

**No.8/1/2021-CS-I (T)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

**Lok Nayak Bhavan, New Delhi**  
Dated, the 22<sup>nd</sup> June, 2021

**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 05/07/2021 to 30/07/2021 (108<sup>th</sup> Batch)- Supplementary list.**

The undersigned is directed to invite reference to this Department's O.M. of even number dated 11<sup>th</sup> June, 2021 nominating 34 SSAs for the above mentioned training programme and to say that the following SSAs are also additionally nominated for online Level 'A' training programme commencing from **05/07/2021 to 30/07/2021**:

Year	Name of the officer	DoB	Min/Dept
2010	Arun Kumar*	26-11-1976	Corporate Affairs
2010	Meena Kumari*	04-01-1971	MHA (MoSPI)
2011	Renu Singh*	23-09-1971	MSME
2011	Pradeep Kumar*	26-10-1983	PMO
2011	Suchi Bhatia*	13-04-1983	PMO
2011	Narender Kumar Sharma*	16-09-1980	PMO
2012	Bihari Lal*	24-08-1963	Higher Education
2012	Virender Dutt*	28-07-1963	Science & Technology

2. The nomination of the above officials would be subject to terms and conditions stipulated in the O.M. dated 11<sup>th</sup> June, 2021. (copy enclosed )

3. All the above officers shall attend the training compulsorily and would be deemed to have been relieved for the purpose, as this is their final opportunity to avail the mandatory training required for being eligible for next promotion.

  
(Zachariah Thomas)

Under Secretary to Government of India  
Telephone : 24624046  
Email: zachariahthomas.edu@nic.in

To

**Joint Secretary(Admn.) of  
the concerned Ministries/Departments  
New Delhi.**

Copy forwarded for information and necessary action to :-

1. Director, ISTM, Admn. Block, Old JNU Campus, New Delhi
2. **Shri Ashwani Kumar Batra, Assistant Director (Course Director)**,ISTM, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on 05<sup>th</sup> July, 2021 may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi, (**Shri Syed Imran Ahmed, DS**).
4. Officer 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

Immediate

No. 8/1/2021-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 11<sup>th</sup> June, 2021

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 05/07/2021 to 30/07/2021 (108<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. **05/07/2021 to 30/07/2021**. 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 for 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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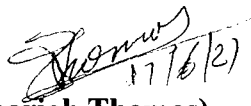


- (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
- (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the Officer.
- (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.
- (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.

....3/-



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 Ashwani Kumar Batra, Assistant Director (Course Director)**, Telephone 26737609 – Mobile No.9717981271.
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.



**(Zachariah Thomas)**

Under Secretary to Government of India

Telephone. : 24624046

Email: zachariahthomas.edu@nic.in

To

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2. ISTM **Shri Ashwani Kumar Batra, Assistant Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **05<sup>th</sup> July, 2021** 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
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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)

**108<sup>th</sup> LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM (05.07.2021 to 30.07.2021)**

S. No.	Select List	Name of the Officials	DOB	Ministry/Department
1	2007	Bablu Kumar Verma*	05-06-1975	Chem. & Fertilizer
2	2007	Deepak Kumar*	15-08-1975	Fertilizers
3	2008	Anil Kumar*	17-01-1978	Labour & Emp.
4	2009	Rana Chakaraborty*	02-11-1972	Legal Affairs
5	2009	Parmesh Kumar*	05-01-1977	DoPT/ECl
6	2010	Brij Mohan Joshi*	08-04-1969	UPSC
7	2010	Ghasi Lal Meena*	20-09-1965	UPSC
8	2010	Inderjeet Vermani*	31-08-1964	Power
9	2010	S.S Negi*	05-05-1964	Fertilizer
10	2010	Rajesh Arora*	01-03-1975	RT & H
11	2010	Susheela Devi*	24-02-1973	Consumer Affairs
12	2010	Naresh Kumar*	20-04-1976	Defence
13	2010	Sunita*	01-02-1969	Corporate Affairs
14	2011	Ramesh Kumar*	14-01-1970	Health & FW
15	2011	Pratap Singh*	01-09-1974	PMO
16	2011	Bairister Pandit*	14-09-1966	Expenditure
17	2007	Uttam Singh*	01-01-1969	UPSC
18	2009	Umesh Prasad Roy*	15-12-1974	Telecom
19	2012	Sahukar Singh	13-Aug-66	MHA
20	2012	Ravi Bhushan	27-Jan-69	Steel
21	2012	Mohan Singh Rawat	23-May-64	Commerce
22	2012	Ram Kishore Anand	01-Dec-64	Commerce
23	2012	Rajinder	01-Jan-66	Commerce
24	2012	Ashwani Kumar	28-Jun-70	Fertilizers
25	2012	Abhay Kumar	21-May-82	H&UA
26	2012	Pushpa Rani	05-Mar-67	Defence
27	2012	Jagmohan	19-Sep-76	MHA
28	2012	Reena Badgujar	04-Jul-83	MHA
29	2012	Shikha Dua	25-Sep-85	RT&H
30	2012	Amit Kumar	10-Jan-83	MHA
31	2012	Vishal Sharma	25-Jul-84	Jal Shakti (WR) /PMO
32	2012	Dharmendra Kumar	16-Jul-81	Posts
33	2012	Rajinder Negi	28-Sep-70	Defence
34	2012	Asha Rawat	09-Jun-67	Posts

**\* These renominated officers shall attend the training compulsorily and would be deemed to have been relieved for the purpose, as this is their final opportunity to avail the mandatory training required for being eligible for next promotion.**