

F.No.8/4/2021- CS1(T)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

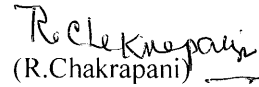
2nd Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi – 110003.  
Dated the 25<sup>th</sup> May, 2022

**OFFICE MEMORANDUM**

Subject - Conducting one Level E programme for CSS officers upto USSL 2011 not so far covered under the mandatory Cadre Training Programme for CSS – reg.

The *Central Secretariat Service (CSS) - Cadre Training Policy (CTP) 2016* (copy available at web-link - <https://documents.doptcirculans.nic.in/D2/D02trn/RevisedTrainingPolicy0001.pdf>) issued by Training Division of DoPT, prescribes mandatory Training Programmes, to be completed by officers of the various Grades of CSS to become eligible for consideration for their next promotion, as prescribed in applicable CSS Service Rules/Regulations.

2. The eligible officers upto US SL 2011 have been largely covered under Level E CTP. However, as per data available in CS.1 Division, the 17 eligible officers as listed in **Annexure** could not complete the mandatory Level E training for various reasons.
3. Efforts are being made by ISTM to organize one Level E Training Programme on urgent basis in appropriate mode in the month of June 2022, to enable these officers as well as any other officers upto the US SL 2011, who have not so far completed the Level E programme, to complete the eligibility requirements for their next promotion.
4. Accordingly, the undersigned is directed to request all Ministries / Departments to bring the matter to the notice of all the Officers of US SL 2011 **and earlier SLs** in their Department and immediately inform DoPT by email at - [zachariahthomas.edu@nic.in](mailto:zachariahthomas.edu@nic.in) & [kartar.singh.92@gov.in](mailto:kartar.singh.92@gov.in), in case any other officers of these SLs have not completed Level E training, so that they can be included in the upcoming Level E programme and complete their eligibility requirements for their next promotion.
5. The 17 officers concerned as mentioned in Annexure are also requested to kindly inform urgently the reasons for not attending the Level E training on previous nomination, if applicable, alongwith supporting documents and their request for re-nomination to the Level E programme in consultation with their respective Departments, at the aforementioned email ids, to enable processing the case for approval of competent authority for re-nomination. Officers who have less than 2 years service as on 1<sup>st</sup> July 2022 are exempt from Level E Training programme. in terms of para 5 of the CTP 2016,.
6. All Ministries/Departments are requested to kindly bring the matter to the notice of all officers belonging to Select Lists of US (SL 2011 & earlier), for urgent necessary action.

  
(R.Chakrapani)

Under Secretary to the Government of India  
Tel : 24629412

To,  
The Under Secretary (Admin)  
Ministries/Departments / All officers concerned (Through DoPT web-site)

Copy to –

1. The Director, Institute of Secretariat Training & Management, Department of Personnel & Training, Administrative Block, Opposite Ber Sarai Market, JNU Campus (Old), New Delhi – 110067.
2. Shri Syed Imran Ahmed, Deputy Secretary, Department of Personnel & Training, ISTM campus, Opposite Ber Sarai Market, JNU Campus (Old), New Delhi – 110067.

**List of US of 2011 & earlier USSL who have yet to complete Level E Training**

S.No	CSL No.	Name of the officer (S/Shri)	Date of Birth	US SL	Present Min/ Deptt/ Office	Previous nominations	Training Status
1.	6656	S Manik Lakra	26-03-1969	2010	Posts	43,54, 55	Not attended
2.	7272	BARJ MOHAN LAL MEENA	08-07-1972	2011	Home Affiars	59,61	Not Attended
3.	7539	HEM RAJ ANAND	27-08-1966	2011	Housing & Urban Affiars	59,60	Not Attended
4.	6689	Chaman Lal Guleria	15-01-1971	2010	UPSC	Nil	Not Nominated
5.	6774	Gopal Jha	27-08-1964	2010	Home Affairs	48	Not Attended
6.	7045	S.K. KHURANA	14-04-1967	2011	New & Renewable Energy	55	Not Attended
7.	7084	GANGA KUMAR SINHA	17-06-1970	2011	Economic Affairs	56	Not Attended
8.	7126	PRADEEP KUMAR	02-10-1967	2011	Minority Affairs	57	Not Attended
9.	7150	ATUL KUMAR SINGH	25-02-1969	2011	Labour & Employment	58	Not Attended
10.	7154	INDU BHUSAN LENKA	21-10-1972	2011	Youth Affairs & Sports	58	Not Attended
11.	7220	AMRISH KUMAR	15-04-1972	2011	UPSC	58	Not Attended
12.	7248	SNEH LATA	03-10-1971	2011	Rural Development	59	Not Attended
13.	7530	RAM PRASAD	02-03-1965	2011	Women & Child Development	59	Not Attended
14.	7170	SUSRUTA SAMANTA	22-09-1973	2011	Economic Affairs	60	Not Attended
15.	7181	SURINDER KUMAR	10-04-1968	2011	Micro, Small & Medium Enterprises	60	Not Attended
16.	7990	RAJEN KABUI	01-03-1965	2011	Telecommunicati ons	61	Not Attended
17.	7114	SHYAM SUNDER VERMA	15-07-1971	2011	Tourism	57	Not Attended