

No. 8/2/2022-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 21st September, 2022

OFFICE MEMORANDUM

Subject: Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 03/10/2022 to 04/11/2022 (131st Batch).

The undersigned is directed to inform that officers whose names are given in the Annexure have been nominated to participate in the mandatory Level 'B' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. 03/10/2022 to 04/11/2022 (131st Batch). Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – Shri N Raghuraman, Faculty Consultant, (Email – n.raghu21@govcontractor.in, Phone No. 26737505, M. No. 9818250639) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 03/10/2022.

2. All the nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The web-link for the same is <http://www.istm.gov.in/lms/registration>. Officers may carry a printout of the filled up form, duly authenticated by their sponsoring authority and submit the same to ISTM on the day of joining the course. Confirmation with regard to the participation of the officers (after updating officers' particulars online) may please be sent to the Course Director at ISTM.

3. The training of the officers and its successful completion is mandatory as per CSS Regulations, 2010/2013. 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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Signature

- (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.**

4. The aforesaid training includes study tour as informed by ISTM and officers nominated may please be advised to draw necessary TA/DA advance of Rs. 40,000/- (**Forty Thousand Only**) 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.

5. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.

Rajeev Nayan
21/9/2022
(Rajeev Nayan)

Under Secretary to Government of India
Telephone. : 011-24624046
Email: rajeev.nayan@nic.in

To

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

Copy forwarded for information and necessary action to :-

1. The Director, ISTM, Admn. Block, Old JNU Campus, New Delhi – 110067.
2. Shri N Raghuraman, Faculty Consultant, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **3rd October, 2022** may please be furnished to this Department next day positively. **Further, it is requested to kindly indicate DoB/ Rank in the participation list and results list to facilitate to easy identification of the candidates.**
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi -110067 -(Kind Attn: Shri Syed Imran Ahmed, DS).
4. Officers 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<CentralSecretariat<CSS< Training Nomination Circulars<Assistants)

**LIST OF OFFICERS FOR LEVEL- "B" TRAINING PROGRAMME BY ISTM FROM
03/10/2022 to 04/11/2022 (131st Batch)**

Sl. No.	Year	Name	Date of Birth	CSL No.	Ministry
1	2013	Tarun Kumar – I*	08-10-1989	4854	Defence
2	2013	Ravi Verma*	16-06-1986	4889	UPSC
3	2013	Manikanta Uppuluri*	28-07-1983	5108	Corporate Affairs
4	2013	Ghanshyam Meena	20-11-1989	5247	Expenditure
5	2013	Homrei Khangrah	26-12-1989	5249	Expenditure
6	2013	Vikas Meena	01-08-1991	5250	Personnel & Training
7	2013	Catherine Singson	02-02-1987	5251	Posts
8	2013	Vikas Singh Meena	13-08-1990	5253	Expenditure
9	2013	Mamta Gupta	09-01-1977	5254	Information & Broadcasting
10	2013	Meena Manish Bharosilal	21-11-1982	5255	Housing & Urban Affairs
11	2013	Ram Lakhan Meena	22-07-1987	5258	Posts
12	2013	Gaurav Kanwat	26-01-1982	5259	Civil Aviation
13	2013	Dharmendra Kumar Meena	06-07-1988	5261	UPSC
14	2013	Narendra Kumar Meena	20-11-1988	5263	Expenditure
15	2013	Pawan Raj Meena	20-08-1992	5264	Personnel & Training
16	2013	Gautam Meena	11-06-1986	5265	Expenditure
17	2013	Rajesh Kumar Meena	08-07-1992	5268	Expenditure
18	2013	Sagar Shirra	07-08-1989	5269	Expenditure
19	2013	Ram Hans Meena	15-12-1988	5270	Expenditure
20	2013	Kirodi Mal Meena	06-07-1990	5271	Expenditure
21	2013	T Minthang	25-05-1982	5272	Expenditure
22	2013	Mangal Chand Meena	30-05-1987	5273	UPSC
23	2013	Mohit Kumar Meena	25-03-1986	5274	Expenditure
24	2013	Shimla Meena	22-02-1992	5275	Personnel & Training
25	2013	Rishikesh Meena	20-08-1989	5277	Expenditure
26	2013	Abhishek Toppo	10-10-1986	5280	Expenditure
27	2013	Prakash Chand Meena	21-03-1990	5281	Expenditure
28	2013	Natasha Laspal	30-07-1987	5282	Expenditure
29	2013	S Lalpaul Gangte	18-01-1987	5283	Expenditure
30	2013	Munikesh Meena	02-07-1992	5284	Law and Justice
31	2013	Lalthuoiilen Chhangte	15-03-1991	5285	Expenditure
32	2013	Deepak S	14-06-1988	5286	Housing & Urban Affairs
33	2013	Avinash Kumar Meena	02-07-1988	5288	Personnel & Training
34	2013	Radhey Shyam Meena	12-01-1991	5290	Expenditure
35	2013	Shailendra Kumar Meena	25-05-1989	5292	Expenditure
36	2013	Naveen Kerketta	05-12-1988	5294	Expenditure
37	2013	Nilesh Kumar	10-07-1989	5295	Expenditure
38	2013	Mahendra Meena	10-04-1990	5296	Expenditure
39	2013	Rohitash Kumar Meena	03-08-1991	5297	Expenditure
40	2013	Dheeraj Meena	07-07-1987	5298	Expenditure
41	2013	Devarjun Meena	01-09-1989	5300	Expenditure

*These re-nominated officers shall attend the training compulsorily and would be deemed to have been relieved for the purpose, as this is their final opportunity to avail the mandatory training required for being eligible for next promotion.

Devarjun Meena