

Immediate

No. 8/7/2020-CS-I (T) pt-I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)

Lok Nayak Bhavan, New Delhi

Dated the 9th March, 2021

OFFICE MEMORANDUM

Subject: ONLINE Level 'A' Training programme by ISTM for Senior Secretariat Assistants (SSAs) of the CSCS for promotion to Assistant Section Officer Grade from 15/03/2021 to 09/04/2021 (102nd 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. **15/03/2021 to 09/04/2021**. 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 12th 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 4th 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:

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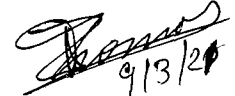
- (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the 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.
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- (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.

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.

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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.



(Zachariah Thomas)

Under Secretary to Government of India
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To

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

Copy forwarded for information and necessary action to : -

1. Director, ISTM, Administrative Block, Old JNU Campus, New Delhi.
2. ISTM **Shri Arjun Jena, Assistant Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **15th March, 2021** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
4. Officers concerned
5. US, CS-II (B), DOP&T (for information).
6. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
7. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)



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102nd LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM (15.03.2021 to 09.04.2021)

S. No.	Name of the Officials (Shri/Smt./ MS.)	DOB	Ministry/Department	Select List Year
1	Sabar Singh Rawat*	5-Aug-1964	UPSC	2004
2	Rohit Gupta*	12- Aug-1973	Telecom	2005
3	Manoj Kumar*	1-Sep-1963	UPSC	2005
4	Naina Kalra*	16-Apr-1979	Labour & Emp.	2005
5	Naresh Arya	1-Jan-1973	Food & PD	2007
6	Prem Ram	10-Jul-62	I&B	2009
7	Bipin Sameer Karketta	13-Sep-76	Rural Dev.	2009
8	Sanjay Chaudhary	28-Aug-81	Expenditure	2009
9	Vinod Kumar	14-Nov-72	Expenditure	2009
10	Ratan Sardar	12-Feb-66	Commerce	2009
11	Ravi Bhushan	9-Sep-67	Rural Dev.	2009
12	Jagbir Singh	1-Jun-63	Agri. C&FW	2009
13	Radhey Shyam	20-Sep-69	Agri. C&FW	2009
14	Bhani Sahai	2-Jan-63	MHA	2009
15	Nandan Kumar Singh	5-Mar-73	MHA	2009
16	Rana Chakraborty	2-Nov-72	Legal Affairs	2009
17	Vijay Kr. Jha	20-Nov-76	Fertilizers	2009
18	Sunil Kumar Verma	5-Jan-74	DPIIT	2009
19	Rajesh Kumar Sinha	4-Jun-73	Labour & Emp.	2009
20	Bijender Singh	1-Apr-64	Agri. C&FW	2009
21	Vivekanand	12-05-1975	MHA	2009
22	K.K.Kamlendu	1-Mar-77	MHA	2009
23	Pankaj Kumar	6-Jul-74	MHA	2009
24	Sanjoy Das Roy	6-Nov-74	H&UA	2009
25	Rajeev Kumar Deo	27-Jan-75	H&UA	2009
26	Jitendra Kumar	23-Jan-77	Civil Aviation	2009
27	Kuldip Singh Rawat	25-Jul-69	Telecom	2009
28	Umesh Prasad Roy	15-Dec-74	Telecom	2009
29	Rajesh Kumar Verma	15-Dec-78	MHA	2009
30	Parmesh Kumar	5-Jan-77	DOPT	2009
31	Rajeev Ranjan	6-Feb-79	H&UA	2009
32	Bipin Prakash	7-Jan-71	Agri. C&FW	2009
33	Tika Ram Bawra	26-Jul-75	Telecom	2009
34	Mukesh Kumar	6-Oct-78	H&UA	2009
35	Neelima Minz	1-Dec-76	Env. F&CC	2009
36	Michael Richard Robert	03-Jan-73	Telecom	2009
37	Ajmera Srinivas Naik	25-Apr-79	DOPT	2009
38	Vikramaditya Tudu	17-May-77	MHA	2009
39	Shushil P Toppo	10-Jan-75	MHA	2009
40	Bhim Singh Chaudhary	1-Jan-70	UPSC	2009
41	Narotam Chand	29-Sep-63	DOPT	2009
42	Naresh Chander	23-Oct-64	Power	2009
43	Dinesh Chandra Dhandiyal	8-Jan-64	SJ&E	2009
44	Dhu Ram	15-Aug-62	DOPT	2009
45	Rajan	19-Nov-76	Rural Dev.	2009
46	Sonia (Smt)	25-Sep-80	Labour & Emp.	2009
47	Sandeep Sharma	25-Oct-78	I&B	2009
48	Kamla	8-Jul-66	Supply Div.	2009
49	Rakesh Kumar	13-Jan-77	Supply Div.	2009
50	Ravinder Kumar	6-Aug-81	Civil Aviation	2009
51	Manmohan Singh	3-Apr-74	Fertilizers	2009
52	Sanjeev Kumar Babra	5-Jul-78	Power	2009
53	Man Mohan	6-Dec-77	Env. F&CC	2009
54	Govind Kumar	22-Nov-79	HRD	2009
55	Ashok Kumar	5-May-73	MSME	2009
56	Manoj Kumar	10-Aug-78	Civil Aviation	2009
57	Sunita Thakur	20-Dec-62	H&UA	2009
58	Ch. V.S. Madhavi	19-Mar-72	SJ&E	2009
59	Umesh Kumar Nawani	1-Dec-73	I&B	2009

Suma
9/3/21