

**Immediate**

**No. 8/1/2021-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 12 April, 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 26/04/2021 to 21/05/2021 (104<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. 26/04/2021 to 21/05/2021. 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 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:



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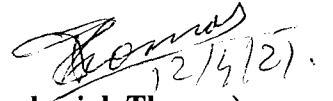
- (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
  - (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the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

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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 Pandey Rakesh, Assistant Director (Course Director)**, Telephone 26737511 Mobile. No.9910906627.
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 Pandey Rakesh, Assistant Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **26<sup>th</sup> April, 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](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

**Annexure-I****104<sup>th</sup> LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM ( 26.04.2021 to 21.05.2021)**

| S. No. | Name of the Officials<br>(Shri/Smt./ MS.) | DOB       | Ministry/Department | Select List Year |
|--------|---|-----------|---------------------|------------------|
| 1      | Ranjan Kumar*                             | 02-Jan-75 | Expenditure         | 2007             |
| 2      | Ram Dayal Meena*                          | 15-Jul-70 | Petroleum & NG      | 2007             |
| 3      | Uttam Singh*                              | 01-Jan-69 | UPSC                | 2007             |
| 4      | Mahesh Chand*                             | 06-Aug-79 | Defence             | 2007             |
| 5      | Manoj Kumar*                              | 18-Mar-77 | Expenditure (DEA)   | 2008             |
| 6      | Rajan Sah*                                | 23-Jul-76 | UPSC                | 2008             |
| 7      | Umesh Prasad Roy*                         | 15-Dec-74 | Telecom             | 2009             |
| 8      | Vivek Nand*                               | 12-May-75 | DoNER               | 2009             |
| 9      | Mohit Sharma                              | 27-Dec-80 | Higher Education    | 2007             |
| 10     | Mata Prasad Pandey                        | 1-Jan-68  | MHA                 | 2010             |
| 11     | Sunita                                    | 1-Feb-69  | Corporate Affairs   | 2010             |
| 12     | Ramesh Chandra Maurya                     | 24-Aug-73 | UPSC                | 2010             |
| 13     | Inderjit Virmani                          | 31-Aug-64 | Power               | 2010             |
| 14     | Arun Kumar                                | 26-Nov-76 | Corporate Affairs   | 2010             |
| 15     | Vinod Kumar                               | 19-Jun-65 | I&B                 | 2010             |
| 16     | Pawan Kumar                               | 10-Oct-78 | UPSC                | 2010             |
| 17     | Pradeep Kumar                             | 12-Apr-80 | I&B                 | 2010             |
| 18     | Sanjay                                    | 10-Dec-81 | Commerce            | 2010             |
| 19     | Susheela Devi                             | 24-Feb-73 | Consumer Affairs    | 2010             |
| 20     | Rajesh Arora                              | 1-Mar-75  | RT&H                | 2010             |
| 21     | Mohd. Azimullah                           | 18-Feb-71 | Shipping            | 2010             |
| 22     | Kailash Chand                             | 1-May-77  | Telecom             | 2010             |
| 23     | Jagdish Chander                           | 1-Sep-74  | Telecom             | 2010             |
| 24     | Madan Mohan Dass                          | 15-May-73 | Agri & Corp.        | 2010             |
| 25     | Amit Kumar                                | 5-Sep-76  | Agri & Corp.        | 2010             |
| 26     | Sanjay Kumar                              | 25-Oct-74 | Agri & Corp.        | 2010             |
| 27     | Naresh Kumar                              | 20-Apr-76 | Defence             | 2010             |
| 28     | Sushil Kumar                              | 10-Jul-74 | Expenditure         | 2010             |
| 29     | Meena Kumari                              | 4-Jan-71  | MHA                 | 2010             |
| 30     | Amit Kumar                                | 6-Oct-78  | Expenditure         | 2010             |
| 31     | Bhanu Prakash                             | 3-Mar-79  | Agri & Corp.        | 2010             |
| 32     | Priti Khanna                              | 4-Aug-76  | Agri & Corp.        | 2010             |
| 33     | Subash Kumar                              | 10-Jan-78 | Agri & Corp.        | 2010             |
| 34     | Shailender Kumar                          | 17-Oct-74 | Education           | 2010             |
| 35     | Lal Bihari Gupta                          | 10-Oct-74 | DPIIT               | 2011             |
| 36     | Balbir Singh                              | 12-Nov-63 | Expenditure         | 2011             |
| 37     | Bairister Pandit                          | 14-Sep-66 | Expenditure         | 2011             |
| 38     | Ashok Kumar                               | 30-Jun-71 | Expenditure         | 2011             |
| 39     | Sandeep Kumar                             | 25-Apr-76 | DPIIT               | 2011             |
| 40     | Shailesh Kumar                            | 8-Jan-81  | UPSC                | 2011             |
| 41     | Meena Kumari Mandal                       | 9-Mar-72  | H&UA                | 2011             |
| 42     | Ganesh Kumar                              | 8-Jan-68  | H&UA                | 2011             |
| 43     | Usman Ali                                 | 3-Mar-67  | Shipping            | 2011             |
| 44     | Kamal Kishore                             | 5-Jun-70  | Petroleum & NG      | 2011             |
| 45     | Suresh Kumar                              | 1-Jun-66  | PMO                 | 2011             |
| 46     | Raghuvinder Pratap                        | 10-Sep-72 | MHA                 | 2011             |
| 47     | Pratap Singh                              | 1-Sep-74  | MHA                 | 2011             |
| 48     | Govind Ballabh                            | 30-Apr-72 | MHA                 | 2011             |
| 49     | Prakash Kumar Meena                       | 1-May-68  | Health & FW         | 2011             |
| 50     | Ramesh Kumar                              | 14-Jan-70 | Health & FW         | 2011             |
| 51     | Puran Chand                               | 15-Mar-69 | Fertilizers         | 2011             |
| 52     | Shive Kumar                               | 13-May-65 | MHA                 | 2011             |
| 53     | Renu Singh                                | 23-Sep-78 | PMO                 | 2011             |
| 54     | Ambica Sah                                | 25-Jan-72 | Agri & Corp.        | 2011             |
| 55     | Harish Chandra                            | 10-Oct-64 | Food & PD           | 2011             |

\*Second and final nomination

