Immediate

No. 8/4/2020-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 22nd January, 2021

OFFICE MEMORANDUM

Subject: ONLINE Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 08/02/2021 to 12/03/2021 (103rd Batch).

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated to participate in the mandatory Level 'B' Training Programme being conducted by ISTM w.e.f. **08/02/2021 to 12/03/2021.** The training will be conducted online by ISTM and the participants are not required to visit ISTM in person for the same. The online training will be accessible through mobile or laptop/desktop as per the convenience of the participant.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.483(E) dated 12th July 2013. The performance of the officers in the training will be evaluated and the reports added in their APARs while considering 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 officials who do not attend or successfully complete the Level 'B' training programme, will be liable to debarment and denial of promotion as envisaged in the above O.M. The provisions of exemption from the training mentioned in the above O.M. 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.

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(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.

(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.

3. Henceforth, all CSS officers, will get a maximum of two nomination chances to complete the mandatory trainings at various levels. The second nomination will be considered only under the circumstances mentioned in para 2 (iii) above.

4. The online Level B training does not involve any study tour. Hence, no TA/DA shall be admissible to any participant.

5. All the nominated officers are directed to visit the ISTM website and fill the online form and submit the same online immediately. The link is **http:/www.istm.gov.in/ lms/registration**. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Course Director of ISTM. . **Shri Vinod Kumar, Deputy Director,** Phone No. 26737607, M. No. 9971307495.

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6. The nominated officers may please be relieved of their duties and advised to contact the above Course Directors of ISTM for further details regarding online link etc. It is clarified that **vigilance clearance is not required** for relieving the officers to attend the mandatory training programme.

(George D Toppo)
Under Secretary to Government of India
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To

Joint Secretary(Admn.) of
the concerned Ministries/Departments
New Delhi.

Copy forwarded for information and necessary action to : -

1. Director, ISTM, Admn. Block, Old JNU Campus, New Delhi
2. **Shri. Vinod Kumar, Deputy Director (Course Director),** ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **8th February, 2021** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi, **(Shri Syed Imran Ahmed, DS).**
4. Officer concerned.
5. US, CS-I (A), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

(S.Satheesan)
Section Officer
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Annexure-I

LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM 08/02/2021 TO 12/03/2021 (103th Batch)

S.No.	Year	Name	Date of Birth	Ministry
1	2012	Gaurav Bhardwaj*	18-08-1986	Home Affairs (PMO)
2	2012	Shrikant Kumar*	12-02-1989	Personnel
3	2012	Krishnandan Kumar	06-04-1989	Personnel
4	2012	Mukesh Sah	07-07-1987	Defence
5	2012	Bijender Singh Khola	04-07-1987	Panchayati Raj
6	2012	Prashant Yadav	03-04-1989	Finance (Rev.)
7	2012	Pawan Kumar Ram	14-11-1988	Environment, Forest and Climate Change
8	2012	Monika Gola	16-04-1989	Personnel
9	2012	Sanjeev Kumar	08-11-1983	Housing & Urban Affairs
10	2011	Mandip Kumar	25-05-1987	Personnel
11	2012	Ajay Kumar	11-09-1987	UPSC
12	2012	Pramod Kumar	05-09-1984	Home Affairs (PMO)
13	2012	Vijay Prakash	15-08-1984	Labour & Employment
14	2012	Manisha	04-11-1989	Labour & Employment
15	2012	Meenakshi Gupta	19-11-1991	Defence
16	2012	Rajesh Kumar Maurya	06-07-1990	Posts
17	2012	Pushpendra Kumar	15-09-1983	Culture
18	2012	Ankit Verma	20-09-1991	Health & Family Welfare
19	2012	Mahesh	01-10-1988	Corporate Affairs
20	2012	Sachin Kumar	04-01-1989	Consumer Affairs, Food & Public Distribution
21	2012	Jatin Kumar	26-01-1990	Jal Shakti
22	2012	Shanti Doley	17-05-1987	Finance (EA)
23	2012	Ajay Kumar Verma	30-03-1987	Personnel
24	2012	Ashwani Kumar	15-06-1986	Housing & Urban Affairs
25	2012	Kartikay Diwakar	11-11-1987	Women & Child Development
26	2012	Sushil Kumar Yadav	03-09-1988	Home Affairs (CAB SEC.)
27	2012	Uday Shankar Mehta	24-06-1989	Housing & Urban Affairs
28	2012	Bhanu Pratap Singh	08-06-1988	Social Justice & Empowerment
29	2012	Anoop Singh	30-10-1982	UPSC
30	2012	Heena Chauhan	19-02-1989	Defence
31	2012	Biekkim	12-05-1986	Home Affairs
32	2012	Harit Kumar	29-06-1987	Labour & Employment
33	2012	Alka Chopra	12-10-1984	Promotion of Industrial & Internal Trade
34	2012	Sandeep Kumar Ahlawat	11-06-1984	Personnel
35	2012	Divya (Singhal)	20-03-1986	Environment, Forest and Climate Change
36	2012	Prateek Kumar	07-08-1988	Defence
37	2012	Naveen	16-03-1983	Home Affairs
38	2012	Sumit Kumar	14-10-1987	Personnel
39	2012	Munna Kumar	15-06-1988	UPSC
40	2012	Vineet Yadav	21-12-1988	Heavy Industries
41	2012	Suraj Kumar	12-11-1990	Finance
42	2012	Ela	18-06-1989	Information & Broadcasting
43	2012	Sachin Yadav	30-09-1988	Home Affairs (PMO)
44	2012	Anjali Kumari	07-12-1988	UPSC
45	2012	Ajay Kumar	04-05-1982	Consumer Affairs, Food & Public Distribution
46	2012	Prashant	04-12-1986	Personnel
47	2012	Vineet Kumar	20-03-1989	Coal
48	2012	Ajit Kumar Bhadani	15-03-1985	Defence
49	2012	Narendra Kumar	10-01-1983	Social Justice & Empowerment
50	2012	Navneet Tikania	12-03-1985	Information & Broadcasting
51	2012	Deepak Kumar	05-01-1986	Defence
52	2012	Deepak Kumar	24-04-1986	Fertilizers
53	2012	Manish Yadav	25-05-1978	UPSC
54	2012	Navin Kumar Verma	04-07-1987	Personnel

*Second and final nomination.