

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 20th May, 2016.

OFFICE MEMORANDUM

Subject:- Level-II Training Programme from 13.06.2016 to 24.06.2016 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 13.06.2016 to 24.06.2016.

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 to 3 and at S. No. 5 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 Moloy Sanyal, Deputy Director, Course Coordinator ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 13.06.2016.**

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 Moloy Sanyal, Deputy Director, 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.



27/5/16

(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 Moloy Sanyal, Deputy Director, Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 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 20.05.2016

S. No.	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit
1	397(A)	Madhu Singh *	28/10/1967	1993	Urban Dev.
2	2120	Rakesh Sharma *	30/06/1963	2010	Water Res.
3	2133	Gursharan Nishikar *	06/06/1973	2010	IP & P
4	2139	Kavita Dutta	02/03/1961	2010	Agri. & Coop.
5	2163	Mamta Khurana *	10/12/1961	2010	Agri. & Coop.
6	2166	Sapna Sadhwani	05/09/1964	2010	S&T
7	2167	Veena Sharma	02/05/1959	2010	Telecom
8	2168	R.C. Sekhar	09/04/1960	2010	Defence
9	2169	P.R. Reghu Kumar	03/05/1961	2010	Defence
10	2170	Kusum Shukla	01/05/1963	2010	Agri. & Coopn.
11	2171	Sushila Sharma	08/04/1962	2010	I & B
12	2172	Rajiv Mathur	30/04/1959	2010	Fertilizers
13	2173	Veena Batra	16/01/1965	2010	Defence
14	2174	Sunita Singhal	19/01/1965	2010	Agri. & Coopn.
15	2175	Prem Singh	05/01/1961	2010	Home Affairs
16	2176	Janki Gairi	01/05/1964	2010	I & B
17	2177	Kiran Bala	15/07/1963	2010	AHD&F
18	2178	Jai Dev	10/08/1965	2010	I & B
19	2179	Nirmal Rani Monga	02/09/1960	2010	UPSC
20	2180	P.K. Sharma	27/12/1964	2010	Home Affairs
21	2181	Gurmeet Kaur Lamba	10/04/1963	2010	Posts
22	2182	Sunita Gaba	06/07/1963	2010	DOPT
23	2183	Sanjay Kumar Sinha	01/04/1961	2010	Posts
24	2184	Meenakshi Malik	26/07/1965	2010	Minority Affairs
25	2185	Rakesh Kumar Kathuria	16/05/1960	2010	Posts
26	2186	Indu Bala Sethi	04/09/1965	2010	Agri. & Coopn.
27	2187	Sundeep Kapoor	01/07/1962	2010	IP & P
28	2188	A.Narayanan	24/04/1959	2010	Home Affairs
29	2189	Nirmal Meena	24/06/1961	2010	DOPT
30	2190	Alka Ahuja	14/07/1965	2010	DOPT
31	2191	MMK Kanwal	12/02/1962	2010	I & B
32	2192	Manju Chawla	15/03/1962	2010	Posts
33	2193	A.C. Sharma	02/11/1960	2010	I & B
34	2194	Balwant Kumar	10/06/1965	2010	AHD&F
35	2195	Jagat Narayan Tripathi	09/09/1959	2010	S&T
36	2196	Nirmal Sharma	25/12/1959	2010	S&T
37	2197	Veena Verma	16/07/1963	2010	Water Res.
38	2198	Pushpa Gulati	16/12/1965	2010	Agri. & Coopn.
39	2199	Vinod Kumar	07/04/1961	2010	Agri. & Coopn.
40	2200	Sunita Behal	29/03/1962	2010	NITI Aayog

S. No.	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit
41	2201	Poonam Sharma	31/05/1964	2010	I & B
42	2202	Bhagwanti Hasija	05/02/1962	2010	Health & FW
43	2204	Lakshmi Arora	01/05/1964	2010	Consumer Aff.
44	2205	Asha Arora	14/02/1965	2010	RTH
45	2206	Anita Rawat	09/07/1964	2010	Home Affairs

Note:- * - indicates officials nominated 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

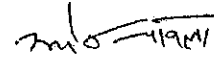
Dated: 11th August, 2015

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.

- 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.~~
