

**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 7<sup>th</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 18/10/2021 to 18/11/2021 (115<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. 18/10/2021 to 18/11/2021. 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. Moloy Sanyal, Deputy Secretary (Course Director)**, (moloy-sanyal@nic.in) Phone No. 26737602, M. No. 9810961492.

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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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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. Moloy Sanyal, Deputy Secretary (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **18<sup>th</sup> October, 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  
18/10/2021 TO 18/11/2021 (115<sup>th</sup> Batch )**

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2013	Rohan Bhardwaj*	08-09-1987	2331	Civil Aviation
2	2013	Madan Mohan*	19-03-1987	2388	Culture
3	2013	Nishant*	07-02-1991	2395	Defence
4	2013	Vishesh Arora*	07-01-1989	2611	Defence
5	2013	Akash Mittal*	03-01-1989	2720	Personnel & Training
6	2013	Naveen Kumar Trigunayat	03-05-1990	2927	Defence
7	2013	Megha Bansal	24-03-1989	2929	Health & Family Welfare
8	2013	Soniya Trar	01-02-1989	2931	Food & Public Distribution
9	2013	Sumeet Verma	02-03-1991	2934	Education
10	2013	Praveer Dubey	01-07-1986	2935	Environment & Forests
11	2013	Hunar Pahwa	26-05-1987	2936	Expenditure
12	2013	Manish Dua	19-04-1988	2941	Expenditure
13	2013	Ajay Singh Dhaka	17-01-1989	2942	Environment & Forests
14	2013	Arvind Kumar Srivastava	11-04-1988	2952	Health & Family Welfare
15	2013	Shaubhik Bhardwaj	02-01-1989	2953	Jal Shakti
16	2013	Lakshay Malik	17-12-1988	2955	Health & Family Welfare
17	2013	Nishant Goyal	25-10-1988	2970	Information & Broadcasting
18	2013	Devendra Singh Kaviya	16-12-1991	2971	Expenditure
19	2013	Rakesh Kumar	05-06-1990	2974	Expenditure
20	2013	Rajneesh Dixit	02-05-1991	2980	Health & Family Welfare
21	2013	Ankit Dhingra	03-06-1989	2981	Housing & Urban Affairs
22	2013	Atul Pillania	18-10-1990	2983	Education
23	2013	Neha Dudeja	14-10-1990	2989	Education
24	2013	Anand Ranjan Kumar	29-01-1991	2990	Jal Shakti
25	2013	Devendar	30-04-1989	2991	Information & Broadcasting
26	2013	Doki Srinivasa Rao	31-03-1990	2992	Expenditure
27	2013	Praveen Kumar - III	06-08-1987	2994	Promotion of Industrial & Internal Trade
28	2013	Anita (Devi) Kadyan	24-08-1986	3003	Health & Family Welfare
29	2013	Juhika Agarwal	27-12-1990	3006	Environment & Forests
30	2013	Abhishek Kumar	09-09-1990	3008	Jal Shakti
31	2013	Saurabh Dwivedi	16-09-1989	3009	Health & Family Welfare
32	2013	Shashank Shekhar	25-02-1990	3010	Defence
33	2013	Gaurav Sharma - II	14-03-1990	3013	Shipping
34	2013	Ravinder	22-12-1990	3021	Education
35	2013	Kuldeep - I	15-08-1990	3026	Expenditure
36	2013	Suresh Kumar	21-03-1987	3031	Civil Aviation
37	2013	Poornendu Kumar	02-02-1987	3035	Minority Affairs
38	2013	Vivek Negi	04-02-1990	3036	Jal Shakti
39	2013	Sumit Dubey	12-11-1988	3039	Agriculture and Farmer Welfare
40	2013	Neha Agrawal	07-07-1990	3046	Information & Broadcasting
41	2013	Rohil Niranjan	12-06-1988	3048	Defence
42	2013	Shashank Sharma	25-12-1989	3051	Power
43	2013	Gaurav Bhardwaj	19-03-1991	3054	Home Affairs
44	2013	Madhulika Priyadarshini	18-02-1988	3055	Defence
45	2013	Dharmdev Lal Anand	29-12-1990	3057	Shipping
46	2013	Yakshendra Vashisht	09-08-1987	3058	Defence
47	2013	Priya Mittal	14-03-1989	3059	Jal Shakti
48	2013	Tarun Gupta	23-12-1988	3063	Education
49	2013	Sonia Gupta	12-11-1990	3067	Expenditure

*[Signature]*  
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50	2013	Arpan	12-02-1989	3071	Jal Shakti
51	2013	Mayank Sharma	07-10-1990	3076	Expenditure
52	2013	Tariq Anwar Raja	18-05-1987	3078	Defence
53	2013	Harmanjot Singh	16-01-1990	3079	Defence
54	2013	Anoop Kumar Yadav	16-12-1985	3080	Food & Public Distribution
55	2013	Pankaj Singla	28-10-1988	3081	Information & Broadcasting
56	2013	Bhupender Yadav	02-06-1989	3083	Youth Affairs & Sports
57	2013	Piyush Jain	13-03-1990	3086	Expenditure
58	2013	Arun Kumar Shukla	05-12-1990	3098	Defence
59	2013	Bikesh Kumar	13-08-1989	3100	Expenditure
60	2013	Kumar Anand	27-12-1990	3101	Jal Shakti
61	2013	Vishwajeet Singh	16-03-1989	3102	Science and Technology
62	2013	Abhishek Sahgal	03-01-1992	3103	Social Justice & Empowerment
63	2013	Hunny Wadhwa	23-07-1990	3105	Health & Family Welfare
64	2013	Asad	23-09-1992	3106	CAB SEC.
65	2013	Amit Kumar - III	20-01-1989	3107	Education
66	2013	Ashok Kumar - II	09-03-1988	3111	Housing & Urban Affairs
67	2013	Saurabh	30-07-1991	3115	Jal Shakti
68	2013	Mehul Gupta	21-11-1989	3116	Defence
69	2013	Piyush Upadhyay	28-11-1991	3117	Jal Shakti
70	2013	Harishankar	28-08-1991	3120	Fertilizers

**\*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.**

*Prerna*  
1/10/21