

**Immediate**

**No. 8/3/2019-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 10<sup>th</sup> May, 2019**

**OFFICE MEMORANDUM**

**Subject: Level 'B' Training programme at ISTM for Assistant Section Officers (ASOs) of the CSS for promotion to Section Officer Grade from 03/06/2019 to 05/07/2019 (84<sup>th</sup> Batch).**

The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. **03/06/2019 to 05/07/2019**. Accordingly, these officers may be relieved of their duties and advised to report to **Shri. Agam Aggarwal, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 3<sup>rd</sup> June, 2019**.

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.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016. 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 to the above training programme are relieved in time.

3. 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 Service (CSS) and Central Secretariat Stenographers Service (CSSS) in respect of Cadre Training Plan (CTP). 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 will be allowed 3 chances.

4. The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016.

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5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of Rs. 20,000/- each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (and final) chance 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 second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016) 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:
  - (iv) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
  - (v) 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.
  - (vi) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
  - (vii) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
  - (viii) Child care leave approved by competent authority.
  - (ix) Marriage of self/the children.
  - (x) Officers on Election duty.

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- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) 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.
- (xv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (xvi) 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.
- (xvii) **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.
- (xviii) 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.
- (xix) 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.

8. 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.


9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.

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10. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri. Agam Aggarwal, Deputy Director (Course Director)**, New Delhi who are accessible on Phone No. 26737656 (O).

11. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. Filling up online registration form is mandatory. The link is **[http://www.istm.gov.in/home/online\\_ctp\\_form](http://www.istm.gov.in/home/online_ctp_form)**. They may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.

  
(Chandra Shekhar)

Under Secretary to Government of India  
Telephone. : 24624046  
Email:c.shekhar59@nic.in

To

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

Copy forwarded for information and necessary action to :-

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13<sup>th</sup> December, 2013.
2. ISTM, (Shri. Agam Aggarwal, Deputy Director (Course Director), Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 3<sup>rd</sup> June, 2019 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. US, CS-I (A), 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)

  
(S.Satheesan)

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**Annexure-I**

**List of Officers for Level-B Training Programme at ISTM from 03/06/2019 to 05/07/2019 (84<sup>th</sup> Batch)**

Sl. No.	CSL No/SL Year	Name of the officer (Sh/Smt/Ms)	DoB	Min/Deptt.
<i>Table-A</i>				
1	2010	Raju	2-Nov-69	H&UA.
2	2010	K.Geetha	14-Jun-64	Telecom.
3	2010	Rajeshwary Sankar	28-Feb-67	I&B
4	2010	Jitender Singh Negi	20-Oct-65	Commerce
5	2010	P.P.Thapliyal	10-Sep-61	Commerce
6	2010	Jayant Kumar Sarkar	6-Feb-63	I&B
7	2010	U.P.S. Negi	17-Nov-67	Rural Dev.
8	2010	S.K. Sharma	15-Jul-64	Rural Dev.
9	2010	Sushil Bhalla	2-Jun-64	IPP
10	2010	Sunita Gulheria	3-Nov-65	Agri. & Coop.
11	2010	Mamta Chhabra	12-Sep-65	Agri. & Coop.
12	2010	P.S. Raghuvanshi	30-Dec-69	Animal Husbandry
13	2010	Sachida Nand Sharma	16-Apr-71	I&B
14	2010	D.P. Mishra	17-Oct-63	Mines
15	2010	A.K. Chail	10-Oct-68	Mines
16	2010	Balbir Singh	2-Mar-70	Telecom.
17	2010	Joginder Kumar	29-Jan-64	Water Resources
18	2010	Baldev Singh	25-Mar-68	Rural Dev.
19	2010	Guna Nand	22-Aug-61	Coal
20	2010	Durga Prasad Pandey	15-Dec-63	Niti Aayog.
21	2010	T.L. Ralhan	23-Dec-63	UPSC
22	2010	Pheli Ram	1-Sep-64	UPSC
23	2010	Sushma Srivastava	15-Jul-65	Telecom.
24	2010	Anuj Chadha	26-Feb-68	H&UA
25	2010	Archana	31-May-66	Water Resources
26	2010	Indu Gupta	23-Sep-66	Water Resources

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27	2010	I.G. Baines	28-Feb-68	Water Resources
28	2010	Birender Singh	16-Sep-64	Niti Aayog..
29	2010	Meena Dobhal	16-Oct-67	Niti Aayog.
30	2010	Chanchal Soni	20-Jun-68	Niti Aayog.
31	2010	G. Srinivas	14-May-69	Niti Aayog.
32	2010	Nisha Sharma	22-Nov-66	I&B
33	2010	Bright Sam	31-May-68	I&B
34	2010	S.K. Sharma	20-Apr-65	H&UA.
35	2010	J. Lionel	3-Nov-64	H&UA.
36	2010	Nirupama Sharma	10-May-68	H&UA.
37	2010	Ram Kumar Tanwar	12-Sep-68	I&B
38	2010	Jayanthi Kannakumar	13-Dec-63	I&B
39	2010	Sandhya Sreedhar	2-Mar-70	I&B
40	2010	D. Basu	20-Dec-68	Steel
41	2010	Madhu Mankotia	27-Jun-71	Telecom.
42	2010	Neeraj Chadha	14-Oct-68	Commerce
43	2010	Ritu Raj Puri	30-Aug-65	I&B
44	2010	Mumtaz Negi	26-Sep-65	I&B
45	2010	Rachna	28-Nov-69	I&B
46	2010	Shital Prasad Kalra	22-Sep-65	SJ&E
47	2010	Arvind Kumar	5-Feb-70	SJ&E
48	2010	Balwant Sigh	12-Mar-62	UPSC
49	2010	Bijaya Kumar Sahoo	25-Jun-66	UPSC
50	2010	Sangeeta S Mongia	29-Jul-66	Power
51	2010	Satinder Sidhu	13-Jun-66	Power
52	2010	Rajesh Kaushik	3-May-71	Power
53	2010	Jatinder Kumar	5-Apr-67	Telecom.
54	2010	Vandana Nangia	19-Jul-71	Telecom.

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55	2010	C. Jagga Rao	7-Oct-65	Sec. & Higher Edu.
56	2010	Kiran Shah	5-Sep-65	Youth Affairs & Sports
57	2010	R.V.C. Sridhar	27-May-66	WCD
58	2010	P.K. Pradhan	6-May-63	Labour
59	2010	Rajeev Kumar	1-Feb-68	Labour
60	2010	Gaya Lal	21-Sep-66	UPSC
61	2010	Jagvir Singh	6-May-68	UPSC
62	2010	Neeraj Bakshi	28-Oct-66	UPSC
63	2010	Ravinder Kumar	5-Apr-68	Commerce
64	2010	Nagender Kumar	7-Sep-69	Commerce
65	2010	Shiv Charan	20-May-66	Telecom.
66	2010	H.C. Arya	12-Apr-66	Telecom.
67	2010	Narayanan Bhattadiri K.P.	23-Mar-68	Telecom.
68	2010	T.V. Venkatesh Prasad	14-Apr-66	H&UA.
69	2010	Brij Bhushan Sharma	14-Jan-69	H&UA.
70	2010	Vijay Anand	31-Jul-65	I&B
71	2010	Kiran Malhotra	14-Oct-69	I&B
72	2010	Anita Sharma	20-Jul-70	Sec. & Higher Edu.
73	2010	Rajender Prakash	12-Mar-72	Sec. & Higher Edu.
74	2010	Sri Bhagwan	9-Jun-69	I&B
75	2010	Devinder Kumar	5-Sep-65	I&B

Table-B				
76	2010	Dinesh Kumar	4-Oct-1977	Steel
77	2010	Sanjay Kumar	10-Oct-1988	Expenditure
78	2010	Indramani Kumari	30-Jul-1981	Education
79	2010	Ram Babu Jangir	23-Apr-1985	Supply

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80	2010	Dinesh Kochhar	23-Jul-1981	Water Resource
81	2010	Ramniwas	27-Nov-1982	Expenditure
82	2010	Vikash Kumar	24-Jan-1986	MHA
83	2010	Shambhu Kumar	28-Feb-1983	UPSC
84	2010	Bikesh Kumar Barnawal	25-Jul-1987	DoPT
85	2010	Abhishek Sharma	2-Dec-1983	MHA
86	2010	Yashwant Kumar Singh	9-Jul-1975	W&CD
87	2010	Bonick Cherian	17-Oct-1983	Skill Development
88	2010	Nesamani J	24-May-1980	DoPT
89	2010	Ravi Ranjan	10-Jan-1986	Education
90	2010	Manoj Kumar	3-Jan-1982	Post
91	2010	Chander Mohan	30-Jul-1984	Expenditure
92	2010	Vikash Kumar	15-Feb-1986	Education
93	2010	Vikash Khichi	31-Dec-1983	Water Resource
94	2010	Devanshu Kumar	5-Aug-1986	Fertilizer
95	2010	Bhardwaj Yukti Narender	5-Nov-1986	Education
96	2010	Shikha Sinha	20-Apr-1986	DoPT
97	2010	Sanjay Yadav	27-Jul-1988	Expenditure
98	2010	Praveen Kumar	6-May-1982	I&B
99	2010	Jyoti Tiwari	25-Sep-1989	DoPT
100	2010	Piyush Ranjan	31-Dec-1982	I&B
101	2010	Manoj Prasad Gupta	4-Jan-1987	Education
102	2010	Sarada Prasanna Sutar	1-Apr-1976	H&UA.
103	2010	Dinesh Kumar Prajapati	11-Jan-1985	MHA
104	2010	Krishna Kumar	12-Sep-1987	UD
105	2010	Subodh Kumar	5-May-1982	Mines
106	2010	Pushpa Kumari	5-Aug-1982	UPSC
107	2010	Sritesh Chandra Gupta	21-Feb-1984	SSC, Raipur



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108	2010	Chandan Kumar	1-Mar-1982	I&B
109	2010	Kailash Singh Panwar	13-Sep-1986	Telecom
110	2010	Vivek Singh	15-Sep-1987	Labour
111	2010	Ranjeev Kumar	6-Apr-1983	Civil Aviation
112	2010	Vinay Kumar	7-Oct-1987	Defence
113	2010	Ratindra Kumar	22-Aug-1982	Expenditure
114	2010	Pankaj Kumar	31-Jan-1989	Fertilizer
115	2010	Naveen Kumar	19-Sep-1984	Expenditure
116	2010	Randhir Kumar	5-Feb-1987	UPSC
117	2010	Subash Chandra Sahu	21-Nov-1976	MHA
118	2010	Praveen Kumar	22-Dec-1987	UPSC
119	2010	Aashish Chhawal	20-Jul-1989	Commerce
120	2010	Nasanakota Viswanath	1-Jun-1983	Water Resource
121	2010	Mahesh Lal	25-Aug-1980	H&UA.
122	2010	Ravi Kumar	10-Jul-1983	Expenditure
123	2010	Debala Bhattacharjee	19-Jan-1986	Niti Aayog
124	2010	Premchand Pandit	8-Nov-1982	Power
125	2010	H Paulien Gangte	16-Oct-1982	Water Resource
126	2010	Rajesh Gurjar	2-Aug-1984	Power
127	2010	Pallav	25-Aug-1987	Textiles
128	2010	Kunal Raja Gautam	21-May-1982	Social Justice&E
129	2010	Kumar Rajiv Ranjan	15-Jan-1979	Social Justice &E
130	2010	Tezveer Singh	14-Sep-1985	Health&FW
131	2010	Srikant Singh Kushwaha	15-Feb-1990	Water Resource
132	2010	Arunesh Kumar Singh	1-Jun-1979	IP&P
133	2010	Mrinal	26-Feb-1986	Agriculture
134	2010	Naresh Kumar	16-Jan-1982	Power
135	2010	Maya Prakash Maurya	10-Oct-1987	Water Resource



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136	2010	Yogesh Kumar	28-Aug-1987	I&B
137	2010	Gaurav Beadhlan	14-May-1987	Expenditure
138	2010	Amit Kumar	2-Feb-1983	MHA
139	2010	Rajendra Kumar	14-Feb-1985	UPSC
140	2010	Amit Kumar	23-Oct-1987	UPSC
141	2010	Gopal Biswas	2-May-1985	DoPT
142	2010	Anuj Kumar Dahiya	30-Mar-1986	Earth Science
143	2010	Mahesh Chandra	15-Apr-1983	Fertilizer
144	2010	Rampal Singh	4-Apr-1983	UPSC
145	2010	Rajesh Kumar Gope	30-Apr-1985	Labour
146	2010	Vishal Kumar	13-Dec-1978	Water Resource
147	2010	Narender Nirapure	27-Sep-1979	Education
148	2010	Ram Narayan	1-Jun-1978	Tribal Affairs
149	2010	Gurdeep Singh	2-Aug-1979	Expenditure
150	2010	Mukesh Kumar	1-Nov-1982	H&UA

**Note:**

- 1) 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.
- 3) The ASOs who have qualified SO LDCE for any year may not be relieved to attend the Level-B Training Programme.