

Immediate

**No. 8/4/2020-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 9th November, 2020**

OFFICE MEMORANDUM

Subject: ONLINE Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 16/11/2020 to 18/12/2020 (98th 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 'B' Training Programme being conducted by ISTM w.e.f. 16/11/2020 to 18/12/2020. 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 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 'B' 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.



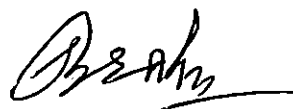
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- (c) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
- (d) Child care leave approved by competent authority.
- (e) Marriage of self/the children.
- (f) Officers on Election duty.
- (iv) 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.

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 B 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, Mob.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.**

Copy forwarded for information and necessary action to :-

1. Director, ISTM, Admn. Block, Old JNU Campus, New Delhi
2. **Shri Arjun Jena, Assistant Director, (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **16th November, 2020** 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. Officer concerned.
5. US, CS-I (A), 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)

Annexure-I**LIST OF OFFICERS FOR LEVEL- "B" ONLINE TRAINING PROGRAMME BY ISTM FROM
16/11/2020 TO 18/12/2020 (98th Batch)**

S.No.	Year	Name	Date of Birth	Ministry
1	2010*	Soumalya Banerjee	26-11-1986	Expenditure
2	2011*	Mahendra Kumar Meena	13-06-1990	Civil Aviation
3	2011*	Pardeep kumar	19-09-1987	Petroleum & Natural Gas
4	2012	Archana A. Naverkar	12-10-1963	Labour & Employment
5	2012	Ashoke Dass	20-08-1962	Housing & Urban Affairs
6	2012	Asit Baran Sarkar	28-08-1962	UPSC
7	2012	Brajesh Bhardwaj	23-07-1973	Labour & Employment
8	2012	Deepti Menon	04-11-1970	UPSC
9	2012	Dharminder Mungi	25-10-1966	Housing & Urban Affairs
10	2012	Dhaval Srinivas	13-08-1971	Housing & Urban Affairs
11	2012	Dilip Mallick	15-06-1966	Housing & Urban Affairs
12	2012	Dinesh Chander	25-05-1969	Petroleum & Natural Gas
13	2012	Geeta Sharma	30-08-1967	Petroleum & Natural Gas
14	2012	Joginder Singh	12-06-1964	Posts
15	2012	K Srinivas	08-06-1967	Housing & Urban Affairs
16	2012	Kalanidhi Sanjiv	01-08-1967	Housing & Urban Affairs
17	2012	Kuldeep Tickoo	22-07-1966	Information & Broadcasting
18	2012	Lekshmy N.	30-04-1972	Home Affairs
19	2012	M.S.Soman	03-05-1967	Personnel
20	2012	Manas Kumar Das	01-11-1965	UPSC
21	2012	Manju Sonkeria	21-03-1970	Home Affairs
22	2012	Manoj Kumar	14-07-1968	UPSC
23	2012	Manoj kumar jha	11-02-1971	Home Affairs
24	2012	Neelam Sharma	25-07-1965	Home Affairs
25	2012	Pankaj Kumar Jha	03-01-1972	Housing & Urban Affairs
26	2012	Pawan Sharma	03-07-1968	Home Affairs
27	2012	Prabhas Kr. Saha	01-02-1964	Housing & Urban Affairs
28	2012	R C Sahu	30-12-1966	Posts
29	2012	Aman Bishnoi	01-09-1988	D/o Water Resources
30	2012	Vijay Kumar	05-02-1990	D/o Water Resources
31	2012	Pankaj Dahiya	23-09-1985	Defence
32	2012	Kuldeep Hooda	13-01-1987	Housing & Urban Affairs
33	2012	Madhav Kumar Singh	15-12-1987	Corporate Affairs
34	2012	Anuj	28-05-1989	Home Affairs (NSCS)
35	2012	Rajan Kumar Shaw	02-03-1989	Home Affairs
36	2012	Manoj Kataria	23-10-1989	Personnel
37	2012	Anuradha	13-08-1989	Finance (Rev.)
38	2012	Ashish Gupta	27-02-1989	Information & Broadcasting
39	2012	Smita Shukla	29-01-1989	PMO
40	2012	Sudhir Yadav	10-12-1989	D/o Food & Public Distribution
41	2012	Riddhi Srivastava	08-05-1988	Housing & Urban Affairs
42	2012	Tanu Jaswani	3-Oct-1989	Health & Family Welfare
43	2012	Yudhish Modi	14-09-1985	Personnel
44	2012	Prashant Bhardwaj	20-09-1988	Skill Development
45	2012	Anil Singh Bhandari	06-05-1986	Finance (Rev.)
46	2012	Paramjit Singh	11-01-1989	Finance (Rev.)
47	2012	Harish Kumar	10-08-1987	PMO
48	2012	Sugandha	22-08-1989	Shipping
49	2012	Sushil Kumar	15-06-1988	Social Justice & Empowerment
50	2012	Monika Singh	20-08-1987	D/o Food & Public Distribution
51	2012	Gaurav Ahuja	24-11-1990	Rural Development
52	2012	Seema Agarwal	12-05-1987	UPSC

*Second and final nomination.

