

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 19<sup>th</sup> February, 2020


**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 09/03/2020 to 29/05/2020 (94<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 'D' Training Programme being conducted by ISTM w.e.f. 09/03/2020 to 29/05/2020.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.197(E) dated 19<sup>th</sup> March 2010. 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 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 the above O.M. The grounds for 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.
  - 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 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 aforesaid training programme includes study tour as well as field visit outside Delhi. Officers nominated in **Annexure I** are advised to draw necessary TA/DA advance of Rs.2,50,000/- (rupees two lakh and fifty thousand) from their respective Ministry/Department towards the cost of the training. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

5. 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](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. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Shri Brahmareddy Desireddy, Deputy Director (Course Director), ISTM, New Delhi, Telephone No. 26737614 (O) and Mobile No.9910581367.

6. The nominated Officers may please be relieved of their duties and advised to report to Shri Brahmareddy Desireddy, Deputy Director (Course Director), ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 9<sup>th</sup> March, 2020 without fail. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.



(P. Bairagi Sahu)

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

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

Copy forwarded for information and necessary action to :-

1. ISTM, (Shri Brahmareddy Desireddy, Deputy Director (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers who report for training on 9<sup>th</sup> March, 2020 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](http://www.persmin.nic.in)>DOPT>CentralSecretariat>CSS/  
Training Nomination Circulars/SO)



(S.Satheesan)  
Section Officer  
Telephone. : 24642704  
Email: s.satheesan@nic.in

**Annexure-I**

**Level-D Training Programme to be held at ISTM from 09/03/2020 to 29 /05/2020 (94<sup>th</sup> Batch)**

Sl. No.	CSL No/SL	Name of the Officer (Sh/Smt./Ms)	DoB	Min./Dep
1	2011	N.C. Pasi*	21-May-62	Defence
2	2011	Rakesh Kumar Sarowa*	14-Feb-62	MHA
3	2011	Tara Chand Meena *	15-Jan-64	MHA
4	2011	C. Ravindranath Reddy*	5-May-72	H & UF
5	2011	Davinder Kumar *	5-Nov-77	Agriculture
6	2011	Binay Kumar*	4-Mar-75	Social J & E
7	2011	Uendra Nath Pandey *	2-Apr-74	Social J & E
8	2011	Pallab Roy *	2-Oct-61	Expenditure
9	2011	Rajesh Kumar *	21-Sep-78	Tribal Affairs
10	2011	Pradeep Toppo *	10-Jan-70	DPIIT
11	2011	Meenakshi Bhardwaj *	1-Oct-63	H & UA
12	2011	Daljit Singh Bedi *	9-Dec-61	Defence
13	2011	Sanjay Kumar *	8-Mar-64	Defence
14	2011	Sanjay Kumar *	1-Jul-74	Defence
15	2011	Vinesh Kumar*	20-Sep-72	DOPT/SSC
16	2011	Sharad N. Hulale*	12-May-63	Food Processing
17	2011	Zachariah Thomas *	6-Jan-74	DOPT
18	2011	N. Tirkey *	12-May-65	DOPT/SSC
19	2011	C. Nagaraju*	10-Jun-70	H & UA/CPWD
20	2012	R.V. Kerketta *	11-Jul-63	Revenue
21	2012	Arvind Kumar Soni *	2-Jul-84	Rural Development
22	2012	Rajiv Jha*	5-Jan-81	Labour
23	2012	A.K. Tiwari*	25-Jan-85	I & B
24	2012	Pankaj Kumar Awasthi *	5-Jan-80	MHA
25	2012	Vipul Alok*	4-Aug-82	MHA
26	2012	Anuradha Sood *	20-Aug-68	Culture
27	2012	Mukesh Kumar *	1-Jun-83	DOPT/SSC
28	2012	Deepak Sharma *	13-Dec-84	DOPT
29	2012	Varun Singh Chauhan *	25-Jul-83	Legal Affairs
30	2012	K.R. Meena *	7-Jul-64	R T & Highways
31	2012	Amit Kumar Jha*	20-Dec-83	Civil Aviation
32	2012	Alok Nigam *	7-Jul-84	Defence
33	2012	Shashi Bhusan*	1-Mar-81	R T & Highways
34	2012	V.K. Suresh Kumar*	28-May-64	Commerce
35	2012	Dhanesh P G*	29-Oct-65	H&UA
36	2012	Deepak Malhotra *	12-Aug-83	Defence
37	2012	Pushpa Rani *	14-May-64	Commerce
38	2012	Jitendra Kumar Agrawal *	24-Sep-83	Rural Development
39	2012	Govind Kumar*	12-Jul-79	Power /On deputation
40	2012	Ashok Kumar Verma *	24-Aug-80	Food & PD
41	2012	Vishvajeet Kumar Gupta *	11-May-79	Food & PD
42	2012	Sumit Kumar*	28-Feb-82	Defence
43	2012	Nirmla Devi Goel *	19-Mar-65	Fertilizers
44	2012	Kamal Kumar *	12-Dec-79	Telecommunications
45	2012	Vinay Pratap Bahadur Singh*	16-Apr-83	Defence
46	2012	Namrata Kumari *	1-Apr-82	AR&PG
47	2012	Jata Shankar kanth *	4-Aug-75	Environment & Forests
48	2012	Sandeep Kumar *	15-Dec-80	H&FW
49	2012	Rajeev Ranjan Verma *	13-Apr-80	Social Justice&Emp.
50	2012	Ravish Kumar*	1-Jul-82	Revenue
51	2012	Sushil Kumar *	1-May-67	Shipping
52	2012	Anand Singh Chouhan *	4-Feb-62	Commerce

*B. S. Sahu*

53	2012	Pradyumna Sahu*	8-Apr-65	Commerce
53	2011	Vinay Kumar Yadav *	5-Apr-78	Rural Development
54	2012	Rohtas Singh *	22-Aug-63	FPI
55	2012	Ganesh Gupta *	28-Jul-82	Defence
56	2012	L.R Meena *	10-May-62	Coal
57	2012	Rajesh Kumar*	4-Dec-82	Lok Pal
58	2012	Deshraj Yadav	10-Aug-78	Agriculture
59	2012	Samir Ansari	27-Mar-81	Steel
60	2012	Anjali Mathur	15-Apr-64	Civil Aviation
61	2012	Ajay Kumar Sinha	19-Sep-79	MHA/Cab.Sectt.
62	2012	Pritam Kumar	31-Dec-78	Agriculture
63	2012	Charan Singh	5-Aug-81	MHA
64	2012	Saroj Mary Xalxo	7-May-66	Shipping
65	2012	Nahar Singh Meena	1-Jul-84	Posts
66	2012	Hanuman Meena	5-Jun-85	Defence
67	2012	Ankesh Kumar Srivastava	3-Jan-82	Petroleum
68	2012	Manveer Singh(Saini)	18-Oct-62	DoPT
69	2012	Gautam Govind	15-Jan-81	Science & Technology
70	2012	Ram Bhagat Kushwaha	4-Aug-80	Health & FW
71	2012	Umrav Meena	1-Aug-82	RT&H
72	2012	Satya Prakash Chaudhary	25-Jan-84	HRD
73	2012	S.R.Meena	15-Jul-62	Defence

**\*Second and final nomination**

- (i) DoPT vide its OM dated 4<sup>th</sup> 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.
- (ii) 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.

