

Immediate

**No. 8/3/2019-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 14th November, 2019

OFFICE MEMORANDUM

Subject: Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 25/11/2019 to 27/12/2019 (88th Batch).

The undersigned is directed to inform that Officers whose names are given in Annexure I, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. 25/11/2019 to 27/12/2019. Accordingly, these officers may be relieved of their duties and advised to report to Shri Nafe Singh, Consultant (Course Director), ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 25th November, 2019.

2. The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for 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 training of the officials and successful completion is mandatory for promotion as per DOP&T Notification G.S.R.483(E) dated 12th July 2013 and as vigilance clearance is not required for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time.

3. DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) in respect of Cadre Training Plan (CTP). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.

4. The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.

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5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of Rs. 20,000/- each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016) which 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:
 - (iv) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (v) 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.
 - (vi) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (vii) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
 - (viii) Child care leave approved by competent authority.
 - (ix) Marriage of self/the children.
 - (x) Officers on Election duty.

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- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) 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.
- (xv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (xvi) 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.
- (xvii) **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.
- (xviii) 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.
- (xix) 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.

8. It can be seen from the above that the officers who do not attend the mandatory training programmes even after two nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan and 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. In addition, administrative action may be taken to deny grant of promotion to such debarred officers.

9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.

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10. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent immediately to **Shri Nafe Singh, Consultant (Course Director)**, ISTM New Delhi who is accessible on Phone No. 26737611, Mobile No. 9891963832.

11. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online without fail immediately. Filling up online registration form is mandatory. The link is http://www.istm.gov.in/home/online_ctp_form. They may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.


(Chandra Shekhar)

Under Secretary to Government of India
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To

Min/Dept.of
Joint Secretary(Admn.)
New Delhi.

Copy forwarded for information and necessary action to :-

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13th December, 2013.
2. ISTM, **Shri Nafe Singh, Consultant (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 25th November, 2019 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (Shri Syed Imran Ahmed, DS).
4. US, CS-I (A), DOP&T (for information).
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)


(S.Satheesan)

Section Officer
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Annexure-I

**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM
25/11/2019 TO 27/12/2019 (88th Batch)**

Sl. No.	CSL No/SL Year	Name of the officer (Sh/Smt/Ms)	DoB	Min/Deptt.
1	2010	Rekha S Bhivpurkar*	22-12-64	H&UA
2	2010	Sabyasachi Pande*	14-9-83	DoPT
3	2010	P Radhakrishnan*	11-11-64	Earth Sciences
4	2010	Devanshu Kumar*	5-8-86	Fertilizer
5	2010	G.W.Bhelawe*	20-8-67	Posts
6	2010	Rajesh Kumar*	25-9-67	MHA
7	2010	Rajesh Kumar Srivastava*	1-7-68	DoPT
8	2010	Vikas Anand*	2-5-88	DoPT
9	2010	Nisha Gupta*	1-1-68	H&UA
10	2010	Sumit Jha*	14-9-85	Jal Shakti
11	2010	Pankaj Kumar*	14-7-81	DoPT
12	2010	Soumyadip Pandit*	26-3-84	DoPT
13	2010	Hemant Semwal*	5-7-85	Telecom
14	2010	Hiranmoy Kar*	20-10-84	Civil Aviation
15	2010	Md. Faiyaz Aazam	10-12-85	Agriculture
16	2010	Dolly Dixit	18-11-84	NSCS
17	2010	Suman Jakhar	21-8-86	Agriculture
18	2010	Yaurav	9-10-86	Jal Shakti
19	2010	Devender Nath	19-8-62	DoPT
20	2010	Satyam Srivastava	20-7-89	DoPT
21	2010	Ali Iqbal	3-1-81	UPSC
22	2010	Laxman Kumar	22-12-66	Corporate Affairs
23	2010	Dinesh Kumar	5-1-71	Agriculture
24	2011	Prakash Kumar	1-1-71	Agriculture
25	2011	N Swaminathan	18-10-72	Civil Aviation
26	2011	Chithra Suresh	30-5-71	Commerce
27	2011	Avinash Babutta	14-2-70	Expenditure
28	2011	Arti Sehgal	4-2-72	Expenditure
29	2011	P M V S Srikanth	26-8-72	Expenditure
30	2011	Veer Bahadur Singh	5-7-84	Expenditure
31	2011	Palepu Ram Chandra Rao	2-11-72	Expenditure
32	2011	Subash Chand	5-8-68	Expenditure
33	2011	Hemant Kumar	6-11-68	MHA
34	2011	K J Wakade	29-3-66	MHA
35	2011	Sreelatha A K	18-9-72	MHA
36	2011	Pushpalatha Bhatt	20-6-64	MHA
37	2011	Annu Ranjan Kumar	25-1-70	MHA

38	2011	Sanjeev Kumar	13-9-65	MHA
39	2011	Vivek Phawa	8-8-71	MHA
40	2011	S. Ravi Kumar	11-12-72	MHA
41	2011	K I Iqbal	5-7-68	MHA
42	2011	Sanjay Kumar	22-10-71	MHA
43	2011	Pradeep Kumar Singh	15-8-74	MHA
44	2011	Binu Sanil	9-11-72	MHA
45	2011	Tarni Kumar Trivedi	1-12-69	MHA
46	2011	Nirjhar Sinha	31-10-64	I&B
47	2011	Ajitha Ravindran	16-2-70	I&B
48	2011	Sua Ram	15-11-65	I&B
49	2011	Har Bhagwan	8-10-66	I&B
50	2011	Manoj Kumar Sharma	24-6-63	I&B
51	2011	Preeti Wadhwa	25-7-74	Legal Affairs
52	2010	Sunil Kumar Bhatia	1-1-69	Niti Ayog
53	2011	Urvashi Sharma	26-7-64	Niti Ayog
54	2011	Usha Rani	1-4-63	Power
55	2011	Sanjay Kumar Jha	1-4-70	Power
56	2011	Hemant Dhawan	14-9-63	RT&H
57	2011	Damayantjit Kaur	12-12-62	Science & Technology
58	2011	Suresh Kumar	27-1-71	Science & Technology
59	2011	Sumit Kumar Ghosh	24-9-64	Telecom.
60	2011	Lalit Kumar	13-10-73	Telecom.
61	2011	M Kiran Kumar	10-2-71	Telecom.
62	2011	Navaneetha Pramod	1-6-73	Water Resources
63	2011	Om Prakash	29-9-62	Water Resources
64	2011	Anupa Venugopal	23-2-73	Water Resources
65	2011	Ramesh Kumar	15-2-70	Water Resources

Note:

- 1) * Second & Final Nomination
- 2) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat (CSS). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2.
- 3) However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.
- 4) The ASOs who have qualified SO LDCE for any year may not be relieved to attend the Level-B Training Programme.

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