

**No.8/5/2017-CS-I (Trg.)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

Lok Nayak Bhavan, New Delhi

Dated, the 13<sup>th</sup> October, 2017

**OFFICE MEMORANDUM**

**Subject : Level 'D' Training Programme for Section Officers / Under Secretaries in the zone of promotion for Grade I(US) of the CSS at the ISTM (23/10/2017 to 12/01/2018).**

The undersigned is directed to inform that officers whose names are given in **Annexure- I** have been nominated to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. 23/10/2017 to 12/01/2018. Officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri Praveen Prakash Ambashta, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 23<sup>rd</sup> October, 2017 without fail. Attention of all officers nominated for the training is also drawn to this Department's OM No. T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016 for strict compliance.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification G.S.R.197(E) dated 19<sup>th</sup> March 2010 and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Authorities are requested to ensure that the officers re-nominated are **relieved in time**. **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 as this would adversely affect the promotion of the officers. **The officers who do not attend or successfully complete the Level 'D' 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.**

3. Department of Personnel & Training vide O.M. 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). Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmers for the officers of CSS in respect of Cadre Training Plan (CTPs)" which are reproduced below: -

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- (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.

4. 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 3 (iii) above.

5. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated in **Annexure I** may be advised to draw necessary TA/DA advance of **Rs.2,50,000/-** from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. *All 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/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_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.*

7. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to **Shri Praveen Prakash Ambashta**, Deputy Director (Course Director), ISTM, New Delhi (Telephone No. 26185316 (O), M.No.9212501331).



(D. Banerjee)

Under Secretary to Government of India

Tele. : 24629413

To

Ministry/Department of  
{Joint Secretary(Admn.) concerned}

New Delhi.

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Copy forwarded for information and necessary action to :-

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067. **The list of officers who report for training on 23<sup>rd</sup> October, 2017 may please be furnished to this Department next day positively.**
2. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
3. US (U), CS-I Section, DOP&T – **For confirming the training status of the officers while considering their Promotion.**
4. Hindi Section, DOP&T, New Delhi - For Hindi version.
5. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO)
6. Guard File.



(D. Banerjee)

Under Secretary to Government of India  
Tele. : 24629413

## Annexure

## Level - D Training Programme to be held at ISTM from 23/10/2017 to 12/01/2018

S. No.	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	9411	MANISH KUMAR SINGH*	1-Mar-80	MHA
2	9459	RAJIV KUMAR SINGH*	20-Jan-78	Tribal Affairs
3	9478	KUMAR AMRENDRA*	25-Nov-73	Mines
4	9482	CHANDAN KUMAR*	01-Mar-79	Defence
5	9486	RADHA RAMAN JOSHI*	04-Nov-59	Health & FW
6	9510	ANIL KUMAR K C *	14-Mar-75	Textiles
7	9512	LALIT KUMAR*	26-Jan-66	Urban Dev
8	9513	ABHAY KUMAR SRIVASTAVA*	01-Jul-82	Food & PD
9	8996	VINOD KUMAR	07-Aug-74	Commerce
10	9412	TANMOY ROY	12-Jul-69	DOPT (SSC - Kolkata)
11	9521	VIJAY ANDLEY	27-Jun-62	Defence
12	9523	SANJEEV KUMAR	19-Jan-81	MHA
13	9527	RAKESH KUMAR ARYA	09-Jan-67	Health & FW
14	9529	DHEERENDRA MOHAN KHARE	08-May-78	Culture
15	9531	RAJENDRA PRASAD GUPTA	02-Apr-62	Information & Broadcasting
16	9533	RUCHI MAHAJAN	03-Jul-77	HRD
17	9535	VIDYA SAGAR RAI	09-Jul-61	HRD
18	9537	RAVINDRA KUMAR SHARMA	26-Oct-62	Legal Affairs
19	9541	SREEMATHI GHOSH	21-May-63	MHA
20	9543	MEHBOOB REZA	27-Jul-79	UPSC
21	9545	NAVIN KISHOR JOSHI	26-Mar-62	Defence
22	9547	SANJAY KUMAR MISHRA	01-Feb-81	Expenditure
23	9549	SANJEEV KUMAR SHARMA	05-Mar-79	Defence
24	9551	HEMA MALINI S.K. DEEPAK	20-Apr-66	Science & Technology
25	9553	SANJAY KUMAR TIWARY	15-Jan-71	Tribal Affairs
26	9555	N RAMESH KUMAR	09-Jul-65	Expenditure
27	9557	RAJESH KUMAR NIRAJ	20-Jun-81	Telecom
28	9561	RENU MEHRA	14-Oct-61	Agriculture & Co-op
29	9567	ASHUTOSH KUMAR	15-Jun-75	Expenditure
30	9569	VINOD KUMAR	27-Jul-59	HRD

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.....contd./-

S. No.	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
31	9570	DEEPAK KHATWANI	21-Apr-74	Information & Broadcasting
32	9572	DHARMENDAR RAI	12-Aug-74	MHA
33	9576	KARUNESH PRATAP SINGH	22-Aug-76	Defence
34	9578	S VENKATA RAGHAVAN	26-May-63	Expenditure
35	9582	PRAVEEN PANDIT	23-Nov-67	Tribal Affairs

**\* SECOND & FINAL NOMINATION**

**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.
- (2) *All 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/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_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.*

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*J. Banerjee*