

No. 8/3/2019-CS-I(T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)

Lok Nayak Bhavan, New Delhi

Dated the 10th July, 2019

OFFICE MEMORANDUM

Subject: Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 22/07/2019 to 23/08/2019 (85th Batch).

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. **22/07/2019 to 23/08/2019**. Accordingly, these officers may be relieved of their duties and advised to report to **Sh. Bhagaban Padhy, Under Secretary (Course Director)** and **Sh. Jitender Bhatti, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 22nd July, 2019**.

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 4th 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 12th 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 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). 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 4th 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 4th 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:
 - (iv) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (v) 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.
 - (vi) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (vii) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (viii) Child care leave approved by competent authority.
 - (ix) Marriage of self/the children.
 - (x) Officers on Election duty.

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- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) 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.
- (xv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (xvi) 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.
- (xvii) **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.
- (xviii) 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.
- (xix) 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.

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 (after updating officers' particulars online on CMS) may please be sent immediately to **Sh. Bhagaban Padhy, Under Secretary (Course Director)** and **Sh. Jitender Bhatti, Assistant Director (Course Director)**, New Delhi who are accessible on Phone No. 26737501 (O), mobile phone number 9868449436 and Phone No.26737649 (O), mobile phone number 981129334 respectively.

11. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. Filling up online registration form is mandatory. The link is **http://www.istm.gov.in/home/online_ctp_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
Telephone. : 24624046
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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 13th December, 2013.
2. ISTM, (**Sh. Bhagaban Padhy, Under Secretary (Course Director)**), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **22nd July, 2019** may please be furnished to this Department next day positively.
3. ISTM, (**Sh. Jitender Bhatti, Assistant Director (Course Director)**), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **22nd July, 2019** may please be furnished to this Department next day positively
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
5. US, CS-I (A), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)


(S.Satheesan)

Section Officer
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**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM
22/07/2019 TO 23/08/2019 (85th Batch)**

Sl. No.	CSL No/SL Year	Name of the officer (Sh/Smt/Ms)	DoB	Min/Deptt.
<i>Table-A</i>				
1	2010	Rajinder Gupta**	1-Apr-63	MSME
2	2010	Vijay Kumar*	10-Mar-62	H&UA
3	2010	Pankaj Sinha*	21-Aug-88	H&UA
4	2010	Rajendra Singh*	21-Dec-80	Agriculture
5	2010	Jagpal Singh*	12-Jan-64	WCD
6	2010	Ajay Nagpal*	25-Jun-69	SJ&E
7	2010	Sohan Singh Bisht*	1-Jun-63	I&B
8	2010	Amit Kumar*	15-Feb-83	Labour
9	2010	Garima Sharma*	16-Sep-86	RTH
10	2010	S.K.Sharma*	15-Jul-64	Rural Development
11	2010	Madhaba Chandra Dakua	20-Apr-65	I&B
12	2010	A.K.Gupta	11-Aug-64	Defence
13	2010	Satbir Singh	13-Apr-65	I&B
14	2010	C.P. Jaggarwal	12-Dec-62	Commerce
15	2010	Ajay aKumar Sahoo	1-Jul-68	Commerce
16	2010	Seema Pahuja	17-Oct-67	Agri. & Coop.
17	2010	Tripta Sharma	22-May-68	Sec. & Higher Edu.
18	2010	Bindu Rajagopalan	27-May-67	Sec. & Higher Edu.
19	2010	B.H. Agarwal	5-Aug-68	I&B
20	2010	Ashok kumar	30-Apr-67	SJ&E
21	2010	Rajesh kumar	1-May-69	H&UA
22	2010	H.C. Patnaik	26-May-63	Labour
23	2010	R.C. Chandrawal	14-Oct-65	Sec. & Higher Edu.
24	2010	Rajesh Kumar	15-Jul-64	Sec. & Higher Edu.
25	2010	Dinesh Gharu	6-Feb-66	Culture
26	2010	Dilbagh Singh	1-Dec-61	Power
27	2010	Ramachandra Kurup T.D.	10-May-62	Power
28	2010	Om Prakash	3-Mar-66	Rural Dev.
29	2010	Surinder Singh	19-Feb-62	I&B
30	2010	Mercy Joseph	15-May-68	I&B
31	2010	Gopal Singh Tadhiyal	3-Jun-69	Commerce
32	2010	Jasbir Kaur	21-Jan-62	Agri. & Coop.
33	2010	Sanjay M. Prabhu	7-Jun-65	Agri. & Coop.
34	2010	K. Sneh Latha Nair	5-May-65	H&UA

35	2010	Nisha Gupta	1-Jan-68	H&UA
36	2010	Babu Lal	30-Jul-61	H&UA
37	2010	Parsu Ram	20-Aug-63	Culture
38	2010	Kanwal Jit	8-Aug-65	MHA
39	2010	M.K. Agarwal	22-Sep-62	H&UA
40	2010	Rajesh Roushan Verma	3-Jun-69	SJ&E
41	2010	Rakesh Kumar Sharma	1-Oct-66	UPSC
42	2010	Jitendra Sharma	8-Jun-68	UPSC
43	2010	Vikash Kumar	1-Jul-69	UPSC
44	2010	Geoji C Korah	14-Mar-70	Water Resources
45	2010	M.V. Shivnani	18-Apr-68	Agri. & Coop.
46	2010	Sanjeev Verma	17-Jun-69	Agri. & Coop.
47	2010	Bikram Singh	4-Jun-63	Agri. & Coop.
48	2010	C.K. Panda	20-Jun-68	Agri. & Coop.
49	2010	Avanish Kumar Singh	26-Jan-69	Labour
50	2010	Ruchi Kaura	13-Feb-73	Labour
51	2010	Padma Kaushik V.	5-Jun-70	Telecom.
52	2010	Saju Jacob	14-Nov-70	I&B
53	2010	Sanjeev Kumar Sharma	30-Apr-69	UPSC
54	2010	Prasan Kumar Nanda	1-Jun-67	UPSC
Table B				
55	2010	Ravi Prakash Toppo	29-Sep-1982	Minority Affairs
56	2010	Shiv Kumar	12-Jun-1977	Food & PD
57	2010	Shashi Bhushan	12-Mar-1980	Upsc
58	2010	Navneet Kumar	26-Oct-1984	Legal Affairs
59	2010	Suidigwangbe Hau	18-Nov-1982	Health
60	2010	Vijender Kumar	7-Feb-1980	RTH
61	2010	Gopal Singh	19-Mar-1985	Youth Affairs
62	2010	Sandeep Doley	31-May-1978	Commerce
63	2010	Kamlesh Rabidas	26-Dec-1983	Supply
64	2010	L Khamminthang	5-Mar-1978	MHA
65	2010	Ginkhansiam Tombing	20-Mar-1978	Upsc
66	2010	Jatin Kumar	4-Dec-1986	H&UA
67	2010	Taranjeet Singh	18-Feb-1984	Water Resource
68	2010	Raju Chowdhury	10-Aug-1979	DoPT
69	2010	Kapil Dev	28-Oct-1983	Labour
70	2010	Omendra Singh Gautam	11-Dec-1985	Water Resource
71	2010	Jetendra Kumar Bairwa	25-Aug-1986	Education
72	2010	Ajay Kumar	20-Jan-1987	Water Resource
73	2010	Chiranjib Mridha	19-Sep-1982	Water Resource
74	2010	Prince Tomar	2-Jul-1988	Telecom
75	2010	Chawnglienmawi	11-Jun-1985	Health
76	2010	Babu Lal Meena	8-Sep-1982	Commerce
77	2010	Parveen Kumar	16-Jun-1975	Water Resource
78	2010	Hemraj Meena	21-Jun-1985	DoPT
79	2010	S Lianlalmuan	7-Oct-1979	Cab. Sectt.
80	2010	Phool Chandra	1-Jan-1986	Upsc
81	2010	Pinki Rani	5-Feb-1983	Power
82	2010	Manish Guruwal	6-Oct-1986	DoPT

83	2010	Pradeep Kumar Choudhary	1-Jun-1982	Shipping
84	2010	Prashanta Kumar Behera	3-May-1985	Upssc
85	2010	Ujjwal Kumar Saha	20-Mar-1985	Education
86	2010	Jitendra Kumar Meena	1-Jul-1987	Agriculture
87	2010	S G Timothy	4-Mar-1985	Tribal Affairs
88	2010	Sum Than Lian	19-Nov-1981	Upssc
89	2010	Pravesh Kumar	7-Jul-1981	Telecom
90	2010	R Deepthi Raj	2-Sep-1986	DoPT
91	2010	Sultan Singh Meena	6-Jun-1984	Expenditure
92	2010	Paokholen Haokip	3-Mar-1984	Expenditure
93	2010	L Robin	1-Jan-1982	Textiles
94	2010	Jacob Lalmalsawm	30-Jul-1981	Health
95	2010	B. Paukhanthang	14-Feb-1986	Power
96	2010	Kelezhol Richa	7-Oct-1985	H&UA
97	2010	Dileep Kumar Meena	12-Jul-1987	mines
98	2010	T Khamson Vaiphei	12-Jun-1979	Upssc
99	2010	Lalhmingthang Songate	20-Jul-1986	Expenditure
100	2010	T. Damzalian	15-Apr-1980	H&UA

Note:

- 1) ** The officer (marked **) in the list above stands deemed relieved from their cadre unit(s) to attend mandatory training programme as this is last and final nomination. This officer is requested to join ISTM w.e.f. 22nd July, 2019 without fail as non-joining this training programme will result in debarment of their promotion in future.
- 2) * Second & Final Nomination
- 3) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th 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.
- 4) However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.
- 5) 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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