

Most Immediate

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

Lok Nayak Bhavan, New Delhi
Dated the 27th September, 2016

OFFICE MEMORANDUM

Subject: 55th Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 03/10/2016 to 04/11/2016.

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. 03/10/2016 to 04/11/2016. Accordingly, these officers may be relieved of their duties and advised to report to **Shri Rajeev Kumar Kundi, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 3rd October, 2016.

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 OMs (i) No.1/1/2009-CSI (Trg.) dated 24th February, 2010 and (ii) T-25017/01/2014-Trg (ISTM) dated 11th August, 2015. 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. **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.1/1/2009-CS.I (Trg) dated 24.02.2010 and OM No.8/11/2010-CSI (Trg) dated 05.04.2010.**

4. 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 Ministry/Department. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.



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5. The officers who are being nominated for the third (and final) chance in pursuance of Old CSS-CTP Training Programme circulated vide DoPT OM No. T-25017/01/2014-Trg (ISTM) dated 11th August, 2016 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 third time) will be entertained. It is also hereby informed that if an officer who is holding the post of Deputy Secretary on adhoc basis and has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated.

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.
- (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. 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. As such the officers who have been nominated by CS Division of DoP&T under 2nd chance vide this Office Memorandum shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

8. 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.



9. The officers who are being nominated for the second (and final) chance in pursuance to CSS-CTP Revised Policy circulated vide DoPT OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 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 third time) will be entertained.

10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Rajeev Kumar Kundi, Deputy Director (Course Director), ISTM New Delhi** who is accessible on Phone No. 26105592 (O), M. No. 9818394463.



(Biswajit Banerjee)

Under Secretary to Government of India
Tele. : 24629413

To

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

New Delhi.

Copy forwarded for information and necessary action to :-

2. 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, (Shri Rajeev Kumar Kundi, Deputy Director (Course Director)), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 3rd October, 2016 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<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)
7. Guard File.

ANNEXURE**LIST OF OFFICERS FOR 55th LEVEL-B TRAINING PROGRAMME
AT ISTM FROM 03/10/2016 TO 04/11/2016**

S. No	Year/CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DoB	CADRE WHERE WORKING Ministry/Department
1	2003/1706	Anju Gupta**	30-Jun-59	Env & Forests
2	2003/1721	Rajeshwar**	07-Dec-58	Sc & Tech
3	2003/1741	Ajay K. Singh**	01-Oct-60	Expenditure
4	2003/1771	K. Uma Maheshwari**	19-Jun-62	MSME
5	2003/1983	Sujata Satyanarayanan**	28-Aug-63	MHA
6	2003/1994	Sri Krishnan**	11-Aug-59	MHA
7	2003/2011	Harbhajan Thareja**	15-Dec-58	Exp.
8	2003/2015	Ritu Ravi Parkash**	21-Jan-66	Social Justice
9	2003/2020	Pushpa Thareja**	01-Feb-59	Food & PD
10	2003/2022	P.S. Bisht**	20-Oct-61	Higher Edu.
11	2003/2052	Bhubaneshwari Uma Shankar**	17-Feb-59	Education
12	2003/2064	Desh Raj**	10-May-62	D/o Defence (Finance)
13	2003/2072	Seema Sharma*	23-Nov-60	Education
14	2003/2085	M.K. Tomar*	22-Jan-61	Food
15	2003/2103	R. Sairam*	01-Oct-59	Env & Forests
16	2003/2196	S.K. Prasad*	10-Jan-62	R&TH
17	2003/2205	Flora Toppo*	15-Mar-59	I&B
18	2003/2206	R.S. Meena*	01-Jul-64	Tribal Affairs
19	2003/2223	Florence Kujur*	06-Oct-70	DOP&T
20	2003/2227	Bana Ram Meena	03-Jun-66	DOP&T
21	2003/2229	T. Dulihan	15-Feb-62	PNG
22	2003/2230	Lakshman Prasad	15-Feb-69	Agri.
23	2003/2235	K.M. Pawar	01-Jul-68	UD
24	2003/2236	Bina J. Toppo	23-Oct-66	Education
25	2003/2237	Vijay M Tapre	20-Mar-66	S&T
26	2003/2238	Sunita M. Kumbhare	26-Mar-66	Steel
27	2003/2239	Arjun Lal Meena	01-Jan-67	HFW
28	2003/2242	Anil Ekka	01-Jul-73	Education
29	2003/2243	S.L. Meena	01-Jan-61	Civil Aviation
30	2003/2245	K.M. Meena	07-Jul-69	Supply

S. No	Year/CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DoB	CADRE WHERE WORKING Ministry/Department
31	2003/2246	C.M. Kishan	12-Sep-69	Civil Aviation
32	2003/2247	Chander Hans Rathor	14-Sep-69	Defence
33	2003/2248	Jayanti Kanojia	19-Apr-71	UD
34	2003/2249	Sangita R. Pendam	10-Jul-62	Agriculture
35	2003/2250	Tulsi Ram Meena	01-Jul-64	Defence
36	2003/2252	B.M. Meena	15-Jul-70	Expenditure
37	2003/2255	Modesta Tirkey	20-Nov-63	Defence
38	2003/2257	P.N. Mahto	01-Jul-65	MHA
39	2003/2258	R.L. Meena	15-Apr-69	Earth Science
40	2003/2259	Sunil Kumar Kujur	24-Mar-63	Expenditure
41	2003/2260	Deepak Kujur	15-Feb-68	MHA
42	2003/2261	N.P. Toppo	27-Jul-66	MHA
43	2003/2262	S.L. Meena	18-Oct-66	MHA
44	2003/2263	N.P. Ekka	30-May-69	UD

****THIRD AND FINAL NOMINATION**

***SECOND NOMINATION**

Note:

- (1) The officers who are nominated for the third and final chance are **Deemed to have been Relieved** for the training.
- (2) DoPT vide its OM 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. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.