

**Immediate**

**No. 8/1/2016-CS-I (Trg.) (Vol-III)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Division)**

**Lok Nayak Bhavan, New Delhi**

Dated the 23<sup>rd</sup> January, 2017

**OFFICE MEMORANDUM**

**Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 06/02/2017 to 10/03/2017.**

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. **06/02/2017 to 10/03/2017**. Accordingly, these officers may be relieved of their duties and advised to report to **Shri Moloy Sanyal, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 6<sup>th</sup> February, 2017**.

2. **The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for 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 training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12<sup>th</sup> July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time.

3. DoPT vide its OM 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). 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 will be allowed 3 chances.

4. **The officers who do not attend or successfully complete the Level 'B' 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 4<sup>th</sup> July, 2016.**



5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of **Rs. 20,000/-** each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016) 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 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.

8. 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.

9. 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 7 (iii) above.



10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Moloy Sanyal, Deputy Director (Course Director)**, ISTM New Delhi who is accessible on Phone No. 26105592 (O), M. No. 9810961492.

*Shekhar*

**(Chandra Shekhar)**

Under Secretary to Government of India

Tele. : 24624046

To

**Min/Dept.of  
Joint Secretary(Admn.)**

**New Delhi.**

Copy forwarded for information and necessary action to :-

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13<sup>th</sup> December, 2013.
2. **ISTM, (Shri Moloy Sanyal, Deputy Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. **The list of officers, who report for training on 6<sup>th</sup> February, 2017 may please be furnished to this Department next day positively.**
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. **Section Officer (S), CS.I, DOP&T – Kindly confirm the training status of the officers before considering their promotion.**
5. **Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.**
6. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<DOPT<Central Secretariat<CSS<Training Nomination Circulars<Assistants)
7. Guard File.

*Shekhar*

ANNEXURE

**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT  
ISTM FROM 06/02/2017 TO 10/03/2017**

S. No.	Year/CSL No. (S.No. in List)	NAME OF THE OFFICER Sh./Smt./Ms.	DoB	CADRE WHERE WORKING Ministry/Department
1	2004/181	Sudha Sharma#	12/05/61	Steel
2	2004/215	Mariette Khaka*	27/04/68	Fertilizers
3	2005/22	Gurdeep Kaur Ahuja*	01/06/62	Defence
4	2005/27	Gulab Singh*	30/09/62	Defence
5	2005/32	Sarla Khiani*	20/08/58	Agri & FW
6	2005/34	Binod Kumar*	03/11/63	Science & Tech.
7	2005/37	Arun Kumar*	10/11/82	Food & PD
8	2005/79	Jagdish Ram	01/05/62	I&B
9	2005/87	Desh Pal	05/10/58	I&B
10	2005/96	Ambarish Kumar	13/06/78	RD
11	2005/103	Asha Bhatt	04/06/65	Plg Com.
12	2005/105	Bindu Wadhwa	04/08/64	I&B
13	2005/107	Praveen Kumar Bhagat	17/07/60	I&B
14	2005/109	Umesh Rawat	09/09/60	I&B
15	2005/111	Jayanthi Sivaraman	19/12/61	Agr & Coop.
16	2005/112	Ranjit Kumar	02/01/76	Expenditure
17	2005/113	Vaidehi Mishra	16/10/60	I&B
18	2005/115	Sunil Kumar	21/04/62	I&B
19	2005/120	Manish Kumar Mishra	08/12/81	Health & FW
20	2005/121	Savita Mittal	01/01/61	UPSC
21	2005/123	Nutan Sangal	01/01/63	IPP
22	2005/125	Renuka	03/07/61	UPSC
23	2005/131	M. Dhananjayan	30/05/59	UPSC
24	2005/133	Narayan Chandra Panda	05/02/59	UPSC
25	2005/136	Kaushalya Bhatia	02/07/61	UPSC
26	2005/169	Shivam Saxena	21/09/82	I&B
27	2005/172	Ashok Kumar Dhall	02/02/59	UPSC
28	2005/174	Usha Shangari	01/03/59	UPSC
29	2005/176	Raj Kumar Verma	31/08/59	UPSC
30	2005/178	Shama Tacker	17/07/60	UPSC



S. No.	Year/CSL No. (S.No. in List)	NAME OF THE OFFICER Sh./Smt./Ms.	DoB	CADRE WHERE WORKING Ministry/Department
31	2005/186	Suresh Kumar	14/08/61	UPSC
32	2005/191	Vijay Kumar	01/07/81	DOPT
33	2005/192	Anil Kumar	01/07/60	UPSC
34	2005/198	Sushila Devi Daundiya	05/06/59	RTH
35	2005/200	Shukla Ghosh	12/02/63	Defence
36	2005/204	Narinder Mohan Mohla	05/04/60	Defence
37	2005/216	Homlata	02/03/63	Labour & Employ.
38	2005/220	M. Mohan	05/08/60	Posts
39	2005/222	Mukesh Kumar Jasra	03/04/61	Civil Aviation
40	2005/232	Charanjit Gogia	24/10/61	Defence
41	2005/234	S. Parathasaradhi	27/12/58	Corporate Affairs
42	2005/236	Lata Sankaranarayanan	30/11/60	PNG
43	2005/240	Alka Sachdeva	30/07/63	Finance
44	2005/242	Seshagiri Rao Naidu	22/07/60	Corporate Affairs
45	2005/244	Biswanath Pramanik	24/12/60	Defence

**\* SECOND & FINAL NOMINATION**

**Note:**

- (1) The officer at S. No. 1 (marked #) in the list above is hereby deemed relieved from their cadre unit to attend mandatory training programme as this is his last and final nomination. The officer is requested to join ISTM w.e.f. 6<sup>th</sup> February, 2017 without fail as non-joining this training programme will result in debarment of his promotion in future.
- (2) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) 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.

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