

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 23rd November, 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 14/12/2020 to 7/01/2021 (97th 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. 14/12/2020 to 07/01/2021. 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 12th 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 4th 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.
- (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 1st 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 2nd chance. In exceptional cases, Secretary (P) can give permission beyond 2nd 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 2nd 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.



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 Jitender Bhatti, Assistant Director (Course Director)**, Telephone 26737656 Mobile. No. 9811129334.
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.



(P. Bairagi Sahu)

Under Secretary to Government of India
Telephone. : 24624046
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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 Jitender Bhatti, Assistant Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **14th 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<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)



(S.Satheesan)

Section Officer
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97th LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM
(14.12.2020 to 07.01.2021)

Sl. No.	Name of the Officials (Shri/Smt./ MS.)	DOB	Ministry/Department	Select List Year
1	Vikas Kumar*	18.11.1975	I&B	2005
2	Alpana Bhagat*	24.11.1973	Expenditure	2005
3	Sanjit Kumar Roy*	12.01.1968	DoP&T	2005
4	Gian Kaur*	01.05.1963	MHA	2005
5	Sunil Kumar*	10-12-1973	Food & PD	2007
6	Satendra Kumar	1/7/1974	Coal	2007
7	Raj Kumar Sah	3/5/1969	MHA	2007
8	Chandra Prakash	5/8/1976	Defence	2007
9	Prem Prakash	5/8/1971	Defence	2007
10	Roshan Lal Meena	16/5/1975	Defence	
11	Norbert Lakra	29/3/1974	Labour & Emp.	2007
12	Lahore Ram Rawat	10/5/1963	Defence	2007
13	Birendra Sah	5/1/1965	Labour & Emp.	2007
14	Abdul Moheeb	15/8/1976	Civil Aviation	2007
15	Lokender Kumar	18/3/1964	HRD	2007
16	Bharati Kukreti	7/7/1974	HRD	2007
17	Pankaj Kumar Singh	1/5/1973	Health & FW	2007
18	Dhullan Singh	14/1/1974	UPSC	2007
19	Rajesh Kumar	23/1/1974	Health & FW	2007
20	Kumar Malay	31/12/1974	WR, RD&GR	2007
21	Pankaj Kumar Mishra	25/11/1976	Culture	2007
22	Sagar Mishra	31/3/1978	HRD	2007
23	Anil Kumar Taneja	14/1/1973	Posts	2007
24	Mritunjaya Kumar Tripathe	5/7/1973	HRD	2007
25	Vijay Kumar	4/10/1973	I&B	2007
26	Rahul Kumar Sisodia	2/1/1978	MHA (PMO)	2007
27	Md. Rahbar Alam	6/11/1974	Health & FW	2007
28	Ranjan Kumar	2/1/1975	Expenditure	2007
29	Abhay Kumar	5/1/1973	Defence	2007
30	Uttam Kumar Srivastava	5/5/1974	Health & FW	2007
31	Rajesh Kumar	26/5/1974	Labour & Emp.	2007
32	Alok Mohan Bhartiya	12/1/1975	Defence	2007
33	Ashok Kumar Singh	1/3/1977	HRD	2007
34	Upendra Prasad Sinha	23/3/1973	Expenditure	2007
35	Ajay Kumar	31/8/1977	Expenditure	2007
36	Kamal Tandon	3/7/1974	MHA	2007
37	Raghavendra Kumar	15/8/1975	Health & FW	2007
38	Shibendu Kumar	1/4/1976	Labour & Emp.	2007
39	Pradeep Kumar	30/6/1979	UPSC	2007
40	Manoj Kumar Singh	12/1/1973	Defence	2007
41	Manoj Kumar	25/2/1971	WR, RD&GR	2007
42	Manoj Kuamr Tewari	2/2/1974	MHA (PMO)	2007
43	Bishwajit Kumar	10/4/1974	HRD	2007
44	Neeru Sharma	25/10/1974	HRD	2007
45	Rajnish Kumar	2/7/1975	HRD	2007
46	Manoj Kumar	10/11/1975	HRD	2007
47	Braj Kishor Suman	15/11/1975	Culture	2007
48	Nagmani Gupta	4/2/1977	I&B	2007
49	Prabhakar Kumar	31/12/1973	WR, RD&GR	2007
50	Satyender Kumar	1/3/1977	Culture	2007
51	Nitish Kumar	1/3/1978	Expenditure	2007
52	Krishna Mohan Singh	1/3/1976	UPSC	2007
53	Swapan Prakash Sharma	8/12/1976	Health & FW	2007
54	Umesh Kumar	10/2/1977	Defence	2007
55	Pawan Kumar	19/9/1973	WR, RD&GR	2007

*Second and final nomination

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