

No. 8/5/2022-CS-I(T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi, Dated the 21st July, 2022

OFFICE MEMORANDUM

Subject : Level 'F' Mandatory Cadre Training Programme at ISTM for Officers of CSS from 01/08/2022 to 18/08/2022 (15th 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 'F' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. **01/08/2022 to 18/08/2022 (3 weeks)**. Accordingly, it is requested that these officers may please be relieved of their duties and advised to report to the Course Director – **Shri B. Dhanesh, Joint Director (FM)**, (Email - *b.dhanesh@nic.in*, Phone No. 26737616, M. No. 9868273413) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9.00 A.M. on 01st August, 2022**.

2. As informed by ISTM, the above Level F programme starting **01st August, 2022**, will be conducted in blended mode [*One week (half days) in online mode at ISTM & Two weeks at an IIM*].

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**. 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 Cadre Authorities are therefore 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 'F' 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.

5. It is further brought to the attention of all Ministries / Officers concerned that as per the recent promotion orders dated 30/06/2022, issued by DoPT for inclusion of officers in the Senior Selection Grade Select List (SSGSL) of CSS for the years 2018 -2021 - (Director Grade), **Competent Authority has in consultation with UPSC, granted a one-time relaxation in the provisions relating to completion of mandatory Level-F training for appointment as Directors**, on inclusion in Select List from Select List Year 2018 onwards up to the Select List year 2022, **subject to the condition that the officers included in the aforementioned Select Lists, are required to successfully complete the Level-F training after promotion, as per the nominations made by the DoP&T.** Hence the officers nominated for training vide this order and who are also included in the Director SL 2018-2021, may therefore be positively relieved to participate /attend and complete the above training programme.



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6. 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: -

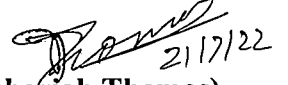
- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) 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 1st 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 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.
- (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.


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(xii) **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.**

7. 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 6 (iii) above.

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

 21/7/22

(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 B. Dhanesh, Joint Director (FM), (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **1st Aug, 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)

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15th Batch LEVEL F TRAINING PROGRAMME TO BE HELD BY ISTM
(01/08/2022 to 18/08/2022)

S.No.	Director SL	DSSL	CSL NO.	Name (Sh./Ms.)	Date of Birth	Ministry/Deptt.
1	2018	2013	6283	N. Thanglawm Paite*	11-Jan-65	Culture
2	2018	2013	4866A	Atyananda	3-Jan-73	Food Processing Industries
3	2018	2013	4874A	Arvind Kumar	15-Jun-67	Culture
4	2018	2013	4879A	Dinesh Kumar Verma	2-Mar-69	Revenue
5	2018	2013	4883A	G Muthuraja	11-May-71	Power
6	2018	2013	4891A	Rajendra Singh	1-Dec-70	Information & Broadcasting
7	2018	2013	4900A	S G Krishna	8-Apr-70	Earth Sciences
8	2018	2013	4887A	Sunil Kumar Ranjan	19-May-73	Commerce
9	2018	2013	4907A	R K B Patel	6-Jun-74	Earth Sciences
10	2019	2014	6126	Suresh Kumar	26-May-67	Home Affairs
11	2019	2014	5383	Sudershan Mendiratta	9-Jul-66	Defence
12	2019	2014	5389	Jitendra Chadha	30-Jan-65	Home Affairs
13	2019	2014	5470A	Anurag Rahatagi	26-Sep-70	Fertilizers
14	2019	2014	5472	K. Sanjayan	3-Nov-64	UPSC
15	2019	2014	5483	Naresh Kumar Wadhwa	2-Sep-65	Cabinet Secretariat
16	2019	2014	5483A	M. Subramanian	5-Jan-69	Fertilizers
17	2019	2014	5485	Meena Batra	3-Jun-66	Home Affairs
18	2019	2014	5494A	F Deborah Initha	19-Jun-73	Commerce
19	2019	2014	5507A	D K Caudhary	15-Jul-70	Animal Husbandry & Dairying
20	2019	2014	6220	Ravinder Kumar	2-Feb-66	Economic Affairs
21	2019	2014	6228	Jagjeet Kumar	10-Nov-64	Financial services
22	2019	2014	6234	Pradeep Kumar Roy	19-Mar-66	Ports, Shipping and Waterways
23	2019	2014	6248	Ziley Singh Vical	7-Feb-66	Health & Family Welfare
24	2019	2014	6258	Dhirendra Kumar	18-Feb-66	AYUSH
25	2019	2014	6262	Phool Chandra Prasad	4-Feb-67	Rural Development
26	2019	2014	6264	Raj Krishan Bhoria	20-Feb-65	National Medical Commission (NMC)
27	2019	2014	6269	Rajneesh Mohan Singh	26-Jun-66	Women & Child Development
28	2019	2014	6419	V Rungsumg	12-Jan-65	Food Processing Industries
29	2019	2014	6439 E	Joseph Atul T Barla	18-Mar-67	Defence

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S.No.	Director SL	DSSL	CSL NO.	Name (Sh./Ms.)	Date of Birth	Ministry/Deptt.
30	2019	2014	6439 Q	Ram Charan Meena	20-Feb-66	Housing & Urban Affairs
31	2019	2014	6439 S	Daulat Ram Meena	10-May-68	Health & Family Welfare
32	2019	2014	6439 T	N. Khamchinhang	7-Mar-66	Social Justice & Empowerment
33	2019	2014	6439 U	Kimjamlhing Sitlhou	1-Mar-66	Biotechnology
34	2019	2014	6439 W	Shiv Ram Meena	10-Aug-65	expenditure
35	2019	2014	6439 X	Prabhudas Xalxo	13-Nov-65	Social Justice & Empowerment
36	2019	2014	6439 ZA	Laltlana Chhangte	25-Aug-65	Heavy Industries
37	2020	2015	5623A	Anita Tripathi	1-Jul-76	Cabinet Secretariat
38	2020	2015	5631A	G Ravinder	3-Apr-72	Housing & Urban Affairs
39	2020	2015	5640A	Sitaram Yadav	15-Jun-72	Central Vigilance Commission
40	2020	2015	5644A	Ashish V Gawai	6-Jan-69	Health & Family Welfare
41	2020	2015	5660	Alka Ahuja	9-Jan-66	Health & Family Welfare
42	2020	2015	5686	G Rajeev	10-Jul-64	Posts
43	2020	2015	5692	Shashi Pal	23-May-65	NITI Aayog
44	2020	2015	5757	Rajesh Gupta	21-Aug-65	Road Transport & Highways
45	2020	2015	5759	Dinesh Kumar Rana	3-Oct-64	Civil Aviation

***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**

