

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 01st October, 2015.

OFFICE MEMORANDUM

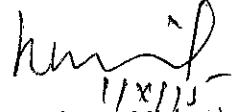
Subject:- Level-II Training Programme from 19.10.2015 to 30.10.2015 for PAs of CSSS -reg.

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 19.10.2015 to 30.10.2015.

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. 1 to 2 have been nominated for third (last) time. They are, therefore, to be treated as deemed to join the said training programme and no further relieving order from their concerned cadre unit is required. The officials at S.No. 3 to 9 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 **Ms. Jayashree Chellamani, Assistant Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 19.10.2015.**



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 Ms. Jayashree Chellamani, Assistant Director & Course Coordinator, ISTM, New Delhi in advance.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Tel.No. 24623157

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

Copy to:-

- (i) Ms. Jayashree Chellamani, Assistant Director & 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 01.10.2015

S. No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit
1	Dileep Kumar T@	20/05/1975	2009	Rural Dev.
2	Anita Roy @	01/01/1969	2009	Expenditure
3	Manoj Kumar #	21/07/1981	2010	Youth Affairs & Sports
4	Kamal Kumar #	10/01/1978	2010	Agri. & Coopn.
5	Renu Bijlwan #	01/09/1971	2010	Power
6	Prakash Jaswal #	17/10/1972	2010	MHA
7	Ashok Kumar #	25/06/1972	2010	IP & P
8	Madhu #	14/10/1975	2010	Home Affairs
9	Satinder Kaur #	18/10/1964	2009	Water Res.
10	Usha Pasrija	10/09/1962	2009	Fertilizers
11	Kamla Taneja	30/05/1965	2009	I&B
12	Sudha Verma	31/12/1962	2009	IP&P
13	Manoj Kumar	27/03/1963	2009	Coal
14	Narendra Kumar Jha	13/03/1964	2009	MHA
15	Kiran Kataria	13/04/1965	2009	RT&H
16	K.Sundari Penniswaran	07/04/1962	2009	Commerce
17	Rajesh Kumar	13/09/1961	2009	Defence
18	Roshan Lal Pahwa	14/09/1961	2009	Expenditure
19	Om Prakash Dalal	15/12/1962	2009	HRD
20	Sandeep Kumar	04/01/1973	2010	Commerce
21	Bharati	25/10/1977	2010	I&B
22	Veena Kumari	02/02/1977	2010	Agri. & Coopn.
23	Pramod Kumar	06/07/1973	2010	Expenditure
24	Kumari Vandana	16/12/1974	2010	Power
25	Tanuja	29/06/1974	2010	Posts
26	Sudhir Kumar	03/11/1972	2010	Commerce
27	Ravinder Kumar	05/12/1975	2010	Env. & Forest
28	Mamta	19/12/1972	2010	Defence
29	Pawan Kumar	14/07/1971	2010	Power
30	Seema Sood	11/05/1974	2010	MSME
31	Ramesh Chand	12/04/1971	2010	Urban Dev.
32	Praveen Nagar	17/09/1974	2010	Defence
33	Surinder Kumar	15/08/1972	2010	Rural Dev.
34	Sujata	02/10/1974	2010	Power
35	Sanjay Kumar	14/07/1973	2010	Water Res.

S. No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit
36	Jyoti Mane	17/11/1973	2010	Urban Dev.
37	Anil Kumar Jhamat	18/02/1972	2010	DOPT
38	Seema	19/10/1973	2010	Shipping
39	Moti Lal	15/04/1968	2010	Home Affairs
40	Harish Roy	03/09/1970	2010	Env. & Forest
41	Hemant Kumar	20/04/1973	2010	IP & P
42	Rajni	04/01/1977	2010	I & B
43	Sushil Kumar	24/07/1976	2010	Civil Aviation
44	Kundan Singh	24/05/1975	2010	IP & P
45	Madhulika	28/04/1975	2010	Commerce
46	Sushma Arya	02/10/1966	2010	Expenditure

Remarks:-

@ Official nominated for 3rd time/last chance.

Officials nominated for 2nd time.

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

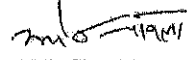
Dated: 11th August, 2015

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.
