

No.8/4/2019-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi

Dated, the 15th January, 2020

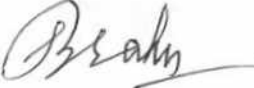
OFFICE MEMORANDUM

Subject : Level 'D' Training Programme for Section Officers / Under Secretaries in the zone of promotion for Grade I (US) of the CSS at the ISTM from 03/02/2020 to 24/04/2020 (93rd Batch).

The undersigned is directed to inform that officers whose names are given in **Annexure- I** have been nominated to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. 03/02/2020 to 24/04/2020 . Officers mentioned in **Annexure-I** 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 3rd February, 2020 without fail. Attention of all officers nominated for the training is also drawn to this Department's OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 for strict compliance.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.197(E) dated 19th March 2010 and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Authorities are requested to ensure that the officers re-nominated are **relieved in time**. **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 4th July, 2016 as this would adversely affect the promotion of the officers. **The officers who do not attend or successfully complete the Level 'D' 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 4th July, 2016.**

3. 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: -

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- (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) Child care leave approved by competent authority.
 - (viii) Marriage of self/the children.
 - (ix) Officers on Election duty.
- (x) 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.
- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (xv) 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.



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- (xvi) **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.
- (xvii) 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.
- (xviii) 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.

4. 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 3 (iii) above.

5. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated in **Annexure I** may be advised to draw necessary TA/DA advance of Rs.2,50,000/- from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. *All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The link is 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.*

7. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to to **Shri Brahmareddy Desireddy, Deputy Director (Course Director)**, ISTM, New Delhi, Telephone No. 26737614 (O) and Mobile No.9910581367.



(P. Bairagi Sahu)

Under Secretary to Government of India

Telephone : 24624046

Email: pb.sahu@nic.in

To

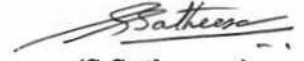
Ministry/Department of
{Joint Secretary(Admn.) concerned}

New Delhi.

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Copy forwarded for information and necessary action to :-

1. ISTM, (Shri Brahmareddy Desireddy, Deputy Director (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers who report for training on 3rd February, 2020 may please be furnished to this Department next day positively.
2. Training Division, (Sh Imran Ahmed, Deputy Secretary), Deptt. of Personnel & Training, JNU Campus, New Delhi.
3. US (U), CS-I Section, DOP&T.
4. Hindi Section, DOP&T, New Delhi - For Hindi version.
5. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO)



(S.Satheesan)

Section Officer

Telephone. : 24642704

Email: s.satheesan@nic.in

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Annexure-I

Level-D Training Programme to be held at ISTM from 03/02/2020 to 24/04/2020 (93rd Batch)

Sl. No.	CSL No/SL 2012	Name of the Officer (Sh/Smt./Ms)	DoB	Min./Dep
1	2012	Kumar Shailendra	15-Jan-77	MHA(PMO)
2	2012	Mukul Dixit	1-Jun-83	MHA(PMO)
3	2012	Alok Suman	23-Dec-76	DOPT
4	2012	Chandan Singh	10-Jun-83	MHA(PMO)
5	2012	Anup Barman	12-Mar-81	H&UA
6	2012	Ashok Kumar Verma	24-Aug-80	Food & PD
7	2012	Ram Babu Mahato	17-Aug-81	Agriculture
8	2012	Prem Kumar	01-Mar-80	Telecom
9	2012	Dheeraj Kumar Singh	07-Jul-79	MHA
10	2012	Anshuman Mishra	5-Nov-84	DOPT
11	2012	Mukesh Kumar	1-Jun-83	DoPT/SSC
12	2012	Jitendra Kumar Agrawal	24-Sep-83	Rural Development
13	2012	Abhishek Kumar Upadhyaya	22-Sep-81	Mines
14	2012	Lakshmi Chandra	8-Jun-81	MHA(PMO)
15	2012	Sanjeev Kumar	14-Jan-83	MHA
16	2012	Prem Kumar Mandal	2-Feb-75	DOPT
17	2012	Sandeep Kumar	15-Dec-80	Health & FW
18	2012	Partha Paul	19-Sep-73	Expenditure
19	2012	B Asha Nair	1-Jul-67	Culture
20	2012	Neeraj Kumar	14-Mar-75	Civil Aviation
21	2012	Saurabh Misra	13-Sep-83	MHA
22	2012	Aditya Pratap Yadav	21-Nov-76	Agriculture
23	2012	Sumit Kumar	28-Feb-82	Defence
24	2012	Jansi Rajaraman	11-Apr-63	Earth Sciences
25	2012	Vinay Kumar Yadav	5-Apr-78	Rural Development
26	2012	Bhavaani R	19-Feb-83	DOPT/on deputation
27	2012	Vishvajeet Kumar Gupta	11-May-79	Food & PD
28	2012	Rajeev Yadav	17-Dec-84	Posts
29	2012	Mithilesh Kumar Mandal	19-Nov-80	Posts
30	2012	Ganesh Gupta	28-Jul-82	Defence
31	2012	Arun Kumar Singh	16-May-79	Agriculture
32	2012	Gautam Kumar	7-May-80	Defence /on deputation
33	2012	J. Barwa	23-Aug-64	Health & FW
34	2012	Ravish Kumar	1-Jul-82	Expenditure/Revenue
35	2012	Prem Pal Singh	2-Mar-81	MHA(PMO)
36	2012	Subhodh Kumar Pankaj	24-Oct-78	Agriculture
37	2012	Umesh Kumar Sah	16-Jan-76	Agriculture
38	2012	Rohtas Singh	22-Aug-63	Food Process. Ind.
39	2012	Anand Singh Chouhan	4-Feb-62	Commerce
40	2012	Varun Singh Chauhan	25-Jul-83	Legal Affairs
41	2012	Deepak Malhotra	12-Aug-83	Defence
42	2012	Rajnish Kumar	5-Jan-79	Legal Affairs
43	2012	Surya Prakash	10-Jan-77	DOPT
44	2012	Hari M P	25-Feb-64	H&UA
45	2012	Vinay Pratap Bahadur Singh	16-Apr-83	Defence
46	2012	Gabru Gari	16-Aug-61	UPSC
47	2012	Pradyumna Sahu	8-Apr-65	Commerce
48	2012	Anuradha Sood	20-Aug-68	Culture
49	2012	Rajeev Ranjan Verma	13-Apr-80	Social Justice
50	2012	Pappu Kumar Singh	15-Jul-74	Housing & UA
51	2012	Pankaj Kumar Awasthi	5-Jan-80	MHA
52	2012	Jay Praksah Narayan Singh	1-Mar-79	Rural Development
53	2012	Suresh Kumar V K	28-May-64	Commerce
54	2012	Raghvendra Singh Yadav	26-Jan-84	Defence
55	2012	Rajesh Kumar	4-Dec-82	Commerce
56	2012	Ajit Kumar Singh	22-Oct-81	Agriculture
57	2012	Sunil Kumar Singh Bhadoria	10-Oct-82	Health &FW
58	2012	Prem Parkash	18-Feb-80	MHA
59	2012	Probal Chanda	28-Dec-79	DOPT/SSC, Kolkata
60	2012	Anil Kumar meena	8-Jun-79	Agriculture

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61	2012	Alok Kumar Tiwari	25-Jan-85	I&B
62	2012	Kamal Kumar	12-Dec-79	Telecom
63	2012	Kamala Hareesh	18-Apr-62	DPIIT
64	2012	Jata Shankar Kanth	4-Aug-75	Environment & Forests
65	2012	Chandan Kumar	5-Jul-76	Agriculture
66	2012	Manish Kumar Singh	18-Mar-84	Civil Aviation
67	2012	Harish Chand	19-Mar-78	Defence
68	2012	Namrata Kumari	1-Apr-82	ARPG
69	2012	Manish Kumar	1-Jan-81	Health & FW
70	2012	Bhaskar Singh	9-Sep-81	DPIIT
71	2012	Manish Kumar Chourasiya	5-Dec-81	Culture
72	2012	Deepak Sharma	13-Dec-84	DOPT

(i) (*) Second and Final Nomination

(ii) 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.

(iii) Above list may include some officers who are under rotational transfer. In case they have already joined their new Ministries/Departments, they may bring the matter of their nomination to their newly assigned Ministry/Department for appropriate action.

