

No.8/4/2019-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi

Dated, the 22nd August, 2019

OFFICE MEMORANDUM

Subject : Level 'D' Training Programme for Section Officers / Under Secretaries in the zone of promotion for Grade I (US) of the CSS at the ISTM from 16/09/2019 to 06/12/2019 (90th Batch).

The undersigned is directed to inform that officers whose names are given in Annexure- I have been nominated to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. 16/09/2019 to 06/12/2019 . Officers mentioned in Annexure-I may be relieved of their duties and advised to report to Shri Moloy Sanyal, Deputy Secretary (Course Director), ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 16th September, 2019 without fail. Attention of all officers nominated for the training is also drawn to this Department's OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 for strict compliance.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.197(E) dated 19th March 2010 and as vigilance clearance is not required for mandatory training programmes, the Cadre Authorities are requested to ensure that the officers re-nominated are relieved in time. 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 as this would adversely affect the promotion of the officers. The officers who do not attend or successfully complete the Level 'D' 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.

3. Department of Personnel & Training vide O.M. 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). Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmers for the officers of CSS in respect of Cadre Training Plan (CTPs)" which are reproduced below: -

2/-

- (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) Child care leave approved by competent authority.
 - (viii) Marriage of self/the children.
 - (ix) Officers on Election duty.
- (x) 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.
- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (xv) 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.

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- (xvi) **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.
- (xvii) 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.
- (xviii) 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.

4. 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 3 (iii) above.

5. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated in Annexure I may be advised to draw necessary TA/DA advance of Rs.2,50,000/- from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. *All 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/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.*

7. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to to Shri Molooy Sanyal, Deputy Secretary (Course Director), ISTM, New Delhi, Telephone No. 26737602 (O) and Mobile No.9810961492.


(Chandra Shekhar)

Under Secretary to Government of India
Telephone : 24624046
Email:c.shekhar59@nic.in

To
Ministry/Department of
{Joint Secretary(Admn.) concerned}

New Delhi.

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Copy forwarded for information and necessary action to :-

1. ISTM, (Shri Moloy Sanyal, Deputy Secretary (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers who report for training on 16th September, 2019 may please be furnished to this Department next day positively.
2. Training Division, (Sh. Imran Ahmed, Deputy Secretary), Deptt. of Personnel & Training, JNU Campus, New Delhi.
3. US (U), CS-I Section, DOP&T.
4. Hindi Section, DOP&T, New Delhi - For Hindi version.
5. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO)


(S.Satheesan)
Section Officer
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Annexure-I

Level-D Training Programme to be held at ISTM from 16/09/2019 to 06/12/2019 (90th Batch)

Sl. No.	CSL No/SL	Name of the Officer (Sh/Smt./Ms)	DoB	Min./Dep
1	10514	Om Prakash Singh*	2-Dec-79	HRD
2	10672	Mohammed Ayub*	8-Jun-74	H&UA
3	10718	S Santhanam*	31-Jan-64	WCD
4	10677	Md Marazuddin*	2-Jul-75	Petroleum
5	10679	Sreekala Viswanathan*	15-Jun-62	Food&PD
6	10355	Sandeep Kumar*	1-Jan-71	UPSC
7	10753	K J Bhatt*	30-May-69	Expenditure
8	10741	Niranjan Kumar Sinha*	30-Mar-70	H&UA
9	10782	P.C.Monga	9-Oct-61	I&B
10	10788	Pratibha Sharma	29-Feb-64	Agriculture
11	10789	Abhijit Prasad	21-Jun-72	Environment & Forests
12	10794	Kasu Nath Soren	11-Apr-72	Environment & Forests
13	10810	Awadesh Kumar Gupta	26-Jan-75	Culture
14	10812	K Jayaraman	28-Jul-65	Commerce/on deput.
15	10818	Ronita Bhadury	28-Dec-63	UPSC
16	10820	Suneeta Negi	22-Aug-71	WCD
17	10822	Alok Roy Chowdhury	8-Jul-61	Science & Technology
18	10825	Keshav Kr. Mushahary	1-Mar-69	Commerce
19	10829	Nutan Topno	26-Nov-72	UPSC
20	10833	Bhola Ram Meena	21-May-62	Expenditure/Revenue
21	10839	C.Ravindranath Reddy	5-May-72	H&UA
22	10840	Vikrant Verma	11-Sep-74	DoPT
23	10842	Vinod Kumar	8-Apr-71	DoPT
24	10843	Pratap Chandra Purkait	1-Aug-72	H&UA
25	10849	Prabir Kumar Malik	1-Jan-68	H&UA
26	10850	Ashutosh Kumar Agrawal	14-Dec-71	HRD
27	10854	Renu Sohal	23-Nov-63	RT&H
28	10856	Prakash Kumar Jha	28-Dec-63	UPSC
29	10858	Avinash Chandra Sharma	19-Jul-74	HRD
30	10860	Binay Kumar	4-Mar-75	SJ&E
31	10864	Sheema Chakrabarty	19-Apr-63	DoPT
32	10865	Sudhil Ekka	3-Sep-62	Expenditure/DEA
33	10868	Jessie Jacob	26-Aug-63	Expenditure
34	10876	Dharam Vir	17-Feb-62	Fertilizers
35	10878	Bhagwan Singh	10-Mar-71	Supply
36	10886	Ajoy Kumar Chakraborty	9-Jun-64	MHA
37	10889	R.S.Meena	8-Jan-62	Textiles
38	10890	Nivedita Roy Choudhury	30-Nov-67	Commerce/DGFT
39	10891	Y. Sreenivasulu	1-Jul-64	Health&FW
40	10894	Meenakshi Bhardwaj	1-Oct-63	H&UA
41	10896	Sanjay Kumar	31-Dec-78	Defence
42	10898	M R Sathyanarayanan	27-Feb-62	Mines
43	10909	Shri Bhagwan Saini	21-Apr-63	Power
44	10911	Joy Saxena	23-Mar-65	I&B
45	10913	Pankaj Jha	26-Apr-67	SJ&E
46	10915	Rajender Singh	10-Feb-63	Labour
47	10927	N Chandra	1-Mar-64	Niti Ayog
48	10931	Gurcharan Kaur	2-Apr-62	UPSC
49	10935	Antony Xavier	30-May-62	Commerce
50	10941	Surinder Kaur	9-Aug-61	UPSC
51	10944	Arvind Madavi	1-Jul-63	DoPT



(i) **(* Second and Final Nomination**

(ii) DoPT vide its OM 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. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.

(iii) Above list may include some officers who are under rotational transfer. In case they have already joined their new Ministries/Departments, they may bring the matter of their nomination to their newly assigned Ministry/Department for appropriate action.

