No.8/2/2018-CS.I (Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.I Training Section

Lok Nayak Bhawan, New Delhi

Dated the 18th **April, 2018**

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 07/05/2018 to 01/06/2018.

The undersigned is directed to inform that SSAs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM during the period from **07/05/2018 to 01/06/2018**. It is requested that these officials may be relieved of their duties and advised to report to **Ms. Anurag Devgan, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 7th May, 2018.**

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.1/1/2009-CSI(Trg.) dated 24th February, 2010 as this would adversely affect the promotion of the officers. 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 are relieved in time. **The officials who do not attend or successfully complete the Level 'A' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010**.

3. The aforesaid training includes study tour and the officers nominated above may be advised to draw necessary TA/DA advance of Rs.15,000/- each from their respective Ministry/Department. This amount may be released in the name of the official and the same shall be collected by ISTM from the participating officials.

4. 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: -

.....2/-

(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, souse, 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.

(g) 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.

(h) Officers of CSS cadre who have less than two years of service left for superannuation as a 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.

(i) 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.

(j) 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.

(k) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.

(l) 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.

.....3/-

(m) **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.

(n) 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.

(o) 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.

5. 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. As such the officers who have been nominated by CS Division of DoP&T under 2nd chance vide this Office Memorandum shall also attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

6. 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.

7. Confirmation with regard to the participation of the officials may please be sent to **Ms. Anurag Devgan, Assistant Director (Course Director)**, (Phone No. 26185310, M.No. 9868224368), ISTM, New Delhi.

(**Chandra Shekhar**)
Under Secretary to Government of India
Tele. : 24624046

To

Min/Dept.of
Joint Secretary(Estt./Admn.)

New Delhi.

.....4/-

Copy forwarded to :-

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their OM No. A-33083/3/2013-ISTM(Coord)/1316 dated 13th December, 2013.

2. ISTM, **(Ms. Anurag Devgan, Assistant Director (Course Director)**, Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **7th May, 2018** may please be furnished to this Department next day positively.

3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi for information.

4. CS-II (B) Section, DOP&T, Lok Nayak Bhawan, New Delhi.

5. Hindi Section, DOP&T, New Delhi - For Hindi version.

6. Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC**)

7. Guard File.

Shekhar

(**Chandra Shekhar**)
Under Secretary to Government of India
Tele. : 24624046

ANNEXURE-I

LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM
(07.05.2018 TO 01.06.2018)

S. No.	Name of the officials (Shri/Smt./Ms.)	Date of birth	Ministry/Department	Select List
1	Vidya Bhushan	01.08.75	Defence	2003(Ext.)
2	Swaleha Anjum	21.04.76	Agriculture	2003(Ext.)
3	Manoj Aswal	12.08.73	Water Resources	2003(Ext.)
4	Sanjay Kumar	20.12.70	YA&S	2003(Ext.)
5	Dharmendra Kumar	23.07.76	MHA(PMO)	2003(Ext.)
6	Santosh Kumar	20.10.76	Env. & Forests	2003(Ext.)
7	Renu Arora	19.02.77	Power	2003(Ext.)
8	Praveen Kumar	24.06.73	MHA(PMO)	2003(Ext.)
9	Gopal Kumar Verma	20.10.76	MHA(PMO)	2003(Ext.)
10	Jagdish Yadav	29.10.77	HRD	2003(Ext.)
11	Dharmesh Kumar	02.01.71	Health & FW	2003(Ext.)
12	Raj Kumar Mishra	31.01.72	Water Resources	2003(Ext.)
13	Naveen Ahuja	26.01.76	UPSC	2003(Ext.)
14	Ranjeet Kumar	25.10.75	Env. & Forests	2003(Ext.)
15	Niraj Kumar Suman	01.01.69	Petroleum & NG	2003(Ext.)
16	Sanjeev Kumar Singh	16.05.76	Defence	2003(Ext.)
17	Naveen Kumar	05.03.72	Telecommunications	2003(Ext.)
18	Upendra Kumar	01.07.74	Water Resources	2003(Ext.)
19	Manish Kumar	02.10.74	Urban Development	2003(Ext.)
20	Renu Juneja	22.03.73	I&B	2003(Ext.)
21	Alam Singh Negi	17.11.65	Civil Aviation	2003(Ext.)
22	Surendra Singh	03.06.75	Agriculture	2003(Ext.)
23	Manoj Dadwani	14.09.74	Telecommunications	2003(Ext.)
24	Sanjay Kumar Modi	18.03.72	I&B	2003(Ext.)
25	Sher Singh Yadav	25.10.68	Telecommunications	2003(Ext.)
26	Sanjay Kumar Sinha	03.11.75	Public Distribution	2003(Ext.)
27	Madan Kumar Jha	10.02.72	Water Resources	2003(Ext.)
28	Prabhash Chandra Jha	02.02.74	I&B	2003(Ext.)
29	Gajendra Kumar	15.01.74	I&B	2003(Ext.)
30	Gajendra Kumar	21.09.74	Civil Aviation	2003(Ext.)
31	Sudhir Kumar	07.02.76	UPSC	2003(Ext.)
32	Raju Verma	13.04.72	Expenditure	2003(Ext.)
33	Narendra Kumar	19.06.77	Science & Technology	2003(Ext.)
34	Dharamvir Kumar Sinha	01.03.77	Water Resources	2003(Ext.)
35	Kundan Kumar	25.01.72	Water Resources	2003(Ext.)
36	Lal Bahadur	27.09.71	UPSC	2003(Ext.)
37	Deepak Kumar	01.08.70	Expenditure	2003(Ext.)
38	Umesh Kumar	02.08.75	I&B	2003(Ext.)
39	Ajay Kumar	14.11.74	Science & Technology	2003(Ext.)
40	Surendra Kumar	08.10.74	I&B	2003(Ext.)
41	Ashlesh Kumar Bhan	11.03.70	Expenditure	2003(Ext.)
42	Satya Brata Paul	03.02.61	Expenditure	2003(Ext.)
43	Durga Ram	13.10.62	Home Affairs	2003(Ext.)
44	R. Subha Raj	14.08.69	Labour	2003(Ext.)
45	K. Rajendra Nayar	14.04.62	Science & Technology	2003(Ext.)