

No. 21/1/2012-CS-II(A)(vol.I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 26th August, 2015.

OFFICE MEMORANDUM

Subject:- Level-II Training Programme from 14.09.2015 to 24.09.2015 for PAs of CSSS -reg.

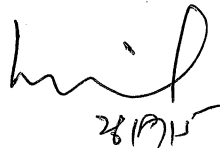
The undersigned is directed to say that PAs of CSSS, whose names are given in the Annexure - I to this OM, have been nominated to participate in the Level-II Training Programme being conducted by the ISTM from 14.09.2015 to 24.09.2015.

2. Cadre units are requested to ensure that the officers nominated to the above training programme are relieved in time. **The officials at S.No. 2 & 16 have been nominated for third (last) time. The officials at S.No. 1 to 15 (except 2) have been nominated for Second time.**

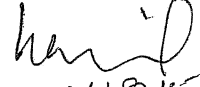
3. It may be noted that Level-II training programme is mandatory in nature and officials who participate and successfully complete the said training programme shall only be considered for promotion to the grade of PS under the seniority quota. Further, Training Division of this Department have issued OM No.T-251017/01/2014-Trg.(ISTM) dated 11.08.2015 regarding policy for exemption of CSS and CSSS officer from their mandatory training programme. **As per para 2 of the said OM, postponement of participation from the first chance to second chance and from the second chance to the third chance would be allowed only with the prior approval of DoP&T.** 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 of CSS/CSSS. **The details of the said OM are enclosed herewith at Annexure-III for ready reference.** It may also be noted that the officials who do not attend the mandatory training programme even after three documented nomination by this Department, shall be debarred for future training programme under the Cadre Training Plan.

4. As part of the training programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/ Departments are required to sanction an advance of Rs. 20,000/- (Rupees twenty thousand only) as T.A. advance for each participant along with their relieving order.

5. It is requested that these officers be relieved of their duties with the direction to report to Shri Pramod Kumar Jaiswal, Under Secretary, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 14.09.2015.


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6. Cadre authorities are also requested to forward Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Shri Pramod Kumar Jaiswal, Under Secretary & Course Coordinator, ISTM, New Delhi.



26/8/15

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel.No. 24623157

Under Secretaries Admn.) of all the concerned cadre units.

Copy to:-

- (i) Shri Pramod Kumar Jaiswal, Under Secretary & Course Coordinator, ISTM along with a copy of the list of participants.
- (ii) Guard file.
- (iii) Hindi Unit, DoP&T, North Block, New Delhi with a request to furnish the Hindi translation of the said OM.

Annexure to OM No. 21/1/2012-CS.II (A) (vol-I) dated 26.08.2015

S. No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit
1	S K Giridhar @	28/04/1961	2009	IP&P
2	Santanu Kumar Sandiyal #	05/07/1976	2009	Water Res.
3	Arvind Chauhan@	15/06/1963	2009	Env. & Forests
4	Sudhir Panwar@	05/01/1973	2009	IP&P
5	Kamal Singh@	28/11/1962	2009	Agriculture
6	Harish Bedi@	22/06/1970	2009	NITI AAYOG
7	R.K. Kushwaha@	20/10/1962	2009	Env. & Forests
8	L. Chandra@	11/06/1965	2009	UPSC
9	Priyavart@	12/07/1977	2009	Env. & Forests
10	Sylvia. G@	17/11/1962	2009	DOPT
11	Nalini Ranjan Jena@	07/06/1977	2009	Env. & Forests
12	Dileep Kumar T@	20/05/1975	2009	Rural Dev.
13	M.R. Srinath@	02/06/1959	2009	Urban Dev.
14	Harpal Shah@	13/11/1962	2009	SJ&E
15	K M Baby@	12/11/1966	1993	Corporate Affairs
16	S Rajamony #	09/01/1959	2005	S & T
17	Manoj Kumar	21/07/1981	2010	Health & Family Welfare
18	Kamal Kumar	10/01/1978	2010	Agri. & Coopn.
19	Jyotsana Verma	30/12/1977	2010	Expenditure
20	Dharmender	10/04/1976	2010	I & B
21	Raj Kumar	01/08/1971	2010	UPSC
22	Bijoy Sarkey	19/05/1975	2010	Posts
23	Ravinder Kumar	20/03/1968	2010	Home Affairs
24	Khushi Ram Gajrana	14/02/1971	2010	Home Affairs
25	Rajnish Kumar	09/08/1973	2010	Home Affairs
26	Renu Bijlwan	01/09/1971	2010	Power
27	Sandeep Kumar	12/12/1972	2010	RTH
28	Naresh Sagar	19/03/1971	2010	Legal Affairs
29	Suman	11/06/1973	2010	Legal Affairs
30	Manju Rani	23/03/1977	2010	Water Res.
31	Rekha	01/10/1973	2010	HRD
32	Meena Kumari	03/07/1969	2010	HRD
33	P.S. Sunil Kumar	14/02/1967	2010	MHA
34	Prem Chand	10/04/1970	2010	MHA
35	Pradeep Kumar	14/08/1973	2010	IP & P
36	Chandra Prakash Singhal	09/08/1974	2010	S&T
37	Amar Nath	04/05/1973	2010	IP & P
38	Savita	18/12/1974	2010	Expenditure
39	Guru Dutt	18/10/1973	2010	I & B
40	Anjali Bhushan	02/03/1973	2010	P & NG

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S. No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit
41	Prakash Jaswal	17/10/1972	2010	Expenditure
42	Rajendra Kumar	01/07/1974	2010	MHA
43	Yogeshwar Kumar	27/12/1970	2010	I & B
44	Ashok Kumar	25/06/1972	2010	IP & P
45	Paramjeet Kaur	26/11/1975	2010	Consumer Aff.
46	Saroj Devi	16/06/1976	2010	MSME
47	Kusum	06/07/1975	2010	Env. & Forest
48	Madhu	14/10/1975	2010	Home Affairs
49	Sumeela Kumari	09/05/1971	2010	IP & P
50	Manjeet Kaur	20/06/1971	2010	Power

Remarks:-

Officials nominated for 3rd time/last chance

@ Officials nominated for 2nd time

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CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographers _____
6. Academic qualification _____
7. Date of joining as PS _____
Select List Year _____
8. Whether the nominee is a member Yes/No
of SC/ST if yes, please specify SC/ST
9. Previous Training undergone
 - (i) ISTM _____
 - (ii) Other Training Institute _____
10. (i) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
e-mail _____

Signature

No. T-25017/01/2014-Trg (ISTM)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)

Old JNU Campus, Block IV, Fourth Floor,
New Mehrauli Road, New Delhi-110067

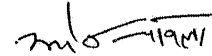
Dated: 11th August, 2015

OFFICE MEMORANDUM

Subject: Policy for exemption of CSS and CSSS officer from their respective mandatory training programmes.

The undersigned is directed to enclose herewith Policy for exemption for various mandatory training programmes for the officers CSS /CSSS in respect of Cadre Training Plan (CTP) for information.

2. This issues with the approval of the Competent Authority.



(O.P. Chawla)

Under Secretary to the Government of India
Telephone: 011-26194167

To

All Cadres of CSS/CSSS

Copy for information to:-

1. Joint Secretary (AT&A), North Block, New Delhi.
2. Director (CS-I), CS Division, DoP&T, Lok Nayak Bhavan, New Delhi.
3. Director (CS-II), CS Division, DoP&T, Lok Nayak Bhavan, New Delhi
4. PPS to Joint Secretary (Training)

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Policy for exemption for various mandatory training programmes for the officers of
CSSS/CSS in respect of Cadre Training Plans (CTPs)

- 1 All phases of the mandatory cadre training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official and CSSS officer/official will be given a maximum of three chances to complete each level of the mandatory Cadre Training Programme available to them.
- 2 Postponement of participation from the **first chance to second chance and from the second chance to the third 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/CSSS;
- 3 Postponement of participation from the **second chance to the third chance** would be allowed by DoPT only in the case of rarer 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) Child Care Leave approved by Competent Authority.
 - (d) Marriage of self/the children
 - (e) Officers on Election Duty.
- 4 CSS/CSSS Officer deputed by government of India to a foreign assignment or granted permission to a foreign assignment. The Official may attend the mandatory training on return from Foreign assignment.
- 5 Officers of CSS/CSSS cadre who are more than 58 years of age, as on 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.

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- 6 The officers who do not attend the mandatory training programmes even after three nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan
 - 7 Failure to attend any level of the mandatory MCT Programme in the 'three-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS/CSSS services, with no exception.
 - 8 In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
 - 9 In the case of officers leave 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.
 - 10 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) 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.
 - 11 The officer nominated for training shall be relieved for training by the respective Ministries/Department/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DoP&T.
