

Immediate

No. 8/4/2020-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 24th April, 2021

OFFICE MEMORANDUM

Subject: ONLINE Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 03/05/2021 to 04/06/2021 (106th Batch).

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated to participate in the mandatory Level 'B' Training Programme being conducted by ISTM w.e.f. **03/05/2021 to 04/06/2021**. The training will be conducted online by ISTM and the participants are not required to visit ISTM in person for the same. The online training will be accessible through mobile or laptop/desktop as per the convenience of the participant.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.483(E) dated 12th July 2013. The performance of the officers in the training will be evaluated and the reports added in their APARs while considering 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 officials who do not attend or successfully complete the Level 'B' training programme, will be liable to debarment and denial of promotion as envisaged in the above O.M. The provisions of exemption from the training mentioned in the above O.M. 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.

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- (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.
- (g) 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.
- (h) 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.
- (i) 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.
- (j) 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.
- (k) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (l) 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.
- (m) **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.
- (n) 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.
- (o) 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.

3. Henceforth, all CSS officers, will get a maximum of two nomination chances to complete the mandatory trainings at various levels. The second nomination will be considered only under the circumstances mentioned in para 2 (iii) above.

4. The online Level B training does not involve any study tour. Hence, no TA/DA shall be admissible to any participant.

5. All the nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The link is <http://www.istm.gov.in/lms/registration>. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Course Director of ISTM, **Shri Rajesh Singh, Deputy Director (Course Director)**, Telephone: 26737516, Mob.9643580896.

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6. The nominated officers may please be relieved of their duties and advised to contact the above Course Director of ISTM for further details regarding online link etc. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.


(Amit Ghosal)

Under Secretary to Government of India
Telephone. : 24624046

To

**Joint Secretary(Admn.) of
the concerned Ministries/Departments
New Delhi.**

Copy forwarded for information and necessary action to : -

5. Director, ISTM, Admn. Block, Old JNU Campus, New Delhi
6. **Shri Rajesh Singh, Deputy Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 3rd May, 2021 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi, (Shri Syed Imran Ahmed, DS).
4. Officer concerned.
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)


(Amit Ghosal)

Under Secretary to Government of India
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**LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM
03/05/2021 TO 04/06/2021 (106th Batch)**

S.No.	Year	Name	Date of Birth	Ministry
1	2010	Inderpreet Singh Kohli*	25-06-1986	Water Resource
2	2010	Rajni Lamba*	17-07-1967	DOP&T
3	2010	Neeru Sharma*	1-07-1966	DOP&T
4	2010	C.K. Panda*	20-06-1968	Agri. & Coop.
5	2011	Om Prakash singh*	25-01-1985	Revenue
6	2011	Kamal Kishore Aswani*	16-10-1984	IP&P
7	2012	Sonal Yadav*	30-01-1987	Personnel
8	2012	Ramcharan Meena*	01-12-1990	Youth Affairs & Sports
9	2012	Anil Kumar*	06-07-1981	Supply
10	2012	Yudhish Modi*	14-09-1985	Personnel
11	2012	Sahayar Kumar Bairwa*	20-10-1988	Health & Family Welfare
12	2012	Parveen Bhatia*	11-10-1990	Agriculture and Farmer Welfare
13	2012	Raman*	02-11-1988	Power
14	2012	Shaheem Tharayil*	18-05-1985	Health & Family Welfare
15	2012	Kapil Yadav*	19-10-1989	Civil Aviation
16	2012	Sanjay Meena*	15-08-1988	Social Justice & Empowerment
17	2012	Deepak Singh*	17-03-1982	Rural Development
18	2012	Manash Kumar Roy*	25-08-1987	Consumer Affairs, Food & P D
19	2012	J. Prashant*	27-02-1984	Social Justice & Empowerment
20	2012	Joginder Singh*	12-06-1964	Posts
21	2012	Narendra Kumar*	10-01-1983	Social Justice & Empowerment
22	2012	Renuka Kashyap*	20-01-1990	Commerce
23	2012	Smita Shukla*	29-01-1989	PMO
24	2012	Heena Chauhan*	19-02-1989	Defence
25	2012	Rajni Goyal*	01-07-1990	Fertilizers
26	2012	M Gayathri*	19-05-1990	Supply
27	2012	Savita Buttan*	11-12-1964	Women & Child Development
28	2012	Prachi Shree	16-01-1991	DoPT

*Second and final nomination.