Immediate

No. 8/1/2016-CS-I (Trg.) (Vol-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)

Lok Nayak Bhavan, New Delhi
Dated the 24th **October, 2016**

OFFICE MEMORANDUM

Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 07/11/2016 to 09/12/2016.

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. **07/11/2016 to 09/12/2016**. Accordingly, these officers may be relieved of their duties and advised to report to **Shri B. Dhanesh, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 7th November, 2016.**

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.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016. 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 to the above training programme are relieved in time.

4. DoPT vide its OM 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). 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 will be allowed 3 chances.

4. **The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016.**

5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of **Rs. 20,000/-** each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (and final) chance will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily required to report for duty on the date of commencement of the training, failing which their career could stand seriously jeopardized. No requests, whatsoever for relaxation in respect of such officers (nominated for the second time) will be entertained. It is also hereby informed that if an officer who is holding the post of Deputy Secretary on adhoc basis and has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated.

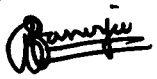
7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th July, 2016) 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.



(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.

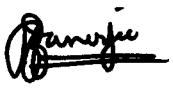
(x) **Authority empowered to permit postponement:** The cases relating to postponement will be handled by CS Division of DOPT. The postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division). No postponement may be permissible beyond 2nd chance. 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.

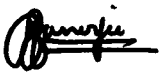
(xii) The Officers who have been nominated by CS Division of DOPT under 2nd chance shall attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

8. 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.

9. Henceforth, 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 7 (iii) above.



10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri B. Dhanesh, Deputy Director (Course Director), ISTM** New Delhi who is accessible on Phone No. 26177058 (O), M. No. 9868273413.



(Biswajit Banerjee)
Under Secretary to Government of India
Tele. : 24629413

To

Min/Dept.of
Joint Secretary(Admn.)

New Delhi.

Copy forwarded for information and necessary action to : -

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13th December, 2013.
2. **ISTM, (Shri B. Dhanesh, Deputy Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. **The list of officers, who report for training on 7th November, 2016 may please be furnished to this Department next day positively.**
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. **Section Officer (S),** CS.I, DOP&T – **Kindly confirm the training status of the officers before considering their promotion.**
5. **Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.**
6. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)
7. Guard File.

ANNEXURE

LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM 07/11/2016 TO 09/12/2016

S. No	Year/CSL No.	NAME OF THE OFFICER	DoB	CADRE WHERE WORKING
1	2003/1728	P.Vetriveeran**	20-Jul-62	PNG
2	2003/1737	Dalbir Singh Rathee**	30-Jun-64	Expenditure
3	2003/1761	Geetha N. Kutty**	29-Feb-60	Sci & Tech
4	2003/1832	Surender Kumar **	17-Sep-58	Defence
5	2003/2085	M.K. Tomar**	22-Jan-61	Food
6	2003/2196	S.K. Prasad**	10-Jan-62	R&TH
7	2003/2205	Flora Toppo**	15-Mar-59	I&B
8	2003/1684	H.K. Sharma*	01-Dec-60	RD
9	2003/1701	Dev Raj Kashive*	10-Jul-61	Telecom
10	2003/2242	Anil Ekka*	01-Jul-73	Education
11	2003/2243	S.L. Meena*	01-Jan-61	Civil Aviation
12	2003/2249	Sangita R. Pendam*	10-Jul-62	Agriculture
13	2003/2258	R.L. Meena*	15-Apr-69	Earth Science
14	2003/2260	Deepak Kujur*	15-Feb-68	MHA
15	2003/2261	N.P. Toppo*	27-Jul-66	MHA
16	2003/2266	P. Kalundia*	29-Sep-69	UD
17	2003/2268	G.P. Meena*	08-Jul-66	UD
18	2003/2273	Shib Prasad*	18-Sep-63	Social Justice
19	2003/2274	N.N. Prasad*	15-May-60	Food
20	2004/2	Krishna Chawla*	02/01/64	Expenditure
21	2004/6	Dalip Kumar*	28/12/62	Health & FW
22	2004/10	Promila Batra*	28/02/59	Expenditure
23	2004/13	Laila S. Nair*	31/05/61	Telecom
24	2004/44	Omana Gopal*	29/05/59	Home Affairs
25	2004/62	Madan Lal *	08/07/60	Labour & Employ.
26	2004/71	Prabha Phulara*	31/07/62	Rural Dev.
27	2004/79	H.S. Radhakrishnan*	14/11/60	Personnel & Trng.
28	2004/84	Debasis Joarder*	19/06/62	Env. & Forest
29	2003/1817	Ram Rattan	20-Apr-61	Education
30	2003/2213	Rose Mary Laldawngliani	7-Jul-67	Defence
31	2004/95	P. Raghvan	10/03/60	Petroleum & NG
32	2004/97	V.K. Bhardwaj	16/11/60	Home Affairs
33	2004/98	Amar Singh Rana	16/08/62	IPP
34	2004/99	Tejinder Pal Singh	15/07/61	Water Resources
35	2004/106	Smt. Geetha R. Nair	20/05/60	Food & PD
36	2004/107	Dilip Chakraborty	16/02/60	Defence
37	2004/108	Sanjay Gupta	04/11/66	Higher Education
38	2004/109	S. Ravichander	28/01/61	Personnel & Trng.
39	2004/112	Jatinder Pal Singh	09/11/63	Telecom

S. No	Year/CSL No.	NAME OF THE OFFICER	DoB	CADRE WHERE WORKING
40	2004/115	Ram Rattan	12/12/63	Defence
41	2004/116	V.K. Jaswal	22/11/58	Fertilizers
42	2004/118	Sandhya Sharma	11/08/58	Telecom
43	2004/119	Naresh Bhanot	01/06/62	Science & Tech.
44	2004/120	Kamlesh Manurwal	01/07/60	Home Affairs
45	2004/122	Raj Kumar Arora	24/08/60	Personnel & Trng.
46	2004/124	Kshetish Chandra Mishra	18/04/59	Health & FW
47	2004/125	Saroj Lata Bhaskar	24/09/58	Commerce
48	2004/126	Runu Biswas	04/04/60	Expenditure
49	2004/128	Asha Rani Saini	07/05/60	Expenditure
50	2004/130	Sunita Bhatia	28/04/62	Culture
51	2004/132	Chandra Rani	14/07/59	I&B
52	2004/136	Keshav Ram Sharma	10/05/61	Expenditure

****THIRD AND FINAL NOMINATION** ***SECOND NOMINATION**

Note:

(i) The officers who are nominated for the third and final chance are **Deemed to have been Relieved** for the training.

(ii) DoPT vide its OM No. T-25017/1/2015-Trg. (ISTM) 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.