

**No.8/4/2017-CS.I (Trg) Vol.2**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS.I Training Section**

Lok Nayak Bhawan, New Delhi

Dated the 16<sup>th</sup> January, 2018

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 22/01/2018 to 16/02/2018.**

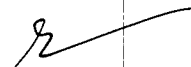
The undersigned is directed to inform that SSAs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM during the period from **22/01/2018 to 16/02/2018**. It is requested that these officials may be relieved of their duties and advised to report to **Smt. Geetha Menon, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 22<sup>nd</sup> January, 2018**.

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 24<sup>th</sup> 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 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 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-CSI(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. As per DoPT OM No. T-20018/5/2015-TRG (ISTM Section) dated 22<sup>nd</sup> September, 2015 the officers who are nominated for the third (and final) time 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 third time) will be entertained.

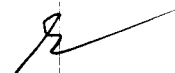
.....2/-





5. 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: -

- (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, souse, 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 a 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 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.
- (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.

6. 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 2<sup>nd</sup> 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.

7. 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\\_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.

8. Confirmation with regard to the participation of the officials may please be sent to **Smt. Geetha Menon, Assistant Director (Course Director)**, (Phone No. 26165533, M.No. 9868257063), ISTM, New Delhi.

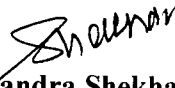
  
(Chandra Shekhar)

Under Secretary to Government of India  
Tele. : 24624046

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 13<sup>th</sup> December, 2013.
2. ISTM, (**Smt. Geetha Menon, Assistant Director (Course Director)**), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **22<sup>nd</sup> January, 2018** may please be furnished to this Department next day positively.
3. Training Division, 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](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
7. Guard File.

  
(**Chandra Shekhar**)

Under Secretary to Government of India  
Tele. : 24624046

→ 5

ANNEXURE - I

**LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM  
(22.01.2018 TO 16.02.2018)**

Sl. No.	CSL	Name & CSL No. S/Shri Smt. Ms.	DoB	Ministry/ Department
1	1703	Darwan Singh*	17-Apr-1963	MHA
2	1738	Akshay Kumar Garg*	28-Jan-1977	MHA
3	1761	Surender Singh - II*	1-Nov-1965	WCD
4	1769	Sudarshan Kumar*	10-Aug-1968	MS&ME
5	1776	Satbir Singh*	1-May-1962	MHA
6	1792	Bhanu Singh Negi*	9-Dec-1969	MHA (CS)
7	1798	Abhinay Kumar Srivastava*	20-Mar-1972	Health & FW
8	1801	Shalu Sharma*	25-Nov-1972	Textiles
9	1806	Bharat Bhusan Sutar*	7-Aug-1969	Urban Dev
10	1807	Vijay Kumar Ekka*	4-Apr-1961	Expenditure (Fin.Ser.)
11	1706	Anil Kumar	10-Jan-1962	MHA
12	1808	Anand Kumar	19-Jan-1973	Defence
13	1811	Arvind Kumar Shukla	27-Dec-1971	Culture
14	1813	Pawan Kumar	25-Feb-1975	Civil Aviation
15	1814	Ravinder Nath Verma	28-Aug-1962	Water Resources
16	1815	Shovan Singh Manral	22-Jun-1961	Water Resources
17	1817	Zeena J Mundackal	25-Dec-1969	Water Resources
18	1818	Shashi Bushan Kumar	2-Jan-1970	Urban Development
19	1819	Balbir Singh	16-Nov-1961	Agriculture & Coop
20	1820	Prem Chhd	25-Mar-1962	Agriculture & Coop
21	1822	B.S. Negi	12-May-1960	Health & FW
22	1823	Suresh Chandra Bisht	20-May-1961	Health & FW
23	1824	S.K. Sinha	31-Dec-1974	Health & FW
24	1826	Ratan Kumar	28-May-1975	Health & FW
25	1827	Bhanusri G	13-Jul-1971	Expenditure
26	1828	A.K. Dwivedi	20-Oct-1971	Defence
27	1831	Raj Kumar I	11-Mar-1972	Water Resources
28	1832	Lalita Shankar Bhardwaj	2-Dec-1962	MS&ME
29	1833	Dinesh Chandra Malasi	30-Apr-1965	MS&ME
30	1835	Vijay Laxmi	28-Apr-1960	UPSC
31	1836	Raju	1-May-1965	UPSC
32	1837	Deepak Kumar Jha	26-Oct-1973	UPSC
33	1840	Mangal Sen II	4-May-1960	Supply
34	1841	Narendra Kumar	1-Jun-1974	Supply
35	1842	Sugarm Arora	29-Aug-1974	Labour

/

- Contd - /

Sl. No.	CSL	Name & CSL No. S/Shri Smt. Ms.	DoB	Ministry/ Department
36	1845	Dinesh Kumar Verma	9-Jun-1970	Posts
37	1846	Madan Mohan Singh	10-Oct-1970	S&T
38	1852	Ajab Singh Anhal	26-Jul-1960	MHA (CS)
39	1852	Rangeshwar Prasad	25-Nov-1971	Posts
40	1854	B. Dayanand Prasad	5-Nov-1969	I&B
41	1855	Om Prakash II	16-Oct-1972	Culture
42	1856	Raj Kumar	24-Nov-1972	Posts
43	1857	Somnath Parmanik	1-Nov-1969	Urban Development
44	1858	Ram Shanker Singh	5-Jun-1971	I&B
45	1861	Kishore Kumar	8-Feb-1973	Health & FW

\* Second and Final Chance

**Note:**

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.

\*\*\*

