

Immediate

**No. 8/1/2021-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)**

Lok Nayak Bhavan, New Delhi

Dated the 12 April, 2021

OFFICE MEMORANDUM

Subject: ONLINE Level 'A' Training programme by ISTM for Senior Secretariat Assistants (SSAs) of the CSCS for promotion to Assistant Section Officer Grade from 26/04/2021 to 21/05/2021 (104th Batch).

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated to participate in the mandatory Level 'A' Training Programme being conducted by ISTM w.e.f. 26/04/2021 to 21/05/2021. The training will be conducted online by ISTM and the participants are not required to visit ISTM in person for the same. The online training will be accessible through mobile or laptop/desktop as per the convenience of the participant.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.483(E) dated 12th July 2013. The performance of the officers in the training will be evaluated and the reports added in their APARs while considering their promotion. No request for withdrawal/exemption either from the Ministry/Department or the officer concerned shall be entertained except on the grounds indicated in DOP&T OM No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016. The officials who do not attend or successfully complete the Level 'A' training programme, will be liable to debarment and denial of promotion as envisaged in the above O.M. The provisions of exemption from the training mentioned in the above O.M. are reproduced below:

- (i) 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. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) 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 CSS.
- (iii) 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:



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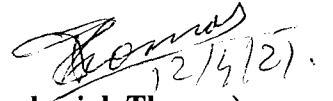
- (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the 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.
- (iv) CSS 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.
- (v) Officers of CSS cadre who have less than two years of service left for superannuation as on 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
- (vi) The officers who do not attend the mandatory training programmes even after two nominations of CS Division, shall be debarred for future training programmes under the Cadre Training Plan.
- (vii) Failure to attend any level of the mandatory training Programme in the 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS services, with no exception.
- (viii) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (ix) In the case of officers leaving 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.
- (x) **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 a case to case basis.
- (xi) The officer nominated for training shall be relieved for training by the respective Ministries/Departments/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DOPT.
- (xii) 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.

3. Henceforth, all CSS officers, will get a maximum of two nomination chances to complete the mandatory trainings at various levels. The second nomination will be considered only under the circumstances mentioned in para 2 (iii) above.

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4. The online Level A training does not involve any study tour. Hence, no TA/DA shall be admissible to any participant.
5. All the nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The link is <http://www.istm.gov.in/lms/registration>. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Course Director of ISTM **Shri Pandey Rakesh, Assistant Director (Course Director)**, Telephone 26737511 Mobile. No.9910906627.
6. The nominated officers may please be relieved of their duties and advised to contact the above Course Directors of ISTM for further details regarding online link etc. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.



(Zachariah Thomas)
Under Secretary to Government of India
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Email: zachariahthomas.edu@nic.in

To

**Joint Secretary(Admn.) of
the concerned Ministries/Departments
New Delhi.**

Copy forwarded for information and necessary action to : -

1. Director, ISTM, Administrative Block, Old JNU Campus, New Delhi.
2. ISTM **Shri Pandey Rakesh, Assistant Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **26th April, 2021** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
4. Officers concerned
5. US, CS-II (B), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

Annexure-I**104th LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM (26.04.2021 to 21.05.2021)**

S. No.	Name of the Officials (Shri/Smt./ MS.)	DOB	Ministry/Department	Select List Year
1	Ranjan Kumar*	02-Jan-75	Expenditure	2007
2	Ram Dayal Meena*	15-Jul-70	Petroleum & NG	2007
3	Uttam Singh*	01-Jan-69	UPSC	2007
4	Mahesh Chand*	06-Aug-79	Defence	2007
5	Manoj Kumar*	18-Mar-77	Expenditure (DEA)	2008
6	Rajan Sah*	23-Jul-76	UPSC	2008
7	Umesh Prasad Roy*	15-Dec-74	Telecom	2009
8	Vivek Nand*	12-May-75	DoNER	2009
9	Mohit Sharma	27-Dec-80	Higher Education	2007
10	Mata Prasad Pandey	1-Jan-68	MHA	2010
11	Sunita	1-Feb-69	Corporate Affairs	2010
12	Ramesh Chandra Maurya	24-Aug-73	UPSC	2010
13	Inderjit Virmani	31-Aug-64	Power	2010
14	Arun Kumar	26-Nov-76	Corporate Affairs	2010
15	Vinod Kumar	19-Jun-65	I&B	2010
16	Pawan Kumar	10-Oct-78	UPSC	2010
17	Pradeep Kumar	12-Apr-80	I&B	2010
18	Sanjay	10-Dec-81	Commerce	2010
19	Susheela Devi	24-Feb-73	Consumer Affairs	2010
20	Rajesh Arora	1-Mar-75	RT&H	2010
21	Mohd. Azimullah	18-Feb-71	Shipping	2010
22	Kailash Chand	1-May-77	Telecom	2010
23	Jagdish Chander	1-Sep-74	Telecom	2010
24	Madan Mohan Dass	15-May-73	Agri & Corp.	2010
25	Amit Kumar	5-Sep-76	Agri & Corp.	2010
26	Sanjay Kumar	25-Oct-74	Agri & Corp.	2010
27	Naresh Kumar	20-Apr-76	Defence	2010
28	Sushil Kumar	10-Jul-74	Expenditure	2010
29	Meena Kumari	4-Jan-71	MHA	2010
30	Amit Kumar	6-Oct-78	Expenditure	2010
31	Bhanu Prakash	3-Mar-79	Agri & Corp.	2010
32	Priti Khanna	4-Aug-76	Agri & Corp.	2010
33	Subash Kumar	10-Jan-78	Agri & Corp.	2010
34	Shailender Kumar	17-Oct-74	Education	2010
35	Lal Bihari Gupta	10-Oct-74	DPIIT	2011
36	Balbir Singh	12-Nov-63	Expenditure	2011
37	Bairister Pandit	14-Sep-66	Expenditure	2011
38	Ashok Kumar	30-Jun-71	Expenditure	2011
39	Sandeep Kumar	25-Apr-76	DPIIT	2011
40	Shailesh Kumar	8-Jan-81	UPSC	2011
41	Meena Kumari Mandal	9-Mar-72	H&UA	2011
42	Ganesh Kumar	8-Jan-68	H&UA	2011
43	Usman Ali	3-Mar-67	Shipping	2011
44	Kamal Kishore	5-Jun-70	Petroleum & NG	2011
45	Suresh Kumar	1-Jun-66	PMO	2011
46	Raghuvinder Pratap	10-Sep-72	MHA	2011
47	Pratap Singh	1-Sep-74	MHA	2011
48	Govind Ballabh	30-Apr-72	MHA	2011
49	Prakash Kumar Meena	1-May-68	Health & FW	2011
50	Ramesh Kumar	14-Jan-70	Health & FW	2011
51	Puran Chand	15-Mar-69	Fertilizers	2011
52	Shive Kumar	13-May-65	MHA	2011
53	Renu Singh	23-Sep-78	PMO	2011
54	Ambica Sah	25-Jan-72	Agri & Corp.	2011
55	Harish Chandra	10-Oct-64	Food & PD	2011

*Second and final nomination

