05-1988	Housing & Urban Affairs
7	2012	Seema Agarwal*	12-05-1987	SSC
8	2011	Gaurav Chaturvedi	02-05-1986	Health & Family Welfare
9	2012	K H Vikas	23-02-1989	Labour & Employment
10	2012	Abhay Kumar	31-12-1988	Housing & Urban Affairs
11	2012	Ashish Kumar Mishra	19.07.1988	Higher Education
12	2012	Swati Narang	06-02-1991	Women & Child Development
13	2012	Dinesh Vishwakarma	18-05-1987	Finance (EA)
14	2012	Dev Priya Gupta	18-02-1987	Defence
15	2012	Diwakar Sharma	02-02-1987	Promotion of Industrial & Internal Trade
16	2012	Ajit Kumar	16-10-1986	Food Processing Industries
17	2012	Ajay Kumar	31-08-1987	MSME
18	2012	Ranjeet Kumar Singh	03-04-1989	Health & Family Welfare
19	2012	Sumit Gupta	18-08-1989	Jal Shakti
20	2012	Amit Kumar	28-01-1990	Shipping
21	2012	Bhuvnesh Kumar	01-07-1989	Personnel
22	2012	Pradeep Kumar Sahu	04-07-1985	UPSC
23	2012	Shashank Chaturvedi	24-08-1988	Supply
24	2012	Krishan Kumar Yadav	02-08-1988	UPSC
25	2012	Anurag Verma	14-01-1986	Coal
26	2012	Deblina Maity	04-02-1986	Tribal Affairs
27	2012	Shobit Kumar Srivastava	26-01-1988	Finance (Rev.)
28	2012	Shrikant Kumar	12-02-1989	Personnel
29	2012	Amrit Kumar Yadav	22-01-1985	Health & Family Welfare
30	2012	Saghir Ahmed	18-07-1988	Finance (DIPAM)
31	2012	Deepak Verma	26-06-1989	Jal Shakti
32	2012	Ramesh Deshwal	02-04-1989	Health & Family Welfare
33	2012	Manish Kumar	14-02-1987	Home Affairs (PMO)
34	2012	Monty Kumar Jha	05-03-1991	Health & Family Welfare
35	2012	Mahashankar Kumar	15-07-1987	Supply
36	2012	Sanjeev Kumar	24-10-1989	Health & Family Welfare
37	2012	Jitender Kumar	21-08-1983	Information & Broadcasting
38	2012	Mathiarasan R	18-12-1989	Finance (Exp.)
39	2012	Manisha Mittal	05-01-1987	Health & Family Welfare
40	2012	Shashi Kumar Chodhary	04-01-1984	Home Affairs (PMO)
41	2012	Shruti Shreya	16-02-1989	Commerce
42	2012	Rishabh Kapoor	20-11-1987	Defence
43	2012	Radha Raman Jha	30-05-1986	Personnel (SSC)
44	2012	Naveen Sharan	07-09-1989	Power
45	2012	Uday Prakash Gupta	04-07-1989	Home Affairs (PMO)
46	2012	Abhishek Sharma	09-03-1987	Posts
47	2012	Yogesh Saini	03-02-1988	Home Affairs
48	2012	Prachi Jain	26-05-1989	Personnel
49	2012	Ranjeet Pal	09-11-1988	Housing & Urban Affairs
50	2012	Anju Rani Narang	03-07-1987	Agriculture and Farmer Welfare
51	2012	Brijesh Singh Chauhan	06-08-1987	Defence
52	2012	Navneet Kumar	18-04-1988	Fertilizers
53	2012	Nidhi Panwar	17-09-1988	Commerce
54	2012	Diwaker Agarwal	06-01-1989	Personnel

\*Second and final nomination.

*Appo*