

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 16th February, 2022**

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 28/02/2022 to 01/04/2022 (119th Batch).

The undersigned is directed to inform that Officers whose names are given in **Annexure** have been nominated to participate in the mandatory Level 'B' Training Programme being conducted by ISTM w.e.f.28/02/2022 to 01/04/2022. 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 '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.
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- (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.

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.Jayakumar T, Faculty Consultant (Course Director)**,(jaya.kumar@sansad.nic.in)Phone No. 26737505, M. No. 9868107878.

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.

R. Chakrapani
(R. Chakrapani)

Under Secretary to Government of India
Telephone. : 24629412
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To

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

Copy forwarded for information and necessary action to :-

1. The Director, ISTM, Admn. Block, Old JNU Campus, New Delhi
2. **Sh. Jayakumar T, Faculty Consultant (Course Director)**,ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **28th February, 2022** 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<DOPT<CentralSecretariat<CSS< Training Nomination Circulars<Assistants)

Annexure-I

**LIST OF OFFICERS NOMINATED FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM
28/02/2022 TO 01/04/2022 (119thBatch)**

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2013	Babita Dalal*	06-10-1989	1450	Culture
2	2013	Saurabh Kumar Maurya*	11-07-1987	3695	Environment & Forests
3	2013	Jyoti Gaur*	03-09-1990	1181	New & Renewable Energy
4	2013	DivyaKadyan*	26-06-1990	1876	Pharmaceuticals
5	2013	Avinav Tiwari*	16-07-1990	2598	Civil Aviation
6	2013	Sonia*	24-02-1988	2589	Housing & Urban Affairs
7	2013	Arvind Kumar Yadav*	03-11-1992	3450	Defence
8	2013	Jitendra Yadav*	26-11-1989	3547	Defence
9	2013	Lokendra Singh Gehlot*	28-06-1989	3719	Defence
10	2013	Ashish Kumar – III*	14-11-1992	3836	Defence
11	2013	Arun Kumar – II*	13-12-1986	3536	Health & Family Welfare
12	2013	Vijay Kumar Bhatt*	14-11-1989	2855	Environment & Forests
13	2013	Shiv Singh Mangawa*	26-01-1990	3743	Home Affairs
14	2013	JatinSahu	25-05-1989	3855	Jal Shakti
15	2013	Yatin	27-12-1989	3859	Heavy Industries
16	2013	Vipin Kumar	22-02-1991	3861	AYUSH
17	2013	Kamal Verma	24-10-1983	3862	Home Affairs
18	2013	Archana	15-01-1989	3863	Defence
19	2013	Sandeep - I	02-01-1988	3869	Tribal Affairs
20	2013	Bhagwant Rajput	31-03-1990	3872	Power
21	2013	Niteen Agrawal	31-05-1986	3873	Defence
22	2013	Vinay Singh Prajapati	10-08-1991	3875	Shipping
23	2013	Ajeet Kumar	15-12-1989	3876	Jal Shakti
24	2013	Manish - I	28-06-1990	3877	Health & Family Welfare
25	2013	Pawan Kumar - I	02-01-1990	3878	Food & Public Distribution
26	2013	Chandan Kumar	02-06-1990	3884	Telecommunications
27	2013	Mukesh Kumar Serawat	02-08-1986	3885	Social Justice & Empowerment
28	2013	Sarat Chandra Dubba	05-03-1988	3888	Power
29	2013	Kunal Patel	01-06-1987	3889	Defence
30	2013	Jitendar Yadav	23-08-1991	3891	Jal Shakti
31	2013	Sanjay Prakash	14-11-1988	3895	Jal Shakti
32	2013	Anurag Sharma	16-06-1988	3896	Tribal Affairs
33	2013	Pankaj Bala	23-03-1989	3900	Jal Shakti
34	2013	Himanshu Singh Sachan	25-01-1990	3901	Health & Family Welfare
35	2013	Sagar Sharma	08-09-1988	3902	Home Affairs
36	2013	Ram Babu Sahu	22-06-1991	3904	Law and Justice
37	2013	Hemant Chauhan	19-09-1988	3905	Home Affairs
38	2013	Alka Yadav	28-03-1990	3907	Defence
39	2013	Pranav Trivid	07-04-1986	3909	Jal Shakti
40	2013	Rajeev Ranjan - II	17-02-1990	3913	PMO
41	2013	Ashish Yadav	01-07-1990	3916	Defence
42	2013	Usha Yadav	08-09-1989	3917	Shipping
43	2013	Shailendra Yadav	20-05-1986	3918	Environment & Forests
44	2013	Ashish Sharma - II	29-07-1990	3920	Civil Aviation
45	2013	Zahida Khatoon	01-05-1986	3921	Promotion of Industrial & Internal Trade
46	2013	YatendraChandela	09-02-1991	3922	Defence
47	2013	Amit - II	10-10-1987	3923	Rural Development

Rachkumar

48	2013	Parveen Yadav	14-11-1990	3924	Defence
49	2013	Suresh Kumar Mahan	28-05-1991	3925	Home Affairs
50	2013	Amit Choudhary	25-06-1991	3926	Food & Public Distribution
51	2013	Ravi Kumar Verma	26-07-1985	3927	Fertilizers
52	2013	Dinesh Pal Singh	04-10-1990	3928	PMO
53	2013	Nitin Kumar - I	06-06-1990	3931	Home Affairs
54	2013	Manish Kumar Yadav	01-01-1988	3934	Law and Justice
55	2013	Neha Panwar	11-02-1992	3936	Environment & Forests
56	2013	Umesh Prajapat	13-02-1989	3937	Defence
57	2013	Parveen Kumar - II	02-04-1990	3938	Defence
58	2013	Shailendra Yadav	16-09-1989	3939	Environment & Forests
59	2013	Udit Arya	04-11-1990	3940	Defence
60	2013	Shenaz Idrisi	02-02-1989	3942	Power

***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.**

R. Chakrapani