

**No.8/5/2016-CS.I (Trg) Vol.I**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS.I Training Section**

Lok Nayak Bhawan, New Delhi  
Dated the 2<sup>nd</sup> December, 2016

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 26/12/2016 to 20/01/2017.**

The undersigned is directed to inform that SSAs, whose names are given in Annexure I, have been nominated for the Level 'A' Training Programme conducted by ISTM during the period from 26/12/2016 to 20/01/2017. It is requested that these officials may be relieved of their duties and advised to report to **Shri Bhagaban Padhy, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 26<sup>th</sup> December, 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.1/1/2009-CSI(Trg.) dated 24<sup>th</sup> February, 2010 as this would adversely affect the promotion of the officers. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification G.S.R.483(E) dated 12<sup>th</sup> July 2013 and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated are relieved in time. **The officials who do not attend or successfully complete the Level 'A' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CSI(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes study tour and the officers nominated above may be advised to draw necessary TA/DA advance of Rs.15,000/- each from their respective Ministry/Department. This amount may be released in the name of the official and the same shall be collected by ISTM from the participating officials.

4. As per DoPT OM No. T-20018/5/2015-TRG (ISTM Section) dated 22<sup>nd</sup> September, 2015 the officers who are being nominated for the third (and final) time 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 third time) will be entertained.



5. 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: -

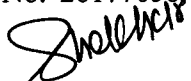
- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) 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.
- (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 a 1<sup>st</sup> 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 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.



- (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 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.
- (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 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.

6. 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 also attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

7. Confirmation with regard to the participation of the officials may please be sent to **Shri Bhagaban Padhy, Assistant Director (Course Director)**, (Phone No. 26177058, M.No. 9868449436), ISTM, New Delhi.

  
(Chandra Shekhar)  
Under Secretary to Government of India  
Tele. : 24624046

To  
Min/Dept.of  
Joint Secretary(Estt./Admn.)  
New Delhi.

Copy forwarded to :-

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their OM No. A-33083/3/2013-ISTM(Coord)/1316 dated 13<sup>th</sup> December, 2013.
2. ISTM, (Shri Bhagaban Padhy, Assistant Director (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on 26<sup>th</sup> December, 2016 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi for information.
4. CS-II (B) Section, DOP&T, Lok Nayak Bhawan, New Delhi.
5. Hindi Section, DOP&T, New Delhi - For Hindi version.
6. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
7. Guard File.

## ANNXURE I

## LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM (26.12.2016 TO 20.01.2017)

Sl. No.	CSL No.	Name	Date of Birth	Ministry/Department
1	787	K Guru Prasad*	23-Jul-1972	Culture
2	124	J.S. Nimje*	5-Jul-1965	Agriculture
3	634	Dinesh Kumar*	2-Dec-1966	MHA
4	771	Abdul Kabir*	1-Oct-1972	Expenditure
5	778	Dharmi Singh*	8-May-1962	Agriculture
6	807	Sanjiv Kumar*	1-Jan-1971	IPP
7	823	Sher Singh*	4-Feb-1967	Niti Ayog
8	831	Niraj Ranjan*	10-Jan-1973	Fertilizer
9	833	R.K. Dass*	15-Mar-1963	Fertilizer
10	834	Kailash Chand*	1-Apr-1959	Fertilizer
11	902	Ajay Kumar Ranjan*	2-Jan-1970	I&B
12	903	Chander Kumar*	5-Jul-1961	Exp.
13	904	Mithu Mondal*	3-Jan-1970	Expenditure
14	906	Manoj Kumar Tripathi*	13-Jul-1975	Expenditure
15	916	Yad Ram*	1-Jul-1969	MHA
16	918	Sanjeev Kumar Jha*	10-Jun-1973	IP&P
17	922	Prabhat Mohan*	31-Dec-1975	UD
18	926	Pradeep Kumar*	15-Dec-1975	I&B
19	928	Sunil Kumar Shrama*	7-Nov-1971	Corp Aff.
20	931	Mini Polson*	31-Oct-1967	Water Resources
21	943	Jay Sankar Prasad*	5-Jul-1972	MHA
22	955	Alok Kumar*	30-Apr-1969	MHA
23	980	Babu Lal Meena*	6-Jun-1972	Expenditure
24	984	Mithoo Lal*	13-Apr-1964	Agri & Coop
25	993	Ranjan Kumar*	30-Apr-1969	MHA (CS)
26	1011	Pyare Lal Meena*	17-Jun-1973	RD
27	1019	Manoj Kumar Singh*	5-Feb-1974	MHA
28	1023	Dileep Kumar Singh*	21-Mar-1975	UPSC
29	1024	Kalpna Devi*	17-Apr-1967	I&B
30	1033	Chander Pal*	20-Feb-1966	Civil Aviation
31	1034	Raj Bahadur*	1-Jan-1972	Civil Aviation



Sl. No.	CSL No.	Name	Date of Birth	Ministry/Department
32	233	Ajay Chandra Mallik	5-Feb-1969	Power
33	360	Arata Kumar Sahu	12-03-1971	Power
34	692	Rabindra Kumar Jha	17-09-1972	Food & PD
35	855	Aruni Kumar Pandit	01-01-1976	Food & PD
36	1042	Sheela Raghunathan	24-Mar-1963	Power
37	1049	Ramesh Kumar Rakesh	3-Jun-1969	Supply
38	1054	Rashmi Sinha	10-Aug-1977	I&B
39	1055	Madhu Bala Verma	2-Sep-1971	Agri.
40	1062	Parminder Singh	20-Jun-1972	Supply
41	1070	Ashok Kumar	11-Jul-1973	I&B
42	1074	Ravi Bhusan Sharma	10-Nov-1973	Agri.
43	1080	Kamlesh	28-Sep-1963	Agri.
44	1086	Pankaj Kumar Thakur	24-Apr-1972	Water Resources
45	1097	Sanjeev Kumar Sharma	15-Oct-1970	Posts
46	1100	Tarkeshwar	12-Feb-1972	Power
47	1101	Vipul Khare	7-Jul-1974	Power
48	1105	Chandan Singh	24-Jul-1971	Expenditure

**\* SECOND & FINAL NOMINATION**

**Note:**

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

