

No. T-25017/1/2015-Trg (ISTM Section)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)

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Old JNU Campus, Block IV, Fourth Floor,
New Mehrauli Road, New Delhi-110067
Dated: 4th July, 2016

OFFICE MEMORANDUM

Subject: Revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS).

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The undersigned is directed to enclose herewith revised Training Policy for Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) in respect of Cadre Training Plan (CTP) for information.

2. This issues with the approval of the Competent Authority.



(O.P. Chawla)

Under Secretary to the Government of India
Telephone: 011-2616 6856

To
All Cadres of CSS/CSSS

Copy for information to:-

1. Joint Secretary (AT &A), North Block, New Delhi.
2. Director (CS-I), CS Division, DoP&T, Lok Nayak Bhavan, New Delhi.
3. Director (CS-II), CS Division, DoP&T, Lok Nayak Bhavan, New Delhi
4. Director, ISTM, New Delhi.
5. PPS to Joint Secretary (Training), DoPT, New Delhi

Copy also to: NIC, Training Division, DoPT with the request to upload in DoPT's website.

Training policy of Central Secretariat Service (CSS)

The Government of India's policy is to impart appropriate training at various levels to enrich the officials with the modern approach to governance and equip them to cater to the needs of the society. Training of various officers of the Central Secretariat Services was introduced in the year 2006 and the same was further reviewed in 2008. However in today's context a need was felt to have a comprehensive review and introduce a fresh cadre training plan with mandatory training programme including in-service-training and refresher training courses for these CSS Officers.

Mandatory Cadre Training Program of CSS Officers:

Assistant Section Officer:-

Foundation Course For Assistant Section Officer (Probationers)

This is a training specifically to be undergone by the Assistant Section Officers who qualify the Graduate Level Examination and this training course will be residential in nature. The duration of the training course would be 11 weeks of which 10 days will be Bharat Darshan. The candidates who qualify Graduate level Examination would be directly nominated to ISTM for undergoing foundational training courses and after their successful completion the candidates would be nominated to various Ministries/Departments by the DOPT. Assistant Section Officers not completing the Foundation course by clearing the examination at the end of the course shall not be confirmed in the post. Further two chances to clear the examination shall be provided to the candidates. However, in exceptional cases, one more opportunity may be given.

Level "A" Training Programme:

The Senior Secretariat Assistants (SSA) who have completed seven years' approved service in the grade shall be nominated for this training programme and the duration of the course shall be 4 weeks. The ISTM shall organize as many courses as necessary to cover all the SSAs with four years of service. However, preference would be given to seniors in zone of consideration for promotion.



Level 'B' Training Programme:

Both direct recruit and promotee Assistant Section Officers who have completed six years' of approved service in the grade shall undergo this training programme. The duration of the training shall be of five weeks. Successful completion of training shall be essential before the direct recruit/promotee Assistant Section Officers are considered for promotion to the grade of Section Officer (except for those direct recruit/promotee Assistant Section Officers who get promoted to the grade of Section Officer on the basis of Limited Departmental Competitive Examination conducted by UPSC).

IN SERVICE TRAINING

Assistant Section Officers who have rendered 3 years of service will undergo In Service Training programme. This programme will enhance their skills, motivation, updating them on changes to the existing policies, citizen services, changes in rules etc. The duration of the training will be decided by ISTM in consultation with DOPT.

Section Officer

Section Officers (Induction Training)

This training is for Section Officers who have been promoted based on the Limited Departmental Examination being conducted by the Union Public Service Commission (UPSC) and is mandatory. The duration of the training will be for a period of 3 weeks. This training programme will be conducted by ISTM. The course contents will be decided by ISTM in consultation with DOPT. Assistant Section Officers who had undergone level 'B' training programme may be exempted from this training.

In-Service Training:-

Section Officers who have rendered 3 years of service will undergo In-Service Training programme. In this programme, the officers will be taught about the recent changes in the policies, e-Governance, motivation and leadership qualities. The duration of the training will be decided by ISTM in consultation with DOPT.

Level 'D' Training Programme:

Section Officers with 6 years of approved service in the grade shall be nominated for this training programme. The duration will be for a period of 12 weeks. The training will start with 10 days input in ISTM and for the remaining period the Officials would be sent to States for state attachment. They will be deployed in the State as BDO/Addl.BDO and study and submit a report on at least one Central Sector and one State sector scheme. This training shall be mandatory in nature and the Section Officers who successfully complete this training shall be considered for promotion to the next higher grade i.e. Grade I of CSS (Under Secretary). The ISTM would coordinate with the State Government/ATIs regarding attachments and NGO exposure and will evolve mechanism to obtain continuous feedback regarding the work done by the participants.

Under Secretaries

Level E Programme

Under Secretaries with 4 years of approved service in the grade shall be nominated for this training programme and is mandatory. The officers shall be considered for promotion to the Selection Grade of CSS on successful completion of this training programme. The CS Division in DOPT would nominate those Under Secretaries who are likely to be in the zone for consideration for promotion to the Selection Grade of CSS (Deputy Secretary). The duration of this training programme is 6 weeks with one week foreign component. The training will also include a larger vision by inclusion of module on Leadership skills and ethics.

Deputy Secretaries (Level F Programme)

Deputy Secretaries with 4 years of service will be eligible to undergo this training programme. The duration of the course will be for a period of 3 weeks – with two weeks component in IIMs/MDI etc and one week in ISTM including Bharat Darshan. The training would focus on broadening the vision of the officer by use of case study methodology, inclusion of module on Leadership skills and Ethics.

Director level officers are required to undergo one week In-service training of DOPT before their appointment as Joint Secretary.

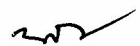
Refresher Training Programme:-

Refresher training programme for various grades would be organized for officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion. The duration and content will be prepared by ISTM in consultation with the Ministry.

General Conditions:-

While nominating the officials for training, preference may be given to those who are in the consideration zone for promotion to the next higher grade as promotion is linked to mandatory training which is compulsory.

While formulating the course contents, ISTM will take into account procedures, rules, regulations, Information and Communication Tools (ICT), Managerial skills, stress management, Behaviour skills etc depending on the level of participants in a particular cadre. Exposure to NGO visit, State visits regarding implementation of Governmental Schemes at field levels may also be incorporated wherever necessary.



Exemption for various Mandatory Training /In-Service training programmes for the officers of CSS in respect of Cadre Training Plans (CTPs)

- 1 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.
- 2 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.
- 3 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.
- 4 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.



- 5 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.
- 6 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
- 7 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.
- 8 In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- 9 In the case of officers leave 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.
- 10 **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.
- 11 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.
- 12 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.



Training policy of Central Secretariat Stenographers Service (CSSS)

The Government of India's policy is to impart appropriate training at various levels to enrich the officials with modern approach and equip them to cater to the needs of the society. The training of officers /officials of the CSSS cadre was introduced in the year 2011 for a proper and systematic training of officers/officials of CSSS keeping in view the growth and development.

Mandatory Cadre Training Programme for CSSS Officers

Stenographer Gr.D

Foundation Course for Stenographers Gr.D (Induction Training)

The Foundation Course has been designed for the newly recruited Stenographers Gr.D. The Foundation Course will be of 8 weeks duration of which 10 days will be Bharat Darshan and will be mandatory. The candidates who qualify Grade 'D' Stenographers Examination conducted by SSC would be directly nominated to Institute of Secretariat Training and Management (ISTM) for undergoing foundational training course and after their successful completion the candidates would be nominated to various Ministries/Departments by the DOPT. The direct recruit stenographers will be given training in rules, regulations and Information & Communication Technology (ICT) skills and Bharat Darshan.

In Service Training:

Stenographers Gr. D who have completed 3 years of service will be given In Service Training. It will enhance their skills, motivation, latest trends in information and communication skills/tools, e-governance, citizen services. The duration of the training will be decided by ISTM in consultation with DOPT.



Level-I Programme

Stenographers Gr.D with 7 years regular service in the grade shall be eligible for level -I programme. The duration of the training programme will be of 3 weeks. This training is mandatory for promotion to Personal Assistants.

Personal Assistants:

Level II Programme

Personal Assistants with 3 years regular service will be eligible for undergoing this Level II Programme. The duration of this Programme will be of 2 weeks. This training programme is mandatory for promotion to the grade to Private Secretary.

Private Secretaries

Level III Programme

Private Secretaries with 4 years regular service shall be eligible for undergoing the Level III programme. The duration of this training programme will be for a period of 3 weeks. This training programme is mandatory for promotion to the grade of Principal Private Secretary.

Principal Private Secretaries:

Level IV Programme

Principal Private Secretaries with 4 years regular service shall be eligible for undergoing Level IV Programme. The duration of this training programme will be for 4 weeks with one week foreign component. This component will also include module on Leadership skill and Ethics. This training programme is mandatory for promotion to the grade of Sr. Principal Private Secretary.

Senior Principal Private Secretaries

Level V programme

Sr. Principal Private Secretaries (Sr.PPS) with 4 year service are eligible to undergo this programme. Duration of this programme will be for a period of 3 weeks which also include one week Bharat Darshan. This component will also include module on Leadership skill and Ethics and Bharat Darshan.

Refresher Course Training Programme:

Refresher training programme for various grades would be organized for officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion. The duration and content will be prepared by ISTM in consultation with the Ministry.

General Conditions:-

While nominating the officials for training, preference may be given to those who are in the consideration zone for promotion to the next higher grade as promotion is linked to mandatory training which is compulsory.

ISTM will organize Refresher training programme of various grades for those officials who are stagnating in a post for more than three years than the prescribed years of service for regular promotion.

ISTM while formulating course contents for the training apart from enhancing stenographic skills also include e-office, social media and net surfing, Official Secrets Act, stress management, Behaviour skills, Information and communication skills, computer knowledge in word, excel and power point, social media and public relations etc.

Exemption for various Mandatory Training /In-Service training programmes for the officers of CSSS in respect of Cadre Training Plans (CTPs)

- 1 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. CSSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- 2 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 CSSS.
- 3 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.
- 4 CSSS 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.



- 5 Officers of CSSS cadre who are more than 58 years of age, as on 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
- 6 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
- 7 Failure to attend any level of the mandatory MCT Programme in the 'two-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSSS services, with no exception.
- 8 In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- 9 In the case of officers leave 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.
- 10 **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 case to case basis.
- 11 The officer nominated for training shall be relieved for training by the respective Ministries/Department/Organisations as it is mandatory, unless exemption is granted as applicable under rules by DoP&T.
- 12 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.
