

Immediate

No. 8/3/2021-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 27<sup>th</sup> September, 2021

OFFICE MEMORANDUM

**Subject: ONLINE Level 'D' Training programme at ISTM for Section Officers (SOs) of CSS for promotion to Under Secretary Grade from 04/10/2021 to 12/11/2021 (94<sup>th</sup> Batch-II).**

The undersigned is directed to inform that Officers whose names are given in **Annexure I** have been nominated to participate in the mandatory Level 'D' Training Programme being conducted by ISTM w.e.f. 04/10/2021 to 12/11/2021. The training will be conducted online by ISTM and the participants are not required to visit ISTM in person for the same. The online training will be accessible through mobile or laptop/desktop as per the convenience of the participant.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.483(E) dated 12<sup>th</sup> July 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 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.
  - (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.

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- (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.**

3. 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.

4. The aforesaid training programme includes State Attachment in virtual mode, as informed by ISTM. Officers nominated in **Annexure I** are advised to draw an advance of Rs.20,000/- (Rupees Twenty Thousand) from their respective Ministry/Department, towards meeting the expenditure of the training towards State Attachment in virtual mode. This amount may please be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

5. All the 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/lms/registration>. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Course Director of ISTM. . **Sh. Agam Aggarwal, Deputy Director (Course Director)**, Phone No. 26737603, M. No. 9810957831 (agam.aggarwal@nic.in).



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6. The nominated officers may please be relieved of their duties and advised to contact the above Course Directors of ISTM for further details regarding online link etc. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.

  
21/9/21.

**(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. **Sh. Agam Aggarwal, Deputy Director (Course Director)**, ISTM, Admn. Block, Old JNU Campus, New Delhi. *The list of officers, who report for training on 4<sup>th</sup> October, 2021 may please be furnished to this Department next day positively. Further, it is requested to kindly indicate DoB/ CSL 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<Central Secretariat< CSS< Training Nomination Circulars<Section Officers)

## Annexure I

**94<sup>th</sup> LEVEL D ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM  
(04.10.2021 to 12.11.2021)**

Sl.No	Year	Name of the officer	DoB	Min/Dept
1.	2012	Deshraj Yadav	10-Aug-78	Agriculture
2.	2012	Samin Ansari	27-Mar-81	Steel
3.	2012	Anjali Mathur	15-Apr-64	Civil Aviation
4.	2012	Ajay Kumar Sinha	19-Sep-79	MHA (Cabinet Sectt)
5.	2012	Sapna	25-Aug-80	Posts
6.	2012	Pritam Kumar	31-Dec-78	DPIIT
7.	2012	Charan Singh	5-Aug-81	MHA
8.	2012	Saroj Mary Xalxo	7-May-66	MHA
9.	2012	Nahar Singh Meena	1-Jul-84	Posts
10.	2012	Hanuman Meena	5-Jun-85	Defence
11.	2012	Ankesh Kumar Srivastava	3-Jan-82	Petroleum
12.	2012	Gautam Govind	15-Jan-81	Science & Technology
13.	2012	Ram Bhagat Kushwaha	4-Aug-80	Health & FW
14.	2012	Umrav Meena	1-Aug-82	RT&H
15.	2012	Satya Prakash Chaudhary	25-Jan-84	MHA
16.	2012	Ved Prakash Singh	25-Feb-79	Food& PD
17.	2012	Vivek Jayaswal	2-Sep-82	Commerce
18.	2012	Vinod Bhardwaj	15-Oct-73	Defence
19.	2012	Naveen Kumar Rajan	15-Apr-78	Culture
20.	2012	Mahipal Singh	20-Feb-81	MHA
21.	2012	Ashesh Chaudhary	20-Apr-79	DoPT (SSC NR)
22.	2012	Naresh Kumar	25-Oct-79	Health & FW (on Dep)
23.	2012	Bimla Rawat	24-Jan-64	DPIIT
24.	2012	Tulsi Negi	29-Dec-63	Education
25.	2012	Rakesh Kumar	15-Feb-80	MHA
26.	2012	Bal Govind Jha	25-Mar-74	Skill Development
27.	2012	Prashant Malik	3-Apr-83	Water Resources
28.	2012	Santosh Prasad	2-Aug-80	DPIIT
29.	2012	Gyan Singh Meena	15-Jul-80	WCD
30.	2012	Suresh Rana	3-Jan-77	Civil Aviation
31.	2012	Nilesh Chandra Srivastava	25-Jan-83	DOPT
32.	2012	Satish Kumar	6-Jun-84	UPSC
33.	2012	Rajeev Kumar	12-Apr-76	Health & FW
34.	2012	Kaloo Ram	20-Aug-84	Corporate Affairs
35.	2012	Abdul Sadiq Khan	25-Mar-67	AYUSH
36.	2014	Karpagalakshmi Ganapathy	17-Apr-66	Defence
37.	2014	Anupam Shukla	12-Dec-81	Expenditure/ Economic Affairs (on Dep.)
38.	2014	Naveen Kumar	16-Nov-80	DPIIT
39.	2014	Vikash Kumar	01-Jul-77	Petroleum & NG
40.	2014	Pratibha Kumari	02-Feb-85	Commerce
41.	2014	Sunil Kumar Singh	29-Dec-69	Fertilizer
42.	2014	Roshan Burman	22-Feb-81	Consumer Affairs
43.	2014	Mamta Yadav	12-Sep-78	AYUSH
44.	2014	Sandeep Kumar Sharma	11-Mar-69	MNRE
45.	2014	Piyush	22-Feb-84	Commerce
46.	2014	Rakesh Ranjan	01-Mar-81	MHA
47.	2014	Dhiraj Kumar	04-Sep-78	Minority Affairs
48.	2014	Shatroopa Sharma	30-Apr-64	Defence
49.	2014	Ruchika Bhatt Chaudhuri	21-Oct-86	Commerce
50.	2014	Laxmi Balasubramanian	25-Jan-64	Defence

*[Signature]*  
21/9/21.