

No. 8/3/2016-CS.I (T) Vol.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 27th February, 2017

OFFICE MEMORANDUM

Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 20/03/2017 to 05/05/2017.

The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM from 20/03/2017 to 05/05/2017. It is requested that the nominated officers may be relieved of their duties and advised to report to **Shri Praveen Prakash Ambashta, Deputy Director/Course Director**, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9.00 A.M. on 20th March, 2017.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Ministries/ Departments are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officers concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.

4. As per the DoPT's OM No. T-25017/01/2014-Trg. (ISTM) dated 11th August, 2015, postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3rd chance.

.....2/-



5. The officers who are being nominated for the third (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 third time) will be entertained. It is also hereby informed that if an officer who is holding the post of Deputy Secretary on adhoc basis and has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated.

6. Department of Personnel & Training vide O.M. 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). Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmers for the officers of CSS in respect of Cadre Training Plan (CTPs)" 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:
 - (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.
 - (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.

.....3/-



- (v) 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.
- (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 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.
- (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 2nd chance shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

7. 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. As such the officers who have been nominated by CS Division of DoP&T under 2nd chance vide this Office Memorandum shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

8. 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 6 (iii) above.

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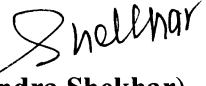
9. The participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish the following documents immediately:-

- (a) Annexure-II duly filled in.
- (b) The nominated officer should apply online for official passport, if he/she does not have an official passport already, and attach a print out of the online application submitted for official passport., and
- (c) Two copies of passport size photograph with white background.

This information may be sent to **Shri Praveen Prakash Ambashta, Deputy Director /Course Director, ISTM, New Delhi at the earliest.**

10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Praveen Prakash Ambashta, Deputy Director/Course Director, ISTM New Delhi** who is accessible on Phone No. 26185316 (O), M. No. 9212501331.

Encls.: Annex.I & Annex.II


(Chandra Shekhar)

Under Secretary to Government of India
Tele. : 24624046

To

**Ministry/Department of
All Cadres { Joint Secretary(Admn.) concerned }**

New Delhi.

Copy forwarded for information & necessary action to :-

- (1) **ISTM Shri Praveen Prakash Ambashta, Deputy Director/Course Director, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 20th March, 2017 may please be furnished to the undersigned on next day positively.**
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (3) PA to Dir(CS.I)/PA to US(U)/US(D)
- (4) Guard file
- (5) Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2014, 2015 & 2016

Name of the Officer:

CSL No.:

		2014	2015	2016
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

Signature of the officer with date

Full Name

Office Address



**List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM
from 20/03/2017 to 05/05/2017**

S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
1	6245	Pradeep Kumar Bali*	26/Apr/1961	PMO
2	6439 P	Sanjeev Kumar*	25/02/1968	I&B
3	6451	Suman Dixit*	2/Jan/1968	Env & Forests
4	6456	Dhruv Chakravarty*	7/May/1965	MHA (On Deputation Land & Port Authority)
5	6455	C K Ramaswany	1/Jul/1967	Defence
6	6457	SM Routray	15/Apr/1967	HFW
7	6459	Rakesh Sharma	2/Feb/1967	Cab Sect
8	6461	Naresh Bhardwaj	4/Apr/1969	UD
9	6463	Vijay Kumar	19/Sep/1965	Telecom
10	6464	Deepak Mitra	25/Apr/1965	MHA
11	6465	BK Manthan	23/Mar/1965	Revenue
12	6467	Shivendra Chaturvedi	2/Jan/1968	Fin. Ser.
13	6468	Navil Kapur	19/Jun/1963	Labour
14	6470	AP Singh	25/Apr/1964	Env & Forests
15	6471	Devendra Singh Gaur	1/May/1965	Labour
16	6472	Jasmine James(Smt.)	8/Feb/1963	Fin. Ser.
17	6473	Sushil Kumar Jha	4/Feb/1965	Pharmaceuticals
18	6475	Ajay Gairola	29/Jan/1965	Power
19	6476	RK Arora	17/Apr/1962	Defence
20	6477	Vinay Awasthi	28/Aug/1968	Telecom
21	6478	Sadhna Hiranandani(Smt.)	9/Jan/1961	Commerce
22	6479	Daya Shanker	5/Oct/1968	On Dep (APS to Min. for FPI)
23	6480	Deepa Anand(Smt.)	19/May/1964	Supply
24	6481	Rajesh Kumar	1/Mar/1969	RD
25	6482	Rajeev Sharma	31/Aug/1962	RD
26	6483	S.M. Prasad	31/Jul/1966	On Dep (APS to MoS for Skill Dev)
27	6484	Sikha Paul(Smt.)	13/Mar/1963	Defence
28	6485	Parveen Kumar	19/May/1968	Pharmaceuticals



S.No.	CSL No.	Name of the Officer	DoB	Ministry/Department
29	6486	Kailash Choudhary	15/Mar/1964	Agri.
30	6488	Syed Ravish Ali	2/Jan/1962	IPP
31	6489	Nil Ratan Das	18/Jan/1965	Cab Sect.
32	6491	Anoop Kumar	1/Jan/1970	IPP
33	6492	Satpal Sharma	12/Feb/1964	Labour
34	6493	Arun Kumar	15/May/1969	On Dep (APS to Minister Steel)
35	6494	Raj Kumar Varshneya	6/May/1964	UPSC
36	6495	Syad Ali Sabeer	2/Jun/1966	On Dep (Passport Office-Hyderabad)
37	6497	Surya Kant Vasishtha	12/Jun/1966	Corporate Aff.
38	6498	Harihar Sukla	13/Apr/1961	Heavy Ind.
39	6500	Ghanshyam Thakur	15/Aug/1961	Heavy Ind.
40	6501	Ranendra Singh Negi	22/Sep/1967	RGI
41	6502	Prisca Poly(Smt.) Mathew	17/Jan/1964	ARPG
42	6503	Ramendra Pratap Shukla	9/Jul/1967	On Dep to Airports Regulatory Authority
43	6504	Debasis Haldhar	14/Dec/1961	MHA
44	6505	Deepak Rai Narang	10/Jan/1965	Defence
45	6506	Jitender Malik	4/Jun/1962	On Dep to Dir (Fin.), Prasar Bharati

***SECOND AND FINAL NOMINATION**

Note:

DoPT vide its OM 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. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.

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