

**Immediate**

**No. 8/3/2021-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 9<sup>th</sup> November, 2021**

**OFFICE MEMORANDUM**

**Subject: Level 'D' Training programme at ISTM for Section Officers (SOs) of CSS for promotion to Under Secretary Grade from 22/11/2021 to 31/12/2021 (97<sup>th</sup> Batch)**

The undersigned is directed to inform that the officers whose names are given in **Annexure I** have been nominated to participate in the mandatory Level 'D' Training Programme being conducted by ISTM w.e.f. **22/11/2021 to 31/12/2021**. The training will be conducted in mixed offline/online mode at ISTM, besides 2 weeks of virtual state attachment in online mode and the participants will be required to visit ISTM in person on a few days, as informed by ISTM. The online part of 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 CSS Regulations, 2010/2013. 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 'D' 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 officers 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 aforesaid training programme includes State Attachment in virtual mode, as informed by ISTM. Officers nominated in **Annexure I** are advised to draw an advance of Rs.20,000/- (Rupees Twenty Thousand Only ) from their respective Ministry/Department, towards meeting the expenditure of the training towards State Attachment in virtual mode. This amount may please be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

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. Rajesh Singh, Deputy Director**, Phone No. 26737516, M. No. 9643580896 (r.singh25@gov.in).

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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.



(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. The Director, ISTM, Admn. Block, Old JNU Campus, Ber Sarai, New Delhi
2. **Sh, Rajesh Singh, Deputy Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. *The list of officers, who report for training on 22<sup>nd</sup> November, 2021 may please be furnished to this Department next day positively. Further, it is requested to kindly indicate DoB/ SL No 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 (Through DoPT Web-site).
5. US, CS-I (U), 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<CentralSecretariat<CSS< Training Nomination Circulars<Section Officers)

**97<sup>th</sup> LEVEL D ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM  
(22.11.2021 to 31.12.2021)**

Sl.No	Year	Name of the officer	DoB	Min/Dept
1.	2011	Tara Chand Meena*	15-Jan-64	MHA
2.	2011	N. Tirkey *	12-May-65	SSC
3.	2011	Sushil Kumar *	1-May-67	DPIIT
4.	2012	Pramod Singh Pangety* .	12-Jan-65	Supply
5.	2012	Shefali Saraf*	14-Mar-76	DoPT
6.	2012	Ashok Kumar Verma * .	24-Aug-80	Food &PD
7.	2012	Ravish Kumar*	1-Jul-82	Revenue
8.	2012	Pradyumna Sahu*	8-Apr-65	Commerce
9.	2012	Amit Kumar Jha*	20-Dec-83	Civil Aviation
10.	2012	Sumit Kumar*	28-Feb-82	Defence
11.	2012	Alok Kumar Tiwari*	25-Jan-85	Economic Affairs
12.	2012	Praveen Shukla*	25-Apr-84	Defence
13.	2012	Prem Kumar Mandal*	2-Feb-75	DOPT
14.	2012	Namrata Kumari*	1-Apr-82	AR&PG
15.	2012	Alok Suman*	23-Dec-76	DOPT
16.	2012	Naveen Kumar Rajan*	15-Apr-78	Culture
17.	2012	Virendra Kumar Sharma*	6-Dec-65	Culture
18.	2012	Bhupinder	4-Jan-84	DOPT
19.	2012	Anjana Nagpal	22-Nov-72	DONER
20.	2012	Raj Kishore Mishra	6-Aug-77	Health & FW
21.	2012	Binod Kumar	20-Mar-77	MHA
22.	2012	Sanjay Kumar	3-Jan-80	DOPT/Lok pal
23.	2012	Deepak Gupta	12-Jul-81	DOPT/ Pension
24.	2012	Shalini Gupta	27-Aug-79	Water Resources
25.	2012	Shiv Ram Meena	10-May-81	I&B
26.	2012	Meenakshi Sharma	2-Feb-66	Civil Aviation
27.	2012	Vishal Kumar	2-Jul-77	DOPT
28.	2012	Manish Kumar Yadav	12-Apr-81	Shipping
29.	2012	Nagendra	27-Feb-82	MHA (On dep)
30.	2012	Ashok Kumar	22-Jun-82	DOPT
31.	2012	R Ramila	12-Mar-65	Environment & Forests
32.	2012	Sominder Kumar	11-Jun-66	Housing & UA
33.	2012	Ankur Verma	1-Feb-83	Steel
34.	2012	Ajay Raj Singh Chauhan	11-Dec-82	Posts (On dep)
35.	2012	Subhash Chand	20-Dec-72	Power
36.	2012	Shyam Kumar	17-Dec-74	Fertilizers
37.	2012	Vinay Kumar	24-Apr-85	DOPT
38.	2012	Kamlesh Kumar	8-Feb-79	Expenditure/DEA
39.	2012	Seema Juneja	30-Oct-65	Water Resources
40.	2012	Sunil Kumar	22-May-67	Posts
41.	2012	Sarita Bhatnagar	15-Apr-69	Consumer Affairs
42.	2012	Vinod Kumar Sharma	3-Jul-64	Commerce
43.	2012	Manish Kumar	12-Jan-76	UPSC
44.	2012	Satish Srivastava	14-Aug-80	MHA
45.	2012	Naveen Chandra Joshi	19-May-84	Power
46.	2012	Pradeep Kumar	20-Aug-76	DPIIT
47.	2012	Ram Sagar Panjiar	15-Jan-79	DOPT
48.	2012	Rajesh Kumar	20-Dec-70	DOPT
49.	2012	Sunil Kumar Singh	5-Mar-84	Housing & UA
50.	2012	Ajay Kumar Sah	16-Jan-79	MHA
51.	2012	Reema Selvakumar	20-Apr-65	Commerce
52.	2012	Subhash Chand	7-Sep-66	NDMA
53.	2012	Chetram Meena	1-Sep-79	Fertilizers
54.	2012	Sanjay Meena	15-Dec-74	Fertilizers
55.	2012	Kanhiya Lal	10-Oct-69	Heavy Industries
56.	2014	Dhiraj Kumar*	04-Sep-78	Minority Affairs
57.	2014	Vikash Kumar*	01-Jul-77	Petroleum & NG
58.	2014	Harkesh Kumar	24-Nov-81	I&B
59.	2014	Dileep Singh Sengar	06-Sep-80	Posts
60.	2014	Rajeev Nayan	01-Mar-79	DoPT

\*These renominated 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.

