

**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 <sup>23<sup>rd</sup></sup> March, 2017

**OFFICE MEMORANDUM**

**Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 03/04/2017 to 12/05/2017.**

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 03/04/2017 to 12/05/2017. It is requested that the nominated officers may be relieved of their duties and advised to report to **Col. (Retd.) Sanjay Kumar Sharma, Additional Director/Course Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 3<sup>rd</sup> April, 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.

.....2/-



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.

.....3/-



- (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 **Col. (Retd.) Sanjay Kumar Sharma, Additional Director/Course Director, ISTM, New Delhi at the earliest.**

10. Confirmation with regard to the participation of the officers may please be sent immediately to **Col. (Retd.) Sanjay Kumar Sharma, Additional Director/Course Director, ISTM New Delhi** who is accessible on Phone No. 26164182 (O).

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

  
(Chandra Shekhar)

Under Secretary to Government of India  
Tele. : 24624046

To

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

**New Delhi.**

Copy forwarded for information & necessary action to :-

- (1) **ISTM Col. (Retd.) Sanjay Kumar Sharma, Additional Director/Course Director, Administrative Block, Old JNU Campus, New Delhi-110067. The list of officers, who report for training on 3<sup>rd</sup> April, 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.

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

Name of the Officer:


CSL No.:

		2015	2016	2017
(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 .....



**Annexure I****List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM  
from 03/04/2017 to 12/05/2017**

S.No	CSL No.	Name of the Officer	DoB	Ministry/Department
1	6463	Vijay Kumar*	19/Sep/1965	Telecom
2	6467	Shivendra Chaturvedi*	2/Jan/1968	Fin. Ser.
3	6473	Sushil Kumar Jha*	4/Feb/1965	Pharmaceuticals
4	6485	Parveen Kumar*	19/May/1968	Pharmaceuticals
5	6488	Syed Ravish Ali*	2/Jan/1962	IPP
6	6494	Raj Kumar Varshneya*	6/May/1964	UPSC
7	6505	Deepak Rai Narang*	10/Jan/1965	Defence
8	6454	Romila Varandani(Ms.)*	24/Jan/1965	IPP
9	6439P	Sanjeev Kumar*	25/Feb/1968	I&B
10	6507	Gulab Singh Panwar	30/Apr/1965	On Deputation (TRAI)
11	6508	Gurdeep Singh	14/Jun/1964	Defence
12	6509	Md. Mahmood Dawla	25/Feb/1963	Investment & Public Asset Management
13	6510	Kr. Diwakar Singh	26/Jun/1961	Minority Aff
14	6513	Basanta Kr. Mahanta	30/Jul/1967	UPSC
15	6636	Jai Prakash Meena	5/Mar/1963	Env & Forests
16	6638	Manoj Kumar Sharvar	9/Apr/1968	Water Resources
17	6640	Jai Kishore	27/Feb/1963	Eco. Affairs
18	6642	Mukesh Kumar	2/Jan/1970	Water Resources
19	6646	Ajit Kumar Saha	14/Jan/1971	ARPG
20	6648	Vijay Kumar	10/Jul/1965	MHA
21	6650	Purnima Tudu(Ms.)	13/Mar/1969	HRD
22	6653	Freedda Rose Tariang	14/Feb/1965	SSC (RO, Guwahati)
23	6654	Manoj Dehury	28/Jul/1969	Culture



S.No	CSL No.	Name of the Officer	DoB	Ministry/Department
24	6655	MS Zou	10/Jan/1965	HFV
25	6656	S Manik Lakra	26/Mar/1969	Posts
26	6659	Mahesh Kumar Meena	15/Jan/1968	On Deputation (DRT - Jaipur)
27	6660	Ram Avtar Meena	1/Oct/1967	RTH
28	6662	B Thawing Sian Dong	1/Jan/1971	DONER
29	6439E	Joseph Atul T Barla	18/Mar/1967	Defence
30	6664	Karma Wangdi Sherpa	31/Jan/1965	MHA
31	6665	Dominic Dungdung	18/Nov/1961	Coal
32	6742	Vijay Singh	11/Nov/1961	Eco Affairs
33	6744	Mahesh Pal Singh	1/Dec/1964	HRD
34	6745	Sunil Kumar Jassal	25/Aug/1969	Eco Affairs
35	6746	SC Tamta	1/Jan/1965	Labour
36	6747	Ashok Kumar Bawalia	13/Aug/1967	MHA
37	6748	Kamal Jeet Singh	4/Nov/1960	HRD
38	6749	Naresh Kumar	20/Jul/1967	Cab Sect.
39	6750	Sita Ram Meena	6/Jul/1967	On Deputation MEA
40	6752	Vum Mang	1/Mar/1963	RD
41	6753	Sukhlal Meena	12/May/1968	Revenue
42	6754	John Topno	21/Sep/1964	Fertilizer
43	6755	Hari Ram Meena	5/Jun/1967	RD
44	6756	Devender S. S. Uikey	7/Aug/1966	Posts
45	6757	Sanjay Kumar	18/Jul/1965	I&B

**\*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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