

Immediate

No. 8/3/2022-CS-I (T)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Division)

Lok Nayak Bhavan, New Delhi - 110003  
Dated the 23<sup>rd</sup> November, 2022

OFFICE MEMORANDUM

**Subject: Level 'D' Training programme at ISTM for Section Officers (SOs) of CSS, for promotion to Under Secretary Grade, from 05.12.2022 to 13.01.2023 (111<sup>th</sup> Batch) - Supplementary List.**

The undersigned is directed to invite reference to this Department's OM of even number dated 21<sup>st</sup> November, 2022 nominating 40 Officers (Section Officer) of CSS for the above mentioned Training Programme and to say that the following officer is also additionally nominated for the Level 'D' Training programme at ISTM commencing from 05.12.2022 to 13.01.2023 (111<sup>th</sup> Batch)—

Sl. No.	Year	Name	Date of Birth	Ministry
1.	2015	Piyush Kumar	15-08-1992	Toursim/ Civil Aviation

2. The nomination of the above officials would be subject to the terms and conditions as already stipulated in the O.M. dated 21<sup>st</sup> November, 2022 (copy enclosed).
3. Accordingly, the above nominated officer shall attend the training compulsorily and would be deemed to have been relieved for this purpose, as this is his final opportunity to avail the mandatory training required for being eligible for consideration for next promotion and no further opportunities will be provided. The Officer is advised to contact the Course Director at ISTM Shri B. Dhanesh, Joint Director, ISTM (Phone No. 26737616, Mob.: 9868273413, e-Mail ID: b.dhanesh@nic.in) for further details.

  
(Rajeev Nayan)

Under Secretary to the Government of India  
Telephone: 011-24624046  
Email: rajeev.nayan@nic.in

To

**Joint Secretary(Admn.) ,  
M/o Tourism, New Delhi.**

Copy forwarded for information and necessary action to: -

1. The Director, ISTM, Admn. Block, Old JNU Campus, Ber Sarai, New Delhi.
2. Shri B. Dhanesh, Joint Director, (Course Director), ISTM, Admn. Block, Old JNU Campus, New Delhi.  
*The list of officers, who report for training on 5<sup>th</sup> December, 2022 may please be furnished to this Department next day positively. Further, it is requested to kindly indicate DOB/ SL No 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 (Through DoPT Web-site).
5. US, CS-I (U), 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<CentralSecretariat<CSS<Training Nomination Circulars<Section Officers).

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**Lok Nayak Bhavan, New Delhi - 110003  
Dated the 21<sup>st</sup> November, 2022**

**OFFICE MEMORANDUM**

**Subject: Level 'D' Training programme at ISTM for Section Officers (SOs) of CSS, for promotion to Under Secretary Grade, from 05.12.2022 to 13.01.2023 (111<sup>th</sup> Batch).**

The undersigned is directed to inform that the officers whose names are given in the **Annexure** have been nominated to participate in the mandatory Level 'D' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. **05.12.2022 to 13.01.2023 (111<sup>th</sup> Batch)**. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Shri B. Dhanesh, Joint Director, ISTM (Phone No. 26737616, Mob.: 9868273413, e-Mail ID: b.dhanesh@nic.in)** at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9.00 A.M. on 05.12.2022**.

2. 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 **[https://www.istm.gov.in/home/online\\_ctp\\_form/registration](https://www.istm.gov.in/home/online_ctp_form/registration)**. Officers may carry a print out 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.

3. 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. Norequest 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 'D' 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 officers will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- iv. 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.
- v. 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:

.....2/-

- g. Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
  - h. 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.
  - i. Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
  - j. Child care leave approved by competent authority.
  - k. Marriage of self/the children.
  - l. Officers on Election duty.
- xiii. 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.
- xiv. 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.
- xv. 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.
- xvi. 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.
- xvii. In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- xviii. 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.
- xix. **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.
- xx. 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.
- xxi. **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.**

4. 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.

5. The aforesaid training programme also includes State Attachment, as informed by ISTM. Officers nominated in **Annexure** are advised to draw an advance of **Rs.60,000/- (Rupees Sixty Thousand Only)** each from their respective Ministry/Department, towards meeting the expenditure of the training towards State Attachment. This amount may please be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

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

*Rajeev Nayan*  
21/11/2022  
**(Rajeev Nayan)**

Under Secretary to the Government of India  
Telephone: 011-24624046  
Email: rajeev.nayan@nic.in

To

**Joint Secretary(Admn.) of  
the concerned Ministries/Departments  
New Delhi.**

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**ANNEXURE****111<sup>th</sup> LEVEL D TRAINING PROGRAMME TO BE HELD BY ISTM  
05.12.2022 to 13.01.2023 (111<sup>th</sup> Batch)**

Sl. No.	Year	Name of the officer	DoB	Min/Dept
1	2015	Ajay Nagpal*	25-Jun-69	Social Justice
2	2015	Anupama Bisht*	02-Jul-69	Health and Family Welfare
3	2015	Alka Sharma*	11-Jan-65	Housing & Urban Affairs
4	2015	P Venkataramani*	17-Apr-71	DOPT
5	2015	Vasudha Bassi*	26-Jun-66	Civil Aviation
6	2015	Narayanan S*	01-May-70	Corporate Affairs
7	2015	Rajesh Roushan Verma*	03-Jun-69	Social Justice
8	2015	Seema Pahuja	17-Oct-67	Agriculture
9	2015	Aveek Chatterjee	13-Aug-64	Expenditure/ Revenue
10	2015	N Vasantha	16-Aug-71	Expenditure/ DFS
11	2015	Arun Bhatia	14-Sep-67	Mines
12	2015	Dinesh Kumar Ojha	24-Mar-79	Health and Family Welfare
13	2015	Sanjeev Ranjan	16-Jan-80	MHA
14	2015	Vinod Kumar Garg	1-Feb-66	Environment & Forest
15	2015	Sandhya Sreedhar	2-Mar-70	I&B
16	2015	Rajan Kumar Chanana	2-Dec-65	I&B
17	2015	Navin Chandram	1-Mar-79	Expenditure
18	2015	Vijay Kumar Thakur	4-Aug-79	Posts
19	2015	Baldev Singh	25-Mar-68	Rural Development
20	2015	Gaurav Kumar Tripathi	20-Jul-83	DPIIT
21	2015	Rupinder Kaur	7-Jul-68	MHA
22	2015	Kanwal Jit	8-Aug-65	MHA
23	2015	Sanjay Kumar	10-Aug-69	Commerce
24	2015	Rajesh Kumar	15-Jul-64	Education
25	2015	Babita Joshi	12-Feb-73	MHA
26	2015	Parveen Kumar	26-Apr-67	Culture
27	2015	Debobroto Basu	20-Dec-68	Steel
28	2015	Satbir Singh	13-Apr-65	I&B
29	2015	L Raghavendran	5-Nov-67	Education
30	2015	Pinky Gupta	10-May-82	Commerce
31	2015	Suneet Dhillon	1-May-70	Telecom
32	2015	Harvesh Kumar	17-Dec-70	Housing & Urban Affairs
33	2015	Rakesh Kumar Sinha	20-Nov-80	MHA
34	2015	Radhey Shyam Sharma	1-Jan-65	UPSC
35	2015	Amarjit Singh Setia	24-Sep-64	Education
36	2015	T V Venkatesa Prasad	14-Apr-66	MHA
37	2015	Ritu Raj Puri	30-Aug-65	I&B
38	2015	Gopal Mehra	24-Aug-69	Road Transport & Highway
39	2015	Gurjeet Kaur	6-Apr-69	Housing & Urban Affairs
40	2015	Rajeshwar Singh Dagar	18-Jul-64	Rural Development

**\*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**

*Devi  
Nayan  
21/11/2022*