

No. 8/7/2020-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 5<sup>th</sup> October, 2020

OFFICE MEMORANDUM

**Subject: ONLINE Level 'A' Training programme by ISTM for Senior Secretariat Assistants (SSAs) of the CSS for promotion to Assistant Section Officer Grade from 12/10/2020 to 6/11/2020 (94<sup>th</sup> 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 'A' Training Programme being conducted by ISTM w.e.f. **12/10/2020 to 6/11/2020**. 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 12<sup>th</sup> 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 4<sup>th</sup> July, 2016. 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 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.
  - (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 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 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 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.

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 A 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 Arjun Jena , Assistant Director (Course Director)**, Telephone: 26737609 & Mobile. No. 9971276756.

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.

  
(P. Bairagi Sahu)

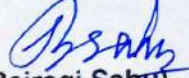
Under Secretary to Government of India  
Telephone. : 24624046  
Email: pb.sahu@nic.in

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

No. 8/7/2020-CS-I (T) dated 5<sup>th</sup> Oct., 2020

Copy forwarded for information and necessary action to : -

1. .ISTM **Shri Arjun Jena, Assistant Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **12<sup>th</sup> October, 2020** may please be furnished to this Department next day positively.
- 2.. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
3. Officers concerned
4. US, CS-II (B), DOP&T (for information).
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

  
(P. Bairagi Sahu)

Under Secretary to Government of India

**94<sup>th</sup> LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM  
(12.10.2020 to 06.11.2020 )**

S.No.	Name of the officials (Shri/Smt./Ms.)	DOB	Ministry/ Department	Select List Year
1	Jennifer Tirkey *	27.05.1977	Health & FW	2005
2	Sanjit Kumar*	01.01.1976	Food & PD	2005
3	Pankaj Kumar Jha*	08.11.1974	Env. F &CC	2005
4	Alpana Bhagat	24.11.1973	Expenditure	2005
5	Rakesh Kumar Sethi	18.07.1974	Env. F &CC	2005
6	Harsh Deep	28.02.1976	MHA	2005
7	Satbir Singh	11.05.1974	Env. F &CC	2005
8	B.P. Pathak	01.10.1962	Env. F &CC	2005
9	Kiran Bala	23.12.1973	Env. F &CC	2005
10	Vandana Sethi	12.06.1972	Telecom	2005
11	Dinesh Kumar	28.10.1974	Corporate Affairs	2005
12	Sree Devi Pandella	16.06.1969	Expenditure	2005
13	Ravindra Kumar	03.02.1971	Power	2005
14	Shiv Poojan	10.04.1973	Env. F &CC	2005
15	Jitendra Kumar	10.07.1974	Coal	2005
16	Binod Prasad Singh	23.10.1975	MHA	2005
17	Sunil Kumar	02.06.1973	Env. F &CC	2005
18	Priya Gautam	22.10.1976	MHA	2005
19	Sanjay Kumar-II	02.02.1974	Agri. C&FW	2005
20	Ravinder Kumar	23.12.1969	Health & FW	2005
21	Ajay Singh Yadav	05.11.1972	MHA	2005
22	Deepak Kumar Jaiswal	30.12.1974	MHA	2005
23	Sanjay Kumar Barik	05.01.1972	DoP&T	2005
24	Sharwan Kumar	17.01.1974	HRD	2005
25	Subodh Kumar	10.03.1978	Defence	2005
26	Ajay Kumar	30.12.1971	Agri. C &FW	2005
27	Anuj Kumar Sinha	01.01.1975	Defence	2005
28	Amrendra Kumar	12.01.1975	I&B	2005
29	Gopabandhu Dass	17.04.1973	YA&S	2005
30	Prashant Kumar	01.01.1974	Coal	2005
31	Hakimuddin Ansari	10.05.1974	Supply Division	2005
32	Shrawan Kumar	25.10.1976	Defence	2005
33	Sanjiv Kumar	01.04.1977	Expenditure	2005
34	Vinod Kumar	20.04.1970	MHA	2005
35	S.K. Ranga	02.08.1974	RT&H	2005
36	Jaswant Verma	06.04.1975	I&B	2005
37	Aswanthi Saji	15.01.1970	Civil Aviation	2005
38	Pawan Kumar	05.02.1971	Defence	2005
39	Vikas Kumar	18.11.1975	I&B	2005
40	Davki Prasad	01.02.1978	Supply Division	2005
41	Kommanna Yugandhar	30.08.1968	WR, RD &GR	2005
42	Shiv Kumar	09.09.1973	I&B	2005
43	Sandeep Sehgal	04.03.1975	MHA	2005
44	Abhay Kumar	05.10.1975	Expenditure	2005
45	Parmanand	21.04.1969	Rural Development	2005
46	Bhola Nath Das	11.07.1973	Expenditure	2005
47	Jyotsna Azad	19.07.1974	Supply Division	2005

*B. Sah*

48	Manoj Kumar	01.08.1976	Labour & Emp.	2005
49	Poonam Narayan	12.08.1973	WR, RD &GR	2005
50	Paras Kumar	05.01.1975	Civil Aviation	2005
51	Dharmendra Kumar	13.06.1976	Agri. C&FW	2005
52	Manjit Singh	07.05-1970	MHA	2005
53	Bimla Devi	05.04.1972	MHA	2005

**\*Second and final nomination**

