

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

Lok Nayak Bhawan, New Delhi – 110 003.

Dated the 22nd November, 2016.

OFFICE MEMORANDUM

Subject:- Level-II Training Programmes scheduled to be held from 05.12.2016 to 16.12.2016 for PAs of CSSS -reg.

The undersigned is directed to say that PAs of CSSS, whose details 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 05.12.2016 to 16.12.2016.

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. The officials at S.No. 1 and at S. No. 3 to 9 have been nominated for 2nd time whereas official at S.No. 2 have been nominated 3rd chance by considering it as exceptional case.**

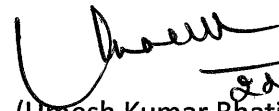
3. It may be noted that Level-II training programme is mandatory in nature and officials who participate and successfully complete the said training programme shall only be considered for promotion to the grade of PS under the seniority quota. Further, as per this Department's OM No.T-25017/1/2015-Trg. (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-II 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 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 05.12.2016.**

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-III, 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.


(Umesh Kumar Bhatia) 20/11/16

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 R K Jha, Assistant Director, Course Coordinator ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 along with a copy of the list of participants (Annexure-I).
- (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 O.M. No 21/1/2012-CS.II(A) (vol.II) dated 22.11.2016

S. No	CSL No. in the PA Grade	Name (Shri/Smt./MS.)	Date of Birth	SLY in the PA Grade	Cadre where working
1	550	Rajesh Kumar Matta *	01/03/1964	1194	MHA
2	2174	Sunita Singhal #	19/01/1965	2010	Agri. & Coopn.
3	2209	G.C. Brijwasi *	01/01/1961	2010	P & NG
4	2237	Rekha Gaur *	01/06/1964	2010	I & B
5	2241	Sudershan Verma *	28/09/1959	2010	Home Affairs
6	2253	Kapoor Singh *	31/01/1961	2010	IP & P
7	2260	Veena Arora *	26/06/1960	2010	Home Affairs
8	2264	Neelam Kapoor *	13/06/1965	2010	UPSC
9	2271	Saroj Bala Saluja *	01/05/1963	2010	AHD&F
10	3111	Kapil Kishore	09/07/1977	2010	Expenditure
11	3112	Kamlesh	19/11/1971	2010	Expenditure
12	2274	Anil Kumar Goel	11/05/1963	2010	UPSC
13	2275	Balbir Singh	01/05/1961	2010	S&T
14	2277	K.S. Sahayaraj	11/10/1960	2010	Expenditure
15	2278	Ravi Kumar	05/06/1962	2010	Labour
16	2279	Veena Narang	15/01/1963	2010	AHD&F
17	2280	S.K. Sarode	17/01/1962	2010	Home Affairs
18	2281	K.K. Das	05/07/1959	2010	WCD
19	2282	Kamlesh Saini	20/09/1965	2010	Water Res.
20	2283	Nalwa Sahib	20/06/1959	2010	S&T
21	2291	Neerja Mehrotra	24/01/1959	2010	NITI Aayog
22	2293	Sunita Sharma	23/09/1959	2010	Agri. & Coopn.
23	2295	Latha Eugene	12/03/1959	2010	Defence
24	2300	Pushpa Bhandari	16/09/1960	2010	S&T
25	2301	Praveen Kumar Jain	08/11/1959	2010	UPSC
26	2302	Bindu	24/11/1961	2010	I & B
27	2305	C.K. Balaji	22/04/1962	2010	Defence
28	2306	Santha C	23/02/1961	2010	S&T
29	2309	Meena Datwani	08/06/1962	2010	Steel
30	2312	Anita Gandhi	14/04/1960	2010	Earth Science
31	2314	Anita Malhotra	10/08/1959	2010	Defence
32	2315	Udai Singh	23/10/1961	2010	Expenditure
33	2316	Girendra Kumar Mathur	06/01/1960	2010	S&T
34	2319	Nable Mary Joseph	15/10/1959	2010	S&T
35	2321	Anjana Malhotra	26/02/1961	2010	AHD&F

Note:- * - indicates officials nominated 2nd time.

- indicates official nominated 3rd time

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

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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).

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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