

Immediate

No. 8/2/2021-CS-I (T)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Division)

Lok Nayak Bhavan, New Delhi - 110003  
Dated the 12<sup>th</sup> August, 2021

OFFICE MEMORANDUM

**Subject: ONLINE Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 31/08/2021 to 01/10/2021 (112<sup>th</sup> 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 'B' Training Programme being conducted by ISTM w.e.f. 31/08/2021 to 01/10/2021. 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 12<sup>th</sup> 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 4<sup>th</sup> July, 2016. The officials who do not attend or successfully complete the Level 'B' 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:
  - (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.



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- (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 1<sup>st</sup> 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 2<sup>nd</sup> chance. In exceptional cases, Secretary (P) can give permission beyond 2<sup>nd</sup> 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/Organizations 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 2<sup>nd</sup> 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.

4. The online Level B training does not involve any study tour. Hence, no TA/DA shall be admissible to any participant.



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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 Arjun Jena, Assistant Director, (Course Director)**, Phone No. 26737524, M. No. 9971276756.

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

Telephone. : 24624046

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, Admn. Block, Old JNU Campus, New Delhi
2. **Shri Arjun Jena, Assistant Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **31<sup>th</sup> August, 2021** may please be furnished to this Department next day positively. *Further, it is requested to kindly indicate DoB/ Rank in the participation list and results list to facilitate to easy identification of the candidates.*
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
4. Officer concerned.
5. US, CS-I (A), 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](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

**LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM  
31/08/2021 TO 01/10/2021 (112<sup>th</sup> Batch )**

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2013	Ashmit Chakrabarti*	26-07-1988	20	CAB SEC.
2	2013	Dhiraj Kumar – II*	02-02-1989	1159	Housing & Urban Affairs
3	2013	Ajay Kumar – V*	24-04-1990	1250	Housing & Urban Affairs
4	2013	Pratyush Srivastava*	26-12-1986	1547	Housing & Urban Affairs
5	2013	Anjali (Kaushish) Sharma*	10-11-1990	1601	Housing & Urban Affairs
6	2013	Ravi Shankar*	20-05-1992	1649	Housing & Urban Affairs
7	2013	Abhishek Agarwal*	06-12-1986	1055	Expenditure
8	2013	Neha Gupta*	05-11-1987	949	Development of NE Region
9	2013	Amit Rana*	04-09-1988	1060	Civil Aviation
10	2013	Preeti – I*	05-03-1990	1551	Health & Family Welfare
11	2013	Ansul Kumar*	05-02-1990	1642	Home Affairs
12	2013	Darpan Arora*	24-10-1988	1990	Civil Aviation
13	2013	Rahul Kumar Sharma	14-04-1989	2163	Expenditure
14	2013	Subhajit Das	09-08-1987	2173	New & Renewable Energy
15	2013	Prabhat Kumar	01-03-1990	2175	Science and Technology
16	2013	Amogh Anand Shukla	30-03-1988	2176	Youth Affairs & Sports
17	2013	Bratati Hota	02-11-1989	2179	Housing & Urban Affairs
18	2013	Pratap Reddy Pathakota	30-07-1987	2186	Civil Aviation
19	2013	Ravi Kumar - I	04-06-1989	2187	Civil Aviation
20	2013	Jyotika Gupta	19-10-1988	2189	Health & Family Welfare
21	2013	Nikhil Kothari	22-01-1990	2193	Defence
22	2013	Sandeep Sindhu	16-10-1989	2196	Corporate Affairs
23	2013	Abhinav Gupta	25-10-1988	2197	Housing & Urban Affairs
24	2013	Aparna Singh	31-08-1991	2203	Personnel & Training
25	2013	Sheena Thakur	16-05-1989	2211	Labour & Employment
26	2013	Anish Bhardwaj	26-06-1988	2218	Steel
27	2013	Rohit Singh	02-07-1990	2222	Health & Family Welfare
28	2013	Mohammad Shavez	25-07-1987	2227	Environment & Forests
29	2013	Balvinder	27-03-1989	2228	Defence
30	2013	Sonveer Singh Malik	01-03-1988	2238	Civil Aviation
31	2013	Shivam Mehra	26-04-1987	2242	Defence
32	2013	Neha Thakur	14-04-1988	2252	Civil Aviation
33	2013	Sapna Pannu	10-03-1992	2253	Education
34	2013	Chirag Tehlan	08-12-1990	2263	Education
35	2013	Hare Krishna Singh	02-08-1986	2272	Coal
36	2013	Priya Garg	29-12-1990	2276	Corporate Affairs
37	2013	Virendra Singh Naruka	15-08-1990	2281	New & Renewable Energy
38	2013	Perna Gupta (Singhal)	06-02-1988	2286	Health & Family Welfare
39	2013	Sagar Rajpal	26-09-1990	2288	Science and Technology
40	2013	Komal Tiwari	09-09-1990	2291	Expenditure
41	2013	Saquib Ahmad	01-01-1988	2295	New & Renewable Energy
42	2013	Abhishek Karanger	09-06-1990	2297	Information & Broadcasting
43	2013	Kunal Chaudhary	20-04-1992	2302	Posts
44	2013	P Ravi Kumar	17-01-1986	2303	Coal

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45	2013	Kriti Srivastava	05-07-1991	2307	Law and Justice
46	2013	Prateek Sharma	10-07-1990	2308	Personnel & Training
47	2013	Naman Verma	30-01-1989	2310	Defence
48	2013	Avinash Dhar Dwivedi	01-04-1986	2316	Civil Aviation
49	2013	Shambhu Nath	01-02-1991	2326	Information & Broadcasting
50	2013	Rohan Bhardwaj	08-09-1987	2331	Civil Aviation
51	2013	Narendra Kumar Mishra	23-12-1988	2333	Environment & Forests
52	2013	Archa	22-07-1990	2334	Heavy Industries
53	2013	Vineet Kumar Mishra	05-07-1991	2337	Defence
54	2013	Renuka Sharma	01-09-1990	2338	Mines
55	2013	Naveen Tyagi	11-08-1989	2342	Textiles
56	2013	Amit Kataria	13-10-1988	2347	Expenditure
57	2013	Parul Chaudhary	03-08-1990	2353	Telecommunications
58	2013	Priyanka Bhatt	02-07-1990	2362	Home Affairs
59	2013	Nobel Shukla	01-08-1990	2371	Defence
60	2013	Bhawesh Kumar Jha	23-03-1988	2372	PMO
61	2013	Amit Kumar - IV	20-08-1988	2373	Defence
62	2013	Dinesh Kumar Singh	05-01-1989	2374	Environment & Forests
63	2013	Madan Mohan	19-03-1987	2388	Culture
64	2013	Anamika Singh	06-02-1992	2390	Corporate Affairs
65	2013	Hemant Kumar	05-07-1990	2393	Animal Husbandary

**\*These re-nominated officers shall attend the training compulsorily and would be deemed to have been relieved for the purpose, as this is their final opportunity to avail the mandatory training required for being eligible for next promotion.**

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