

No.8/2/2019-CS.I (Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.I Training Section

Lok Nayak Bhawan, New Delhi

Dated the 15th July, 2019

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 05/08/2019 to 30/08/2019.

The undersigned is directed to inform that SSAs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM during the period from **05/08/2019 to 30/08/2019**. It is requested that these officials may be relieved of their duties and advised to report to **Shri. K.K.Pant, Consultant (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 5th August, 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.1/1/2009-CSI(Trg.) dated 24th February, 2010 as this would adversely affect the promotion of the officers. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12th July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated are relieved in time. **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 DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

3. The aforesaid training includes study tour and the officers nominated above may be advised to draw necessary TA/DA advance of Rs.15,000/- each from their respective Ministry/Department. This amount may be released in the name of the official and the same shall be collected by ISTM from the participating officials.

4. Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th 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: -

.....2/-



- (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, souse, 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) Child care leave approved by competent authority.
 - (viii) Marriage of self/the children.
 - (ix) Officers on Election duty.
 - (x) 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.
 - (xi) Officers of CSS cadre who have less than two years of service left for superannuation as a 1st July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
 - (xii) 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.
 - (xiii) 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.
 - (xiv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
 - (xv) In case officers leave 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.



- (xvi) **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.
- (xvii) 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.
- (xviii) 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.

5. 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. As such the officers who have been nominated by CS Division of DoP&T under 2nd chance vide this Office Memorandum shall also attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

6. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is **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.

7. Confirmation with regard to the participation of the officials may please be sent to **Shri. K.K.Pant, Consultant (Course Director)**, (Phone No. 26177058, M. No. 9911794490), ISTM, New Delhi.



(Chandra Shekhar)

Under Secretary to Government of India

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To

Min/Dept.of
Joint Secretary(Estt./Admn.)

New Delhi.

Copy forwarded to :-

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their OM No. A-33083/3/2013-ISTM(Coord)/1316 dated 13th December, 2013.
2. ISTM, **Shri. K.K.Pant, Consultant (Course Director)**, Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **5th August, 2019** may please be furnished to this Department next day positively.
3. Training Division, (**Sh. Imran Ahmed, Deputy Secretary**), Deptt. of Personnel & Training, Old JNU Campus, New Delhi for information.
4. CS-II (B) Section, DOP&T, Lok Nayak Bhawan, New Delhi.
5. Hindi Section, DOP&T, New Delhi - For Hindi version.
6. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)


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LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM
(05.08.2019 TO 30.08.2019)

S.No.	CSL No.	Name Shri/Smt./Km.	Date of Birth	Category	Present Cadre Unit
1	2004	B.C. Joshi	7-Jul-65	Gen	Supply
2	2004	Satish Kumar	10-Mar-65	Gen	IP&P
3	2004	Alam Singh Negi	17-Nov-65	Gen	Supply
4	2004	Raghunath Singh	10-Jul-62	Gen	I&B
5	2004	Jagmohan	21-Jun-65	Gen	I&B
6	2004	Gordhan Singh	15-May-62	Gen	DOPT
7	2004	Ramesh Chander	22-May-64	Gen	Supply
8	2004	Malashree Sarkar	16-Oct-69	Gen	Coal
9	2004	Prem Singh Rawat	17-Apr-66	Gen	Food & PD
10	2004	Nem Chand	18-Mar-67	SC	Agriculture
11	2004	Baldev Raj Paul	15-May-71	Gen	Commerce
12	2004	Love Kumar	3-May-73	Gen	Civil Aviation
13	2004	Kalpana Aggarwal	28-Sep-75	Gen	HRD
14	2004	Rajinder	10-May-74	Gen	Urban Development
15	2004	I.J. Deswal	7-Dec-67	Gen	Rural Development
16	2004	Sanjay Kataria	23-Mar-76	SC	Legal Affairs
17	2004	Kamlesh Kumari	19-Jun-68	SC	Env. & Forests
18	2004	Braham Datt Kaushik	1-Jun-67	Gen	Commerce
19	2004	Sanjeev Kumar	20-May-74	SC	Power
20	2004	Manoj Dadwani	14-Sep-74	Gen	Posts
21	2004	Madan Lal	9-Jul-73	SC	Commerce
22	2004	Parvesh Gupta	27-Jan-72	Gen	IP&P
23	2004	Aradhana Saraf (Ms.)	20-Aug-71	Gen	IP&P
24	2004	Sandeep Kumar Kakkar	11-Dec-72	Gen	I&B
25	2004	Dharminder Singh	14-Jul-76	Gen	Urban Development
26	2004	Meena Luthra	18-Jul-74	Gen	Culture
27	2004	Girish Kawatra	23-Jul-69	Gen	Urban Development
28	2004	K. Lalita	28-Sep-72	Gen	Legal Affairs
29	2004	Vasu Mitra	12-Aug-67	SC	Agriculture
30	2004	Reeta Passi	29-Jan-75	Gen	Water Resources
31	2004	Laxman Singh Rawat	2-Jun-67	Gen	Legal Affairs
32	2004	Narendra Kr. Parcha	22-Jan-62	SC	Fertilizers
33	2004	Suraj Bhan	1-Jul-63	Gen	Fertilizers
34	2004	Sanjeev Kumar Kataria	4-Aug-76	Gen	Urban Development
35	2004	Khalid Ali	1-Apr-64	Gen	Power
36	2004	Iswari Devi	2-Jun-65	Gen	Expenditure
37	2004	Arvind Kumar Sharma	23-Dec-73	Gen	MSME
38	2004	Satish Kumar	5-Jan-73	SC	Urban Development
39	2004	Sanjay Kumar Gautam	6-Jul-70	Gen	IP&P
40	2004	Rajbir-I	4-Jan-62	SC	UPSC
41	2004	Varinder Singh Parmar	11-Dec-62	Gen	UPSC
42	2004	Narender Kumar	22-Mar-74	Gen	Civil Aviation
43	2004	Jag Mohan	14-May-73	UR	Coal

44	2004	R.N.Pani	9-Jul-74	Gen	Corporate Affairs
45	2004	Mahesh Kumar	28-Aug-62	Gen	Expenditure
46	2004	Dharmesh Kumar	2-Jan-71	Gen	Health & FW
47	2004	Rakesh Kumar	10-Mar-62	Gen	Water Resources
48	2004	Suresh Kumar II	10-Jun-66	Gen	Power
49	2004	Vijay Kumar Verma	21-Apr-72	Gen	HRD
50	2004	Akash Atrey	11-May-76	Gen	Petroleum
51	2004	Sanjeev Kumar	6-Jul-73	Gen	Urban Development
52	2004	Ajeet Kumar	08-Jul-75	Gen	Defence
53	2004	Nawal Bihari Prasad	27-Jan-74	Gen	UPSC
54	2004	Gyanendra Kumar	2-Jan-74	Gen	HRD

Note: - DoP&T vide its OM No. T-25017/1/2015-Trg(ISTM Section) dated 4th 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. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.

