

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 22<sup>nd</sup> October, 2020

OFFICE MEMORANDUM

**Subject: ONLINE Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS to be eligible for promotion to Section Officer Grade from 9.11.2020 to 11.12.2020 (97<sup>th</sup> 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. **9.11.2020 to 11.12.2020**. 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 12<sup>th</sup> 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 4<sup>th</sup> 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.
  - (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.



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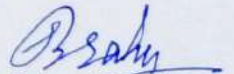
- (iv) CSS Officer deputed by Government of India to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
- (v) Officers of CSS cadre who have less than two years of service left for superannuation as on 1<sup>st</sup> July 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 2<sup>nd</sup> chance. In exceptional cases, Secretary (P) can give permission beyond 2<sup>nd</sup> 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 2<sup>nd</sup> 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 CSMS) may please be sent to Course Director of ISTM. **Shri Bhagwan Padhy, Deputy Director**, Telephone: 26737501 (O) Mob.9868449436.

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



(P. Bairagi Sahu)

Under Secretary to Government of India  
Telephone: : 24624046  
Email: pb.sahu@nic.in

To

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

No. 8/4/2020-CS-I (T) dated 22.10.2020

Copy forwarded for information and necessary action to :-

1. ISTM **Shri Shri Bhagwan Padhy, Deputy Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **9<sup>th</sup> November, 2020** may please be furnished to this Department next day positively.
2. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
3. Officers concerned.
4. US, CS-I (A), DOP&T (for information).
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)



**LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME FRO  
09-11-2020 to 11-12-2020 (97<sup>th</sup> Batch)**

S.No.	Year	Name	Date of Birth	Ministry
1	2010	R Deepthi Raj*	02-09-1986	DoPT
2	2011	Sushil Kumar*	30-09-1985	Personnel & Training
3	2011	Bharat Indora*	25-01-1984	Personnel & Training
4	2011	Punit Malhotra*	03-01-1987	Culture
5	2011	Neeraj Chadha*	14-10-1968	Commerce
6	2011	Mukesh Kumar Meena*	05-08-1985	I&B
7	2011	Rashi Kumari	06-01-1984	H&UA
8	2012	Jasbir Singh	01-12-1964	Agriculture and Farmer Welfare
9	2012	R.K. Joshi	28-05-1971	Agriculture and Farmer Welfare
10	2012	Kamal Kant	11-04-1968	Agriculture and Farmer Welfare
11	2012	Kamal Kapoor	27-12-1967	Agriculture and Farmer Welfare
12	2012	R.D. Nagrare	15-03-1963	Agriculture and Farmer Welfare
13	2012	M.Satish Nair	20-03-1970	Agriculture and Farmer Welfare
14	2012	Rajib Roy Choudhary	01-05-1974	Agriculture and Farmer Welfare
15	2012	Poonam Handa	25-01-1970	Animal Husbandary, D&F
16	2012	Raj Kumar Dang	31-10-1963	Civil Aviation
17	2012	Heera Lal	01-01-1972	Consumer Affairs, F & PD
18	2012	Birendra Prasad	15-05-1966	Defence
19	2012	Ajitha Kumari M.N.	20-03-1968	Earth Sciences
20	2012	Anil Kumar Sajwan	18-05-1965	Finance
21	2012	S.K.Dhiman	04-04-1970	Finance
22	2012	Usha Doonga	13-02-1969	Finance
23	2012	Vandana Nagi	19-03-1966	Finance
24	2012	Vivek Goyal	16-07-1967	Finance
25	2012	Yogesh Verma	20-06-1969	Finance
26	2012	G Bhuvaneswari	01-05-1972	Finance
27	2012	Bharat Singh	10-10-1968	Finance
28	2012	Pradeep Mandal	25-05-1968	Law and Justice
29	2012	Hemant Kumar	27-12-1970	Finance
30	2012	Sanjib Das	01-01-1972	Law and Justice
31	2012	Atul Srivastava	08-08-1986	PMO
32	2012	Neha Singh	28-11-1988	Youth Affairs & Sports
33	2012	Bhanu Sharma	13-12-1985	Cabinet Sectt.
34	2012	Dhirender Khatri	23-05-1987	PMO
35	2012	Karan Chaudhry	16-09-1987	Defence
36	2012	Tanmay Tejaswee	09-11-1989	Corporate Affairs
37	2012	Gaurav Singhi	28-11-1987	Expenditure
38	2012	Umashankar Appani	24-06-1986	Personnel & Training
39	2012	Vivek Raj Srivastava	25-04-1989	Defence
40	2012	Arpit Chaudhary	05-11-1988	Environment & Forest
41	2012	Tarandeep Singh	08-10-1989	Personnel & Training
42	2012	Suraj Kumar Tiwari	19-03-1991	Labour
43	2012	Ashwani Yadav	25-08-1987	Corporate Affairs
44	2012	Kriti Chugh	19-03-1990	Civil Aviation
45	2012	Ashish Madan	16-11-1987	Textiles
46	2012	Saurabh Mittal	15-02-1989	Health & Family Welfare
47	2012	Praveen Tayal	28-12-1987	Urban Development
48	2012	Megha Jain	06-11-1987	MSME
49	2012	Parminder Sharma	06-11-1989	Health & Family Welfare
50	2012	Puneet Batra	16-03-1987	Culture
51	2012	Priyanka Kapoor	01-12-1987	Commerce
52	2012	Kumar Saurav	05-08-1987	Commerce

*B. S. Ahn*