

**Immediate**

**No. 8/3/2018-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 27<sup>th</sup> September, 2018**

**OFFICE MEMORANDUM**

**Subject: Level 'B' Training Programme at ISTM for Assistant Section Officers (ASOs) of the CSS during the period from 08/10/2018 to 09/11/2018.**

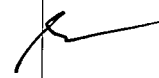
The undersigned is directed to inform that Officers whose names are given in **Annexure I**, have been nominated under CSS-CTP for the Level 'B' Training Programme being conducted by ISTM w.e.f. **08/10/2018 to 09/11/2018**. Accordingly, these officers may be relieved of their duties and advised to report to **Sh. Rajeev Kumar Jha, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 8<sup>th</sup> October, 2018**.

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.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016. The training of the officials and successful completion is mandatory for promotion as per DOP&T Notification **G.S.R.483(E) dated 12<sup>th</sup> July 2013** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Units are requested to ensure that the officials nominated to the above training programme are relieved in time.

3. DoPT vide its OM 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). 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 will be allowed 3 chances.

4. **The officers who do not attend or successfully complete the Level 'B' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No. T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016.**

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5. The aforesaid training includes study tour and officers nominated may be advised to draw necessary TA/DA advance of **Rs. 20,000/-** each from their respective Ministries/Departments. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

6. The officers who are being nominated for the second (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 second time) will be entertained. It is also hereby informed that if an officer who has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated under the rules.

7. Attention is specifically invited to the guidelines mentioned under heading "Exemption for various Mandatory Training/In-Service training programmes for the officers of CSS in respect of Cadre Training Plan (CTPs)" (Department of Personnel & Training vide O.M. No.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016) 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:
  - (iv) Officers undergoing study programme (domestic/foreign) by availing 'Study Leave' or 'partial funding' or nominated by DoP&T.
  - (v) 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.
  - (vi)
  - (vii) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
  - (viii) Child care leave approved by competent authority.
  - (ix) Marriage of self/the children.
  - (x) Officers on Election duty.

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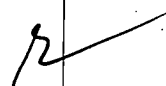


- (xi) CSS Officer deputed by Government of India to a foreign assignment may be permitted to attend the mandatory training on return from such assignment for promotion to next grade.
- (xii) Officers of CSS cadre who have less than two years of service left for superannuation as on 1<sup>st</sup> July of the financial year in which the training is actually conducted, would be exempted from mandatory training.
- (xiii) 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.
- (xiv) 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.
- (xv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
- (xvi) 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.
- (xvii) **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.
- (xviii) 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.
- (xix) 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.

8. 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.

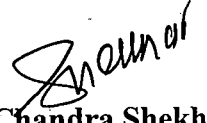
9. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 7 (iii) above.

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10. Confirmation with regard to the participation of the officers may please be sent immediately to **Sh. Rajeev Kumar Jha, Assistant Director (Course Director)**, ISTM New Delhi who is accessible on Phone No. 26165593 and Mobile No. 9868979223.

11. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. Filling up online registration form is mandatory. The link is [http://www.istm.gov.in/home/online\\_ctp\\_form](http://www.istm.gov.in/home/online_ctp_form). They may take a print out of the form once filled up and submitted online, and then get it signed by their sponsoring authority and carry it with them on joining day of the course, at ISTM.

  
(Chandra Shekhar)

Under Secretary to Government of India  
Telefax. : 24624046  
Email: c.shekhar59@nic.in

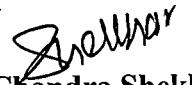
To

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

**New Delhi.**

Copy forwarded for information and necessary action to :-

1. The Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067 w.r.t. their letter No. A-33083/03/2013-ISTM (Coord) dated 13<sup>th</sup> December, 2013.
2. ISTM, (**Sh. Rajeev Kumar Jha, Assistant Director, (Course Director)**, Admn. Block, Old JNU Campus, New Delhi. The list of officers, who report for training on **8<sup>th</sup> October, 2018** 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, US**).
4. US, CS-I (A), 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](http://www.persmin.nic.in)<DOPT<Central Secretariat< CSS< Training Nomination Circulars<Assistants)

  
(Chandra Shekhar)

Under Secretary to Government of India  
Telefax. : 24624046

**LIST OF OFFICERS FOR LEVEL-B TRAINING PROGRAMME AT ISTM FROM  
08/10/2018 TO 09/11/2018**

Sl. No.	CSL No/SL Year	Name of the officer (Sh/Smt/Ms)	DoB	Min/Deptt.
1	2010	Veena Manchanda	02-01-62	Supply
2	2010	S.K.Bhadola	06-08-62	Supply
3	2010	Santosh Jaiswal	11-09-62	Supply
4	2010	Geeta Kainth	05-06-61	Supply
5	2010	Sanjay Kathpalia	24-01-66	Supply
6	2010	Arun Kumar Gupta	09-05-61	Supply
7	2010	Divakar Rao Tekade	26-11-63	Supply
8	2010	Gulshan Kumari	17-10-63	RT&H
9	2010	S.Srikala	05-06-66	H&FW
10	2010	M.Natesan	04-05-67	WCD
11	2010	Subodh Malhotra	06-09-63	Expenditure
12	2010	Sangeeta R Tendolker	01-06-65	Housing & UA
13	2010	Devi Ram	15-04-62	Housing & UA
14	2010	Chaman Kali	08-10-60	Housing & UA
15	2010	Gulshan Kumar	26-02-61	Civil Aviation
16	2010	Rajesh Sharma	27-02-67	Expenditure
17	2010	D.S.Bisht	05-02-66	Defence
18	2010	Girish Kumar	12-07-68	Defence
19	2010	Sunita R Kumar	28-07-64	Housing & UA
20	2010	A.K.Lot	27-05-62	RT&H
21	2010	A.K.Kapoor	01-07-62	H&FW
22	2010	Shakeel Ahmad	03-10-61	RT&H
23	2010	Sanjeev Kathpal	27-08-65	Expenditure
24	2010	Jagdish Singh	16-10-67	Science & Technology
25	2010	Seema Rani Gupta	30-03-64	Expenditure
26	2010	B.K.Nigam	27-04-61	Expenditure
27	2010	Bharat Bhushan	06-03-61	Expenditure
28	2010	Promila Bharadwaj	05-04-64	Expenditure
29	2010	Subrata Sen	07-11-60	Expenditure
30	2010	V.K.Kushwaha	01-01-68	Env.&Forest
31	2010	L.M.Upadhaya	04-01-63	Expenditure
32	2010	Mahesh Chand Sharma	21-10-63	Expenditure
33	2010	C.J.Cibichen	25-07-63	Expenditure
34	2010	B.N.Aush	03-01-62	Labour
35	2010	Savita Sharma	23-07-60	Labour
36	2010	Sumona Bhattacharya	03-04-69	Commerce
37	2010	Mahesh Kumar	01-01-65	Civil Aviation
38	2010	G.C.Sahoo	10-05-62	Civil Aviation



39	2010	R.S.Sodhi	25-01-66	Power
40	2010	K.G.Geetha	15-07-62	Power
41	2010	P.M.Antony	27-05-67	Power
42	2010	K.R.Devarajan	04-02-71	Niti Aayog
43	2010	Sunil Dutt	28-09-62	Expenditure
44	2010	Meenu Batra	19-08-65	H&FW
45	2010	Anita Kumar	07-07-69	H&FW
46	2010	Rajeswara Rao	05-05-69	Coal
47	2010	Ranjana Debnath	19-09-67	Niti Aayog
48	2010	Uma Menon	17-11-66	UPSC
49	2010	Ashish Kumar Das	12-02-61	Sec. & Higher Education
50	2010	Shailendra Nath Gupta	05-11-61	Sec. & Higher Education

