

Immediate

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 13th 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 25/04/2022 to 03/06/2022 (103rd 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. 25/04/2022 to 03/06/2022. Accordingly, these officers may please be relieved of their duties and advised to report to the Course Director – **Shri Sanjeev Gupta, Deputy Director**, (Phone No. 26737509, M. No. 9810323546 gupta.sanjeev76@nic.in) at ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 25/04/2022.

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 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 4th 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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- (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 1st 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 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.
- (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 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 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.



(Zachariah Thomas)

Under Secretary to Government of India

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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. **Shri Sanjeev Gupta, Deputy Director, (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. *The list of officers, who report for training on 25th 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<DOPT<CentralSecretariat<CSS<Training Nomination Circulars<Section Officers)

**103rd LEVEL D TRAINING PROGRAMME TO BE HELD BY ISTM
(25.04.2022 to 03.06.2022)**

Sl.No	Year	Name of the officer	DoB	Min/Dept
1.	2012	Rajnish Kumar*	5-Jan-79	MHA
2.	2013	Sandipan Ghosh*	22-Apr-81	Housing & UA
3.	2013	Sonia Boora*	1-Jan-81	Telecom
4.	2014	Rajeev Ranjan Kushwaha*	05-Nov-73	DoPT/ Lokpal
5.	2014	Shailesh Kumar Soni*	07-Jun-74	Housing & UA/On Deputation to ISTM
6.	2014	Ranjeet Kumar Roy*	14-Feb-81	Commerce
7.	2013	Ashok Lugeria	5-Dec-78	MHA/Cab Sectt.
8.	2013	Shiv Kumar	25-Mar-83	Housing & UA
9.	2013	Anil Kumar Meena	10-Dec-76	Petroleum
10.	2013	L B Sang Khooptong	6-Oct-76	I&B
11.	2013	Malay Kumar Halder	31-May-65	Health & FW
12.	2013	Ngulkhosat	12-Feb-76	DPIIT
13.	2013	Shyam Sunder Lal	10-Aug-67	Housing & UA
14.	2013	Hemant	10-Mar-79	DOPT
15.	2013	T Songzalian	19-Jul-67	Commerce
16.	2013	Hemlata Singh	9-Jan-82	Health & FW
17.	2013	Ravinder Kaur Bains	28-Feb-65	DOPT
18.	2013	Manoj Kumar Meena	1-Jan-83	I&B
19.	2013	Vivek Singh Paikra	7-Aug-81	DOPT/SSc, Raipur
20.	2013	Mangal Soren	20-Jan-81	Food & PD
21.	2013	T. Hanumantha Rao	24-Dec-68	DPIIT
22.	2013	G.L. Meena	18-Feb-66	DOPT
23.	2013	Kimjalam Kathak	8-Nov-65	Defence
24.	2013	B.L. Meena	1-Aug-64	DOPT
25.	2013	Ramji Lal Meena	10-Jun-66	Petroleum
26.	2013	Jitendra Kumar Mandal	15-Feb-81	MHA/PMO
27.	2013	Gandharv Kumar Sandilya	16-Sep-79	Education
28.	2014	Augustus Dung Dung	12-Mar-65	Posts
29.	2014	Kamkhanmang Paite	19-Oct-69	Social Justice
30.	2015	Rajeev Kumar	1-Feb-68	Labour/On Deputation
31.	2015	Arvind Kumar	5-Feb-70	Social Justice
32.	2015	Arbind Kumar Choudhary	16-Dec-72	Agriculture
33.	2015	Satish Kumar	25-Jan-69	Steel
34.	2015	Avnish Aggarwal	5-Nov-65	Expenditure/DEA
35.	2015	Meena Gopinath	20-May-66	I&B

*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

