

**Immediate**

**No. 8/7/2020-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 17<sup>th</sup> December, 2020**

**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 21/12/2020 to 15/01/2021 (98<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. 21/12/2020 to 15/01/2021. 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.
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- (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 Rajeev Kumar Jha, Assistant Director (Course Director)**, Telephone 26737625 Mobile. No. 8920490336.

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.



(George D Toppo)

Under Secretary to Government of India

Telephone. : 24642705

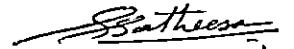
Email: gd.toppo@nic.in

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 Rajeev Kumar Jha, Assistant Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **21<sup>st</sup> December, 2020** 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)



(S.Satheesan)

Section Officer

Tele. : 24642704

Email: s.satheesan@nic.in

## Annexure-I

98<sup>th</sup> LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM ( 21.12.2020 to 15.01.2021)

S. No.	Name of the Officials (Shri/Smt./ MS.)	DOB	Ministry/Department	Select List Year
1	Kumar Santosh*	06.12.1974	MHA(PMO)	2007
2	Sunil Kumar Verma*	01.02.1973	Agri. C&FW	2007
3	Rameshwar Shah*	03-06-1963	Agri. C&FW	2007
4	Chandradeo Kumar*	10.04.1978	NITI Aayog	2007
5	Kamal Tandon*	03.07.1974	MHA	2007
6	Vinod Kumar Jain*	17-07.1976	Fertilizers	2007
7	Ritesh Kumar Gupta	16.11.1977	Expenditure	2007
8	Mahendra Prasad Singh	03.01.1972	Expenditure	2007
9	Dewanshu Kumar	05.11.1973	UPSC	2007
10	Birendra Kumar	05.12.1973	Health & FW	2007
11	Koushal Kishore Kushwaha	15.09.1974	DoPT	2007
12	Swapan Kumar Sarkar	01.01.1969	Expenditure	2007
13	Bikash Chandra Sarkar	21.01.1970	Expenditure	2007
14	Dipak Kumar Biswas	31.01.1971	Defence	2007
15	Dharmendra Kumar Singh	05.11.1970	I&B	2007
16	Anuj Kumar Chaudhary	02.10.1973	Health & FW	2007
17	Biplab Bala	02.01.1976	Expenditure	2007
18	Janak Deo Sharma	01.07.1979	DoPT	2007
19	Prashant Kumar	30.10.1976	MHA	2007
20	Kriti Ranjan	01.03.1977	MHA (PMO)	2007
21	Madhuri Charan	15.12.1970	Mines	2007
22	R. Saravana Kartheesan	09.02.1973	Expenditure	2007
23	Lalan Kumar	05.01.1973	Expenditure	2007
24	Dayaram Prasad	29.01.1974	Expenditure	2007
25	Rakesh Ranjan	26.12.1976	Expenditure	2007
26	Awadhesh Prasad Yadav	06.08.1970	HRD	2007
27	Krishna Kumar	10.08.1972	DoPT	2007
28	Shankar Bhushan Singh	16.01.1973	I&B	2007
29	Anil Kamalakar Terli	28.08.1973	Expenditure	2007
30	Sanjay Kumar	01.06.1974	Labour & Emp.	2007
31	Dilip Prasad Yadav	18.04.1976	Labour & Emp.	2007
32	Kailash Kumar	05.05.1976	DoPT	2007
33	Punam Kumari	07.05.1977	MHA	2007
34	Baliram Sharan	03.02.1973	MHA	2007
35	Sanjay Kumar	31.01.1974	MHA	2007
36	Sanjeev Kumar	15.06.1975	I&B	2007
37	Nirmal Kumar	05.02.1976	Culture	2007
38	Vijay Kumar	25.02.1976	Steel	2007
39	Dharmendra Kumar	05.11.1970	Steel	2007
40	Hirendra Kumar Ghosh	05.01.1973	HRD	2007
41	Shree Nivas Prasad	10.12.1974	HRD	2007
42	M. S. Meena	16.01.1976	Steel	2007
43	Rajiv Lakhnupal	08.09.1975	Expenditure	2007
44	Rajendra Singh Madhwal	28.08.1976	H & UA	2007
45	Parag Rohtagi	14.09.1977	Expenditure	2007
46	Sunit Kumar Jain	05.02.1975	Expenditure	2007
47	Ram Dayal Meena	15.07.1970	Petroleum & NG	2007
48	Hawa Singh Meena	22.07.1972	MHA	2007
49	Bhagwan Sahay	14.06.1974	MHA	2007
50	Gopal Ramdas Nikhare	19.12.1975	UPSC	2007
51	Mahender Kumar	15.08.1962	MHA	2007
52	Purushottam Kumar	04.06.1975	MHA	2007
53	Parmanand	05.10.1964	Defence	2007
54	Jaidev Singh	02.01.1963	Defence	2007
55	Manoj Kumar Gupta	02.06.1974	H & UA	2007
56	Anjali Sharma	02.12.1976	HRD	2007

\*Second and final nomination

