

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 5th December, 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 16/12/2019 to 06/03/2020 (92nd 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. 16/12/2019 to 06/03/2020. Officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri B. Dhanesh, Joint Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 16th December, 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.

.....3/-



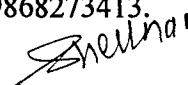
- (xvi) **Authority empowered to permit postponement:** The cases relating to postponement will be handled by CS Division of DOPT. The postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division). No postponement may be permissible beyond 2nd 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 B. Dhanesh, Joint Director (Course Director)**, ISTM, New Delhi, Telephone No. 26737616 (O) and Mobile No.9868273413.



(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.

.....4/-

Copy forwarded for information and necessary action to :-

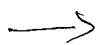
1. ISTM, (Shri B. Dhanesh, Joint Director (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers who report for training on 16th Decebmber, 2019 may please be furnished to this Department next day positively.
2. Training Division, (Sh. Imran Ahmed, Deputy Secretary), 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
Telephone. : 24642704
Email: s.satheesan@nic.in

Level-D Training Programme to be held at ISTM from 16/12/2019 to 06/03/2020 (92nd Batch)

Sl. No.	CSL No/SL	Name of the Officer (Sh/Smt./Ms)	DoB	Min./Dep
From SL prior to 2011				
1	9352	Rajender Singh Kaushik*	6-Apr-68	MoL&E/ on deputation
From SL 2011				
2	10991	Jagmohan Negi*	16-Oct-61	Min. of Textiles
3	11061	Mukut Saikia	5-Sep-69	DoPT/SSC
4	11062	Rakesh Kumar Sarowa	14-Feb-62	MHA
5	11063	Rakhi Biswas	9-Feb-69	Housing & UA
6	11066	Om Prakash	02-Feb-63	Commerce
7	11086	Sushil Kumar	01-May-67	Shipping
8	11089	J.N. Shah	02-Jan-63	HRD
9	11092	Rashna Ghildiyal	17-Jan-65	Power/CEA
10	11093	Tara chand Meena	15-Jan-64	MHA
11	11103	V.R. Bhusande	13-Feb-62	UPSC
12	11105	N.C Pasi	21-May-62	Defence
13	11112	D.T. Pali	02-Mar-63	HRD
14	11117	Nilanjan Karmakar	01-Jan-73	H&UA
15	11122	Pusha V Nandawar	07-Jan-63	Agriculture
16	11133	Dhananjay Prasad Singh	20-Oct-73	DoPT
17	11135	N. Tirkey	12-May-65	DoPT/SSC
18	11140	Randhir Kumar	10-Jul-73	SJ&E
19	11143	Pradeep Kr. Saharawat	7-Jul-74	DoPT
20	11156	C. Nagaraju	10-Jun-70	Housing & UA
21	11157	Santosh Kumar	25-Dec-73	HRD
22	11162	Ajay Priyadarshy	28-Sept-74	DPIIT
23	11171	Harihar Gaurkar	4-Apr-64	Defence
24	11173	Susghnavati Samad	12-Feb-62	I&B
25	11174	Arun Kumar	22-Feb-63	Agriculture
26	11191	Umesh K Pali	28-Jan-64	Water Resources
FROM SL 2012				
27	2012	L.R. Meena	10-May-62	Coal
28	2012	Yogesh Gahtori	1-May-81	MHA/Cab. Sectt.
29	2012	Rajesh Kumar	6-Apr-80	Steel
30	2012	Sanjiv Kumar Yadav	5-Jun-76	Telecom
31	2012	Swati	23-Oct-85	I&B/DG:AIR
32	2012	Bhupesh Pillai	18-Sep-80	Legal Affairs
33	2012	Mirtyunjay Kumar	8-Aug-77	WCD
34	2012	Nidhi Sharma	27-Jan-82	Commerce
35	2012	Amit Kumar Jha	20-Dec-83	Civil Aviation
36	2012	Ashok Mudgal	1-May-84	Health & FW
37	2012	Santosh Kumar Chaubey	9-Feb-80	HRD/on deputation
38	2012	Phailee Ram Meena	7-Jun-80	Defence
39	2012	Daleep Kumar	20-Mar-79	Expenditure/Revenue
40	2012	Pravesh Kumar	10-Dec-82	MHA
41	2012	K Balasubramanian	28-Feb-64	Health & FW
42	2012	E. Kujjur	13-Oct-61	MHA
43	2012	Avneesh Pratap Singh	1-Oct-80	Expenditure
44	2012	Shashi Bhushan	1-Mar-81	RT&H
45	2012	Arvind Kumar Soni	2-Jul-84	Rural Development
46	2012	Sandeep Kumar	2-Jan-81	Mines
47	2012	Mukesh Kumar	15-Dec-81	MHA/Cab.Sectt.
48	2012	M Latha	16-Nov-67	DOPT/SSC Chennai
49	2012	Kirti Gupta	8-Nov-84	Textiles
50	2012	Chandra Shekhar Prasad	28-Feb-81	Agriculture
51	2012	Akhilesh Kumar Mishra	10-Jun-83	Commerce
52	2012	Anil Singh	28-Apr-81	Commerce/on deputation
53	2012	Maheswari Shankar	12-Jun-62	Civil Aviation
54	2012	Naveen Rawat	9-Jul-74	Youth Affairs
55	2012	Alok Verma	7-Apr-84	Commerce/on deputation
56	2012	Nirmal Kumar Bhagat	15-Jan-78	Labour
57	2012	Keshram Meena	1-Jan-86	Labour
58	2012	Govind Kumar	12-Jul-79	Power



59	2012	Sumit Kumar	13-Dec-79	Science & Technology
60	2012	Alok Kumar Sinha	1-Mar-79	Petroleum
61	2012	A Chandrika Nair	28-Apr-62	UPSC
62	2012	Sunil Kumar	2-Sep-81	Labour
63	2012	Rupesh Kumar	26-Nov-79	Supply
64	2012	Kumar Saurabh	1-Mar-81	Minority Affairs
65	2012	Pankaj Dhamija	30-Aug-83	Youth Affairs
66	2012	Sreetama Samanta	29-Apr-80	Commerce
67	2012	Ashish Prakash Sinha	20-Jun-76	Commerce/on deputation
68	2012	Amit Kumar	10-Feb-83	Food
69	2012	Hari Ram Meena	1-Jul-62	MSME
70	2012	Kavita Jha	15-Jun-80	Labour
71	2012	Shailendra Mohan Pathak	2-Jul-82	Expenditure/DFS/on deput.
72	2012	K R Meena	7-Jul-64	RT&H
73	2012	Subodh Kumar Sudhakar	4-Dec-78	Health & FW
74	2012	Dhanesh P G	29-Oct-65	H&UA
75	2012	Ranjit Kumar Jha	4-Feb-81	Telecom

- (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.

