

**No. 8/3/2017-CS.I (T)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS-I Section**

New Delhi, dated the 22<sup>nd</sup> September, 2017

**OFFICE MEMORANDUM**

**Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 09/10/2017 to 17/11/2017.**

The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM from 09/10/2017 to 17/11/2017. It is requested that the nominated officers may be relieved of their duties and advised to report to **Shri K. Govindarajulu, Joint Director/Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 9<sup>th</sup> October, 2017.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19<sup>th</sup> March 2010**, the Ministries/ Departments are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officers concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' 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 an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.

4. As per the DoPT's OM No. T-25017/01/2014-Trg. (ISTM) dated 11<sup>th</sup> August, 2015, postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3<sup>rd</sup> chance.



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5. The officers who are being nominated for the third (and final) chance 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. It is also hereby informed that if an officer who is holding the post of Deputy Secretary on adhoc basis and has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated.

6. 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, 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.

*J. Bandy*

- (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.

7. 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 attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

8. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 6 (iii) above.



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9. The participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish the following documents immediately:-

- (a) Annexure-II duly filled in.
- (b) The nominated officer should apply online for official passport, if he/she does not have an official passport already, and attach a print out of the online application submitted for official passport., and
- (c) Two copies of passport size photograph with white background.

This information may be sent to **Shri K. Govindarajulu, Joint Director/Course Director, ISTM, New Delhi at the earliest.**

10. 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.

11. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri K. Govindarajulu, Joint Director** who is accessible on Phone No. 26164285 (O) and Mobile No. 9868248083, **ISTM New Delhi.**

**Encls.: Annex.I & Annex.II**



**(D. Banerjee)**

**Under Secretary to Government of India**

**Tele. : 24629413**

**To**

**Ministry/Department of  
All Cadres { Joint Secretary(Admn.) concerned }**

**New Delhi.**

Copy forwarded for information & necessary action to :-

- (1) **ISTM Shri K. Govindarajulu, Joint Director/Course Director, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 9<sup>th</sup> October, 2017 may please be furnished to the undersigned on next day positively.**
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (3) PA to Dir(CS.I)/PA to US(U)/US(D)
- (4) Guard file
- (5) Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.

**Annexure I****List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM  
from 09/10/2017 to 17/11/2017**

S.No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Ministry/Department
1	6758	M K Meena*	25/Apr/1967	Home Affairs
2	6516	S.K. Parida*	12/06/1961	Home Affairs
3	6520	Prabhakar Mishra*	02/12/1962	Higher Edu.
4	6539	Rajeev Jauhari*	29/11/1964	Env , Forests & CC
5	6541	S.K. Basu*	11/02/1964	Water Res, RD & GR
6	6568	Lalit Kapoor	10-05-71	MHA
7	6569	R.R. Singh	12-08-61	Water Res, RD & GR
8	6570	Rajesh Kumar	01-05-70	Env , Forests & CC
9	6572	Vijay Kumar Balayan	10-01-72	Revenue
10	6574	Virender Singh	29-04-69	DoPT (On dep. To NDMC)
11	6576	Anindya Bhattacharya	31-08-69	Higher Edu. (On dep to Prasar Bharati)
12	6582	Arun Sobti	20-08-66	MHA
13	6584	R.K. Verma	24-10-67	Revenue
14	6585	M.K. Gupta	15-02-65	Revenue
15	6586	Sanjay Kumar	11-01-67	Food & Public Distribution
16	6587	H.K. Mallick	08-01-62	Pharmaceuticals
17	6588	Abhay Jain	06-08-68	DoPT (On dep. To NDMC)
18	6589	Udai Narayan Sinha	30-01-63	MHA
19	6593	Avik Basu	23-01-64	Commerce (Supply)
20	6594	Imran Farid	17-03-67	Information & Broadcasting
21	6595	A. Mala Rangarajan	23-10-62	Information & Broadcasting (On dep. To SEZ NOIDA)
22	6596	Vijay Kumar	09-01-68	Tribal Affairs
23	6598	Lalan Prasad Sharma	20-01-70	DoPT
24	6601	Rama Marwaha (Smt.)	12-10-66	UD
25	6602	Sarojini Rawat	28-10-68	Revenue
26	6603	Sanjay Arora	17-10-65	Minority Affairs
27	6605	S.K. Mishra	06-01-62	MHA
28	6606	Shree Niwas Sharma	04-08-68	Health & Family Welfare
29	6607	Pratip Deb	30-06-63	Water Res, RD & GR
30	6608	Rajiv Ranjan Singh	28-07-69	Personnel & Training (On dep. To ICMR)



S.No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Ministry/Department
31	6609	A.K. Ghosh	25-12-64	Defence
32	6610	Pandey Pradeep Kumar	12-11-65	Higher Education
33	6611	B.P. Satapathy	24-05-65	Heavy Industries
34	6612	Narayan Prasad	15-01-68	Commerce
35	6614	P. Ramamoorthy	02-04-62	Env , Forests & CC (On dep. To CERC)
36	6615	Arun Kumar	01-03-64	Industrial Policy & Promotion
37	6616	Gopal	16-07-69	UPSC
38	6617	Yogendra Prasad Ojha	02-07-63	Home Affairs
39	6618	Manoj Kumar Sharma	04-02-69	UPSC
40	6619	Dhananjay Kumar	23-01-65	ARPG
41	6620	Anurag Sharma	05-10-66	Minority Affairs
42	6621	Ms. Barnali Khastagir	05-06-64	Pharmaceuticals
43	6622	Sanjiv Kumar Sehgal	08-12-64	UPSC
44	6624	Ajay Kumar	10-01-69	Water Res, RD & GR (On dep. To APTTEL)
45	6626	C.S. Rao	14-08-70	Labour

**\*SECOND AND FINAL NOMINATION**

**Note:**

DoPT vide its OM 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.

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*A. Bandyopadhyay*

**DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2015, 2016 & 2017**

**Name of the Officer:**

**CSL No.:**

		<b>2015</b>	<b>2016</b>	<b>2017</b>
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

**Signature of the officer with date**

**Full Name .....**

**Office Address .....**