

Immediate

**No. 8/7/2020-CS-I (T) pt-I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-I Division)**

Lok Nayak Bhavan, New Delhi

Dated the 25th February, 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 08/03/2021 to 02/04/2021 (101st 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. **08/03/2021 to 02/04/2021**. 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:

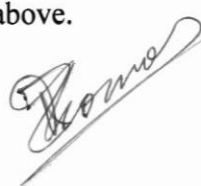
- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) 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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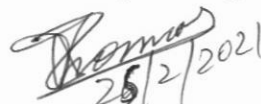
- (a) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
 - (b) Medical reasons of self or immediate family members, i.e., the officer himself/herself, his/her parents, spouse, children of the officer and parents-in-law of the 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.



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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 Deepak Kumar Bist, Joint Director (Course Director)**, Telephone 26737520 Mobile. No.9868261615.
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.


25/2/2021

(Zachariah Thomas)
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 Deepak Kumar Bist, Joint Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **8th March, 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
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)



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Section Officer
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101st LEVEL A ONLINE TRAINING PROGRAMME TO BE HELD BY ISTM (08.03.2021 to 02.04.2021)

S. No.	Name of the Officials (Shri/Smt./ MS.)	DOB	Ministry/Department	Select List Year
1	Prem Lata	12-Nov-74	Expenditure	2008
2	Balram Snehi	28-Apr-71	Expenditure	2008
3	Manoj Kumar-IV	5-Aug-77	UPSC	2008
4	Bhojrao Manik Rao Likhar	5-Dec-68	Expenditure	2008
5	Babita (Smt)	28-Dec-78	Expenditure	2008
6	Niraj Kant Singh	15-Feb-73	Food & PD	2008
7	Ashok Kumar	31-Dec-73	Expenditure	2008
8	Niranjani Pahari	5-May-75	Expenditure	2008
9	Alok Pandey	7-Jan-75	Expenditure	2008
10	Om Prakash Singh	5-Jan-76	Expenditure	2008
11	Subhas Chandra	5-May-65	Food & PD	2008
12	Manoj Kumar	1-Mar-77	Expenditure	2008
13	David M. Tirkey	5-Nov-72	Health & FW	2008
14	Karuna Bachani (Smt)	18-Dec-79	WR, RD&GR	2008
15	Manoj Kumar	18-Mar-77	Expenditure	2008
16	Raghunath Singh	6-Aug-73	Expenditure	2008
17	Subhash Chandra Meena	15-Jan-78	Expenditure	2008
18	Rabinder Toppo	08-Feb-76	Expenditure	2008
19	Mahendra Kumar Das	2-Feb-72	Health & FW	2008
20	K S Chauhan	12-Jul-72	Fertilizers	2008
21	Raj Kishore Mahato	26-Jun-72	Expenditure	2008
22	Rajan Sah	23-Jul-76	UPSC	2008
23	Ved Prakash Yadav	08-Nov-62	S&T	2008
24	Promod Kumar Mishra	7-Jan-66	I&B	2009
25	Surinder Kumar	10-Nov-64	I&B	2009
26	Surjit Singh Chawla	7-Dec-77	I&B	2009
27	Durga Nand Thakur	5-Jan-76	H&UA	2009
28	Ritesh Ranjan Kumar	3-Feb-78	H&UA	2009
29	M.S Manglik	5-Jan-77	I&B	2009
30	Rajeev Kumar	5-Jan-72	I&B	2009
31	Mukesh Kumar	30-Sep-68	I&B	2009
32	Vipul Kumar Sharma	27-May-74	I&B	2009
33	Anish Kumar Singh	25-Dec-77	Expenditure	2009
34	Sanjay Kumar	25-Feb-78	Expenditure	2009
35	Ganesh Prasad Sharma	10-Oct-75	Expenditure	2009
36	Sanjay Kumar-II	7-Jan-73	Expenditure	2009
37	Raj Kumar Hans	26-Mar-66	UPSC	2009
38	Ved Prakash Singh	05-Feb-69	UPSC	2009
39	Ram Naresh Barnwal	2-Nov-75	UPSC	2009
40	Kumar Rakesh Raushan	1-Mar-77	Expenditure	2009
41	Sushil Kumar Mishra	8-Jun-79	Expenditure	2009
42	Jai Kishore Thakur	2-Feb-72	Civil Aviation	2009
43	Dinesh Baxla	17-Mar-79	Civil Aviation	2009
44	Ramhit Shukla	1-Jan-64	UPSC	2009
45	Sanjay Kumar	9-Jan-76	UPSC	2009
46	Basant Lal	15-Jul-64	MHA	2009
47	Kamal Maurya	07-Aug-80	Defence	2009
48	Rakesh Kumar	1-Apr-66	Commerce	2009
49	Rashmi Sharma	2-Apr-81	Commerce	2009
50	Sunil Shah	5-Jul-78	Env. F&CC	2009
51	Kulvir Singh	08-Jul-80	Expenditure	2009
52	Sarbjit Kaur	24-Jun-79	Expenditure	2009
53	Baby Rani	27-Jun-80	Expenditure	2009
54	Prithviraj Nath	29-Jan-85	Expenditure	2009
55	Rahul Bhandari	13-Jun-80	MHA	2009
56	Devender Kumar	12-Aug-79	Expenditure	2009
57	Naresh Chand	25-Sep-71	Expenditure	2009
58	Rakesh Kumar	15-Feb-66	Power	2009
59	Bhagchand Singh	3-Aug-64	Power	2009
60	Vinod Kumar	5-Feb-67	I&B	2009

