

**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 22<sup>nd</sup> October, 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 08/11/2021 to 10/12/2021 (116<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. 08/11/2021 to 10/12/2021. 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.
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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 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.**

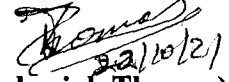
3. Henceforth, all CSS officers, will get a maximum of two nomination chances to complete the mandatory trainings at various levels. The second nomination will be considered only under the circumstances mentioned in para 2 (iii) above.

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. **Shri Pramod Kumar Jaiswal, Deputy Director**, (pk.jaiswal@nic.in) Phone No. 26737506, M. No. 9868839734.

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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.

  
22/10/21

(Zachariah Thomas)

Under Secretary to Government of India

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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. **Shri Pramod Kumar Jaiswal, Deputy Director, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 08<sup>th</sup> November, 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)

## Annexure-I

LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM  
08/11/2021 TO 10/12/2021 (116<sup>th</sup> Batch )

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2013	Suresh Kumar*	21-03-1987	3031	Civil Aviation
2	2013	Prateek Sharma*	10-07-1990	2308	Personnel & Training (Lokpal)
3	2013	Akash Chauhan*	25-09-1990	2676	CAB SEC.
4	2013	Piyush Malyan*	20-01-1989	2618	Health & Family Welfare
5	2013	Vivek Punia	07-01-1989	3122	Youth Affairs & Sports
6	2013	Ripujeet Kaur	04-04-1989	3125	Youth Affairs & Sports
7	2013	Deepak Chauhan	26-01-1990	3126	Housing & Urban Affairs
8	2013	Manish Kumar	14-01-1990	3132	DPIIT
9	2013	Navneet Kadian	20-05-1990	3133	Shipping
10	2013	Nitish Mittal	04-01-1989	3134	Road Transport & Highways
11	2013	Ravi Kumar Shaw	30-07-1989	3135	Defence
12	2013	Nitish Vashishta	25-10-1990	3138	Health & Family Welfare
13	2013	Sumit Kumar Batra	13-08-1987	3141	Education
14	2013	Harish Yadav	03-12-1986	3167	Civil Aviation
15	2013	Ankit Kumar	08-03-1989	3177	Youth Affairs & Sports
16	2013	Mrityunjay Maurya	20-10-1989	3181	CAB SEC.
17	2013	Monika Goswami	20-07-1985	3186	Skill Development
18	2013	Arun Kumar Maurya	18-03-1989	3198	Civil Aviation
19	2013	Lokesh Tunger	14-08-1988	3203	Defence
20	2013	Ashish Ashwini	18-02-1991	3205	Housing & Urban Affairs
21	2013	Sunil Kumar - I	03-01-1990	3212	Defence
22	2013	Yogesh Kumar	02-09-1987	3224	Health & Family Welfare
23	2013	Ankit Choudhary	15-08-1990	3239	Defence
24	2013	Vinay Kumar Yadav	23-08-1990	3245	Fertilizers
25	2013	Mohammad Aashu	30-08-1986	3252	Expenditure
26	2013	Bimlesh Kumar	01-06-1988	3262	Heavy Industries
27	2013	Harinder Kumar Bansal	14-09-1983	3264	Posts
28	2013	Md. Tamim Arif	28-10-1990	3267	Information & Broadcasting
29	2013	Vikas Verma	18-10-1989	3268	Information & Broadcasting
30	2013	Sandeep Kumar Bhati	05-01-1990	3285	Jal Shakti
31	2013	Deepak Kumar Yadav	30-03-1990	3289	Civil Aviation
32	2013	Mani Verma	26-04-1988	3308	Defence
33	2013	Kiran Nagar	13-01-1990	3317	Housing & Urban Affairs
34	2013	Inder Pal	04-11-1990	3323	Personnel & Training
35	2013	Amit Kumar Sahu - II	28-09-1987	3334	Home Affairs
36	2013	Ravi Kumar - III	02-12-1989	3345	Health & Family Welfare
37	2013	Priyanka - I	22-04-1986	3350	Labour & Employment
38	2013	Nitin Verma	02-08-1990	3352	Jal Shakti
39	2013	Arun Kumar - I	16-03-1989	3355	Youth Affairs & Sports
40	2013	Davinder Kumar	20-08-1989	3361	AYUSH
41	2013	Arvind Kumar - II	21-03-1988	3366	Defence
42	2013	Ajeet Singh Yadav	31-05-1992	3370	Civil Aviation
43	2013	Ram Kumar Atrish	01-04-1989	3371	Defence
44	2013	N Sandeep	27-07-1989	3388	Defence
45	2013	Vishvender Yadav	09-01-1991	3389	Home Affairs
46	2013	Shankita Jaiswal	06-11-1989	3395	Information & Broadcasting
47	2013	Faisal Saifi	18-10-1988	3405	Defence
48	2013	Madan	10-07-1988	3407	Expenditure
49	2013	Pradeep Kumar - I	01-01-1989	3408	Civil Aviation
50	2013	Sangam kumar	02-07-1991	3409	DG Civil Defence, MHA

51	2013	Subhash Kumar	05-06-1987	3411	Tribal Affairs
52	2013	Niraj Kumar	10-11-1985	3413	Promotion of Industrial & Internal Trade
53	2013	Md. Saleh Nadim	16-01-1990	3417	Education
54	2013	Manikanchan Roy	22-10-1984	3426	Jal Shakti
55	2013	Alok Kumar Gupta	05-11-1986	3429	PMO
56	2013	Pramesh Kumar	05-03-1988	3438	Housing & Urban Affairs
57	2013	Mukesh Kumar Verma	22-07-1987	3441	UPSC
58	2013	Mohit Kumar - I	02-06-1992	3442	Civil Aviation
59	2013	Bharati Vivekanand Mondal	15-04-1986	3444	Civil Aviation
60	2013	Arvind Kumar Yadav	03-11-1992	3450	Defence
61	2013	Praveen Kumar - I	18-11-1991	3451	Education
62	2013	Kapil Yadav	01-11-1988	3456	Home Affairs
63	2013	Siddhant Goswami	04-06-1988	3464	Power
64	2013	Kuldeep Singh - II	28-07-1990	3477	Labour & Employment
65	2013	Gaurav Rawat	12-06-1988	3478	Defence
66	2013	Tarun Verma	26-09-1989	3488	Environment & Forests
67	2013	Mohd. Afzal	10-10-1989	3493	Defence
68	2013	Pawan Singh Yadav	13-01-1991	3498	Civil Aviation
69	2013	Shashank Kumar	27-10-1990	3507	Information & Broadcasting
70	2013	Anil Yadav	05-05-1989	3508	Environment & Forests

**\*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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*[Handwritten Signature]*