

**Immediate**

**No. 8/2/2022-CS-I (T)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS-I Division)**

**Lok Nayak Bhavan, New Delhi  
Dated the 11<sup>th</sup> April, 2022**

**OFFICE MEMORANDUM**

**Subject: Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 18/04/2022 to 20/05/2022 (12<sup>th</sup> Batch).**

The undersigned is directed to inform that officers whose names are given in the Annexure have been nominated to participate in the mandatory Level 'B' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. 18/04/2022 to 20/05/2022. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Shri Rajesh Singh, Deputy Director**, (Email - r.singh25@gov.in, Phone No. 26737516, M. No. 9643580896) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 18/04/2022.

2. All the nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The web-link for the same is <http://www.istm.gov.in/lms/registration>. Officers may carry a printout 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.

3. The training of the officers and its successful completion is mandatory as per CSS Regulations, 2010/2013. 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 'B' 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 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.

  
11/4/22

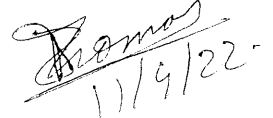
- (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the Officer.
  - (c) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
  - (d) 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.**

4. 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.

5. The aforesaid training includes study tour as informed by ISTM and officers nominated may please be advised to draw necessary TA/DA advance of **Rs. 40,000/- (Forty Thousand Only)** 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.

*[Handwritten Signature]*  
11/9/22

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

  
11/4/22

**(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. **Sh. Rajesh Singh, Deputy Director (Course Director), ISTM, Admn. Block, Old JNU Campus, New Delhi.** The list of officers, who report for training on **18<sup>th</sup> April, 2022** may please be furnished to this Department next day positively. **Further, it is requested to kindly indicate DoB/ Rank 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 (A), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<DOPT<Central Secretariat<CSS< Training Nomination Circulars<Assistants)

**LIST OF OFFICERS FOR LEVEL- "B" TRAINING PROGRAMME BY ISTM FROM  
18/04/2022 TO 20/05/2022 (121<sup>st</sup> Batch )**

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2012	Alka Chopra*	12-10-1984	3438	DPIIT
2	2013	Shama Parveen*	27-10-1987	3732	Labour & Employment
3	2013	Sarat Chandra Dubba*	05-03-1988	3888	Power
4	2013	Vikram*	11-04-1989	3757	Tribal Affairs
5	2013	Jitendar Yadav*	23-08-1991	3891	Jal Shakti
6	2013	Utkarsh Mishra*	11-08-1990	2475	Science and Technology
7	2013	Alok Ranjan*	02-01-1988	2895	Food & Public Distribution
8	2013	Neelam Kumari*	02-09-1990	3646	Information & Broadcasting
9	2013	Sagar Sharma*	08-09-1988	3902	Home Affairs
10	2013	Pawan Kumar Bhati*	15-02-1983	3816	Social Justice & Empowerment
11	2013	Sumit Veer*	13-06-1987	3559	Civil Aviation
12	2013	Manish Khorwal*	07-08-1986	3806	Power
13	2013	Vaibhav Gupta*	22-02-1987	4011	Defence
14	2013	Pratap Chand Maurya	14-06-1990	4012	PMO
15	2013	Vishwadeep Yadav	17-08-1989	4013	Panchayati Raj
16	2013	Gali Vinod Simha	26-10-1989	4014	Food & Public Distribution
17	2013	Deepak Kumar - III	31-01-1992	4015	Food & Public Distribution
18	2013	Vinay Kumar Tanwar	08-01-1990	4018	PMO
19	2013	Kuldeep Nain	23-12-1988	4019	Mines
20	2013	Kartik Yadav	30-01-1988	4020	Expenditure
21	2013	Sanjana Sinha	13-05-1987	4022	Education
22	2013	Kiranpal - I	15-06-1989	4023	Health
23	2013	Santosh Kumar Ronanki	02-07-1988	4026	NMC
24	2013	Harish Kumar	28-03-1991	4027	Fertilizers
25	2013	Monika Choudhary	30-12-1987	4028	Education
26	2013	Ajaya Kumar Mall	20-01-1988	4029	Defence
27	2013	Ram Prasad	14-12-1988	4030	New & Renewable Energy
28	2013	Sandeep Kumar Jaiswal	08-09-1983	4031	Defence
29	2013	Vineet Kumar - II	14-10-1984	4034	Rural Development
30	2013	Kushabrata Das	04-01-1990	4041	Defence
31	2013	Ajay Kumar - I	20-11-1989	4043	Law and Justice
32	2013	Rizaul Rahman	01-02-1988	4045	Education
33	2013	Rahul Varma	12-05-1987	4049	Labour & Employment
34	2013	Manoj Kumar - II	01-04-1990	4051	Defence
35	2013	Randhir Singh Yadav	10-02-1990	4053	Education
36	2013	Ramkesh Mali	10-02-1989	4055	Power
37	2013	Kumar Gaurav	31-12-1983	4059	Law and Justice
38	2013	Kamal Kishore	28-05-1991	4060	Education
39	2013	Dishant Kumar	22-01-1991	4067	Jal Shakti
40	2013	Monika Dahiya	15-02-1089	4073	Food & Public Distribution

\*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.

*[Signature]*  
11/5/22