

No. 21/1/2012-CS-II(A)(vol.I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.
Dated the 18th March, 2016.

OFFICE MEMORANDUM

Subject:- Level-II Training Programme from 04.04.2016 to 15.04.2016 for PAs of CSSS -reg.

The undersigned is directed to say that PAs of CSSS, whose names are given in the Annexure - I to this OM, have been nominated to participate in the Level-II Training Programme being conducted by the ISTM from 04.04.2016 to 15.04.2016.

2. Cadre units are requested to ensure that the officers nominated to the above training programme are relieved in time. **The officials at S.No. 1 & 2 have been nominated for 2nd time.**

3. It may be noted that Level-II training programme is mandatory in nature and officials who participate and successfully complete the said training programme shall only be considered for promotion to the grade of PS under the seniority quota. Further, as per this Department's OM No.T-25017/01/2014-Trg. (ISTM) dated 11.08.2014 the officer nominated for training shall be relieved for training by the respective Ministries/Department/organization as it is mandatory, unless exemption is granted as applicable under rules by DoP&T. **As per para 2 of the ibid OM, postponement of participation from the first chance to second chance and from the second chance to the third chance would be allowed only with the prior approval of DoP&T.** 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 of CSS/CSSS. **The details of the said OM are enclosed herewith at Annexure-III for ready reference.** It may also be noted that the officials who do not attend the mandatory training programme even after three documented nomination by this Department, shall be debarred for future training programme under the Cadre Training Plan.

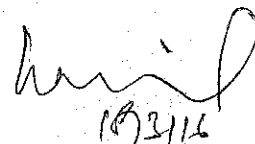
4. As part of the training programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/ Departments are required to sanction an advance of Rs. 20,000/- (Rupees twenty thousand only) as T.A. advance for each participant along with their relieving order.

5. It is requested that these officers be relieved of their duties with the direction to report to **Shri K K Pant, Course Coordinator ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 04.04.2016.**



6. Cadre authorities are also requested to forward Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Shri K K Pant, Course Coordinator, ISTM, New Delhi in advance.

7. This O.M. is available on the website of this Department viz. www.persmin.nic.in → Central Services → CS Division → CSSS → Training Circular.



(Kameshwar Mishra)

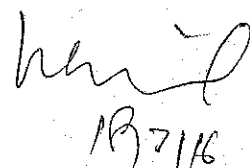
Under Secretary to the Govt. of India

Tel.No. 24623157

- (i) Under Secretaries (Admn.) of all the concerned cadre units.
- (ii) Officials concerned.

Copy to:-

- (i) Shri K K Pant, Course Coordinator, ISTM along with a copy of the list of participants.
- (ii) Guard file.
- (iii) Hindi Unit, DoP&T, North Block, New Delhi with a request to furnish the Hindi translation of the said OM.



Annexure to OM No. 21/1/2012-CS.II(A) (Vol-I) dated 18.03.2016

S. No.	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit
1	507	K V Ramana #	25/06/1965	1994	Water Res.
2	2122	Renu Madhusudan #	21/01/1963	2010	Labour
3	2127	Amit Jain	22/02/1978	2010	Home Affairs
4	2128	Sashi Gupta	13/10/1960	2010	Home Affairs
5	2130	Promila Chugh	12/03/1963	2010	Water Res.
6	2131	Rekha Narang	13/08/1974	2010	NITI Aayog
7	2132	Sheela Sharma	05/04/1961	2010	Home Affairs
8	2133	Gursharan Nishikar	06/06/1973	2010	IP & P
9	2134	Suman Lata Gupta	11/09/1963	2010	Agri. & Coopn.
10	2135	Kalisetty Suresh Babu	25/01/1974	2010	I & B
11	2136	N.R. Joshi	06/10/1965	2010	Legal Affairs
12	2137	Pawan Kumar	08/12/1974	2010	RTH
13	2138	Sunira Chawla	15/08/1959	2010	Legal Affairs
14	2140	Meena Bakshi	09/12/1960	2010	Home Affairs
15	2141	Vandana	10/08/1977	2010	Minority Affairs
16	2142	Manju Rani Sharma	13/02/1964	2010	Telecom
17	2144	Jaya C. Nair	22/05/1959	2010	NITI Aayog
18	2145	Anita Jaitly	15/03/1960	2010	Expenditure
19	2146	Thankamani Mohan	27/04/1959	2010	Civil Aviation
20	2147	Bhagwat Singh	10/06/1960	2010	IP & P
21	2148	G.Thukaram	20/06/1959	2010	Posts
22	2149	Munish Chand Sharma	11/01/1961	2010	Labour
23	2150	Harminder Kaur Judge	15/04/1964	2010	I & B
24	2151	Kalpana Saxena	09/09/1960	2010	NITI Aayog
25	2152	J.P. Lakra	01/03/1964	2010	Defence
26	2153	Sunil Kumar	31/07/1964	2010	NITI Aayog
27	2154	Gurjit Singh Chatha	06/04/1962	2010	Steel
28	2155	Chander Kathuria	02/07/1962	2010	Defence

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S. No.	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit
29	2156	H.K. Syal	10/07/1960	2010	Culture
30	2158	Lalit Dua	19/08/1965	2010	Rural Dev.
31	2159	Neeru Verma	23/04/1964	2010	Telecom
32	2160	Ramphal Singh	24/11/1961	2010	Defence
33	2161	S.K. Aggarwal	10/08/1960	2010	Agri. & Coopn.
34	2162	Gurusharan kaur	26/06/1963	2010	Home Affairs
35	2163	Mamta Khurana	10/12/1961	2010	Agri. & Coopn.
36	2164	Gurpreet Puri	23/12/1961	2010	Telecom
37	2165	Geeta Chibber	31/03/1964	2010	Science & Tech.

Remarks:-

#- officials nominated for 2nd time

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CURRICULAM VITAE

1. Name of the officer nominated _____
2. Date of Birth _____ Male/Female _____
3. Designation & Scale of Pay _____
4. Office in which employed _____
5. Whether Hindi/English Stenographers _____
6. Academic qualification _____
7. Date of joining as PS _____
Select List Year _____
8. Whether the nominee is a member Yes/No
of SC/ST If yes, please specify SC/ST
9. Previous Training undergone
(i) ISTM _____
(ii) Other Training Institute _____
10. (i) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Office Tel. No. _____
Residential Address _____
Mobile/Tel. No. _____
e-mail _____

Signature

No. T-25017/01/2014-Trg (ISTM)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)

Old JNU Campus, Block IV, Fourth Floor,
New Mehrauli Road, New Delhi-110067

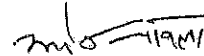
Dated: 11th August, 2015

OFFICE MEMORANDUM

Subject: Policy for exemption of CSS and CSSS officer from their respective mandatory training programmes.

The undersigned is directed to enclose herewith Policy for exemption for various mandatory training programmes for the officers CSS /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: 011-26194167

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. PPS to Joint Secretary (Training)

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Policy for exemption for various mandatory training programmes for the officers of
CSSS/CSS in respect of Cadre Training Plans (CTPs)

1. All phases of the ~~mandatory cadre training Programme~~ shall be attended by all ~~officers in the first chance when it falls due~~. CSS officer/official and CSSS officer/official will be given a maximum of three 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 and from the second chance to the third 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/CSSS;
3. Postponement of participation from the **second chance to the third chance** would be allowed by DoPT only in the case of rarer 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) Child Care Leave approved by Competent Authority.
 - (d) Marriage of self/the children
 - (e) Officers on Election Duty.
4. CSS/CSSS Officer deputed by government of India to a foreign assignment or granted permission to a foreign assignment. The Official may attend the mandatory training on return from Foreign assignment.
5. Officers of CSS/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.

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- 6 The officers who do not attend the mandatory training programmes even after three 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 'three-chance window' provided would mandatorily attract the consequences laid down in the rules and guidelines relating to CSS/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) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3rd chance.
 - 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.
