

**No. 8/3/2022-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 5<sup>th</sup> April, 2022**

**OFFICE MEMORANDUM**

**Subject: Level 'D' Training programme at ISTM for Section Officers (SOs) / US (Ad-Hoc) of CSS, for promotion to Under Secretary Grade, from 11/04/2022 to 20/05/2022 (102<sup>nd</sup> Batch)**

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 'D' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. 11/04/2022 to 20/05/2022. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Smt. Namita Malik, Joint Director**, (Phone No. 26737611, M. No. 9717033552 [namita.malik@gov.in](mailto:namita.malik@gov.in)) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9.00 A.M. on 11/04/2022**.

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 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.

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 'D' 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 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.**

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 programme also includes State Attachment, as informed by ISTM. Officers nominated in Annexure are advised to draw an advance of Rs.60,000/- (**Rupees Sixty Thousand Only**) each from their respective Ministry/Department, towards meeting the expenditure of the training towards State Attachment. This amount may please be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

..... 3/-



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

  
5/9/22

**(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, Ber Sarai, New Delhi
2. **Smt. Namita Malik, Joint Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. *The list of officers, who report for training on 11<sup>th</sup> April, 2022 may please be furnished to this Department next day positively. Further, it is requested to kindly indicate DoB/ SL 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, (**Shri Syed Imran Ahmed, DS**).
4. Officer concerned (Through DoPT Web-site).
5. US, CS-I (U), 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<Section Officers)

**102<sup>nd</sup> LEVEL D TRAINING PROGRAMME TO BE HELD BY ISTM  
(11.04.2022 to 20.05.2022)**

Sl.No	Year	Name of the officer	DoB	Min/Dept
1.	2012	Reema Selvakumar*	20-Apr-65	Commerce
2.	2012	Vinay Pratap Bahadur Singh*	16-Apr-83	Defence
3.	2013	Hari Nath Prasad*	3-Jan-78	Civil Aviation
4.	2013	Sujeet Kumar	5-Jun-84	Housing & UA
5.	2013	Parshati Das Gupta	6-Jan-65	Urban Development
6.	2013	Sanjeev Singh	14-Feb-81	Health & FW
7.	2013	Ashish Kumar Sao	16-Jan-79	MHA
8.	2013	Gaurav Kumar	31-Mar-80	DPIIT
9.	2013	Onkar Singh	14-Aug-82	I&B
10.	2013	Gourang Goswami	16-Mar-65	Housing & UA
11.	2013	Anand Kumar Gautam	21-Jun-86	MHA
12.	2013	Omkar	10-Feb-81	I&B/DG:AIR
13.	2013	Dilip Kumar Gupta	15-Oct-64	Social Justice
14.	2013	Amrendra Kumar	1-Mar-81	Expenditure
15.	2013	Ranjit Kumar	1-Jan-80	Petroleum
16.	2013	Vikash Kumar	28-Apr-83	Housing & UA
17.	2013	Asha M Nair	6-Dec-66	Environment & Forests
18.	2013	Shailendra Tripathi	2-Sep-82	Food & PD
19.	2013	Bhupinder Pal Singh	14-Oct-72	Expenditure
20.	2013	Kuldeep Meena	6-Mar-82	HRD
21.	2013	Zamlianmang Samte	23-Dec-83	DOPT/SSC, Guwahati
22.	2013	Sunil Kumar	5-Jul-76	UPSC
23.	2013	Sangita Toppo	19-Nov-79	RT&H
24.	2013	Naorem Indrakumar Singh	5-Aug-77	Health & FW
25.	2013	Kuldeep Kumar	18-Nov-78	Telecom
26.	2013	Pardeep Kumar	8-Apr-82	Food & PD
27.	2013	Guite Elsy Thangbiaklun	29-Mar-84	Health & FW
28.	2013	Vinod Kumar	27-May-79	I&B
29.	2013	Subhash Chand	2-Jul-78	Defence
30.	2013	Ravi Kumar	1-Feb-80	Housing & UA
31.	2013	Sanjay Kumar	27-Nov-81	Commerce
32.	2013	Rajesh Kumar	4-Jan-78	Health & FW
33.	2013	Shyodan Singh	12-Feb-65	Expenditure/On deputation
34.	2014	Sourav Das	19-Dec-83	I&B
35.	2014	Usha Rani	04-Jul-64	Expenditure

**\*These renominated 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**

