

No. 8/3/2016-CS.I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 8th August, 2016

OFFICE MEMORANDUM

Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 29/08/2016 to 04/10/2016.

The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM from 29/08/2016 to 04/10/2016. It is requested that the nominated 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 29th August, 2016.

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Ministries/ Departments are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officers concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' 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.**

3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.

4. As per the DoPT's OM No. T-25017/01/2014-Trg. (ISTM) dated 11th August, 2015, postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3rd chance.



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5. The officers who are being nominated for the third (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 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 participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish the following documents immediately:-

- (a) Annexure-II duly filled in.
- (b) The nominated officer should apply online for official passport, if he/she does not have an official passport already, and attach a print out of the online application submitted for official passport., and
- (c) Two copies of passport size photograph with white background.



This information may be sent to **Shri Moley Sanyal, Deputy Director /Course Director, ISTM, New Delhi at the earliest.**

10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Moley Sanyal, Deputy Director/Course Director, ISTM New Delhi** who is accessible on Phone No. 26185314 (O), M. No. 9810961492.

Encls.: Annex.I & Annex.II



(Biswajit Banerjee)

Under Secretary to Government of India

Tele. : 24629413

To

**Ministry/Department of
All Cadres { Joint Secretary(Admn.) concerned }**

New Delhi.

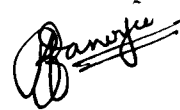
Copy forwarded for information & necessary action to :-

- (1) **ISTM Shri Moley Sanyal, Deputy Director/Course Director, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 29th August, 2016 may please be furnished to the undersigned on next day positively.**
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (3) PA to Dir(CS.I)/PA to US(U)/US(D)
- (4) Guard file
- (5) Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.

Annexure I

**List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM
from 29/08/2016 to 04/10/2016**

S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
1	6166	Anil Bhandula**	12/Feb/1965	Corporate Affairs
2	6175	Uday Sankar Chattopadhyay**	12/Jun/1960	DoPT (On Deputation to ISTM)
3	5397	D N Sahoo*	5/May/1960	HFV
4	6200	S P Singh Teotia*	11/Jul/1966	Overseas Indian Affairs
5	6205	Devashis Bose*	22/Oct/1961	MHA
6	6212	Debabrata Banerjee*	27/Aug/1964	UPSC
7	6213	Anand Upadhyay*	9/Oct/1964	DOP&T
8	6217	T. Nanda Kumar*	26/Jul/1960	Skill Dev.
9	6225	Dev Prakash Singh	1/Jan/1964	Skill Dev.
10	6227	Raj Kumar Tiwari	17/Feb/1960	MHA (ISCS)
11	6231	RK Girdhar	10/Sep/1960	DOP&T
12	6233	Yogesh Gupta	14/Oct/1961	Overseas Indian Affairs
13	6235	Sanjay Kumar Prasad	2/Sep/1963	DOP&T
14	6237	Sharda Sharma	24/Oct/1960	Higher Education (On deputation MEA)
15	6241	Aruna Behl Sen	9/Jan/1963	Defence
16	6243	SG. Moolchandani	18/Jan/1964	DOP&T
17	6291	Vijaya Lakshmi Bhardwaj	1/Apr/1969	Posts
18	6294	Purnendu Kant	10/Dec/1967	RGO (On Deputation DDA)
19	6298	AK Thakur	31/Mar/1967	Labour & Emp.
20	6299	Rakesh Kumar	14/Oct/1960	Youth Affairs & Sports
21	6301	Arunima K. Sinha(Smt.)	5/Dec/1961	IPP
22	6304	KM Singh	8/Dec/1966	PNG
23	6306	Alok Kumar Karn	5/Mar/1967	Pharmaceuticals
24	6308	JP Singh	30/Nov/1968	MHA



25	6309	Rajiv Jain	27/May/1962	DoPT (On Deputation Telecom)
26	6311	V. Padmanabhan	30/Dec/1962	Revenue
27	6315	TK Mahpatra	27/Jul/1961	On Deputation (CIC)
28	6316	Rajnish Kwatra	24/Jul/1966	MHA
29	6317	D Bandopadhyay	18/May/1961	DONER
30	6318	Sanjay Kr. Sinha	20/Apr/1967	WCD
31	6320	G. Jagannath	27/Sep/1965	HFW
32	6322	S Raja Lakshmi	12/Aug/1964	SSC, Chennai
33	6323	Partha Pratim Saha	21/Nov/1961	Telecom
34	6324	Om Prakash Sharma	9/Nov/1965	HFW (On Deputation APS to Health Minister)
35	6325	Sudhanshu Bala Nanda	15/May/1962	MHA
36	6326	Ajay Kumar Agarwal	21/Nov/1965	Heavy Industries
37	6328	Ashok Kumar	5/Jul/1965	Economic Affairs
38	6330	Ajay Kumar Mishra	22/Dec/1966	UPSC
39	6331	Sanjay Bajpai	16/Aug/1964	Food Processing Industries
40	6332	Parveen Kr. Dudeja	23/Jan/1966	Economic Affairs
41	6334	Inder Pal Nagpal	3/Mar/1962	Coal
42	6335	Bijayanand Pattnaik	14/Jun/1962	Civil Aviation
43	6338	Joseph Antony	10/May/1965	Revenue
44	6340	Uday Shankar Pandey	7/Sep/1967	Commerce

****THIRD AND FINAL NOMINATION**

***SECOND NOMINATION**

Note:

The officers who are nominated for the third and final chance are **Deemed to have been Relieved** for the training.



DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2014, 2015 & 2016

Name of the Officer:

CSL No.:

		2014	2015	2016
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

Signature of the officer with date

Full Name

Office Address