

**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 22<sup>nd</sup> March, 2019

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 01/04/2019 to 26/04/2019.**

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 **01/04/2019 to 26/04/2019**. 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 1<sup>st</sup> April, 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 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-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 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 programmes 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 1<sup>st</sup> 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.

.....3/-



- (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 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.
- (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 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.

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 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.

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](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  
Telefax. : 24624046  
Email:c.shekhar59@nic.in

To  
Min/Dept.of  
Joint Secretary(Estt./Admn.)  
  
New Delhi.

.....4/-

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, **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 **1<sup>st</sup> April, 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](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)



**(S.Satheesan)**

Section Officer

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**LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM**  
**(01.04.2019 TO 26.04.2019)**

Sl. No.	Name of the officials (Shri/Smt./Ms.)	DOB	Ministry/ Department	Select List Year
1	Ramesh Kumar Badlani	18.10.1963	Housing & UA	2004
2	Naresh Kumar	11.06.1962	Housing & UA	2004
3	Dalip Kumar	24.04.1964	Housing & UA	2004
4	Ghanshyam Prasad Verma	23.08.1968	Housing & UA	2004
5	Anang Pal Singh	01.04.1963	Housing & UA	2004
6	Sansar Chand	05.11.1964	Shipping	2004
7	Rajesh Kumar Kanwar	02.03.1972	Shipping	2004
8	Indra Rani Ghosh	12.03.1962	Shipping	2004
9	Suraj	12.11.1977	DoP&T	2004
10	Krishan Kumar	18.09.1976	UPSC	2004
11	Rashmi Narang	20.11.1976	UPSC	2004
12	Manjeet Singh	12.10.1975	UPSC	2004
13	Arvind Bhagat	17.06.1969	UPSC	2004
14	Vijay Singh	08.09.1964	MHA	2004
15	Sunita Roslin Baxla	12.07.1974	MHA	2004
16	Prem Singh Rawat	15.04.1964	Skilled Dev.	2004
17	Bijendra Paul	29.12.1976	Labour & Emp.	2004
18	Lalita Panna	20.03.1974	Labour & Emp.	2004
19	Rakesh Ranjan	15.06.1972	Env. & Forests	2004
20	Shashi Ranjan	08.04.1962	IP&P	2004
21	Ram Das	10.03.1962	Water Resources	2004
22	Jai Kishan	08.05.1962	Water Resources	2004
23	Pradeep Kumar	25.07.1963	MSME	2004
24	Onkar Singh	11.05.1962	IP&P	2004
25	Arun Kumar	14.02.1964	Commerce	2004
26	Hira Lal	01.07.1963	Supply	2004
27	Rajkumari Gupta	03.07.1966	Supply	2004
28	Ram Lal Sagar	03.03.1963	Agriculture	2004
29	T.K. Vasan	29.09.1961	Power	2004
30	Shankar Dutt Sharma	05.03.1964	Health & FW	2004
31	Jag Mohan Singh	07.04.1966	Civil Aviation	2004
32	Soloman Dadoo	08.08.1961	HRD	2004
33	Surender Singh	21.08.1963	HRD	2004
34	Ram Bahadur Yadav	01.01.1964	Culture	2004
35	Pradip Kumar Jedia	16.10.1963	YA&S	2004
36	H.C. Akoliya	10.02.1964	MHA	2004
37	Jagat Singh	14.04.1964	Health & FW	2004
38	Bir Singh	20.09.1967	IP&P	2004
39	Geeta Verma	26.10.1965	Commerce	2004
40	Govind Dayal	02.03.1963	SJ&E	2004
41	Bachan Singh Bhandari	02.01.1966	I&B	2004
42	Kamla Devi Negi	17.08.1962	Commerce	2004
43	Rajendra Singh Bisht	12.01.1962	Housing & UA	2004
44	Devendra Kumar Prasad	04.01.1963	Housing & UA	2004
45	Jeet Ram	22.10.1962	Housing & UA	2004
46	Surender Singh Bisht	30.01.1963	Commerce	2004
47	Ramesh Kumar Pathak	15.08.1962	Commerce	2004
48	Vikram Singh	01.02.1963	Housing & UA	2004
49	Vikram Singh	09.07.1962	Health & FW	2004
50	Harveer Singh	07.09.1962	MHA	2004

**Note:** - DoP&T 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. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.


