

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 18th March, 2016.

OFFICE MEMORANDUM

Subject:- Level-II Training Programme from 04.04.2016 to 15.04.2016 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 04.04.2016 to 15.04.2016.

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 & 2 have been nominated for 2nd 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, as per this Department's OM No.T-25017/01/2014-Trg. (ISTM) dated 11.08.2014 the officer nominated for training **shall be** relieved for training by the respective Ministries/Department/organization as it is mandatory, unless exemption is granted as applicable under rules by DoP&T. **As per para 2 of the ibid 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.

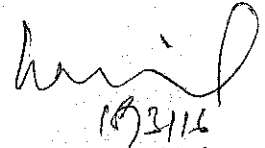
4. As part of the training programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/ Departments are required to sanction an advance of Rs. 20,000/- (Rupees twenty thousand only) as T.A. advance for each participant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

5. It is requested that these officers be relieved of their duties with the direction to report to **Shri K K Pant, Course Coordinator ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 04.04.2016.**



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 K K Pant, Course Coordinator, ISTM, New Delhi in advance.

7. This O.M. is available on the website of this Department viz. www.persmin.nic.in → Central Services → CS Division → CSSS → Training Circular.



(Kameshwar Mishra)

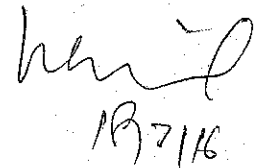
Under Secretary to the Govt. of India

Tel.No. 24623157

- (i) Under Secretaries (Admn.) of all the concerned cadre units.
- (ii) Officials concerned.

Copy to:-

- (i) Shri K K Pant, 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 18.03.2016

| S. No. | CSL No. | Name (Shri/Smt. /Ms.) | Date of Birth | S.L Year | Cadre Unit |
|--------|---------|-----------------------|---------------|----------|------------------|
| 1 | 507 | K V Ramana # | 25/06/1965 | 1994 | Water Res. |
| 2 | 2122 | Renu Madhusudan # | 21/01/1963 | 2010 | Labour |
| 3 | 2127 | Amit Jain | 22/02/1978 | 2010 | Home Affairs |
| 4 | 2128 | Sashi Gupta | 13/10/1960 | 2010 | Home Affairs |
| 5 | 2130 | Promila Chugh | 12/03/1963 | 2010 | Water Res. |
| 6 | 2131 | Rekha Narang | 13/08/1974 | 2010 | NITI Aayog |
| 7 | 2132 | Sheela Sharma | 05/04/1961 | 2010 | Home Affairs |
| 8 | 2133 | Gursharan Nishikar | 06/06/1973 | 2010 | IP & P |
| 9 | 2134 | Suman Lata Gupta | 11/09/1963 | 2010 | Agri. & Coopn. |
| 10 | 2135 | Kalisetty Suresh Babu | 25/01/1974 | 2010 | I & B |
| 11 | 2136 | N.R. Joshi | 06/10/1965 | 2010 | Legal Affairs |
| 12 | 2137 | Pawan Kumar | 08/12/1974 | 2010 | RTH |
| 13 | 2138 | Sunira Chawla | 15/08/1959 | 2010 | Legal Affairs |
| 14 | 2140 | Meena Bakshi | 09/12/1960 | 2010 | Home Affairs |
| 15 | 2141 | Vandana | 10/08/1977 | 2010 | Minority Affairs |
| 16 | 2142 | Manju Rani Sharma | 13/02/1964 | 2010 | Telecom |
| 17 | 2144 | Jaya C. Nair | 22/05/1959 | 2010 | NITI Aayog |
| 18 | 2145 | Anita Jaitly | 15/03/1960 | 2010 | Expenditure |
| 19 | 2146 | Thankamani Mohan | 27/04/1959 | 2010 | Civil Aviation |
| 20 | 2147 | Bhagwat Singh | 10/06/1960 | 2010 | IP & P |
| 21 | 2148 | G.Thukaram | 20/06/1959 | 2010 | Posts |
| 22 | 2149 | Munish Chand Sharma | 11/01/1961 | 2010 | Labour |
| 23 | 2150 | Harminder Kaur Judge | 15/04/1964 | 2010 | I & B |
| 24 | 2151 | Kalpana Saxena | 09/09/1960 | 2010 | NITI Aayog |
| 25 | 2152 | J.P. Lakra | 01/03/1964 | 2010 | Defence |
| 26 | 2153 | Sunil Kumar | 31/07/1964 | 2010 | NITI Aayog |
| 27 | 2154 | Gurjit Singh Chatha | 06/04/1962 | 2010 | Steel |
| 28 | 2155 | Chander Kathuria | 02/07/1962 | 2010 | Defence |

hwp

| S. No. | CSL No. | Name (Shri/Smt. /Ms.) | Date of Birth | S.L Year | Cadre Unit |
|--------|---------|-----------------------|---------------|----------|-----------------|
| 29 | 2156 | H.K. Syal | 10/07/1960 | 2010 | Culture |
| 30 | 2158 | Lalit Dua | 19/08/1965 | 2010 | Rural Dev. |
| 31 | 2159 | Neeru Verma | 23/04/1964 | 2010 | Telecom |
| 32 | 2160 | Ramphal Singh | 24/11/1961 | 2010 | Defence |
| 33 | 2161 | S.K. Aggarwal | 10/08/1960 | 2010 | Agri. & Coopn. |
| 34 | 2162 | Gurusharan kaur | 26/06/1963 | 2010 | Home Affairs |
| 35 | 2163 | Mamta Khurana | 10/12/1961 | 2010 | Agri. & Coopn. |
| 36 | 2164 | Gurpreet Puri | 23/12/1961 | 2010 | Telecom |
| 37 | 2165 | Geeta Chibber | 31/03/1964 | 2010 | Science & Tech. |

Remarks:-

#- officials nominated for 2nd time

h
18/3/16

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)

34

61

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.

- 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.~~
