

Immediate

No. 8/3/2019-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 14th January, 2020

OFFICE MEMORANDUM

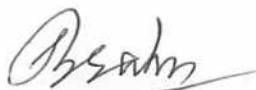
Subject: Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 24/02/2020 to 27/03/2020 (90th Batch).

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. 24/02/2020 to 27/03/2020 . Accordingly, these officers may be relieved of their duties and advised to report to **Shri Bhagaban Padhy, Under Secretary (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 24th February, 2020.

2. The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for 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 training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12th July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time.

3. DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) in respect of Cadre Training Plan (CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.

4. The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.



.....contd.2/-

5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of Rs. 20,000/- 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.

6. The officers who are being nominated for the second (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016) which 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:
 - (iv) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (v) 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.
 - (vi) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (vii) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (viii) Child care leave approved by competent authority.
 - (ix) Marriage of self/the children.
 - (x) Officers on Election duty.



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- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) 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.
- (xv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (xvi) 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.
- (xvii) **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.
- (xviii) 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.
- (xix) 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.

8. It can be seen from the above that the officers who do not attend the mandatory training programmes even after two nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan and 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. In addition, administrative action may be taken to deny grant of promotion to such debarred officers.

9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.



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10. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent immediately to **Shri Bhagaban Padhy, Under Secretary (Course Director)**, ISTM New Delhi who is accessible on Phone No. 26737501, Mobile No. 9868449436.

11. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. Filling up online registration form is mandatory. The link is http://www.istm.gov.in/home/online_ctp_form. They may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.



(P. Bairagi Sahu)

Under Secretary to Government of India
Telephone. : 24624046
Email: pb.sahu@nic.in

To

**Min/Dept.of
Joint Secretary(Admn.)
New Delhi.**



Copy forwarded for information and necessary action to :-

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13th December, 2013.
2. ISTM **Shri Bhagaban Padhy, Under Secretary (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 24th February, 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. US, CS-I (A), DOP&T (for information).
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

व्यक्ति एवं प्रशिक्षण विभाग, लोक न्याय
Min. of Personnel & Trg., L. N. Bh.
पत्र और निर्गम अनुभाग
Receipt & Issued Section
15 JAN 2020
जारी किया / ISSUED



(S.Satheesan)

Section Officer
Telephone. : 24642704
Email: s.satheesan@nic.in

Annexure-I

LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM 24/02/2020 TO 27/03/2020 (90th Batch)

S.No	Name of the officer Sh/Smt/Ms	D.O.B.	Min./Department
1	Arvind Sahadev Gholap*	17-07-1961	New & Renewable Energy
2	Manika Singhal*	23-12-1987	Road Transport & Highways
3	Love Kumar*	12-03-1987	Animal Husbandry, D&F
4	Kanika Bansal*	17-02-1986	Posts
5	Sumit Soni*	20-03-1985	Civil Aviation
6	Hemant Dhawan*	14-09-1963	Road Transport & Highways
7	Sarita*	24-07-1988	Home Affairs
8	Madhuresh Kumar*	05-01-1980	Cab Sec. (RB)
9	Ashish Kumar Bhagchandani*	29-04-1987	UPSC
10	Kanneluru Gautam*	05-06-1989	UPSC
11	Abha Bist*	27-04-1985	D/o Land Resources
12	Sumit Arora*	13-08-1984	DoPT
13	Tushar Pandey	21-10-1985	Supply
14	Ankit Jain	08-08-1988	Earth Sciences
15	Pradeep kumar	12-04-1985	DAC&FW
16	Shakti Singh	03.07.1990	Health & Family Welfare
17	Prateek Kumar Arora	27-12-1988	Housing & Urban Affairs
18	Md. Naushad Alam	12-12-1987	Youth Affairs & Sports
19	C. Abirami	24-03-1987	UPSC
20	Pankaj Kumar	05-01-1980	UPSC
21	Sourabh Kumar	02-05-1988	Information & Broadcasting
22	Simran Sachdeva	23-09-1988	Health & Family Welfare
23	Vineet Kumar	20-12-1987	Home Affairs
24	Kulvinder Singh	11-12-1985	UPSC
25	Preeti Rohatgi	26-03-1986	Fertilizers
26	Kailash Chand Joshi	30-09-1984	Legal Affairs
27	Sandeep Kumar	01-03-1983	Information & Broadcasting
28	Roopam Ranjan	27-06-1985	PPQ&S
29	Amit Choudhary	05-09-1986	Commerce
30	Nitesh Kumar	14-07-1984	Textiles
31	Praveen Ku. Singh Kausik	15-05-1987	Home Affairs
32	Malika Taneja	18-10-1987	CAB SEC. (RB)
33	Sharad Chandan	06-01-1981	Defence
34	Pankaj Mathur	24-11-1987	Information & Broadcasting
35	Deepak Kumar Sinha	15-12-1986	Higher Education
36	Anubhooti Gupta	03-01-1987	UPSC
37	Ashish Sharma	10-08-1985	CAB SEC. (RB)
38	Md. Ghufran	06-12-1988	Home Affairs
39	Saurav Singh Bhadouria	29-12-1986	Information & Broadcasting
40	Kriti Chugh	07-03-1987	Posts

Beah

41	Rakesh Kumar Ranjan	13-09-1988	Food Processing Industries
42	Abhinandan	04-05-1988	Promotion of Industrial & Int.Trade
43	Shailesh Kumar Sharma	02-02-1981	DAC&FW
44	Keshav Madhav Sharma	24-12-1989	Higher Education
45	Shahnawaz Ahmed Ansari	30-03-1987	CAB SEC. (RB)
46	Subodh Mudgil	17-11-1986	Drinking Water & Sanitation
47	Aman Kumar Sinha	09-10-1988	Dopt
48	Chiranjeev Kumar	06-12-1981	MoSPI
49	Abhishek Dutt	12-02-1986	Home Affairs
50	Ashish Kumar Shukla	02-06-1985	Information & Broadcasting
51	Rajan Kumar	20-10-1980	Information & Broadcasting
52	Santosh Kumar	05-09-1987	CAB SEC. (RB)
53	Harish Bhandari	20-07-1985	Information & Broadcasting
54	Bibhuti Bhushan Sinha	20-10-1980	Legal Affairs
55	Suhas Bhuyan	17-10-1985	Social Justice & Empowerment
56	Sulagna Saha	10-10-1981	PMO
57	Pradeep Kumar Sharma	16-07-1979	Social Justice & Empowerment
58	Arun Saini	01-04-1985	Dopt
59	Jitendra Kumar	25-12-1981	Promotion of Industrial & Int.Trade

1) * Second & Final Nomination

2) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat (CSS). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2.

3) However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.

4) The ASOs who have qualified SO LDCE for any year may not be relieved to attend the Level-B Training Programme.

