

**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  
Dated the 26<sup>th</sup> July, 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 09/08/2021 to 10/09/2021 (110<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. **09/08/2021 to 10/09/2021**. 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/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 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.

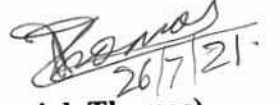
4. The online Level B training does not involve any study tour. Hence, no TA/DA shall be admissible to any participant.

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. . **Sh. Ashwini Kumar Batra, Assistant Director (Course Director)**, Phone No. 26737609, M. No. 9717981271.

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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.

  
26/7/21

(Zachariah Thomas)

Under Secretary to Government of India

Telephone. : 24624046

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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. **Sh. Ashwni Kumar Batra, Assistant Director (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **09<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  
09/08/2021 TO 10/09/2021 (110<sup>th</sup> Batch )**

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2010	Lalita Prasad*	05-07-1964	-	Economic Affairs
2	2010	Prem Singh Yadav*	01-07-1965	-	Housing & Urban Affairs
3	2013	Gaurav Keshri	28-06-1989	1418	Information & Broadcasting
4	2013	Ankit Tomar	31-10-1989	1428	Culture
5	2013	Parkash Chand	05-08-1989	1436	Expenditure
6	2013	Babita	06-10-1989	1450	Culture
7	2013	Vikash Rajan	02-08-1987	1468	Science and Technology
8	2013	Kumari Rajrani	12-04-1988	1470	Education
9	2013	Padmuni Thakur	11-12-1989	1472	Information & Broadcasting
10	2013	Deepak Sharma	28-02-1990	1482	Information & Broadcasting
11	2013	Aditya Raj	16-10-1992	1488	Expenditure
12	2013	Upma	04-02-1991	1497	Education
13	2013	Ujwal Chauhan	12-07-1990	1502	Health & Family Welfare
14	2013	Amit Wadhwa	03-07-1989	1510	Defence
15	2013	Sarika Sharma	14-10-1988	1519	Youth Affairs & Sports
16	2013	Kanika Goel	05-04-1991	1526	Health & Family Welfare
17	2013	Dinesh K Ruhil	03-06-1987	1537	Defence
18	2013	Mohammad Fayyaz	19-07-1990	1540	Expenditure
19	2013	Pratyush Srivastava	26-12-1986	1547	Housing & Urban Affairs
20	2013	Kundan Kumar	07-09-1990	1550	Youth Affairs & Sports
21	2013	Preeti - I	05-03-1990	1551	Health & Family Welfare
22	2013	Kanika Verma	18-09-1987	1562	Expenditure
23	2013	Rahul Shukla	28-10-1992	1564	Defence
24	2013	Vinod Kumar - II	16-09-1986	1566	Information & Broadcasting
25	2013	Radhey Shyam Dwivedi	02-05-1988	1567	Information & Broadcasting
26	2013	Anuj Kumar	06-02-1990	1578	Expenditure
27	2013	Pardeep Kumar	27-12-1991	1582	CAB SEC.
28	2013	Shashank	31-08-1989	1587	Defence
29	2013	Rakshak Saxena	07-04-1990	1588	Expenditure
30	2013	Naveen Khatri	27-12-1987	1596	Corporate Affairs
31	2013	Aman Sharma	13-02-1990	1598	Labour & Employment
32	2013	Anjali (Kaushish) Sharma	10-11-1990	1601	Housing & Urban Affairs
33	2013	Garima Kadian	22-03-1990	1604	Mines
34	2013	Naveen Singh Kharola	10-08-1991	1618	Home Affairs
35	2013	Sandeep Kumar	16-12-1988	1624	Road Transport & Highways
36	2013	Vipin Chaudhary	01-11-1987	1629	Education
37	2013	Prince Gaba	19-06-1989	1641	Information & Broadcasting
38	2013	Ansul Kumar	05-02-1990	1642	Home Affairs
39	2013	Ravi Shankar	20-05-1992	1649	Housing & Urban Affairs
40	2013	Ankush Rastogi	21-08-1986	1656	Culture
41	2013	Arun Aggarwal	14-06-1989	1672	CAB SEC.
42	2013	Jitender Arora	14-03-1989	1673	Earth Sciences
43	2013	Parveen Kaur Sidhana	04-08-1991	1677	Information & Broadcasting
44	2013	Puneet Chaturvedi	30-07-1988	1678	Personnel & Training
45	2013	Pawan Kumar Gupta	21-06-1990	1687	New & Renewable Energy
46	2013	Virender Singh	03-09-1988	1701	Power
47	2013	Sumit Kumar - I	15-01-1990	1703	Home Affairs
48	2013	Deepak Kumar - II	06-02-1986	1710	Home Affairs
49	2013	Pawan Sharma	26-05-1987	1715	Expenditure
50	2013	Sachin Pundir	14-08-1989	1716	Posts
51	2013	Anju Dalal	02-05-1991	1728	Education

52	2013	Sankar Garg	02-10-1986	1730	Health & Family Welfare
53	2013	Kinny Gupta	28-03-1988	1732	Telecommunications
54	2013	Rahul Bhardwaj	09-10-1990	1748	Youth Affairs & Sports
55	2013	Prachi Mishra	29-03-1991	1750	Promotion of Industrial & Internal Trade
56	2013	Nitin Vashisht	05-05-1990	1761	Home Affairs
57	2013	Sachin Arora	05-04-1991	1764	Civil Aviation
58	2013	Kuldeep - II	03-01-1992	1772	Home Affairs
59	2013	Pawan Singh	15-10-1989	1780	Corporate Affairs
60	2013	Deepak Vats	09-11-1988	1784	Defence
61	2013	Mirza Qumar Abbas Hussain	09-01-1989	1790	Youth Affairs & Sports
62	2013	Shambhu Kumar	05-10-1989	1791	Defence
63	2013	Namrata Goel	07-03-1989	1800	MoSPI
64	2013	Kushal Tanwar	28-10-1988	1802	Expenditure
65	2013	Ankit Gupta	12-02-1990	1804	Expenditure
66	2013	Mrityunjay Kumar Singh	20-03-1991	1809	Home Affairs
67	2013	Amit Kumar Mangal	07-01-1989	1824	Textiles
68	2013	Ayaz Ahmed Siddiqui	27-10-1986	1826	Science and Technology
69	2013	Priya Vratt Dixit	09-07-1989	1830	Housing & Urban Affairs
70	2013	Manohar Kumar Chaturvedi	08-03-1988	1835	Home Affairs
71	2013	Himanshu Chowdhary	28-02-1990	1836	Youth Affairs & Sports
72	2013	Anuj Dalal	29-01-1989	1839	Skill Development

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

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