

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 3<sup>rd</sup> June, 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 13/06/2022 to 22/07/2022 (106<sup>th</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. 13/06/2022 to 22/07/2022. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director –Ms. 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 13/06/2022.

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 [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.

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.

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*R. Chakraborty*

- (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.**

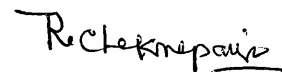
4. Henceforth, all CSS officers will get a maximum of two nomination chances to complete the mandatory trainings at various levels. The second nomination will be considered only under the circumstances mentioned in para 2 (iii) above.

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.

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

  
(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, Ber Sarai, New Delhi
2. **Ms. Namita Malik, Joint Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. *The list of officers, who report for training on 13<sup>th</sup> June, 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)

**106<sup>th</sup> LEVEL D TRAINING PROGRAMME TO BE HELD BY ISTM  
(13.06.2022 to 22.07.2022)**

Sl.No	Year	Name of the officer	DoB	Min/Dept
1.	2006	Anupam Pandey* (8826)	30-May-71	UD
2.	2006	Pothuraju Vinay Kumar* (8870)	8-Jun-70	UPSC
3.	2010	Sanjay Kumar* (10416)	4-Jan-70	MHA
4.	2011	C. Nagaraju* (11156)	10-Jun-70	Housing &UA
5.	2011	Upendra Nathpandey* (11020)	2-Apr-74	Housing &UA
6.	2012	Anil Singh*	28-Apr-81	Commerce (On Dep)
7.	2012	Sumit Kumar*	13-Dec-79	Science & Technology
8.	2012	Dheeraj Kumar Singh*	7-Jul-79	MHA
9.	2012	Neeraj Kumar*	14-Mar-75	Skill Development
10.	2012	Vinay Kumar Yadav*	5-Apr-78	Rural Development
11.	2012	Saroj Mary Xalxo*	7-May-66	MHA
12.	2012	Nagendra*	27-Feb-82	MHA (On dep)
13.	2012	Subhash Chand*	7-Sep-66	NDMA
14.	2012	G Rajakumar*	13-Oct-65	Fertilizers
15.	2012	T Khanching*	13-Mar-73	Animal Husbandry
16.	2012	Jitendra Kumar*	4-Sep-79	Water Resources
17.	2012	L Neichong Khongsai*	1-Jun-67	Power
18.	2012	Ak Singh*	29-Sep-64	Agriculture
19.	2012	V.S. Bara*	17-Aug-64	Culture
20.	2013	Ashutosh Kumar Jha*	2-Aug-82	Textiles
21.	2013	Vikash Kumar Vikrosy*	15-Aug-85	Animal Husbandry
22.	2013	Sudhir Kumar Tevatia*	13-Nov-83	DOPT
23.	2013	Vinod Kumar*	27-May-79	I&B
24.	2013	Ravi Kumar*	1-Feb-80	Housing & UA
25.	2013	Ravinder Kaur Bains*	28-Feb-65	DOPT
26.	2015	Katyayani Kulkarni*	14-Sep-68	Housing & Urban Affairs
27.	2015	Vivek Kumar*	9-Jul-69	MHA
28.	2015	Avanish Kumar Singh	26-Jan-69	LABOUR
29.	2015	Yoginder Kumar Pandit	27-Aug-66	Expenditure
30.	2015	Vibha Seth	27-Dec-67	Expenditure
31.	2015	Geetha Ashok	3-Jun-67	DEFENCE
32.	2015	Nirupma Sharma	10-May-68	Housing & Urban Affairs
33.	2015	Amita Chauhan	7-May-67	DOPT
34.	2015	Sachin Kumar Katiyar	22-Mar-82	MHA
35.	2015	Mrutunjaya Atibudhi	14-Feb-69	Housing & Urban Affairs
36.	2015	Barajesh Kumar	10-Jun-75	Telecom
37.	2015	Meenakshi Sankar	9-Feb-68	I&B
38.	2015	Geoji C Korah	14-Mar-70	WATER RESOURCES
39.	2015	Puran Chandra Joshi	3-Jan-67	DPIIT
40.	2015	Avik Bhattacharya	11-Jan-69	Food & PD

**\*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. Chakrapani*  
3/6/22