

Immediate

**No. 8/2/2021-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 15th November, 2021**

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 29/11/2021 to 31/12/2021 (117th Batch).

The undersigned is directed to inform that officers whose names are given in **Annexure** have been nominated to participate in the mandatory Level 'B' Training Programme being conducted by ISTM w.e.f. **29/11/2021 to 31/12/2021**. 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 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 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. **Sh. Bhagaban Padhy, Under Secretary (Course Director)**, (bpadhy@nic.in) Phone No. 26737501, M. No. 9868449436.

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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.



(Zachariah Thomas)

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. The Director, ISTM, Admn. Block, Old JNU Campus, New Delhi
2. **Sh. Bhagaban Padhy, Under Secretary (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. *The list of officers, who report for training on 29th November, 2021 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, (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)

**LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM
29/11/2021 TO 31/12/2021 (117th Batch)**

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2010	Vivek Kumar*	28-10-1985	-	Empowerment of Persons With Disabilities
2	2013	Sarika Sharma*	14-10-1988	1519	Youth Affairs & Sports
3	2013	Nishi Kant Kumar*	21-08-1990	2668	Culture
4	2013	Bishwajeet kumar Singh*	16-03-1988	2905	Defence
5	2013	Arvind Kumar Srivastava*	11-04-1988	2952	Health & Family Welfare
6	2013	Lakshay Malik*	17-12-1988	2955	Health & Family Welfare
7	2013	Sumit Dubey*	12-11-1988	3039	Agriculture and Farmer Welfare
8	2013	Arun Kumar Shukla*	05-12-1990	3098	Defence
9	2013	Piyush Upadhyay*	28-11-1991	3117	Jal Shakti
10	2013	Pradeep Kumar – I*	01-01-1989	3408	Civil Aviation
11	2013	Sujata Kumari	10-11-1991	3509	Information & Broadcasting
12	2013	Kumari Sunita	21-11-1987	3515	Information & Broadcasting
13	2013	Veena Sinha	25-09-1983	3519	Defence
14	2013	Mayank Kumar	06-07-1987	3522	Information & Broadcasting
15	2013	Vishvajeet Kumar	03-07-1988	3524	Expenditure
16	2013	Sunil Kumar Verma	07-08-1988	3532	Education
17	2013	Rahul Kumar - I	30-03-1992	3533	Posts
18	2013	Arun Kumar - II	13-12-1986	3536	Health & Family Welfare
19	2013	Saween Kumar	19-07-1986	3540	Defence
20	2013	Rikesh Kumar	15-10-1985	3546	Expenditure
21	2013	Jitendra Yadav	26-11-1989	3547	Defence
22	2013	Ajit Kumar Sah	15-07-1989	3552	Defence
23	2013	Prashant Kumar	01-10-1988	3554	Consumer Affairs
24	2013	Sachin Kumar Poria	29-04-1989	3555	Fertilizers
25	2013	Sumit	07-01-1990	3558	Science and Technology
26	2013	Sumit Veer	13-06-1987	3559	Civil Aviation
27	2013	Uttam Prakash	01-03-1990	3562	Law and Justice
28	2013	Ajay Kumar Barnwal	30-01-1992	3565	CAB SEC.
29	2013	Anupam Raja	02-04-1989	3566	Civil Aviation
30	2013	Lalit Kumar Yadav	15-03-1988	3570	Defence
31	2013	Eshna	20-01-1991	3573	Expenditure
32	2013	Sudheer Esarla	28-08-1984	3578	Rural Development
33	2013	Kapil Kumar Sah	05-01-1992	3581	Road Transport & Highways
34	2013	Sonu Kumar - II	25-06-1986	3586	Jal Shakti
35	2013	Vikram Saini	07-03-1991	3588	Science and Technology
36	2013	Vikas Kumar - I	06-08-1987	3595	Posts
37	2013	Uday Nath Sah	20-03-1989	3609	Defence
38	2013	Ranjeet Yadav	30-11-1992	3610	PMO
39	2013	Krishan Swami	29-12-1989	3624	Civil Aviation
40	2013	Devanshu	22-01-1988	3633	Defence
41	2013	Vipender	28-06-1988	3634	Expenditure
42	2013	Vikas Dhaka	18-11-1987	3635	Fertilizers
43	2013	Suresh Kumar	20-06-1984	3643	Civil Aviation
44	2013	Neelam Kumari	02-09-1990	3646	Information & Broadcasting
45	2013	Amardip Kumar	21-06-1986	3648	Defence
46	2013	Hemant Kumar Sharma	26-12-1989	3656	Defence
47	2013	Neha (Rani) Jain	03-01-1990	3662	Textiles
48	2013	Vivek Kumar	07-06-1989	3669	Jal Shakti

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S.No.	Year	Name	Date of Birth	Rank	Ministry
49	2013	Ravi Shankar Kumar	10-02-1989	3670	Social Justice & Empowerment
50	2013	Sajjan Kumar Sankhla	20-07-1991	3684	Health & Family Welfare
51	2013	Geeta Yadav	18-05-1988	3689	Defence
52	2013	Sanjula Kumari	18-11-1990	3690	Education
53	2013	Prashant Yadav	24-09-1989	3692	Defence
54	2013	Saurabh Kumar Maurya	11-07-1987	3695	Environment & Forests
55	2013	Devender Kumar Verma	18-04-1984	3696	Posts
56	2013	Deepak Yadav	30-10-1989	3697	Home Affairs
57	2013	Sunil Kumar - V	20-12-1988	3698	Defence
58	2013	Gaurav Sharma - I	14-06-1990	3703	Food & Public Distribution
59	2013	Bhupesh Kumar Saini	01-05-1992	3707	Defence
60	2013	Rahul Saini	18-12-1990	3708	Promotion of Industrial & Internal Trade
61	2013	Gomesh Paramuval	08-11-1989	3710	Defence
62	2013	Sandeep Dangi	01-03-1985	3711	Defence
63	2013	Rahul Kumar - II	15-04-1987	3713	Tribal Affairs
64	2013	Mohd Saqib Ansari	16-04-1992	3717	NDMA
65	2013	Lokendra Singh Gehlot	28-06-1989	3719	Defence
66	2013	Harsh Yadav	28-08-1989	3721	PMO
67	2013	Sonia Anand	30-11-1988	3729	Food & Public Distribution
68	2013	Shama Parveen	27-10-1987	3732	Labour & Employment
69	2013	Rinku Kumar	02-03-1985	3735	Information & Broadcasting
70	2013	Pankaj Kumar Verma	28-09-1990	3737	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.**

