

No.8/5/2022-CS-I (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 12th September, 2022

OFFICE MEMORANDUM

Subject : Level 'F' Mandatory Cadre Training Programme at ISTM for Officers of CSS from 26.09.2022 to 14.10.2022 (16th Batch) in Hybrid Offline/Online mode.

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 'F' Cadre Training Programme of CSS, being conducted by ISTM w.e.f. 26.09.2022 to 14.10.2022, it is requested that these officers may please be relieved of their duties and advised to report to the Course Director **Shri Pramod Kumar Jaiswal, Deputy Director, (Course Director) (Email-pk.jaiswal@nic.in, Phone No. 26737506, Mobile No. 9868839734),** ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 26th September, 2022.

2. As informed by ISTM, the above Level 'F' training programme starting from 26th September, 2022 will be conducted in blended mode [One week (half days) in online mode at ISTM & Two weeks at an IIM].

3. All the nominated officers are directed to kindly 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.

4. The training of the officers and its successful completion is mandatory as per CSS Regulations, 2010. The Cadre Authorities are therefore requested to ensure that the officers re-nominated are relieved in time. 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 as this would adversely affect the promotion of the officers. The officers who do not attend or successfully complete the Level 'F' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OMNo.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.

5. It is further brought to the attention of all Ministries / Officers concerned that as per the recent promotion orders dated 30/06/2022, issued by DoPT for inclusion of officers in the Senior Selection Grade Select List (SSGSL) of CSS for the years 2018 -2021 - (Director Grade), **Competent Authority has in consultation with UPSC, granted a one-time relaxation in the provisions relating to completion of mandatory Level-F training for appointment as Directors, on inclusion in Select List from Select List Year 2018 onwards up to the Select List year 2022, subject to the condition that the officers included in the aforementioned Select Lists, are required to successfully complete the Level-F training after promotion, as per the nominations made by the DoP&T. Hence the officers nominated for training vide this order and who are also included in the Director SL 2018-2021, may therefore be positively relieved to participate /attend and complete the above training programme.**

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6. Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) in respect of Cadre Training Plan (CTP). Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmers for the officers of CSS in respect of Cadre Training Plan (CTPs)" which 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.
 - (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.

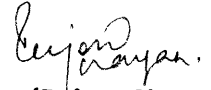
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(xi) The officer no nominated for training shall be relieved for training by the respective Ministries/ Departments/ Organisations as it is mandatory, unless exemption is granted as applicable under rules by DOPT.

(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.**

7. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 6 (iii) above.

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



(Rajeev Nayan)

Under Secretary to the Government of India
Telephone. : 011-24624046
Email: rajeev.nayan@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, New Delhi — 110067.
2. **Shri Pramod Kumar Jaiswal, Deputy Director, (Course Director), ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 26th September, 2022 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 -110067 -
(Kind Attn: Shri Syed Imran Ahmed, DS).
4. Officers concerned.
5. US, CS-I (D), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi — For Hindi version.
Website of this Department (www.persmin.nic.in → DOPT → Central Secretariat → CSS → Training Nomination Circulars)

**LIST OF OFFICERS FOR LEVEL- "F" TRAINING PROGRAMME BY ISTM FROM
26/09/2022 TO 14/10/2022 (16th Batch)**

Sl. No.	Dir. SL	DSSL	CSL No.	Name/Shri/Ms.	Date of Birth	Ministry
1.	2018	12-13	4900A	S G Krishna*	8-Apr-70	Defence
2.	2019	2014	5389	Jitendra Chadha*	30-Jan-65	Home Affairs
3.	2019	2014	5470A	Anurag Rahatagi*	26-Sep-70	Fertilizers
4.	2019	2014	5472	K. Sanjayan*	3-Nov-64	UPSC
5.	2019	2014	5485	Meena Batra*	3-Jun-66	Home Affairs
6.	2019	2014	6228	Jagjeet Kumar*	10-Nov-64	Defence
7.	2019	2014	6234	Pradeep Kumar Roy*	19-Mar-66	Ports, Shipping and Waterways
8.	2019	2014	6258	Dhirendra Kumar*	18-Feb-66	Ayush
9.	2019	2014	6439 E	Joseph Atul T Barla*	18-Mar-67	Defence
10.	2019	2014	6439 L	Prakash Chand Meena	01-Jun-66	Legislative Dept.
11.	2020	2015	5660	Alka Ahuja*	9-Jan-66	Health & Family Welfare
12.	2020	2015	5761	Vanita Sood	30-Dec-64	Personnel & Training
13.	2020	2015	5763	Archana Varma	27-Jul-65	Home Affairs
14.	2020	2015	5775	Susheel Kumar Kalra	2-Mar-66	DPIIT
15.	2020	2015	5779	Ravindra Singh	15-Oct-65	NMC
16.	2020	2015	5791	Lajpat Rai	5-Jan-66	Revenue
17.	2020	2015	5801	Raj Kumar	14-Nov-64	Health & Family Welfare
18.	2020	2015	5805	Shobana Pramod	8-Jun-66	Statistics & Programme Implementation
19.	2020	2015	5807	R Sathyanarayanan	12-Apr-65	Financial Services (DRT Chennai) on dep.
20.	2020	2015	5817	Rajni Taneja	10-Feb-66	Agriculture & Farmers Welfare
21.	2020	2015	5829	Rajendra Singh Jayal	4-Feb-65	Housing & Urban Affairs
22.	2020	2015	5835	Kanwar M S Khalsa	1-Apr-67	Food & Public Distribution
23.	2021	2015	5956	Chandra Shekhar Prasad	25-May-65	Health & Family Welfare
24.	2021	2016	5793	Parnab Biswas	7-Oct-64	Telecommunications
25.	2021	2016	5960	Vivek Ashish	4-Jan-66	MSME
26.	2021	2016	5964	Vir Vikram S. Kharyat	28-Jul-64	Financial services
27.	2021	2016	5976	Jitendar Kumar Mehan	15-Jul-68	Housing & Urban Affairs
28.	2021	2016	6281	Subhash Chand Sharu	9-Apr-66	education
29.	2021	2016	6285	Shiv Dayal Bhasor	20-Apr-65	Revenue
30.	2021	2016	6293	Bhupendra Singh	11-Jan-66	Road Transport & Highways
31.	2021	2016	6434 A	Jitendra Gaikwad	18-Sep-68	Cabinet Secretariat
32.	2021	2016	6435 A	Karam Chand	1-Jun-68	Rural Development
33.	2021	2016	6436 A	G.Chitra	21-Jun-68	Youth Affairs and Sports
34.	2021	2016	6437 A	Ravti Saran Verma	1-Mar-65	DIPAM
35.	2021	2016	6439 A	DalpatSingh	23-Jan-66	Culture
36.	2021	2016	6439 B	Amarjeet Singh	15-Dec-66	Home Affairs
37.	2021	2016	6439 C	Jasbir Singh	2-Feb-67	Economic Affairs
38.	2021	2016	6439 D	Rajendra Kumar Jatav	15-Feb-66	Revenue
39.	2021	2016	6439 F	Rakesh Kataria	9-Sep-67	Science & Technology
40.	2021	2016	6439 H	Raj Kumar	13-Nov-65	Housing & Urban Affairs

***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.**

Rajendra Kumar