

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 27th August, 2020**

OFFICE MEMORANDUM

Subject: ONLINE Level 'A' Training programme for Senior Secretariat Assistants (SSAs) of the CSS for promotion to Assistant Section Officer Grade from 14/09/2020 to 9/10/2020 (93rd 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. **14/09/2020 to 9/10/2020**. 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 DoP&T. 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 DoP&T 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.



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- (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 CSCMS may please be sent to Course Director of ISTM **Shri Pramod Kumar Jaiswal, Deputy Director (Course Director)**, Mobile. No. 8368573113.

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)

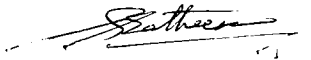
Under Secretary to Government of India
Telephone: 24624046
Email: pb.sahu@nic.in

To

**Joint Secretary(Admn.) of the concerned Ministries/Departments,
New Delhi.**

Copy forwarded for information and necessary action to: -

1. **ISTM Shri Pramod Kumar Jaiswal, Deputy Director (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **14th September, 2020** may please be furnished to this Department next day positively.
2. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi, **(Shri Syed Imran Ahmed, DS)**.
3. Officers concerned
4. US, CS-II (B), DOP&T (for information).
5. Hindi Section, DOP&T, North Block, New Delhi – For Hindi version.
6. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)



(S. Satheesan)
Section Officer
Phone No.24642704

ANNEXURE-I**LEVEL A ONLINE TRAINING PROGRAMME BY ISTM
14.09.2020 TO 09.10.2020 - (93rd Batch)**

S. No.	Name of the officials (Shri/Smt./Ms.)	DOB	Ministry/ Department	Select List Year
1	Mary Neelima Minz*	25.05.1975	I&B	2003(Ext)
2	Sudhir Singh	07.03.1972	Consumer Affairs	2005
3	Anand Mohan Mishra	30.10.1971	HRD	2005
4	Sarabjeet Singh Kohli	28.02.1974	HRD	2005
5	Ajit Pal Singh	01.09.1975	MHA	2005
6	Anil Kumar Choudhary	02.01.1973	Civil Aviation	2005
7	Rohit Gupta	12.08.1973	Telecom	2005
8	Patrick Tirkey	15.08.1964	H&UA	2005
9	Meena Ahuja	13.12.1973	Defence	2005
10	Praveen Kumar	05.05.1974	YA&S	2005
11	Pabitra Kumar Guria	16.09.1971	YA&S	2005
12	Rakesh Prasad	09.09.1968	Water Resources	2005
13	Gajendra Nath Thakur	25.07.1972	HRD	2005
14	Savita Arora	06.04.1978	Supply Div	2005
15	Jai Prakash	03.05.1974	S&T	2005
16	Rakesh Kumar Singh	05.05.1974	Commerce	2005
17	Sanjit Kumar	01.01.1976	Food & PD	2005
18	Sanjay Kumar Karn	25.05.1977	MHA	2005
19	Sushil Kumar	02.01.1972	Commerce	2005
20	Meenakshi Kaushik	08.02.1974	Commerce	2005
21	Pankaj Kumar Jha	08.11.1974	Env. F & CC	2005
22	Prakash Chander	01.05.1967	Legal Affairs	2005
23	Kumar Vikash	30.04.1974	MHA	2005
24	Om Narain	04.04.1975	Expenditure	2005
25	Sahdeo Ranjan	01.03.1978	Defence	2005
26	Suresh Kumar	03.04.1969	Culture	2005
27	Santosh Kumar-II	21.10.1975	Defence	2005
28	Sandip Kumar Bose	28.08.1973	Power	2005
29	Urmil Malhotra (Smt.)	05.2.1976	Defence	2005
30	Lokesh Bhardwaj	04.07.1975	Expenditure	2005
31	Anil Kumar	22.03.1969	Expenditure	2005

* Second & Final nomination

Note: - DoP&T 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. However, those who had exhausted their 2 chances prior to issuance of the revised policy may be allowed 3 chances.