

**Immediate**

**No. 8/4/2022-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 08<sup>th</sup> July, 2022**

**OFFICE MEMORANDUM**

**Subject: Level 'E' Mandatory Cadre Training Programme at ISTM for Officers of CSS from 25/07/2022 to 18/08/2022 (63<sup>rd</sup> Batch) in Hybrid Offline/online mode**

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 'E' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. **25/07/2022 to 18/08/2022 (4 weeks)**. Accordingly, it is requested that these officers may please be relieved of their duties and advised to report to the Course Director – **Mrs. Namita Malik, Joint Director**, (Email - [namita.malik@gov.in](mailto:namita.malik@gov.in), Phone No. 26737611, M. No. 9717033552) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 **at 9.00 A.M. on 25<sup>th</sup> July, 2022.**

2. As informed by ISTM, the above Level E programme starting 25th July, 2022, will be conducted in blended mode i.e. two weeks in offline mode and two weeks (half days) in online mode.

3. All the nominated officers are directed to kindly visit the ISTM website and fill the online form and submit the same online immediately. The web-link for the same is **[https://www.istm.gov.in/home/online\\_ctp\\_form/registration](https://www.istm.gov.in/home/online_ctp_form/registration)**. Officers may carry a print out of the filled up form, duly authenticated by their sponsoring authority and submit the same to ISTM on the day of joining the course. Confirmation with regard to the participation of the officers (after updating officers' particulars online) may please be sent to the Course Director at ISTM.

4. The training of the officers and its successful completion is mandatory as per CSS Regulations, 2010. 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 'E' 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

  
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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.
- (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.**

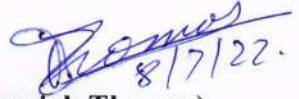
5. Henceforth, all CSS officers will get a maximum of two nomination chances to complete the mandatory trainings at various levels. The second nomination will be considered only under the circumstances mentioned in para 2 (iii) above.

*[Handwritten signature]*

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6. As informed by ISTM, the training expenditure towards project report presentation for the Level E programme 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. The administrative Ministries/Departments may also please sanction advance, if any, towards Training related expenditure on demand by ISTM for each participant.

7. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.

  
8/7/22.

**(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, New Delhi – 110067.
2. **Mrs. Namita Malik, Joint Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **25<sup>th</sup> June, 2022** may please be furnished to this Department next day positively. **Further, it is requested to kindly indicate DoB/ CSL 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 -110067 - **(Kind Attn: Shri Syed Imran Ahmed, DS).**
4. Officers concerned.
5. US, CS-I (D), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department (**dopt.gov.in** → Secretariat → CSS → Training Nomination Circulars → US)





- 4 -

Annexure

**63<sup>rd</sup> Batch LEVEL E TRAINING PROGRAMME TO BE HELD BY ISTM  
(25/07/2022 to 18/08/2022)**

| S.No | CSL No. | Name of the officer (S/Shri) | Date of Birth | Present Min/ Deptt/ Office            | USSL |
|------|---------|------------------------------|---------------|---------------------------------------|------|
| 1.   | 7203    | Shibatosh Banerjee*          | 8-May-66      | Defence                               | 2011 |
| 2.   | 7227    | Amit Ghosal*                 | 1-May-65      | UPSC                                  | 2011 |
| 3.   | 7261    | Pankaj Gupta*                | 19-Apr-66     | Economic Affairs                      | 2011 |
| 4.   | 7269    | Ashok Kumar*                 | 24-May-68     | MHA (On deputation)                   | 2011 |
| 5.   | 7271    | Kishore Srivastava*          | 22-Jun-65     | I & B                                 | 2011 |
| 6.   | 7152    | Varina Nathani               | 29-Mar-74     | Niti Aayog                            | 2011 |
| 7.   | 7213    | Soma Sanyal                  | 10-Oct-67     | Defence                               | 2011 |
| 8.   | 7300    | Ratan Kumar Das              | 2-Aug-64      | Power                                 | 2011 |
| 9.   | 7301    | Ramesh Singh                 | 25-Dec-64     | Revenue                               | 2011 |
| 10.  | 7302    | Akhouri Sanjay Sahay         | 28-Jan-65     | Coal (On deputation)                  | 2011 |
| 11.  | 7304    | Jitender Singh               | 1-Feb-65      | Health & FW                           | 2011 |
| 12.  | 7306    | Pawan Kumar                  | 11-Feb-65     | Labour & Emp.                         | 2011 |
| 13.  | 7310    | Vijay Kaushik                | 2-Aug-65      | Information & Broadcasting            | 2011 |
| 14.  | 7312    | A.K. Jha                     | 19-Oct-65     | Investment & Public Asset Management  | 2011 |
| 15.  | 7313    | Anil Kumar Singh             | 19-Aug-66     | Food Processing Industries            | 2011 |
| 16.  | 7319    | Ganesh Singh                 | 14-Sep-67     | Agriculture & FW                      | 2011 |
| 17.  | 7320    | N.P. Shukla                  | 5-Jan-68      | New & Renw.Eng.                       | 2011 |
| 18.  | 7322    | Kishor Bandopadhyay          | 10-May-66     | Cabinet Secretariat                   | 2011 |
| 19.  | 7325    | Sanjai Kumar Mishra          | 1-Apr-67      | Economic Affairs                      | 2011 |
| 20.  | 7328    | Ashok K.Kaushik              | 5-Jul-67      | Water Resources (On deputation)       | 2011 |
| 21.  | 7336    | Rajeev Kumar Jain            | 2-Nov-64      | Cab. Sect. (On deputation)            | 2011 |
| 22.  | 7338    | Rakesh Kumar                 | 12-Mar-65     | Stat. & Prog. Imp.                    | 2011 |
| 23.  | 7340    | Vazir Singh                  | 28-Jul-66     | Environment, Forests & Climate Change | 2011 |
| 24.  | 7344    | Kumar Nityanand              | 20-Aug-67     | Labour & Emp. (Shimla)                | 2011 |
| 25.  | 7349    | Shamik Bhowmik               | 28-Sep-65     | Revenue                               | 2011 |
| 26.  | 7350    | Abhijit Roy                  | 20-Nov-65     | Environment, Forests & Climate Change | 2011 |
| 27.  | 7352    | P.K. Srivastava              | 12-Apr-66     | Higher Education                      | 2011 |

*Thomas*

| S.No | CSL No. | Name of the officer (S/Shri) | Date of Birth | Present Min/ Deptt/ Office           | USSL |
|------|---------|------------------------------|---------------|--------------------------------------|------|
| 28.  | 7355    | Kamal Arora                  | 26-May-66     | Agriculture & FW                     | 2011 |
| 29.  | 7357    | G. Sajith Kumar              | 14-Oct-66     | Skill Development & Entrepreneurship | 2011 |
| 30.  | 7358    | Puneet Sharma                | 1-Dec-66      | Panchayati Raj                       | 2011 |
| 31.  | 7361    | Rajendra Sharma              | 20-Apr-67     | Higher Education                     | 2011 |
| 32.  | 7362    | Mahendra Nath                | 24-May-67     | Revenue                              | 2011 |
| 33.  | 7365    | Sanjay Kumar Upadhyay        | 28-Aug-68     | Panchayati Raj                       | 2011 |
| 34.  | 7372    | Manoj Kumar Singh            | 1-Dec-65      | Posts                                | 2011 |
| 35.  | 7373    | Rakesh Kumar                 | 15-Jan-66     | SSC (HQ)                             | 2011 |
| 36.  | 7374    | Krishan Kumar Sapra          | 12-Apr-66     | Textiles                             | 2011 |
| 37.  | 7375    | Kamana S. Dixit              | 19-Feb-67     | Commerce                             | 2011 |
| 38.  | 7376    | Guljari Lal                  | 10-May-67     | Rural Development                    | 2011 |
| 39.  | 7377    | Tapan Kumar Satpathy         | 25-Nov-67     | Revenue                              | 2011 |
| 40.  | 7380    | Parminder Singh              | 14-Nov-68     | Labour & Emp. (Chandigarh)           | 2011 |
| 41.  | 7383    | Charanjit Gulati             | 1-Jul-64      | Consumer Affairs                     | 2011 |
| 42.  | 7388    | Yogesh Pratap Singh          | 10-Jul-66     | Defence                              | 2011 |
| 43.  | 7391    | Anil Kumar                   | 15-Sep-66     | MSME                                 | 2011 |
| 44.  | 7393    | Ipsita Mitra                 | 27-Oct-66     | Economic Affairs                     | 2011 |
| 45.  | 7396    | Sashi Bhushan Tiwari         | 23-Jan-68     | Rural Development                    | 2011 |
| 46.  | 7397    | Gyanendra Kumar Kalra        | 1-Apr-68      | Labour & Emp.                        | 2011 |
| 47.  | 7404    | Anil Kumar Singh             | 2-Jan-65      | Telecommunications                   | 2011 |
| 48.  | 7405    | Shri Prakash Agarwal         | 1-Mar-65      | Petro & NG                           | 2011 |
| 49.  | 7406    | Naveen Kapoor                | 10-Apr-65     | National Medical Commission          | 2011 |
| 50.  | 7408    | K Chandrasekar               | 27-May-65     | Tribal Affairs                       | 2011 |
| 51.  | 7412    | Banamali Naik                | 7-Nov-66      | AYUSH                                | 2011 |
| 52.  | 7414    | Subrata Hazra                | 16-Dec-66     | PMO                                  | 2011 |
| 53.  | 7415    | Anil Kumar Pradhan           | 2-Jan-67      | MHA                                  | 2011 |
| 54.  | 7418    | Ravi Vazirani                | 27-Mar-67     | DOP&T                                | 2011 |

\*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