

No.8/4/2017-CS.I (Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.I Training Section

Lok Nayak Bhawan, New Delhi

Dated the 25th May, 2017

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 05/06/2017 to 30/06/2017.

The undersigned is directed to inform that SSAs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM during the period from 05/06/2017 to 30/06/2017. It is requested that these officials may be relieved of their duties and advised to report to **Shri Agam Aggarwal, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 5th June, 2017.

2. **The performance of the officials in the training as evaluated and reported by ISTM should be reflected in their APAR to be considered for 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.1/1/2009-CSI(Trg.) dated 24th February, 2010 as this would adversely affect the promotion of the officers. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12th July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated are relieved in time. **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 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 study tour and the officers nominated above may be advised to draw necessary TA/DA advance of Rs.15,000/- each from their respective Ministry/Department. This amount may be released in the name of the official and the same shall be collected by ISTM from the participating officials.

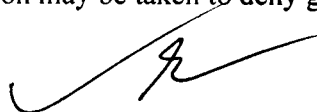
4. As per DoPT OM No. T-20018/5/2015-TRG (ISTM Section) dated 22nd September, 2015 the officers who are being nominated for the third (and final) time will be deemed as relieved to attend the training with effect from the date of commencement of the training at ISTM. As such, they will be mandatorily 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.



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5. Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4th 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: -

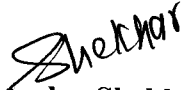
- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) 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, souse, 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 a 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.

6. 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 2nd chance vide this Office Memorandum shall also attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

7. Confirmation with regard to the participation of the officials may please be sent to **Shri Agam Aggarwal, Deputy Director (Course Director)**, (Phone No. 26175590, M. No. 9810957831), ISTM, New Delhi.


(Chandra Shekhar)

Under Secretary to Government of India
Tele. : 24624046

To

Min/Dept.of
Joint Secretary(Estt./Admn.)

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New Delhi.

Annexure

LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM (05.06.2017 TO 30.06.2017)

Sl. No.	CSL No.	Name	DoB	Ministry/Department
1.	1550	Sunil Kumar Mohanty*	02/03/1969	MHA
2.	1536	Rajesh Kumar Ner*	13-08-1969	MHA
3.	1556	Anil Kumar*	1-Jan-1960	UD
4.	1575	Gopal Kumar Roy*	3-Dec-1968	Fertilizer
5.	1579	Mukesh Kumar Sinha*	19-Jun-1972	MS&ME
6.	1584	Dhananjay Kumar*	5-Jan-1971	MS&ME
7.	1590	Narain*	25-Oct-1969	Power
8.	1593	Ram Parvesh Sharma*	3-Feb-1970	MHA
9.	1594	Sunil Kumar*	29-Jul-1969	MHA
10.	1598	Baldev Singh Rawat*	15-Oct-1959	MHA
11.	1602	Suman Kumar*	16-Jul-1969	Steel
12.	1605	Ranvir Kumar*	28-Aug-1962	MS&ME
13.	1613	Jawahar Shah*	20-Aug-1959	IP&P
14.	1615	Kaushalendra Kumar	15-Jan-1970	MHA
15.	1618	Santosh Prasad	8-Mar-1970	Earth Sciences
16.	1620	Satbir	6-May-1972	MHA
17.	1622	Satish Kumar	3-Oct-1968	Fertilizer
18.	1625	Prabhat Mohan Thakur	3-Jan-1970	Power
19.	1626	Anand Bihari	1-Jul-1970	Labour
20.	1627	Krishan Chander	14-Oct-1973	RT&H
21.	1628	Sanjay Kumar Jha	5-Jan-1974	MHA
22.	1630	Binoda Nand Thakur	27-Dec-1974	MHA
23.	1631	Naresh Kumar	3-Aug-1968	RT&H
24.	1632	Niraj Kumar	20-May-1969	RT&H
25.	1633	Naresh Kumar I	15-Jun-1960	UPSC
26.	1635	Poonam Mishra	10-Jul-1969	UPSC
27.	1636	Satya Prakash	10-Nov-1969	Urban Development
28.	1640	Bhimrao P Somkuwar	6-May-1968	Social Justice & Emp
29.	1644	Moti Lal Pawar	28-Nov-1968	Agriculture & Coop
30.	1646	Azad Singh	15-Aug-1973	RT&H
31.	1651	Vinod Kumar	15-Aug-1970	MHA
32.	1652	Sushil Kumar	12-Sep-1970	Water Resources



Sl. No.	CSL No.	Name2	DoB	Ministry/Department
33.	1653	Ishwar Singh	18-Apr-1973	I&B
34.	1654	Sunita Devi	11-Feb-1974	IP&P
35.	1655	Navdeep Singh	12-Jun-1974	MS&ME
36.	1656	Sunil Kumar	15-Feb-1967	UPSC
37.	1666	Bhagat Raj	16-Dec-1962	UPSC
38.	1668	Rajpal Singh	10-Feb-1970	UPSC
39.	1669	Biswajit Roy	4-Mar-1971	I&B
40.	1670	Ravindra Kumar	25-Dec-1971	I&B
41.	1672	Lalita Nahar	18-Aug-1973	I&B
42.	1675	Mahender Singh	4-Mar-1961	Legal Affairs
43.	1676	Chiranjil Lal Meena	4-Feb-70	Legal Affairs
44.	1677	Sanjay R. Nipane	18-May-71	Water Resources
45.	1678	S.B. Hedao	30-Aug-69	Civil Aviation

* **Second and Final Chance**

Note:

DoPT vide its OM No. T-25017/1/2015-Trg (ISTM Section) dated 4th 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.

