

**No. 8/1/2018-CS.I (T)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS-I Section**

New Delhi, dated the 12<sup>th</sup> June, 2018

**OFFICE MEMORANDUM**

**Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 02/07/2018 to 10/08/2018 (51<sup>st</sup> Batch).**


The undersigned is directed to inform that Officers of the CSS whose names are given in Annexure-I have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM from 02/07/2018 to 10/08/2018. It is requested that the nominated officers may be relieved of their duties and advised to report to **Col. Sanjay K. Sharma (Retd), Additional Director/Course Director**, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9.00 A.M. on 2<sup>nd</sup> July, 2018.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification G.S.R.197(E) dated 19<sup>th</sup> March 2010, the Ministries/ Departments are requested to ensure that the officers nominated to the above training are relieved in time. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officers concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' 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-COI(Trg) dated 05.04.2010.**
3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) only per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.
4. Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> 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.
  - (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 on 1<sup>st</sup> 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 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.
  - (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 2<sup>nd</sup> chance. In exceptional cases, Secretary (P) can give permission beyond 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> chance vide this Office Memorandum shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

6. As per revised training policy, 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 4 (iii) above.

7. The participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish the following documents immediately:-

- (a) Annexure-II duly filled in.
- (b) Two copies of passport size photograph with white background.


7.1 This information may be sent to Ms. Anurag Devgan, Asstt. Director, ISTM at her email address : [anurag.devgan@nic.in](mailto:anurag.devgan@nic.in).

8. Approval of the competent authority is also conveyed for applying for political clearance and official passport by all participants, Course Director and Observer (to be nominated by DoPT) in connection with foreign visit to UK and Belgium as part of this training programme.

9. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately at the link [http://www.istm.gov.in/home/online\\_ctp\\_form](http://www.istm.gov.in/home/online_ctp_form). They are advised to 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.

10. Confirmation with regard to the participation of the officers may please be sent immediately to the course Director **Col. Sanjay K Sharma (Retd), Additional Director or Ms. Anurag Devgan, Asstt. Director. Their phone no. and email address are given as under :**

Name and Designation Sh/Smt./Ms.	Phone (o)	Email id
Col. Sanjay K. Sharma, (Retd.) Addl. Director	011-26164182 (O)	sanjaysharma.148p@gov.in
Anurag Devgan, Asstt. Director	011-26185310 (O)	<a href="mailto:anurag.devgan@nic.in">anurag.devgan@nic.in</a>

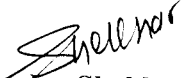
  
(Chandra Shekhar)

Under Secretary to Government of India  
Telefax. : 24624046  
Email:[c.shekhar59@nic.in](mailto:c.shekhar59@nic.in)

Ministry/Department of  
All Cadres { Joint Secretary(Admn.) concerned }  
New Delhi.

Copy forwarded for information & necessary action to :-

- (1) **ISTM (Col. Sanjay K Sharma (Retd), Additional Director/Course Director,** Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 2<sup>nd</sup> July, 2018 may please be furnished to the undersigned on next day positively.
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi (Shri Syed Imran Ahmed, US).
- (3) Officers concerned (Through their Ministries/Departments).
- (4) Dir(CS.1)/US(U)/US(D).
- (5) Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.
- (7) Guard file

  
(Chandra Shekhar)  
Under Secretary

**Annexure - I****List of Under Secretaries of CSS for Level 'E' Training Programme at ISTM from  
02/07/2018 to 10/08/2018**

Sl. No.	USSL/CSL No.	Name of Officer ( Sh. / Smt. / Ms. )	DOB	Min/Department
1	2010/6815	Pradeep Purohit*	14-04-73	DEA
2	2010/6827	Amarjit Singh*	11-02-69	Home Affairs
3	2010/6837	Raj Kumar*	15-08-65	Commerce
4	2010/6839	Niranjan Rakesh Minz*	25-02-72	MHA
5	2009/6221	Anil Tripathi	15-06-61	DoPT
6	2011/5758-A	Pradeep A.	17-03-74	DOPT
7	2011/6852	R. Mythili	09-02-70	IPP
8	2011/6853	Rajesh Lakhera	22-08-66	Defence
9	2011/6854	Ashish Malhotra	22-09-74	Steel
10	2011/6855	Rajesh Singh Solanki	01-03-67	Higher Education
11	2011/6856	Wren Mishra	01-07-74	SSC(NWR)
12	2011/6857	Shib Kumar Sadhu	25-03-64	Labour & Employment
13	2011/6858	Sankha Roy	15-11-71	Cabinet Secretariat
14	2011/6860	Neeraj Sachdeva	12-12-74	Health & FW
15	2011/6861	S.K. Saxena	05-04-64	Heavy Industries
16	2011/6862	Parijat Diwan	12-07-75	I&B
17	2011/6864	Chhatra Mani	21-07-71	DoPT
18	2011/6865	A.K. Tehlan	25-04-63	MSME
19	2011/6866	Santosh Kumar Singh	01-02-71	Labour & E
20	2011/6868	Siripurapu Venkata Ramanna	02-01-68	Civil Aviation
21	2011/6869	Narendra Singh	24-08-66	Water Resources
22	2011/6870	Shivakant Kumar	02-06-72	Road Trans.& Highways



23	2011/6871	Deepangkar Guha	25-03-67	Power
24	2011/6872	Vijay Kumar Upadhyay	25-11-69	Home Affairs
25	2011/6874	Pankaj Kumar	09-04-75	Housing and Urban Affairs
26	2011/6875	Ashish Mohan	08-03-63	SSC
27	2011/6876	S. Latha	14-02-69	SSC
28	2011/6877	A.N. Venkatachala	10-06-63	IPP
29	2011/6878	Anil Kumar Pandey	17-08-72	I&B
30	2011/6879	Satish Chander	17-04-64	Civil Aviation
31	2011/6880	Supriya Ranjan Datta	27-10-72	Shipping
32	2011/6881	S.S. Chauhan	05-05-65	Water Resources
33	2011/6882	Vikas Srivastava	13-02-69	Cabinet Secretariat
34	2011/6884	Madan Chaurasia	17-12-69	Culture
35	2011/6885	Ajay Kumar Singh	11-04-66	Shipping

**\*SECOND NOMINATION AND FINAL NOMINATION**

**Note:-**

- (i) DoPT vide its OM dated 4<sup>th</sup> 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.
- (ii) Above list may include some officers who are under rotational transfer. In case they have already joined their new Ministries/Departments, they may bring the matter of their nomination to their newly assigned Ministry/Department for appropriate action.

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DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2016, 2017 & 2018

Name of the Officer:

CSL No.:

		2016	2017	2018
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

Signature of the officer with date

Full Name .....

Office Address .....

