

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

Lok Nayak Bhawan, New Delhi

Dated the 3rd February, 2017

OFFICE MEMORANDUM

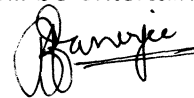
Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 13/02/2017 to 10/03/2017.

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 **13/02/2017 to 10/03/2017**. It is requested that these officials may be relieved of their duties and advised to report to **Shri K. H. Sivaramakrishnan, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 13th February, 2017**.

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 24th 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 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 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-CS.I(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 22nd 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.



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5. 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: -

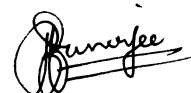
- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii)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

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 2nd 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 K. H. Sivaramakrishnan, Assistant Director (Course Director)**, (Phone No. 26165593, M.No. 9868896850), ISTM, New Delhi.



(Biswajit Banerjee)

Under Secretary to Government of India
Tele. : 24629413

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 13th December, 2013.
2. ISTM, (Shri K. H. Sivaramakrishnan, 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 13th February, 2017 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>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
7. Guard File.



(Bijwajit Banerjee)
Under Secretary
प्रवर्तक तथा प्रशिक्षण विभाग
Department of Personnel & Training
सरकार भारत / Govt. of India
Administrative Block, New Delhi

LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM (13.02.2017 TO 10.03.2017)

Sl. No.	CSL No.	Name	DoB	Ministry/Department
1	1392	Sudip Sikdar**	16/06/1968	Supply
2	1393	Tanu Saha**	06/01/1963	Supply
3	1106	Arun Kumar Mehandru*	22-Apr-1972	Expenditure
4	1121	Devender Kumar*	1-Jan-1964	Steel
5	1122	Sarfaraz Anwar*	31-Dec-1974	Steel
6	1130	Ashok Kumar*	25-May-1977	Environment Forest
7	1178	R.P. Narnaware*	5-Jan-1966	S&T
8	1229	Yash Pal Singh*	2-Jun-1959	Agriculture & Coop
9	1259	R.D. Meena*	2-May-1972	Health & FW
10	1276	Raj Kapoor*	2-Oct-1965	Environment Forest
11	106	Sanjay Kumar Pothal	24-Apr-1973	Commerce
12	1286	Shushil Kumar Tikadar	8-Jun-1965	MHA
13	1288	Ravindra Gupta	17-Mar-1972	Supply
14	1290	Hari Narayana P	30-Jul-1972	Water Resources
15	1291	Suraj Kumar	11-Dec-1974	Water Resources
16	1292	Ashok Kumar	8-Sep-1974	Water Resources
17	1295	Jawahar Lal	4-Jun-1963	Agriculture & Coop
18	1299	K.K. Majumdar	8-Feb-1966	MHA
19	1306	Satendra Kumar Singh	5-Dec-1973	Expenditure
20	1307	Sisir Kanti Biswas	30-Jan-1972	Expenditure
21	1310	Shyam Sunder Prasad	15-Jul-1964	MHA
22	1318	L.A. Murali	22-Dec-1970	Legal Affairs
23	1321	Maney Kishore	16-Apr-1970	Water Resources
24	1322	Vijay Kumar A	29-Sep-1971	Water Resources
25	1323	Shanti Sahay	12-Feb-1972	Water Resources
26	1325	Sunil Kumar	5-Oct-1968	Health & FW
27	1326	Kewal Singh		Health & FW
28	1327	Lalan Mahto	12-Sep-1963	Telecom
29	1330	Anirudh Mahto	4-Jan-1968	Expenditure
30	1331	K.P. Lengen	12-Mar-1967	Expenditure
31	1337	Suresh Kumar	5-Jul-1966	Labour
32	1338	Jai Prakash	12-Jan-1963	Labour
33	1339	Chiranji Lal	15-May-1961	Skill Development
34	1345	Satya Paul	25-Dec-1961	I&B
35	1353	Pritam Singh	6-May-1958	Power

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Sl. No.	CSL No.	Name	DoB	Ministry/Department
36	1354	Hari Singh	12-Sep-1959	MHA
37	1359	Gautam Singh	15-Jun-1969	I&B
38	1363	Kiran Pal Singh	6-May-1969	Agriculture & Coop
39	1365	Virinder Singh	28-Jul-1961	Labour
40	1374	Tej Pal Singh	23-Mar-1964	S&T
41	1376	Ravindra kumar	5-Jul-1976	MHA
42	1379	Rajbir Saroha	1-Aug-1959	Urban Development
43	1394	H. Samuel	12-Feb-1974	UPSC
44	1397	Vinder Kumar	9-Dec-1960	Water Resources
45	1400	Yogesh Kumar	15-Jan-1972	S&T

**** Third and Final Chance**

*** Second and Final Chance**

Note:

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

