

**Immediate**

**No. 8/2/2017-CS-I (T) Vol.II  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Division)**

**Lok Nayak Bhavan, New Delhi**

Dated the 12<sup>th</sup> December, 2017

**OFFICE MEMORANDUM**

**Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 01/01/2018 to 02/02/2018.**

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. **01/01/2018 to 02/02/2018**. Accordingly, these officers may be relieved of their duties and advised to report to **Shri Rajeev Kumar Jha, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 1<sup>st</sup> January, 2018**.

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.**

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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.

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- (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.

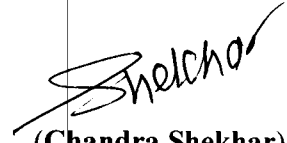
9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.

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10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Rajeev Kumar Jha, Assistant Director (Course Director), ISTM** New Delhi who is accessible on Phone No. 26165593 (O), M. No. 9868979223.

11. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is **[http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_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.



(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 Rajeev Kumar Jha, Assistant Director, (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 1<sup>st</sup> January, 2018 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. US, CS-I (A), DOP&T (for information).
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.

**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM  
01/01/2018 TO 02/02/2018**

S. No.	Year/CSL No. (S. No. in List)	NAME OF THE OFFICER Sh./Smt./Ms.	DoB	CADRE WORKING Ministry/Department	WHERE
1	2006/1049	Shashwati Das*	22-12-60	Commerce	
2	2007/1184	C.S. Kapil*	30-10-60	Defence	
3	2007/1201	Mohd. Iqbal*	01-01-60	Defence	
4	2007/1223	Devi Singh*	05-01-62	UPSC	
5	2007/1236	Saroj Chugh*	08-09-59	Civil Aviation	
6	2007/1243	A.K. Pal*	10-02-60	Civil Aviation	
7	2007/1246	V. Ganesh	09-11-59	Science & Tech.	
8	2007/1247	V.K. Thakur	01-02-60	Labour & Employ.	
9	2007/1248	Krishna Kumar Singh	10-05-62	Home Affairs	
10	2007/1250	Rajnish Dayal Mathur	22-12-62	Power	
11	2007/1251	Rajeev Bhardwaj	07-12-63	Home Affairs	
12	2007/1252	Raj Kumar Bhatnagar	08-03-63	Commerce	
13	2007/1254	Radha Rani Gupta	13-07-62	I&B	
14	2007/1257	Sunita Dhal	02-01-60	I&B	
15	2007/1260	Manju Sharma	31-05-63	Defence	
16	2007/1261	Meena Kumari	11-05-61	Defence	
17	2007/1262	U. Sharda Rao	29-08-59	Labour & Employ.	
18	2007/1265	Savita Sharma	22-10-63	Niti Aayog	
19	2007/1266	A.N. Vijayan	21-07-62	Home Affairs	
20	2007/1267	Anand Kishore Pandey	01-03-67	Personnel & Trng.	
21	2007/1268	Manmohan Singh Rawat	05-12-61	I&B	
22	2007/1269	Jaspal Kaur Arora	05-08-64	Higher Education	
23	2007/1271	Amit Kundu	25-12-65	I&B	
24	2007/1272	R.K. Vasisht	27-10-61	Civil Aviation	
25	2007/1273	Asha Chakraborty	02-03-66	Civil Aviation	



S. No.	Year/CSL No. (S. No. in List)	NAME OF THE OFFICER Sh./Smt./Ms.	DoB	CADRE WORKING Ministry/Department	WHERE
26	2007/1277	Sudesh Kumar Sharma	10-01-63	Agriculture & Coop.	
27	2007/1278	Anita Sharma	03-12-66	Higher Education	
28	2007/1282	Sumitra Dabral	06-03-60	Defence	
29	2007/1283	Ajay Kansal	20-08-63	Defence	
30	2007/1285	Anil Kumar Verma	24-06-63	I&B	
31	2007/1290	Sunita Verma	19-08-67	Petroleum & NG	
32	2007/1295	Girijesh Kumar Sharma	18-08-60	Personnel & Trng.	
33	2007/1299	Asha Dudeja	22-04-65	Power	
34	2007/1301	Dipankar Chakraborty	06-12-59	Telecommunications	
35	2007/1302	Lalita Rani	14-11-63	Youth Affairs & Sports	
36	2007/1307	Harivinder Kaur	18-08-64	Defence	
37	2007/1310	Asha Singh	18-02-62	Health & FW	
38	2007/1314	Bidhi Chand	05-02-62	Urban Development	
39	2007/1315	Prem Narayan Sharma	05-08-61	Urban Development	
40	2007/1318	Ranjana Arora	28-11-62	I&B	
41	2007/1319	Malabika Lahiri	10-12-59	Culture	
42	2007/1322	P.C. Sharma	16-08-61	Power	
43	2007/1324	Nabaghana Sharma	08-05-62	Home Affairs	
44	2007/1325	Sunita Sharma	09-09-64	Petroleum & NG	
45	2007/1328	R.Varatharajan	03-07-65	Higher Education	

**\* SECOND & FINAL NOMINATION**

**Note:**

(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 (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.

(4) The ASOs who have qualified SO LDCE for any year may not be relieved to attend the Level-B Training Programme.

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