

**No. 8/5/2019-CS-I (T)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS-I Section**

New Delhi, dated the 10<sup>th</sup> January, 2020

**OFFICE MEMORANDUM**

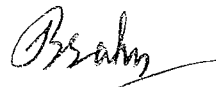
**Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 16/03/2020 to 24/04/2020 (62<sup>nd</sup> Batch).**

The undersigned is directed to inform that Officers of the CSS whose names are given in Annexure-I have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM from 16/03/2020 to 24/04/2020. It is requested that the nominated officers may be relieved of their duties and advised to report to **Shri K. Govindarajulu, Deputy Director/Course Director**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 16<sup>th</sup> March, 2020.

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification G.S.R.197(E) dated 19<sup>th</sup> March 2010, the Ministries/ Departments are requested to ensure that the officers nominated to the above training are relieved in time. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officers concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) only per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.

4. Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> 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:
- (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.
- (g) 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.
- (h) 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.
- (i) 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.
- (j) 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.
- (k) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (l) 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.
- (m) **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.



- (n) 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.
- (o) 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.

5. 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. As such the officers who have been nominated by CS Division of DoP&T under 2<sup>nd</sup> chance vide this Office Memorandum shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

6. As per revised training policy, 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 4 (iii) above.

7. The participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish the following documents immediately:-

- (a) Annexure-II duly filled in.
- (b) Two copies of passport size photograph with white background.

7.1 This information may be sent to Shri. K. Govindarajulu, Deputy Director, ISTM at his email address [kg.rajulu@nic.in](mailto:kg.rajulu@nic.in)

8. Approval of the competent authority is also conveyed for applying for political clearance and official passport by all participants, Course Director and Observer (to be nominated by DoPT) in connection with foreign visit to UK as part of this training programme.

9. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately at the link [http://www.istm.gov.in/home/online\\_ctp\\_form](http://www.istm.gov.in/home/online_ctp_form). They are advised to 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.

10. Confirmation with regard to the participation of the officers may please be sent immediately to the Course Director Shri K. Govindarajulu, Deputy Director at telephone number 26164285 .



(P. Bairagi Sahu)

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

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

Copy forwarded for information & necessary action to :-

- (1) **ISTM (Shri K. Govindarajulu, Deputy Director)**, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 16<sup>th</sup> March, 2020 may please be furnished to the undersigned on next day positively.
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi (**Shri Syed Imran Ahmed, DS**).
- (3) Officers concerned (Through their Ministries/Departments).
- (4) Dir(CS.I)/US(U)/US(D).
- (5) Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.



**(S.Satheesan)**

Section Officer

Telephone : 24642704

Email: [s.satheesan@nic.in](mailto:s.satheesan@nic.in)

**Annexure -I**

**List of Under Secretaries of CSS nominated to participate in Level 'E' Training Programme at ISTM from 16/03/2020 to 24/04/2020 (62<sup>nd</sup> Batch)**

S. No	CSL No.	Name of the officer (Sh./Ms)	Date of Birth	Name of Dept./Ministry
1	7247	Niranjn Kumar Joshi *	20.06.1964	Housing & Urban Affairs
2	7261	Pankaj Gupta *	19.04.1966	Economic Affairs
3	7299	A.K. Vidyarthi	04-05-1964	Youth Affairs & Sports
4	7300	Ratan Kumar Das	02-08-1964	Power
5	7301	Ramesh Singh	25-12-1964	Revenue
6	7302	Akhouri S. Sahay	28-01-1965	Coal/on deputation to SDMC
7	7304	Jitender Singh	01-02-1965	Health & Family Welfare
8	7306	Pawan Kumar	11-02-1965	Labour & Employment
9	7310	Vijay Kaushik	02-08-1965	I&B
10	7312	A.K. Jha	19-10-1965	Investment & Public AM
11	7313	Anil Kumar Singh	19-05-1966	NATGRID
12	7314	Hemant Kumar Dhasmana	22-05-1966	Home Affairs
13	7319	Ganesh Singh	14-09-1967	Agriculture & Cooperation
14	7320	N.P. Shukla	05-01-1968	New & Renewable Energy
15	7322	Kishor Bandopadhyay	10-05-1966	Cabinet Secretariat
16	7325	Sanjai Kumar Mishra	01-04-1967	Economic Affairs
17	7328	Ashok K. Kaushik	05-07-1967	Water Resources
18	7330	Devki Nandan	02-03-1964	MS&ME
19	7331	Kshitish Kumar	04-05-1964	Home Affairs
20	7335	S.K. Mishra	30-06-1964	S&T on deputation to DRT, Siliguri
21	7336	Rajeev Kumar Jain	02-11-1964	Cabinet Secretariat/on dep. to MEA
22	7338	Rakesh Kumar	12-03-1965	Statistics & PI
23	7340	Vazir Singh	28-07-1966	Environment , Forests & CC
24	7344	Kumar Nityanand	20-08-1967	Minority Affairs
25	7348	Tej Pratap Narayan	15-08-1965	Chemicals, Petrochemicals
26	7349	Shamik Bhowmik	28-09-1965	Revenue
27	7350	Abhijit Roy	20-11-1965	Environment, Forests & CC
28	7352	P.K. Srivastava	12-04-1966	Higher Education
29	7355	Kamal Arora	26-05-1966	Agriculture, Cooperation & FW
30	7357	G. Sajith Kumar	14-10-1966	Skill Development & Ent.
31	7358	Puneet Sharma	01-12-1966	Panchayati Raj
32	7361	Rajendra Sharma	20-04-1967	Higher Education
33	7362	Mahendra Nath	24-05-1967	Revenue
34	7365	Sanjay Kumar Upadhyay	28-08-1968	Panchayati Raj
35	7368	Amiya Halidar	07-02-1964	Heavy Industries
36	7372	Manoj Kumar Singh	01-12-1965	Posts/on deputation to EDMC
37	7373	Rakesh Kumar	15-01-1966	SSC
38	7374	Krishan Kumar Sapra	12-04-1966	Textiles
39	7375	Kamana S. Dixit	19-02-1967	Commerce
40	7376	Guljari Lal	10-05-1967	Rural Development
41	7377	Tapan Kumar Satpathy	25-11-1967	Revenue
42	7380	Parminder Singh	14-11-1968	Labour & Emp. (Chandigarh)
43	7382	Rajeev Bahal	30-03-1964	Rural Development
44	7383	Charanjit Gulati	01-07-1964	Consumer Affairs
45	7384	Sanjay Mehta	10-10-1965	Home Affairs
46	7388	Yogesh Pratap Singh	10-07-1966	Defence
47	7391	Anil Kumar	15-09-1966	MS&ME
48	7393	Ipsita Mitra	27-10-1966	Economic Affairs
49	7396	Sashi Bhushan Tiwari	23-01-1968	Rural Development
50	7397	Gyanendra Kumar Kalra	01-04-1968	Labour & Employment

\*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.

*Abraham*



**DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2018, 2019 & 2020**

**Name of the Officer:**

**CSL No.:**

		<b>2018</b>	<b>2019</b>	<b>2020</b>
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

**Signature of the officer with date**

**Full Name .....**

**Office Address .....**