

Immediate

No. 8/2/2017-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 28th August, 2017

OFFICE MEMORANDUM

Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 04/09/2017 to 06/10/2017.

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. **04/09/2017 to 06/10/2017**. Accordingly, these officers may be relieved of their duties and advised to report to **Shri Nafe Singh, Consultant (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 4th September, 2017**.

2. **The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for 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 training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12th July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time.

3. DoPT vide its OM 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). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy will be allowed 3 chances.

4. **The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.**

.....contd.2/-

5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of **Rs. 20,000/-** each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016) 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.

.....contd.3/-

- (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.

8. It can be seen from the above that the officers who do not attend the mandatory training programmes even after two nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan and 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. In addition, administrative action may be taken to deny grant of promotion to such debarred officers.

9. 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 7 (iii) above.

10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Nafe Singh, Consultant (Course Director)**, ISTM New Delhi who is accessible on Phone No. 26185310 (O), M. No. 9891963832.

11. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online without fail immediately. The link is http://www.istm.gov.in/home/online_nomination_form. They may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.



(D. Banerjee)

Under Secretary to Government of India

Tele. : 24629413

To

Min/Dept.of
Joint Secretary(Admn.) *Concerned*.

New Delhi.

Copy forwarded for information and necessary action to :-

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13th December, 2013.
2. ISTM, (**Shri Nafe Singh, Consultant**, (Course Director), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 4th September, 2017 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. Section Officer (S), CS.I, DOP&T – Kindly confirm the training status of the officers before considering their promotion.
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)
7. Guard File.

Annexure

**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM
04/09/2017 TO 06/10/2017**

S. No.	Year/CSL No. (S. No. in List)	NAME OF THE OFFICER Sh./Smt./Ms.	DoB	CADRE WHERE WORKING Ministry/Department
1	2005/284	Lalit Kumar*	17/09/62	Expenditure
2	2006/863	Balbir Singh*	22-02-61	Expenditure
3	2006/889	Kanchan B. Malhotra*	06-08-63	Expenditure
4	2006/902	Rakesh Kumar Sinha*	20-11-80	Home Affairs
5	2006/907	Rajinder Prasad*	09-03-63	IPP
6	2006/944	Pradyumn Kumar*	10-06-84	Home Affairs
7	2006/961	Seema Sharma*	17-08-63	WCD
8	2006/985	J.S. Rawat*	19-12-61	Civil Aviation
9	2006/993	N.K. Das	14-06-62	Civil Aviation
10	2006/997	Sita Ram Johri	10-12-62	Civil Aviation
11	2006/1007	Jai Bhagwan	04-04-63	Steel
12	2006/1008	Ajay Kumar	02-03-79	Civil Aviation
13	2006/1017	A.K.Ahuja	01-01-60	Home Affairs
14	2006/1018	Giridhar Kumar	01-03-81	Personnel & Trng.
15	2006/1019	Roshan Singh	01-07-61	Fertilizers
16	2006/1020	Navin Kumar	04-10-82	I&B
17	2006/1021	Raj Pal	02-07-59	Defence
18	2006/1023	Mahesh Kumar Sehgal	01-12-59	Fertilizers
19	2006/1025	Mahesh Kumar	02-02-60	Fertilizers
20	2006/1032	Shailendra Tripathi	02-09-82	Food & PD
21	2006/1037	Chander Kanta Taneja	16-08-63	Defence
22	2006/1039	M.L. Sharma	30-05-62	Fertilizers
23	2006/1040	Udayveer Singh Baghel	15-12-84	Shipping
24	2006/1041	Shanta Narang	15/07/59	Urban Development
25	2006/1042	Shireesh Kumar Gautam	05-05-83	Home Affairs
26	2006/1045	Gauri Rani Das	13-12-61	Home Affairs
27	2006/1047	Veena Badhwar	14-05-60	Personnel & Trng.
28	2006/1049	Shashwati Das	22-12-60	Commerce
29	2006/1051	Lalitha Parihar	02-08-62	Home Affairs
30	2006/1053	Anil Kumar Chauhan	13-06-61	IPP
31	2006/1059	Madan Lal	02-02-63	Home Affairs
32	2006/1060	Arvind Kumar	27-08-79	Consumer Affairs
33	2006/1071	Kulwant Singh Shani	11-07-63	Home Affairs
34	2006/1073	Randhir Singh	22-04-62	Health & FW
35	2006/1075	Sarni Mal	18-03-65	Home Affairs
36	2006/1081	Usha Rawat	25-08-62	Food & PD

J. B. B. V.

37	2006/1083	Meera Joshi	20-08-62	Steel
38	2006/1084	Arvind Prakash Xaxa	15-04-82	Urban Development
39	2006/1085	Mahender Singh	11-01-64	Personnel & Trng.
40	2006/1089	Jyoti Inder Prakash Lal	09-12-64	Expenditure
41	2006/1091	Anil Kumar Malhotra	25-09-65	Expenditure
42	2006/1095	Suriender Kumar	24-12-60	Defence
43	2006/1103	Shyam Lal	18-08-59	Home Affairs
44	2006/1104	Sanjeev Ranjan	16-01-80	Home Affairs
45	2006/1109	Ms Ngemkhozem	06-09-62	Power
46	2006/1111	Paramjit Kaur	28-02-60	Expenditure
47	2006/1113	Vahboi Singsit	01-03-72	Urban Development
48	2006/1115	Manju Saxena	30-09-64	Personnel & Trng.
49	2006/1119	Laxmi Sharma	05-06-68	Expenditure
50	2006/1129	S. Vijaya Lakshmi	25-05-63	Personnel & Trng.
51	2006/1132	V. Sudhakar	12-01-62	Expenditure (On dep UIDAI) B'lore
52	2006/1133	Raj Bala	15-09-62	Defence
53	2006/1137	Mithlesh Kumari	06-06-60	Agriculture & Coop.
54	2006/1140	Alka Madan	10-02-62	Defence
55	2006/1141	S.Venkatesan	09-11-61	Social Justice & Emp.
56	2006/1145	Renu Devgan	02-10-59	Defence
57	2006/1146	Vasumathy Sridharan	18-06-62	Personnel & Trng.
58	2006/1147	D. Palanichamy	09-05-60	Defence
59	2006/1148	Jasvir Singh	15-07-61	Social Justice & Emp.
60	2006/1149	Man Mohan Kumar	16-12-63	Defence
61	2006/1150	Virender Kumar	01-06-63	Defence
62	2006/1154	Ajay Kumar Sharma	05-07-59	Labour & Employ.
63	2006/1159	Mukesh Kumar Sharma	08-12-59	UPSC

*** SECOND & FINAL NOMINATION**

Note:

(3) DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016 has issued Revised Training Policy for Central Secretariat (CSS). A major shift from the earlier policy has been notified in the revised policy wherein the maximum no. of chances for mandatory training at various levels of CSS has been reduced from 3 to 2. Therefore, from now onwards the maximum chances allowed will be 2. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.

(5) The ASOs who have qualified SO LDCE for any year may not be relieved to attend the Level-B Training Programme.

D. Banerjee