

**Immediate**

**No. 8/3/2018-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 11<sup>th</sup> February, 2019**

**OFFICE MEMORANDUM**

**Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 18/02/2019 to 25/03/2019 (81<sup>st</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. 18/02/2019 to 25/03/2019. Accordingly, these officers may be relieved of their duties and advised to report to **Shri. Brahmareddy Desireddy, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 18<sup>th</sup> February, 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.

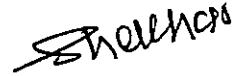
9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.

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10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri. Brahmareddy Desireddy, Deputy Director (Course Director), ISTM** New Delhi who is accessible on Phone No. 26185314 and Mobile No. 9910581367.

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  
Telefax. : 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. Brahmareddy Desireddy, Deputy Director, (Course Director), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 18<sup>th</sup> February, 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)

  
(Chandra Shekhar)

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LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM 18/02/2019 TO 25/03/2019 (81st Batch)

<i>Table A</i>				
Sl. No.	CSL No/SL Year	Name of the officer (Sh/Smt/Ms)	DoB	Min/Deptt.
1.	2008/1451	Sunita Bansal*	27-Nov-61	UPSC
2.	2008/1470	K.Subramanian*	04-Apr-64	AHD&F
3.	2008/1482	R.K.Mangain*	01-May-64	DoPT
4.	2008/1526	Anuradha Dutta*	21-Feb-62	DoPT
5.	2008/1528	Bimla Vashist*	15-Jan-62	Agriculture
6.	2008/1549	Anita Ashok*	24-Jun-66	Expenditure
7.	2008/1559	Suresh Kumar*	06-Feb-61	I&B
8.	2008/1563	Mahendra Singh*	05-Aug-65	Expenditure
9.	2008/1576	Laxman Kumar*	22-Dec-66	Corporate Affairs
10.	2008/1579	Naresh Kumar Kapoor*	20-Oct-64	UPSC
11.	2008/1597	Surinder Kumar*	29-Apr-67	Labour & Employment
12.	2008/1616	Ajay Kumar*	15-Feb-64	Health & FW
13.	2008/1638	Pramod Kumar*	15-Aug-61	Rural Development
14.	2008/1649	S.R.Sharma*	30-Apr-64	Expenditure
15.	2009/	Rosamma Thomas*	29-May-61	Legal Affairs
16.	2009/	R.K.Verma*	25-Jul-61	Agriculture
17.	2008/1563	Mahendra Singh*	05-Aug-65	Finance/DIPAM
18.	2010	Sita Narayanan*	28-Jul-69	MHA
19.	2010	R.Murali*	5-Jun-63	Expenditure
20.	2007/630	S.K.Mandi	01-Jan-68	Posts
21.	2008/836	Anita Taneja	16-Aug-65	DoPT
22.	2008/930	Rita Lalitinlani	31-Dec-73	Expenditure
23.	2008/933	Theambowkhamrang	01-Feb-68	MHA
24.	2008/934	Godbole V Shankarrao	02-Mar-67	MHA
25.	2008/942	George Dungdung	22-Oct-67	Housing &UA
26.	2008/944	Kailash Chand Meena	10-Aug-70	Expenditure
27.	2009/42	Aruna Sinha	27-Jan-61	Agriculture
<i>Table-B</i>				
28.	2010	D.B. Singh	1-Oct-60	P&NG
29.	2010	V.K. Chauhan	5-Jan-67	Defence
30.	2010	Rakesh Kumar	9-Sep-67	Defence
31.	2010	R. Chitra	29-Oct-62	Defence
32.	2010	Indramani Pradhan	5-Jun-65	Defence
33.	2010	Satbir	15-Dec-62	Expenditure
34.	2010	Sant Ram	25-Apr-64	Expenditure
35.	2010	Raj Kapoor	15-Jul-62	Expenditure
36.	2010	Leena Sarin	8-Dec-70	Steel
37.	2010	P. Laxmi	29-May-65	Power
38.	2010	Suresh Babu	4-May-67	Steel
39.	2010	Ajoy Kant	5-Feb-65	Shipping
40.	2010	Gajender Singh	1-Jul-66	Commerce
41.	2010	Sunita Bhandari	29-Jan-66	Commerce
42.	2010	Aruna Aggarwal	13-Jan-64	Commerce
43.	2010	D.K. Haldar	27-Oct-63	Urban Dev.

44.	2010	A.S. Negi	18-May-67	Posts
45.	2010	Kundan Singh	16-Apr-63	Posts
46.	2010	A.S. Gholap	17-Jul-61	Posts
47.	2010	N.S. Rawat	16-Apr-67	Posts
48.	2010	Seema Rani Srivastava	9-Dec-65	UPSC
49.	2010	Sushil Chander	12-Jul-63	UPSC
50.	2010	Mala Lal	23-May-66	UPSC
51.	2010	Desh Raj-II	10-Dec-66	UPSC
52.	2010	Amita Kumari	2-Aug-63	UPSC
53.	2010	Munish R. Kumar	4-Jul-66	Planning Commn.
54.	2010	Vineesh Arora	27-Jun-71	Planning Commn.
55.	2010	Dharam Vir Sharma	11-Mar-62	I&B
56.	2010	Sanjay Sharma	30-Jan-66	I&B
57.	2010	Satpal Singh	16-Aug-65	I&B
58.	2010	Dharmender Singh	24-Jan-63	Consumer Affairs
59.	2010	Om Pal Singh	8-Dec-64	Health & FW
60.	2010	Meena Joshi	20-Sep-65	Health & FW
61.	2010	Satish Kumar	18-Dec-70	Health & FW
62.	2010	A.K. Halwasia	22-Sep-62	Science & Tech.
63.	2010	Durvijay Nath	1-Jan-67	I&B
64.	2010	Richh Pal	1-Dec-60	WCD
65.	2010	S. Balaji	7-Mar-64	Sec. & Higher Edu.
66.	2010	Amarjit Singh Setia	24-Sep-64	Sec. & Higher Edu.
67.	2010	Vijay Nath Pandey	1-Jul-68	Sec. & Higher Edu.
68.	2010	Jai Kumar	2-Feb-65	Sec. & Higher Edu.
69.	2010	Lalita Prasad	5-Jul-64	Sec. & Higher Edu.
70.	2010	Kiran Taneja	27-Dec-66	Youth Affairs & Sports
71.	2010	Indu Bhatt	7-Nov-68	Culture
72.	2010	Swapan De	17-Jun-62	WCD
73.	2010	Achamma Rajan	30-May-61	WCD
74.	2010	Ram Prasad	2-Jul-61	WCD
75.	2010	Ved Prakash	16-May-61	WCD
76.	2010	Sunita Malik	6-Jun-67	I&B
77.	2010	Om Prakash	8-Aug-68	Expenditure
78.	2010	Rita Khurana	16-Jul-62	I&B
79.	2010	Naresh Singh	1-Jan-62	Telecom.
80.	2010	V.A.N. Murthy	31-Dec-61	Telecom.
81.	2010	Mamta Khanna	23-Jan-64	Supply
82.	2010	Dharam Singh	1-May-68	Supply
83.	2010	Suresh Kumar	19-Dec-66	Supply
84.	2010	Chander Kishore	1-May-61	Supply
85.	2010	Sanjay Mallik	11-Jun-67	Supply
86.	2010	J.P. Singh	10-Oct-65	Supply
87.	2010	Sudesh Jolly	8-Jul-61	Agri. & Coop.
88.	2010	Dharam Vir	25-Nov-60	Agri. & Coop.
89.	2010	Gita Mohan	22-Oct-66	Rural Dev.
90.	2010	Ved Prakash	22-Jul-62	Water Resources
91.	2010	A. Narasimha Swami	10-Jul-64	Water Resources
92.	2010	U.N. Mishra	1-Jan-64	Water Resources
93.	2010	Anil Kumar	15-May-66	Water Resources
94.	2010	Sohan Singh Bisht	1-Jun-63	Water Resources

*S. Sathar*

95.	2010	M.P. John	7-Dec-63	Water Resources
96.	2010	Suresh Chand	12-Jan-62	Water Resources
97.	2010	Deborah Umesh	8-Dec-67	DOP&T
98.	2010	R. Lakshmi Prabha	26-May-65	DOP&T
99.	2010	Anuradha Talwar	7-Oct-67	MHA
100.	2010	Kochukuttan V.	17-Jan-62	MHA
101.	2010	J. Usha	19-Jan-62	Earth Sciences
102.	2010	Sreekala S. Nair	29-Jul-62	DOP&T
<i>Table-C</i>				
103.	2010	Meghna Mukherjee	16-Apr-1986	Agriculture
104.	2010	Bhuwan Bhasker Pandey	29-Nov-1983	Steel
105.	2010	Abhijeet Gaurav	1-Nov-1987	Cabinet Sectt
106.	2010	Vinay Kumar	19-Aug-1984	Home Affairs (PMO)
107.	2010	Balaji N	22-Sep-1985	Home Affairs (PMO)
108.	2010	Hiranmoy Kar	20-Oct-1984	Home Affairs (PMO)
109.	2010	Krishanu Mukherjee	20-Sep-1983	RD
110.	2010	Sanchit Aggarwal	9-Aug-1988	Education
111.	2010	Rajat Pal	11-Aug-1986	Textiles
112.	2010	Vinita Sinha	1-Mar-1979	Textiles (On dep. To Passport Office)
113.	2010	Mohit Sharma	9-Apr-1986	MHA
114.	2010	Amit Kumar Mukherjee	2-Apr-1985	I&B
115.	2010	Vishal Kumar Gupta	9-Mar-1983	Education
116.	2010	Anupma Kumari	8-Jul-1986	Expenditure
117.	2010	Ashish Agrawal	20-Nov-1985	Mines
118.	2010	Pankaj Kumar Sinha	15-Feb-1988	Supply
119.	2010	Chaitali Dua	16-Dec-1983	Expenditure
120.	2010	Deepak Goyal	25-Oct-1985	Civil Aviation
121.	2010	Awanish Kumar Mishra	1-Jul-1983	Home Affairs (PMO)
122.	2010	Suchit Goyal	27-Oct-1985	UD
123.	2010	Piyush Kumar	14-Oct-1986	Telecom
124.	2010	Parna Sahana	10-Jun-1984	Culture
125.	2010	Inderpreet Singh Kohli	25-Jun-1986	Water Resource
126.	2010	Anirban Lahiri	11-Apr-1986	Home Affairs (PMO)
127.	2010	Arun Dabas	15-Jul-1986	Commerce
128.	2010	Sanchari Banerjee	17-Apr-1985	UD
129.	2010	Jyoti Prakash Singh	12-Aug-1986	Cabinet Sectt
130.	2010	Bhoopendra Kumar Gupta	5-Nov-1981	Education
131.	2010	Jaiveer Kumar	28-Feb-1990	Social Justice
132.	2010	Subhranil Bhattacharya	10-Nov-1983	Water Resource
133.	2010	Surendra Nath Swain	20-Jun-1984	Water Resource
134.	2010	Deepak Nagpal	25-Oct-1985	Education
135.	2010	Faridulla Sarkar	1-May-1987	Home Affairs (PMO)
136.	2010	Richa Prakash	5-Dec-1988	DoPT
137.	2010	Motawala Akhilesh Rashmibhai	28-Apr-1987	Expenditure
138.	2010	Ankit Kumar	9-Jan-1987	Power
139.	2010	Goutam Malhotra	14-Jul-1979	Culture
140.	2010	Vipin Kumar Bhargava	22-Jun-1984	Education
141.	2010	Mohammed Aamir	15-Jul-1978	Education
142.	2010	Rakesh Kumar	20-Aug-1983	Water Resource

*Sathya*

143.	2010	Ajit Chauhan	6-Dec-1984	Expenditure
144.	2010	Niwesh Kumar	10-May-1983	Steel
145.	2010	Shashwat Pratap	13-Dec-1986	Home Affairs (PMO)
146.	2010	Himanshu Prabhakar	15-Sep-1983	Social Justice
147.	2010	Md Reyazuddin	7-Mar-1978	Upsc
148.	2010	Avishek Datta	12-Jul-1986	Upsc
149.	2010	Pausianmung Hauzel	10-Aug-1984	Home Affairs (PMO)
150.	2010	Ravi Shankar Nirala	15-Feb-1984	Telecom
151.	2010	Ashish Kumar Thakur	4-Feb-1986	Expenditure
152.	2010	Shashi Kant Yadav	24-Jul-1983	Expenditure
153.	2010	Geeta Rani	1-Apr-1985	Commerce
154.	2010	Muslim T R	15-Apr-1983	RD
155.	2010	Dilip Kumar	25-Dec-1984	Water Resource
156.	2010	Pawan Kumar	29-Mar-1983	Expenditure
157.	2010	Rama Shokeen	17-Apr-1988	I&B
158.	2010	Yaurav	9-Oct-1986	Home Affairs (PMO)
159.	2010	Sarita Thakuri	23-Jun-1980	Expenditure
160.	2010	Deepak Kumar	6-Apr-1983	MHA
161.	2010	Devendra Chaudhary	19-Oct-1984	Education
162.	2010	Ali Iqbal	3-Jan-1981	Home Affairs (PMO)
163.	2010	Rahul Handa	5-Aug-1986	IP&P
164.	2010	Satish Kumar Singh	5-Apr-1984	Education
165.	2010	Raman Khanna	30-Nov-1985	Expenditure
166.	2010	Prasenjit Dey	10-Feb-1985	Mines (on dep. W.e.f 31.7.17(AN) in Farakka Barrage Project)
167.	2010	Bulle Sunil Kumar	20-May-1987	UD
168.	2010	Neha Dheeman	12-Mar-1989	Commerce
169.	2010	Saurabh Mukherjee	7-May-1985	Education
170.	2010	Darpan Banerjee	11-Jun-1987	Education
171.	2010	Vikal Kumar	13-Mar-1985	Power
172.	2010	Kumar Gaurav	17-Feb-1988	Upsc
173.	2010	Bhanu Joshi	24-Mar-1988	Power
174.	2010	Rajiv Kumar	27-Mar-1984	I&B
175.	2010	Shyam Shankar	14-Jan-1985	MHA
176.	2010	Jitesh Kumar Gupta	5-Jan-1986	DoPT
177.	2010	Yashdeep Khare	11-Sep-1987	UPSC

**Note:**

\* Second & Final Nomination.

- (1) 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. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.
- (2) 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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