

**Immediate**

**No. 8/4/2022-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 5<sup>th</sup> August, 2022**

**OFFICE MEMORANDUM**

**Subject: Level 'E' Mandatory Cadre Training Programme at ISTM for Officers of CSS from 22.08.22 to 16.09.22 (64<sup>th</sup> Batch) in Hybrid Offline/online mode**

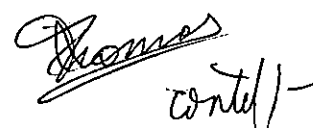
The undersigned is directed to inform that the officers whose names are given in the **Annexure** have been nominated to participate in the mandatory Level 'E' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. **22.08.22 to 16.09.22 (4 weeks)**. Accordingly, it is requested that these officers may please be relieved of their duties and advised to report to the Course Director – **Shri Deepak Kumar Bist, Joint Director (PT)**, (Email – [deepakkumar.bist@gov.in](mailto:deepakkumar.bist@gov.in), Phone No. 26737520, M. No. 9868261615) at ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 22<sup>nd</sup> August, 2022**.

2. As informed by ISTM, the above Level E programme starting 22nd August, 2022, will be conducted in blended mode i.e. two weeks in offline mode and two weeks (half days) in online mode.

3. All the nominated officers are directed to kindly 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.

4. The training of the officers and its successful completion is mandatory as per CSS Regulations, 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 officials who do not attend or successfully complete the Level 'E' 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:

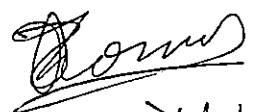
- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officers will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) Postponement 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

  
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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.**

5. 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.

  
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6. As informed by ISTM, the training expenditure towards project report presentation for the Level E programme 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. The administrative Ministries/Departments may also please sanction advance, if any, towards Training related expenditure on demand by ISTM for each participant.

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

  
25/8/22  
(Zachariah Thomas)

Under Secretary to Government of India  
Telephone : 24624046  
Email: zachariahthomas.edu@nic.in

To

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

Copy forwarded for information and necessary action to :-

1. The Director, ISTM, Admn. Block, Old JNU Campus, New Delhi – 110067.
2. **Shri Deepak Kumar Bist, Joint Director (PT)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 22<sup>nd</sup> August, 2022 may please be furnished to this Department next day positively. **Further, it is requested to kindly indicate DoB/ CSL 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 -110067 - **(Kind Attn: Shri Syed Imran Ahmed, DS).**
4. Officers concerned.
5. US, CS-I (D), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department (**dopt.gov.in** → Secretariat → CSS → Training Nomination Circulars → US)

**64<sup>th</sup> Batch LEVEL E TRAINING PROGRAMME TO BE HELD BY ISTM  
(22.08.2022 to 16.09.2022)**

S.No	USSL	CSL No.	Name of the officer (S/Shri)	Date of Birth	Present Min/ Deptt/ Office
1.	2011	7340	Vazir Singh *	28-07-1966	Environment, Forests & Climate Change
2.	2011	7350	Abhijit Roy *	20-11-1965	Environment, Forests & Climate Change
3.	2011	7393	Ipsita Mitra *	27-10-1966	DEA (on Deputation to World Bank)
4.	2011	7421	Prem Narain	01-01-1968	Health & FW
5.	2011	7424	Sanjay Singh	16-01-1968	Civil Aviation
6.	2011	7425	Satinder Kaur	12-06-1968	Defence
7.	2011	7430	Nirmal Kumar	01-01-1965	Commerce (DGFT)
8.	2011	7438	Harish Chandra Rai	24-09-1965	Revenue (on Dep to Land Ports Authority)
9.	2011	7439	Manoj Kumar	10-02-1966	Expenditure. (on Deputation toSDMC)
10.	2011	7444	Samir Kumar Mohanty	18-07-1966	DEA (on Deputation to KVIC Mumbai)
11.	2011	7445	Uttam Kumar Kar	20-07-1966	Tribal Affairs
12.	2011	7447	Arun Aggrawal	21-07-1966	Power
13.	2011	7449	S Khurshid Rabbani	27-09-1966	Central Information Commission
14.	2011	7451	Sanjay	12-12-1966	Stat. & Prog. Imp.
15.	2011	7456	A K Singh	07-05-1967	Labour& Emp.
16.	2011	7457	Ashok Prasad	31-12-1967	UPSC
17.	2011	7459	UdaiBhan Singh	01-01-1968	DOP&T
18.	2011	7465	M K Singh	16-08-1968	Woman & Ch. Dev.
19.	2011	7794	Debabrata Das	21-10-1966	DOP&T
20.	2011	7795	Sudhir Kumar Sinha	01-03-1966	Drinking Water & Sanitation
21.	2011	7796	Jitendra Kumar Jha	05-04-1969	Home Affairs
22.	2011	7798	Surojit Ghosh	09-06-1967	Heavy Industries
23.	2011	7799	A K Bhattacharya	02-10-1967	Environment, Forests & Climate Change
24.	2011	7800	Bishwajit Guha	02-10-1965	Revenue
25.	2011	7801	Sanjay Kumar Mishra	15-01-1966	UPSC
26.	2011	7802	Biswajit Sarkar	06-07-1966	Revenue
27.	2011	7804	Nirbhaj Singh	06-09-1966	Revenue
28.	2011	7805	Sandeep Verma	24-06-1968	Commerce
29.	2011	7806	Rajesh Kumar	19-03-1967	Labour& Emp - (on Deputation to Land Ports Auth of India)
30.	2011	7807	Sanjib Bhattacharya	06-08-1969	Coal
31.	2011	7809	Subrata Sanyal	14-12-1967	Food & PD
32.	2011	7811	Yashpal Arora	02-12-1967	Fertilizers
33.	2011	7812	Jitendra Sihwag	07-02-1968	Social Justice & Empowerment
34.	2011	7815	Surendra Kumar	01-01-1967	Information & Broadcasting
35.	2011	7818	Sanjay Kumar	29-09-1965	Housing & Urban Affairs
36.	2011	7820	J Shankar	29-05-1965	Housing & Urban Affairs
37.	2011	7821	Ved Jyoti	12-07-1969	PMO
38.	2011	7825	Adhir Kumar Mallik	18-02-1965	Water Resources, RD&GR
39.	2011	7827	Pratibha Ahuja	08-07-1968	Housing & Urban Affairs
40.	2011	7828	Ak Roy	14-01-1967	Information & Broadcasting
41.	2011	7830	Parimal Karan	02-05-1967	SSC (HQ)
42.	2011	7832	Subrata Halidar	01-12-1968	Tourism -(On Deputation to NWDA)

\*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

