

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 10<sup>th</sup> March, 2022

**OFFICE MEMORANDUM**

Subject - Updating Data/assessing requirements for the Level B/D/E programme for CSS officers, 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.doptirculars.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. As per data available in CS Division, the mandatory CTP have largely covered most of the officers upto the Select Lists (SL) as mentioned in Table below -

S.No	Training programme	Grade of CSS	SL upto which fully Covered
1.	2.	3.	4.
1.	Level B	Assistant Section Officer (ASO)	2012
2.	Level D	Section Officer (SO)	2012
3.	Level E	Under Secretary (US)	2011

3. In order to update the data/assess the further requirements for the various CSS-CTP Training programmes, which are conducted by ISTM for various Grades of CSS, the undersigned is directed to request all Ministries / Departments/Officers concerned, to **inform the names of any regular ASO & SO (belonging to 2012 or earlier SLs) and US (belonging to 2011 or earlier SLs)**, who have not so far completed the Level B/D/E Training programmes respectively and are also not exempt from the training, as on 1<sup>st</sup> July 2021, in terms of para 5 of the CTP 2016, so that arrangements can be made for their nomination for training.

4. Officers who did not attend the training on prior nomination(s), if any, may also provide the reasons for not attending the training on previous chance/s, alongwith supporting documents in this regard. The information may please be sent **latest by 15.03.2022** at the email id given below.

5. All Ministries/Departments are requested to kindly bring the matter to the notice of all officers belonging to Select Lists of ASO/SO (SL 2012 & earlier) and US (SL 2011 & earlier), as stated in Table above, for urgent necessary action.

  
(Zachariah Thomas)

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To,

The Under Secretary (Admin)  
Ministries/Departments (Through DoPT web-site)