

IMMEDIATE
TRAINING PROGRAMME

No.21/4/2020-CS.II(Trg.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110 003.

Date: 8th July, 2020

OFFICE MEMORANDUM

Subject: Level-II Training Programme under CSSS-CTP from 15.07.2020 to 26.07.2020 for PAs/PSs(ad-hoc) of CSSS – regarding.

The undersigned is directed to refer to the OM No.21/1/2019-CS.II(A) dated 18.03.2020 *vide* which 35 PAs/PSs(ad-hoc) of CSSS were nominated for Level-II training at ISTM from 13.04.2020 to 24.04.2020 (**copy enclosed**).

2. The aforesaid training programme was suspended due to COVID-19 pandemic *vide* OM No.21/3/2020-CS.II(A/Trg.) dated 31.03.2020 (**copy enclosed**).


3. ISTM has now decided to conduct 50th Level-II training programme of CSSS-CTP through **online/flippedmode from 15.07.2020 to 26.07.2020**.

4. In view of above, all the 35 candidates nominated earlier *vide* OM mentioned at para-1 are directed to contact the course coordinator of this training programme for further necessary action and also attend the mandatory training programme without fail. Shri Bhagaban Padhy, Deputy Director (Tel No. 011-26177058, Mobile No - 9868449436, e-mail ID: bpadhy@nic.in) is the course coordinator of this training programme.

5. As already intimated *vide* this Department's O.M. No.No.21/1/2019-CS.II(A) dated 18.03.2020, all the nominated candidates for the above-stated training programme are directed to visit the ISTM website, fill up the online form and submit the same **at the URL path: [http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)** to ISTM immediately. It is also intimated that once the nomination form is submitted online **at the URL path given above immediately**, the same may also be got endorsed and forwarded by the Competent Authority in the respective Ministry/Department and

submitted to ISTM (through online mode at the e-mail ID given above) positively before joining. It may please be noted that without the endorsement of the nomination by the Competent Authority in the respective Ministry/Department, no candidate will be allowed to join the training programme. Further, it may please be noted that the said training programme will be conducted on the *i-GOT* platform. Therefore, it is imperative that a candidate needs also to be registered as an user on *ISTM-TMIS* before joining the programme. In case of any doubt/clarification, Shri Moley Sanyal, Deputy Secretary, ISTM (Tel No. 011-26737602, Mob.No.9810961492, email ID: moley-sanyal@nic.in)/Shri Bhagban Padhy, Deputy Director and Course Director, ISTM may please be contacted immediately at the above contact numbers/email IDs for further guidance.

6. Cadre Units are also requested that these officers may please be duly permitted beforehand to join the online training programme with the direction to report to Shri Bhagban Padhy, Course Director, ISTM and Shri Moley Sanyal, Deputy Secretary, ISTM at the above-mentioned contact details for further modalities before the training commences on 15.07.2020.


(Vasanthi V Babu)

Under Secretary to the Government of India

☎ 24654020

To

The Director/ Deputy Secretary (Admin) of all the Cadre units participating in CSSS (through website of DoP&T).

Copy to: -

1. ISTM [Shri Moley Sanyal, Deputy Secretary], Administrative Block, Old JNU Campus, New Delhi – 110 067
2. ISTM [Shri K. Govindarajulu, Deputy Director (Coord)], Administrative Block, Old JNU Campus, New Delhi – 110 067 w.r.t. letter referred at para-3;
3. ISTM [Shri Bhagaban Padhy, Deputy Director & Course Coordinator], Administrative Block, Old JNU Campus, New Delhi – 110 067;
4. Training Division, DoP&T, Old JNU Campus, New Delhi;
5. Officers concerned as mentioned in letter referred at para-1 (through website of DoP&T);
6. Guard file for record. ✍

IMMEDIATE

No. 21/1/2019-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi - 110003.

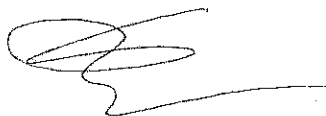
Date : 18.03.2020

OFFICE MEMORANDUM

Subject: Level-II Training Programme from 13th April, 2020 to 24th April, 2020 for PA/PSs of CSSS - regarding.


The undersigned is directed to say that PAs/PSs of CSSS, whose names are given in the **Annexure** to this OM, have been nominated to participate in the Level-II Training Programme being conducted by the ISTM from 13.04.2020 to 24.04.2020. **It may be noted that successful completion of Level-II training programme will be essential for promotion to the grade of Private Secretary.** The officers who do not attend or successfully complete the Level-II Training Programme will be liable to **debarment and denial of promotion** as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.

2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme be relieved in time.
3. All nominated officers for the above stated training programme are directed to visit the ISTM website, fill the online form and submit the same online **without fail** immediately. The link is [http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form). The officers may take a print out of the form once filled up & submitted online, and then get it signed by their sponsoring authority, carry it with them on joining day of the course and submit the same to the course coordinator at ISTM.
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.35,000/- (Rupees thirty five thousand only) as T.A. advance for each participant, along with their relieving order.



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5. It is requested that these officers may please be relieved of their duties with the direction to report to Shri Bhagaban Padhy, Under Secretary & Course Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 (Mb.9868449436) at 9 A.M. sharp on 13.04.2020.



(Dinesh)

Under Secretary to the Govt. of India
Tel. No. 24654020

To

The Under Secretary (Admn.) of the concerned Cadre Units.

Copy to:-

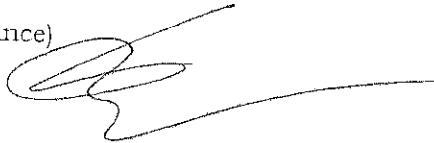
1. Shri Bhagaban Padhy, Under Secretary & Course Coordinator, ISTM, New Delhi. It is requested that **(i)** a copy of the signed from authenticated by the sponsoring authority and submitted by the participants & **(ii)** a list of participants not attended the training programe may please be furnished to this department at the earliest.
2. Training Division, DoP&T, Old JNU Campus, New Delhi.
3. Officers concerned (through website of DoP&T)

Annexure to the OM No. 21/1/2019-CS.II(A) dated 18.03.2020
Level -II Training for CSSS Officials to be conducted by the ISTM w.e.f 13.04.2020 to
24.04.2020

S.NO	CSL NO.	Name (Shri/Smt./Ms.)	D.O.B	Carde Unit
1	3116	M.V. Krishna Reddy**	16-06-1973	Corporate Aff.
2	3134	Sonia Sharma**	09-07-1972	Env. & Forest
3	3143	Babita Pant*	01-03-1974	Expenditure
4	3173	Monika Bajaj*	26-02-1974	RTH
5	3175	Payal Verma*	06-09-1975	RTH
6	3176	Binita Pandey*	05-08-1973	Power
7	3182	Seema Goyal*	19-09-1973	HOUSING& UA
8	3186	Anupama Malhotra*	19-01-1978	I & B
9	3193	Renuka Bhatt*	02-09-1973	Power
10	3184	Lalitha K	01-07-1976	Health & FW
11	3202	Hitesh Sahi	05-03-1974	Home Affairs
12	3203	Bhuvna Ayyar	31-10-1976	DOPT
13	3204	Gopal Dutt	08-08-1971	Health & FW
14	3205	Sarla Sharma	16-09-1975	HRD
15	3206	Neeta Saini	06-05-1976	Home Affairs
16	3208	Naveen Kumar	24-09-1975	AHD&F
17	3210	Tajender Kumar	12-09-1972	Health & FW
18	3212	Komal Sharma	28-11-1974	Agri. & Coopn.
19	3213	Rajesh Kumar	30-07-1971	DOPT
20	3214	T. Jamuna Rani	27-01-1975	Expenditure
21	3218	Renu Malhotra	28-06-1971	DOPT
22	3219	Basanta Kumar Nayak	18-02-1971	Shipping
23	3220	Sheela Manoj	17-05-1971	Agri. & Coopn.
24	3223	C. Ponnamma	28-05-1972	Agri. & Coopn.
25	3227	Ritu Saluja	21-05-1977	Heavy Industry
26	3228	Kamlesh Dutt	23-04-1972	Defence
27	3229	Kulvir Kaur	05-03-1974	Env. & Forest
28	3231	A. Ajitha	04-09-1974	Defence
29	3293	Anurag Sinha	07-11-1978	S&T
30	3294	Punam Sehgal	19-10-1973	Expenditure
31	3295	Alka Sharma	23-08-1977	I & B
32	3296	S Thiyagarajan	02-03-1963	Expenditure
33	3297	Sunita Rawat	12-09-1978	Telecom
34	3299	Dipti Chauhan	15-09-1981	Water Res.
35	3300	Dharambir	12-05-1974	Skill Dev.

*2nd Nomination

**3rd Nomination (Last & Final chance)



IMMEDIATE

No.21/3/2020-CS.II(A/Trg.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, LokNayakBhawan,
Khan Market, New Delhi – 110 003.

Date: 31.03.2020

Office Memorandum

Subject: Postponement of Level-I, Level-II & other Training Programmes for CSSS officials/officers scheduled to be held at ISTM in April, 2020 – regarding.

The undersigned is directed to refer to this Department's OM No.21/3/2020-CS.II(A/Trg.) dated 13.03.2020 nominating 35 Stenographers Grade 'D' for Level-I training programme & OM No.21/1/2019-CS.II(A) dated 18.03.2020 nominating 35 PAs /PS (ad-hoc) for Level-II training programme scheduled to be held at ISTM from 13.04.2020 to 01.05.2020 & 13.4.2020 to 24.04.2020 respectively.

2. The aforesaid training programmes for which nominations have already been made and other training programmes which were scheduled to be held in the month of April, 2020 in respect of CSSS officials/ officers have been postponed, as intimated by the Institute of Secretariat Training and Management (ISTM) in view of the prevailing situation consequent upon the outbreak of COVID-19. The details of the training programmes for CSSS officials/officers, thus postponed are given below:-

Sl. No.	Name of the Programme	Commencing from date	Duration
1.	CSSS-18 th Level-I Trg. Prog.	13 th April, 2020	03 weeks
2.	CSSS-50 th Level-II Trg. Prog.	13 th April, 2020	02 weeks
3.	CSSS-51 st Level-II Trg. Prog.	20 th April, 2020	02 weeks
4.	CSSS-44 th Level-III Trg. Prog.	13 th April, 2020	03 weeks
5.	CSSS-45 th Level-III Trg. Prog.	27 th April, 2020	03 weeks

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3. Fresh dates for the schedules of the aforesaid training programmes will be communicated later. In this respect, the website of this Department at <https://www.dopt.gov.in> and that of ISTM i.e. <https://www.istm.gov.in> may be checked from time to time for updates.


(Vasanti V Babu)

Under Secretary to the Government of India

☎ 2465 4020

To

The Director/ Deputy Secretary (Admin) of the Cadres/ Ministries/ Departments.

Copy to :-

1. ISTM [Shri K. Govindarajulu, Deputy Director (Coord)], Administrative Block, Old JNU Campus, New Delhi – 110 067 w.r.t. the e-mail dated 23.03.2020 ;
2. ISTM [Shri Nafe Singh, Consultant & Course Coordinator], Administrative Block, Old JNU Campus, New Delhi – 110 067;
3. ISTM [Shri Bhagaban Padhy, Under Secretary & Course Coordinator], Administrative Block, Old JNU Campus, New Delhi – 110 067;
4. Training Division, DoP&T, Old JNU Campus, New Delhi;
5. Officers concerned (through website of DoP&T);
6. File No- 21/1/2019-CS II(A) dated 18.03.2020/ Guard file for record.