

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 10<sup>th</sup> April, 2019

OFFICE MEMORANDUM

**Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 13/05/2019 to 14/06/2019 (83<sup>rd</sup> 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. **13/05/2019 to 14/06/2019**. 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 13<sup>th</sup> May, 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 4<sup>th</sup> 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 12<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 1<sup>st</sup> 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 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.
- (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 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.

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.

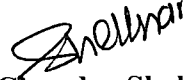
9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.

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10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri. Nafe Singh, Consultant (Course Director)**, New Delhi who are accessible on Phone No. 26185310, 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](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  
Telephone. : 24624046  
Email:c.shekhar59@nic.in

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 13<sup>th</sup> 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 **13<sup>th</sup> May, 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](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)



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**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT  
ISTM FROM 13/05/2019 TO 14/06/2019 (83<sup>rd</sup> Batch)**

Sl. No.	CSL No/SL Year	Name of the officer (Sh/Smt/Ms)	DoB	Min/Deptt.
<i>Table-A</i>				
1	2010	Soumitra N Motilal	14-Aug-67	MHA
2	2010	Vijoy Kumar Jha	8-Jan-63	MHA
3	2010	Sadhna Sharma	7-Jul-65	MHA
4	2010	Mrutunjaya Atibudhi	14-Feb-69	Urban Dev.
5	2010	Bhagwan Das	12-Dec-63	Defence
6	2010	Krishan Kumar	3-Dec-64	Defence
7	2010	Manish Chhabria	13-Jun-72	Defence
8	2010	Yogesh Kumar	30-Aug-71	Food & PD
9	2010	Vijender Singh	15-Jan-67	Urban Dev.
10	2010	Gopal Mehra	24-Aug-69	RT&H
11	2010	Harihar Sundaram	13-May-67	MHA
12	2010	Rathna Gurumurthy	7-May-66	MHA
13	2010	Prabhat Kumar Panigraphi	15-Jun-66	MHA
14	2010	Pamir Mitra	30-Sep-62	MHA
15	2010	P.K. Jain	21-Jun-64	Earth Sciences
16	2010	Karabi Shyam	8-May-69	MHA
17	2010	Padma Uppal	12-Apr-62	Defence
18	2010	Bimla Bagga	8-Aug-63	Defence
19	2010	Manoj Kumar Bhatia	8-Oct-66	Defence
20	2010	Harvesh Kumar	17-Dec-70	Urban Dev.
21	2010	V. Naganand	28-Mar-68	Civil Aviation
22	2010	K.S.Rawat	8-Jun-66	I&B
23	2010	Shashi Gambhir	18-Jul-68	I&B



24	2010	K. Suresh Kumar	3-Jul-66	Rural Dev.
25	2010	Surinder Kumar	13-Dec-64	UPSC
26	2010	Man Mohan Singh	28-Jun-66	UPSC
27	2010	Neetu Banati	3-May-69	Water Resources
28	2010	Krishan Kumar	7-Feb-66	I&B
29	2010	Rita Bhola	28-Aug-62	I&B
30	2010	Meena Gopinath	20-May-66	I&B
31	2010	Ajay Nagpal	25-Jun-69	SJ&E
32	2010	Pawan Kumar	27-May-70	Defence
33	2010	Rachna Khanna	5-Feb-66	MHA
34	2010	Hema Rawat	12-Aug-71	Earth Sciences
35	2010	Tony J. Jacab	5-Oct-67	Urban Dev.
36	2010	Baljinder Kaur	1-Jun-64	Urban Dev.
37	2010	Niranjan Nayak	17-May-68	Food & PD
38	2010	Dinesh Kumar	5-Aug-68	Power
39	2010	J. Venkata Krishnan	5-Feb-69	Supply
40	2010	J.S. Malik	12-Jan-67	Water Resources
41	2010	Bhagirathi Premnath	29-Apr-65	Water Resources
42	2010	Shashi Kumar	11-Mar-72	Water Resources
43	2010	Hemant Kumar Sharma	10-Apr-73	RT&H
44	2010	Sanjay Kumar	10-Aug-69	MHA
45	2010	Hamsa Ravishankar	18-Sep-68	Legal Affairs
46	2010	Narinder Kumar	18-Jun-68	Food & PD
47	2010	Satish Kumar	25-Jan-69	Steel
48	2010	Shubalakshmi E.	29-Dec-64	Urban Dev.
49	2010	Amita Chauhan	7-May-67	Urban Dev.
50	2010	Vijay Kumar Bhatia	8-Apr-69	Urban Dev.



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51	2010	Bijendra Kumar	22-Dec-68	I&B
52	2010	Sanjeev Mukhija	24-Jul-70	Defence
53	2010	Subhashini T.	21-May-66	Urban Dev.
54	2010	C.S. Bhola	2-May-62	I&B
55	2010	Madhaba Chandra Dakua	20-Apr-65	I&B
56	2010	Deva Priya M.	13-Feb-68	I&B
57	2010	Chinta Mani	21-Mar-63	Steel
58	2010	Anuradha Bhadwal	5-Mar-71	Rural Dev.
59	2010	Krishan Pal	2-Dec-69	Urban Dev.
60	2010	Manmohan Singh Bist	24-Jun-63	Urban Dev.
61	2010	A.K. Gupta	11-Aug-64	Defence
62	2010	Vinay Kumar	1-Sep-71	Defence
63	2010	Veena Maini	23-Sep-63	SJ&E
64	2010	Kamraj Malik	14-Jan-66	SJ&E
65	2010	V.BalaNageshwar Rao	12-Apr-68	Urban Dev.
66	2010	Ved Prakash Mongia	25-Nov-69	Urban Dev.
67	2010	Katyayani Kulkarni	14-Sep-68	Urban Dev.
68	2010	Rakesh Pandey	20-Feb-65	I&B
69	2010	Geetha Ashok	3-Jun-67	Defence
70	2010	Jaipal Singh	22-Jul-68	Urban Dev.
71	2010	Madhu Puri	4-Sep-67	Urban Dev.
72	2010	Anita Scindia	2-Apr-69	Urban Dev.
73	2010	Vipinder Chander Chamoli	20-Oct-66	Urban Dev.
74	2010	Raj Kumar Nigam	13-Mar-69	MHA
75	2010	Bishan Das	20-Sep-66	Urban Dev.



TABLE-B				
76	2010	Avinash Kumar	15-May-1987	Power
77	2010	Praveer Bisht	26-Mar-1986	UpSC
78	2010	Surender Sharma	31-Jul-1983	MHA
79	2010	Sajjad Hasan Masood	7-Dec-1985	Education
80	2010	Swarna Kamal Garg	7-Jan-1984	Education
81	2010	Micheal Raj S	6-Jun-1985	DoPT
82	2010	Om Prakash	28-Feb-1981	RD
83	2010	Amit Kumar	15-Feb-1983	Labour
84	2010	Ajit Vikram Chourasia	15-Jul-1980	Supply
85	2010	Vikram K	21-Feb-1986	Power
86	2010	Shantanu Swaroop	4-Dec-1987	E&F
87	2010	Nasi Muddin Ansari	16-Apr-1982	Steel
88	2010	Jainul Abadin	15-Mar-1987	UpSC
89	2010	Shameem Alam	12-Mar-1985	Telecom
90	2010	Pavittarpal Singh	29-Jan-1985	Urban Development
91	2010	Abhishek Lall	14-Nov-1985	Civil Aviation
92	2010	Shraddha Anand	25-Nov-1985	Expenditure
93	2010	Kumar Gandharv	13-Jun-1984	I&B
94	2010	Roshan Kumar Verma	29-Aug-1983	Power
95	2010	Jyoti Ranjan	25-Dec-1983	Education
96	2010	Phool Kanwar	17-Dec-1984	Power
97	2010	Ravi Kumar	23-Aug-1983	Education
98	2010	Harish Kumar	2-Oct-1988	DoPT
99	2010	Vijay Kumar	19-Aug-1976	Agriculture
100	2010	Viveka Nand	5-Nov-1984	RTH





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101	2010	Sumit Verma	12-Sep-1978	Expenditure
102	2010	Dharam Raj Kumar	7-Jan-1984	MHA
103	2010	Ajit Kumar Verma	25-Jul-1986	
104	2010	Abhay Kant Jha	7-Feb-1984	MHA
105	2010	Asim Jana	29-Jun-1985	Expenditure
106	2010	Santosh Kumar	15-Dec-1976	WCD
107	2010	Kumar Gaurav	25-Jan-1988	IP&P
108	2010	Krishna Kant	1-Feb-1985	Education
109	2010	Surjeet Kumar Das	12-Feb-1982	Civil Aviation
110	2010	Shobhit Singh	5-Jun-1983	UpSC
111	2010	Surender Kashyap	1-Jun-1984	Health
112	2010	Ratan Kumar	3-Jan-1982	MHA
113	2010	Pankaj Sinha	21-Aug-1988	UD
114	2010	Veer Pratap Singh	1-Jul-1987	Expenditure
115	2010	Garima Sharma	16-Sep-1986	RTH
116	2010	Vikash Kumar	1-Jan-1980	SJ
117	2010	Kunal Prasad	3-Aug-1983	UpSC
118	2010	Mahipal Yadav	16-Aug-1988	Telecom
119	2010	Ravi Ranjan	5-Dec-1985	DoPT
120	2010	Yadvendra Kumar Singh	2-Nov-1985	MhA
121	2010	Om Kumar	2-Jul-1984	Agriculture
122	2010	Upasana Banerjee	20-Feb-1988	MHA
123	2010	Saket Kumar	24-Aug-1986	Agriculture
124	2010	Gujjar Prayagraj Pradeepkumar	16-May-1985	MHA
125	2010	Sujeet Kumar	5-Dec-1985	Education
126	2010	Alankar Gautam	22-Feb-1984	Water Resource

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127	2010	Nutan Kumari	25-Dec-1985	I&B
128	2010	Abhishek Kumar	21-May-1984	Telecom
129	2010	Subhash Chandra Kumar	13-Sep-1983	Agriculture
130	2010	Rajendra Singh	21-Dec-1980	Agriculture
131	2010	Amit Bangarwal	3-Sep-1983	Education
132	2010	Uttam Kumar	4-Oct-1987	UpSC
133	2010	Rakesh Kumar	20-Jan-1986	Housing & Urban Affairs
134	2010	Prashant Kumar	26-Nov-1976	RTH
135	2010	Mandeep Singh	19-Aug-1981	Steel
136	2010	Vijay Shankar Upadhyaya	5-Jul-1983	S & T
137	2010	Pankaj Kumar Srivastava	13-Nov-1984	Power
138	2010	Venkatesan T	19-Jan-1983	Commerce
139	2010	Susant Parida	6-Mar-1986	MHA
140	2010	Deepak Shaw	2-Jan-1986	Education
141	2010	Narendra Pal	2-Jul-1981	UpSC
142	2010	Rakesh Ranjan	1-Mar-1980	SJ
143	2010	Ashish Rangra	4-Aug-1986	Labour & Employment
144	2010	Subodh Kumar	10-May-1980	MHA
145	2010	Birju Kumar	10-Jun-1979	UD
146	2010	Akhilesh Kumar	5-Jul-1986	UpSC
147	2010	Pradeep Raj Nayan	4-Apr-1987	UpSC
148	2010	Sanjeev Prasad	6-Nov-1987	UpSC
149	2010	Pankaj Kumar	22-Feb-1981	Food & PD
150	2010	Pradeep Kumar	20-Jan-1983	Labour

**Note:**

- i) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> 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.
  - (ii) However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.
  - (iii) 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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