

**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 14<sup>th</sup> June, 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 27/06/2022 to 29/07/2022 (126<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 **27/06/2022 to 29/07/2022**. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Shri Pandey Rakesh, Assistant Director, (Email –[pandey.rakesh74@gov.in](mailto:pandey.rakesh74@gov.in), Phone No. 26737520, M. No. 9910906627)** at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 **at 9.00 A.M. on 27/06/2022**.

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.

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*Rakesh Pandey*

- (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.
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- (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.

*R. Chakrapani*

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

*R. Chakrapani*

**(R. Chakrapani)**

Under Secretary to Government of India

Telephone. : 24624046

Email: r.chakrapani@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. **Shri Pandey Rakesh, Assistant Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **27<sup>th</sup> June, 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<CentralSecretariat<CSS< Training Nomination Circulars<Assistants)

**LIST OF OFFICERS FOR LEVEL- "B" TRAINING PROGRAMME BY ISTM FROM  
27/06/2022 TO 29/07/2022 (126<sup>th</sup> Batch)**

S.No.	Year	Name	Date of Birth	Rank	Ministry
1	2013	Sandeep - I*	02-01-1988	3869	Tribal Affairs
2	2013	Nitin Kumar - II*	14-10-1990	4126	Power
3	2013	Premveer*	02-08-1989	4167	Health & Family Welfare
4	2013	Aavesh Anand*	11-08-1988	4297	Expenditure
5	2013	Purshotam Kumar*	10-04-1989	4571	Labour & Employment
6	2013	Praveen Kumar Gautam*	25-01-1984	4816	Education
7	2013	Poonam*	09-01-1991	4850	UPSC
8	2013	Arun Kumar - III*	08-09-1989	4412	UPSC
9	2013	Kumar*	19-09-1989	4474	UPSC
10	2013	Pankaj Kumar Verma*	28-09-1990	3737	Health & Family Welfare
11	2013	Ajay Kumar - IV*	29-09-1992	3969	Home Affairs
12	2013	Ratan Chand Sharma*	28-04-1987	3971	Defence
13	2013	Rohit Verma*	21-01-1989	4240	Defence
14	2013	Sanjay Kumar Verma	02-06-1900	2863	Defence
15	2013	Rahul Biswas	09-08-1989	4900	Personnel & Training
16	2013	Puneet Kumar - I	01-01-1987	4907	Education
17	2013	Sachin Kumar - II	12-05-1988	4909	Minority Affairs
18	2013	Pravesh Kumar	08-09-1990	4914	Defence
19	2013	Shashi Kant Choudhary	09-01-1989	4916	UPSC
20	2013	Om Pratap Singh	27-08-1986	4931	Expenditure
21	2013	Sumit Kumar Kayal	09-01-1990	4937	Education
22	2013	Kanika (Arora) Bharti	17-11-1989	4944	Minority Affairs
23	2013	Amita	08-07-1992	4953	UPSC
24	2013	Praveen Kumar - II	05-11-1989	4955	Education
25	2013	Bhushan Kanwadiya	07-04-1988	4966	Shipping
26	2013	Kuldeep Singh - I	08-08-1989	4970	Education
27	2013	Ajay Kumar - III	25-04-1988	4971	Expenditure
28	2013	Amit Kumar - I	01-01-1992	4973	Education
29	2013	Himanshu Kumar	31-10-1988	4974	UPSC
30	2013	Sachin Kumar - III	19-04-1989	4980	Mines
31	2013	Ritesh Kumar	03-04-1990	4982	UPSC
32	2013	Umesh Kumar	06-02-1987	4983	Education
33	2013	Henna Kumar	18-09-1987	4986	Education
34	2013	Pradeep	22-02-1982	4989	Expenditure
35	2013	Vinita	12-07-1988	4990	UPSC
36	2013	Ankur Gautam	05-01-1990	4992	Expenditure
37	2013	Neeraj	29-12-1986	4993	UPSC
38	2013	Koritepati Subhash	05-08-1991	4998	Education
39	2013	Hitender Kumar	04-07-1989	5004	Jal Shakti
40	2013	Gurvinder Pal Singh	29-10-1989	5009	Social Justice & Empowerment

**\*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.**

*R. C. K. K. K.*