

No. 8/9/2021-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> March, 2022

**OFFICE MEMORANDUM**

**Subject: Level 'D' Training programme at ISTM for Section Officers (SOs) of CSS for promotion to Under Secretary Grade from 14/03/2022 to 22/04/2022 (100<sup>th</sup> Batch)**

The undersigned is directed to inform that the officers whose names are given in the **Annexure** have been nominated to participate in the mandatory Level 'D' Training Programme being conducted by ISTM w.e.f. **14/03/2022 to 22/04/2022**. The training will be conducted at ISTM, besides 2 weeks of state attachment. The online part of training as required 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, 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. 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. B. Dhanesh, Joint Director, Phone No. 26737616, M. No. 9868273413, E-mail- b.dhanesh@nic.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

Telephone. : 24624046

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. B. Dhanesh, Joint Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. *The list of officers, who report for training on 14<sup>th</sup> March, 2022 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<Central Secretariat<CSS< Training Nomination Circulars<Section Officers)

**100<sup>th</sup> LEVEL D TRAINING PROGRAMME TO BE HELD BY ISTM  
(14.03.2022 to 22.04.2022)**

Sl.No	Year	Name of the officer	DoB	Min/Dept
1.	2012	Kamlesh Kumar*	8-Feb-79	Expenditure/DEA
2.	2012	Abdul Sadiq Khan*	25-Mar-67	AYUSH
3.	2012	M Latha*	16-Nov-67	DOPT/SSC Chennai
4.	2013	Ashish Batham*	16-Nov-82	Civil Aviation
5.	2012	Prem Pal Singh*	2-Mar-81	Culture
6.	2013	Hari Nath Prasad	3-Jan-78	Civil Aviation
7.	2013	Praveen Sharma	18-May-78	Heavy Industry
8.	2013	Mukesh Kumar	22-Aug-85	MHA
9.	2013	Chandra Prakash Kushwah	1-Jan-80	Expenditure
10.	2013	Kuldeep Singh	2-Aug-80	MHA/PMO
11.	2013	Archana Gupta	21-Jun-84	Science & Technology
12.	2013	Amrendra Kumar	14-Nov-83	UPSC
13.	2013	Leena George	13-Jul-66	Telecom
14.	2013	Sandipan Ghosh	22-Apr-81	Housing & UA
15.	2013	Sonia Boora	1-Jan-81	Telecom
16.	2013	Bimal Kumar Gupta	14-Jan-82	DOPT/SSC
17.	2013	Jitendra Kumar Jangid	2-Jan-86	Health & FW
18.	2013	Saji Gopinath P	26-May-66	Food & PD
19.	2013	Santosh Kumar	10-Sep-78	Expenditure/DEA
20.	2013	Ajit Kumar Sharma	20-Oct-83	I&B
21.	2013	Md Zahid Sharif	1-Mar-86	I&B
22.	2013	Nidhi Pandey	10-Jun-85	Commerce
23.	2013	Challa Indira Priyadarshini	24-Jun-76	Textiles
24.	2013	Pinaki Banerjee	9-Oct-80	Housing & UA
25.	2013	Anamika Nigam	7-Sep-77	HRD
26.	2013	Anisha Stella Xaxa	11-Apr-78	Expenditure/DEA
27.	2013	Anurag Tiwari	16-Jun-86	MHA/Cab jSectt.
28.	2013	Subhangi Jonnalagadda	31-Aug-76	Environment & Forests
29.	2013	Rohit Anand	1-Mar-83	I&B
30.	2013	Jayant Kumar	14-Jun-73	Agriculture/ On deputation
31.	2013	Deepak Negi	13-Jul-81	I&B
32.	2013	Binay Kumar Malangia	1-Jun-76	Housing & UA
33.	2013	Dipak Kumar Singh	5-Jan-81	Corporate Affairs
34.	2013	Amit Kumar Sharma	27-Nov-83	Health & FW
35.	2013	Jasmine	15-Nov-80	DOPT
36.	2013	Sumish	13-Apr-82	Telecom
37.	2013	Richa Sharma	6-Feb-83	I&B
38.	2013	Alka	5-Jan-78	Commerce
39.	2013	Prashant Srivastava	1-Aug-85	Corporation
40.	2013	Imtichuba N Jamir	21-Nov-83	Health & FW
41.	2013	Binod Kumar Yadav	2-Jan-80	Housing & UA
42.	2013	Chittaranjan Acharya	1-May-69	Power
43.	2013	Sarita Kumari	24-Jul-83	Telecom
44.	2013	Neetu Saini	3-Mar-76	I&B
45.	2013	Harbinder Kaur Arora	25-Aug-63	Niti Aayog
46.	2013	Goldi Chajgotra	25-Jul-83	Commerce
47.	2013	Mahesh Kumar Singh	2-Oct-85	UPSC
48.	2013	Bipin Kumar	3-May-82	Expenditure/DEA
49.	2013	Jyoti Negi	3-Jul-83	Defence
50.	2013	Varsha Goswami	15-Feb-64	Food & PD
51.	2013	Rajesh Kumar Singh	12-Jun-81	MHA
52.	2013	P A Lathika	11-Aug-69	Housing & UA
53.	2013	Ashutosh Kumar Jha	2-Aug-82	Textiles
54.	2013	Diwakar Mishra	10-Dec-78	I&B
55.	2013	Sunil Kumar Sah	7-Jul-87	Power
56.	2013	Vikash Kumar Vikrosy	15-Aug-85	Animal Husbandry
57.	2014	Mihir Kumar Jha	01-Mar-79	I&B
58.	2014	Mohammad Jainuddin	05-Dec-76	DOPT
59.	2014	Ram Pratap Sinha	10-Feb-80	Animal Husbandry
60.	2014	Shailesh Kumar Soni	07-Jun-74	Housing & UA/On deputation

**\*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.**

