No. 8/5/2019-CS-I (T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 29th July, 2019

OFFICE MEMORANDUM

Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 26/08/2019 to 04/10/2019 (58th 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 **26/08/2019 to 04/10/2019.** It is requested that the nominated officers may be relieved of their duties and advised to report to **Col. Sanjay Kumar Sharma (Retd.), Additional Director/Course Director**, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 26th August, 2019.

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 19th 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-CSI(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 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: -

(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.

....2/-

(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 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 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 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.

...3/-

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 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:-

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

7.1 This information may be sent to Col. Sanjay Kumar Sharma, Additional Director, ISTM at his email address sanjaysharma.148p@gov.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.** 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 Kumar Sharma (Retd.), Additional Director** or **Shri Bhagaban Padhy, Under Secretary.** Their phone number and email address are given as under:

Name & Designation (Sh/Smt/Ms.)	**Phone (O)**	**E mai id**
Col. Sanjay Kumar Sharma (Retd.), Additional Director	011-26737612	sanjaysharma.148p@gov.in
Bhagaban Padhy, Under Secretary	011-26737501	bpadhy@nic.in

Shekhar

(Chandra Shekhar)
Under Secretary to Government of India
Telephone : 24624046
Email:c.shekhar59@nic.in

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

....4/-

Copy forwarded for information & necessary action to :-

(1) **ISTM (Col. Sanjay Kumar Sharma (Retd.), Additional Director),** Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 26th August, 2019 may please be furnished to this Division on next day positively.

(2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi (**Shri Syed Imran Ahmed, DS**).

(3) Officers concerned (Through their Ministries/Departments).

(4) Dir(CS.I)/US(U)/US(D).

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

(6) Hindi Section, DOP&T, New Delhi - For Hindi version.

(S.Satheesan)
Section Officer
Telephone : 24642704
Email: s.satheesan@nic.in

Annexure –I

List of Under Secretaries of CSS nominated to participate in Level 'E' Training Programme at ISTM from 26/08/2019 to 04/10/2019 (58th Batch)

Sl.No.	CSL /USSL No.	Name of Officer S/Shri/Smt/Ms.	DOB	Min/Department
1.	7068	Mritunjay Singh**	27-Jun-69	Deptt. of Financial Services
2.	6938	Sarita Taneja*	20-Mar-72	Steel
3.	7012	Subhabrata Karmakar*	28-Jan-73	Youth Affairs & Sports
4.	7146	Dalbeer Singh*	06-Oct-70	HRD
5.	7116	Paramjeet Chadha*	30-Oct-72	Telecommunications
6.	7073	Sanjoy Mitra*	15-Dec-64	Debt Recovery Tribunal (Kolkatha)- on deputation
7.	7149	K. Srinivasu	13-05-65	On deputation to SEZ, Hyderabad
8.	7150	Atul Kumar Singh	25-02-69	Labour & Employment
9.	7151	A.K. Vashist	29-07-65	Agriculture & Cooperation
10.	7154	Indu Bhusan Lenka	21-10-72	On deputation to Passport Office, Hyderabad
11.	7156	Vinod Kumar	13-02-71	Home Affairs
12.	7157	Rajinder Kumar	26-01-64	Revenue
13.	7160	Ramesh Chandra Sethi	03-05-71	Shipping
14.	7161	Binod Kumar	01-01-65	Industrial Policy & Promotion
15.	7162	Manmohan	15-11-63	Defence
16.	7168	Ajay Kumar	23-12-71	Agriculture & Coop & FW
17.	7180	Tirth Ram	25-03-69	AR & PG
18.	7184	Naoroibam Sanatomba Singh	01-03-69	On deputation to Govt. of Manipur
19.	7186	Shankra Nand Bharti	03-08-70	On deputation to NHAI
20.	7188	Anil Kumar	19-07-75	H&UA
21.	7190	Gulveena Badhan	17-04-70	Niti Aayog
22.	7194	Smt. Sunita Bansal	15-08-71	Fertilizers
23.	7198	S. Benjamin	24-09-66	Power
24.	7202	Inder Jeet	11-08-75	On deputation to NHAI
25.	7204	Shakti Shamsher	05-10-69	Union Public Service Commission
26.	7206	Biplab Kumar Naskar	14-01-71	Revenue

27.	7214	M. Jena	15-07-63	Social Justice & Empowerment
28.	7216	Sunil Kumar	09-11-70	H&UA
29.	7218	Rajesh Kumar	10-07-67	Power
30.	7220	Amrish Kumar	15-04-72	Economic Affairs
31.	7222	Bipin Kumar Hembrom	02-11-68	Food & Public Distribution
32.	7224	Lakshmi Kanta Halder	09-01-68	AR & PG
33.	7226	Raj Kumar	12-12-69	H&UA
34.	7232	Sahdev Singh	01-04-68	On deputation to SDMC
35.	7234	Pradip Kumar Pal	31-12-62	Health & FW
36.	7236	Deen Dayal	20-03-69	H&UA
37.	7242	Rachna Kumar	20-08-69	H&UA
38.	7244	D.R. Luikang	17-05-69	Road Transport & Highways

Note:-

(i) ** The officer in the list above stand deemed relieved from their cadre units to attend mandatory training programme as this is last and final nomination. This officer is requested to join ISTM w.e.f. 26th August, 2019 without fail as non-joining this training progamme will result in debarment of hiss promotion in future.

(ii) * Second and Final Nomination

(iii) DoPT vide its OM 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.

(iv) 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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ANNEXURE - II

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2017, 2018 & 2019

Name of the Officer:

CSL No.:

		2017	2018	2019
(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 .....