

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 29th July, 2016.

OFFICE MEMORANDUM

Subject:- Level-II Training Programmes scheduled to be held from 22.08.2016 to 02.09.2016 for PAs of CSSS -reg.

The undersigned is directed to say that PAs of CSSS, whose details are given in the Annexure - I & Annexure-II to this OM, have been nominated to participate in the Level-II Training Programme being conducted by the ISTM from 22.08.2016 to 02.09.2016.

2. Cadre units are requested to ensure that the officials nominated to the above training programme are relieved in time. In case, an official is not working in the cadre mentioned against his/her name, concerned cadre unit may please bring the same to the notice of this Department at the earliest to enable us to take further necessary action.

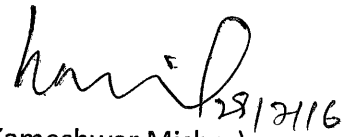
3. It may be noted that Level-II training programme is mandatory in nature and officials who participate and successfully complete the said training programme shall only be considered for promotion to the grade of PS under the seniority quota. Further, as per this Department's OM No.T-25017/1/2015-Trg. (ISTM) dated 04.07.2016 the official 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 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 two documented nominations 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 the the officials as per Annexure-I & II be relieved of their duties with the direction to report to their respective Course Coordinator at **ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 22.08.2016.**

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-IV, to their respective 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)

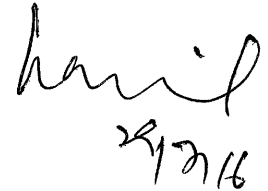
Under Secretary to the Govt. of India

Tel.No. 24623157

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

Copy to:-

- (i) Shri Agam Aggrawal, Deputy Director, Course Coordinator ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 along with a copy of the list of participants (Annexure-I).
- (ii) Shri Bhagaban Padhy , Assistant Director, Course Coordinator ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 along with a copy of the list of participants (Annexure-II).
- (iii) Guard file.
- (iv) Hindi Unit, DoP&T, North Block, New Delhi with a request to furnish the Hindi translation of the said OM.



Annexure-I to OM No 21/1/2012-CS.II(A) (vol.I)dated 29.07.2016

Course coordinator- Slot (27)- Shri Agam Aggrawal, Deputy Director.

S. No	CSL no. in the PA Grade	Name (Shri/Smt./MS.)	Cadre where working	Date of Birth	SLY in the PA Grade
1	2	Raj Kumar Sharma	Urban Dev.	05/06/1963	1987
2	550	Rajesh Kumar Matta	MHA	01/03/1964	1194
3	1089	N Jitendra	MHA	05/06/1977	1999
4	1437	Santosh Rajpal	Agri. & Coop.	07/01/1959	2005
5	2207	Indu Sharma	Agri. & Coopn.	13/06/1962	2010
6	2208	Lalita Piplani	Posts	31/05/1962	2010
7	2209	G.C. Brijwasi	P & NG	01/01/1961	2010
8	2210	Sushil Tagra	Posts	10/10/1962	2010
9	2211	Sushma Nassa	Health & FW	28/07/1964	2010
10	2212	Meena Ramani	DOPT	26/07/1962	2010
11	2213	Renu Vashisht	I & B	21/12/1964	2010
12	2214	Mahender Singh	Defence	10/10/1959	2010
13	2215	Anita Katyal	Home Affairs	22/10/1962	2010
14	2217	S.K. Shankar	S&T	04/01/1959	2010
15	2218	R.C. Sikri	Home Affairs	16/06/1959	2010
16	2219	Anita Goyal	Consumer Aff.	02/08/1965	2010
17	2220	Nirmal Gill	Agri. & Coopn.	06/01/1962	2010
18	2221	Geeta Batra	Defence	17/07/1965	2010
19	2222	Vijay Arora	Posts	08/12/1961	2010
20	2223	B.K. Chhabra	Water Res.	27/09/1964	2010
21	2224	R.K. Gaba	Legal Affairs	17/11/1965	2010
22	2225	Chand Ram Siwach	UPSC	08/04/1962	2010
23	2226	R.C. Sharma	Labour	26/08/1961	2010
24	2227	Raj Bala	I & B	21/01/1962	2010
25	2228	Rita Arora	Urban Dev.	21/08/1960	2010
26	2229	Bir Bala Bhalla	S&T	26/09/1961	2010
27	2230	Vinod Kumar	Urban Dev.	20/05/1963	2010
28	2231	Raj Rani Bhardwaj	Home Affairs	09/05/1960	2010
29	2232	Parvesh K. Ahuja	NITI Aayog	02/01/1959	2010
30	2233	Indu Kapoor	I & B	13/08/1964	2010
31	2234	Munga Ram	Defence	07/01/1964	2010
32	2235	Omwati D.Balyan	NITI Aayog	15/01/1959	2010
33	2236	Praveen Dhingra	Home Affairs	02/06/1964	2010
34	2237	Rekha Gaur	I & B	01/06/1964	2010
35	2238	Lalita Rajpal	Home Affairs	10/02/1963	2010

Annexure-II to OM No 21/1/2012-CS.II(A) (vol.I) dated 29.07.2016

Course coordinator- Slot (28)- Shri Bhagaban Padhy, Assistant Director.

S. No	CSL no. in the PA Grade	Name (Shri/Smt./MS.)	Cadre where working	Date of Birth	SLY in the PA Grade
1	2239	Parveen Kumar	Home Affairs	19/11/1963	2010
2	2240	Vijay Madan	Civil Aviation	04/07/1965	2010
3	2241	Sudershan Verma	Home Affairs	28/09/1959	2010
4	2242	R.B. Singh	Defence	20/05/1963	2010
5	2243	Madhu Sharma	IP & P	28/01/1964	2010
6	2244	Rajinder Kumar	Home Affairs	07/02/1965	2010
7	2245	Bhagat Singh	Agri. & Coopn.	11/07/1965	2010
8	2246	Jatinder Pandit	Supply	31/12/1960	2010
9	2247	Ved prakash Sachdeva	S&T	05/07/1963	2010
10	2248	Manju Mitter	Home Affairs	03/08/1965	2010
11	2249	R.N. Bansal	Agri. & Coopn.	05/02/1964	2010
12	2250	Kanta Dudeja	Youth Aff. & Sports	25/08/1962	2010
13	2251	Sheela Devi Vashishtha	Telecom	04/08/1964	2010
14	2252	Sunita Raheja	Water Res.	01/05/1962	2010
15	2253	Kapoor Singh	IP & P	31/01/1961	2010
16	2254	Sunita Srivastava	Home Affairs	19/08/1960	2010
17	2255	Kunjumal Kouth	Home Affairs	27/05/1959	2010
18	2256	Sudha Kumar	NITI Aayog	22/04/1963	2010
19	2257	Kiran Bala Batra	Expenditure	15/03/1963	2010
20	2258	Jagdish Kumar	Water Res.	05/03/1959	2010
21	2259	N.C. Bhatt	Posts	10/11/1960	2010
22	2260	Veena Arora	Home Affairs	26/06/1960	2010
23	2261	Veena R. Sharma	Expenditure	01/07/1962	2010
24	2262	Vivek Arora	Env. & Forest	09/08/1963	2010
25	2263	Yogesh Kumar Vermani	P & NG	02/12/1960	2010
26	2264	Neelam Kapoor	UPSC	13/06/1965	2010
27	2265	Anita Khera	S&T	30/09/1962	2010
28	2266	Mukta Arora	Telecom	15/07/1964	2010
29	2267	Gurjeet Kaur	MSME	31/12/1963	2010
30	2268	Praveen Bala Chopra	Commerce	22/06/1961	2010
31	2269	Jayant Mitra	I & B	13/02/1962	2010
32	2270	Shanti Venkat	Urban Dev.	03/06/1963	2010
33	2271	Saroj Bala Saluja	AHD&F	01/05/1963	2010
34	2272	S.K. Mishra	P & NG	18/09/1963	2010
35	2273	H.S.Gill	Supply	08/08/1964	2010

No. T-25017/1/2015-Trg (ISTM Section)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)

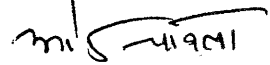
Old JNU Campus, Block IV, Fourth Floor,
New Mehrauli Road, New Delhi-110067
Dated: 4th July, 2016

OFFICE MEMORANDUM

Subject: Revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS).

The undersigned is directed to enclose herewith revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (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: 011-2616 6856

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. Director, ISTM, New Delhi.
5. PPS to Joint Secretary (Training), DoPT, New Delhi

Copy also to: NIC, Training Division, DoPT with the request to upload in DoPT's website.

Level-I Programme

Stenographers Gr.D with 7 years regular service in the grade shall be eligible for level -I programme. The duration of the training programme will be of 3 weeks. This training is mandatory for promotion to Personal Assistants.

Personal Assistants:

Level II Programme

Personal Assistants with 3 years regular service will be eligible for undergoing this Level II Programme. The duration of this Programme will be of 2 weeks. This training programme is mandatory for promotion to the grade to Private Secretary.

Private Secretaries

Level III Programme

Private Secretaries with 4 years regular service shall be eligible for undergoing the Level III programme. The duration of this training programme will be for a period of 3 weeks. This training programme is mandatory for promotion to the grade of Principal Private Secretary.

Principal Private Secretaries:

Level IV Programme

Principal Private Secretaries with 4 years regular service shall be eligible for undergoing Level IV Programme. The duration of this training programme will be for 4 weeks with one week foreign component. This component will also include module on Leadership skill and Ethics. This training programme is mandatory for promotion to the grade of Sr. Principal Private Secretary.

Training policy of Central Secretariat Stenographers Service (CSSS)

The Government of India's policy is to impart appropriate training at various levels to enrich the officials with modern approach and equip them to cater to the needs of the society. The training of officers /officials of the CSSS cadre was introduced in the year 2011 for a proper and systematic training of officers/officials of CSSS keeping in view the growth and development.

Mandatory Cadre Training Programme for CSSS Officers

Stenographer Gr.D

Foundation Course for Stenographers Gr.D (Induction Training)

The Foundation Course has been designed for the newly recruited Stenographers Gr.D. The Foundation Course will be of 8 weeks duration of which 10 days will be Bharat Darshan and will be mandatory. The candidates who qualify Grade 'D' Stenographers Examination conducted by SSC would be directly nominated to Institute of Secretariat Training and Management (ISTM) for undergoing foundational training course and after their successful completion the candidates would be nominated to various Ministries/Departments by the DOPT. The direct recruit stenographers will be given training in rules, regulations and Information & Communication Technology (ICT) skills and Bharat Darshan.

In Service Training:

Stenographers Gr. D who have completed 3 years of service will be given In Service Training. It will enhance their skills, motivation, latest trends in information and communication skills/tools, e-governance, citizen services. The duration of the training will be decided by ISTM in consultation with DOPT.

Senior Principal Private Secretaries

Level V programme

Sr. Principal Private Secretaries (Sr.PPS) with 4 year service are eligible to undergo this programme. Duration of this programme will be for a period of 3 weeks which also include one week Bharat Darshan. This component will also include module on Leadership skill and Ethics and Bharat Darshan.

Refresher Course Training Programme:

Refresher training programme for various grades would be organized for officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion. The duration and content will be prepared by ISTM in consultation with the Ministry.

General Conditions:-

While nominating the officials for training, preference may be given to those who are in the consideration zone for promotion to the next higher grade as promotion is linked to mandatory training which is compulsory.

ISTM will organize Refresher training programme of various grades for those officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion.

ISTM while formulating course contents for the training apart from enhancing stenographic skills also include e-office, social media and net surfing, Official Secrets Act, stress management, Behaviour skills, Information and communication skills, computer knowledge in word, excel and power point, social media and public relations etc.

Exemption for various Mandatory Training /In-Service training programmes for the officers of CSSS in respect of Cadre Training Plans (CTPs)

- 1 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. CSSS officer/official will be given a maximum of two 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 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 CSSS.
- 3 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.
- 4 CSSS 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.

- 5 Officers of 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 ~~two 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 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to 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). No postponement may be permissible beyond 2nd chance. In exceptional cases Secretary (P) can give permission beyond 2nd chance if the Officer is not able to attend the training on case to case basis.
- 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.
- 12 The Officers who have been nominated by CS Division of DOPT under 2nd chance shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

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