

**No.8/4/2017-CS.I (Trg) Vol.2**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS.I Training Section**

Lok Nayak Bhawan, New Delhi

Dated the 27<sup>th</sup> October, 2017

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 06/11/2017 to 01/12/2017.**

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 **06/11/2017 to 01/12/2017**. It is requested that these officials may be relieved of their duties and advised to report to **Ms Subhashree A, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 6<sup>th</sup> November, 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 24<sup>th</sup> 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 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 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 22<sup>nd</sup> September, 2015 the officers who are 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 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). 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 1<sup>st</sup> 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.

*J. Banerji*

- (ix) In the case of officers leave 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 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.
- (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 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.

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 2<sup>nd</sup> 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. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_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.

8. Confirmation with regard to the participation of the officials may please be sent to **Ms Subhashree A, Assistant Director (Course Director)**, (Phone No. 26185312, M.No. 9871964337), ISTM, New Delhi.



(D. Banerjee)

Under Secretary to Government of India  
Tele. : 24629413

To

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

New Delhi.

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Copy forwarded to :-

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their OM No. A-33083/3/2013-ISTM(Coord)/1316 dated 13<sup>th</sup> December, 2013.
2. ISTM, (Ms Subhashree A, Assistant Director (Course Director), Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **6<sup>th</sup> November, 2017** may please be furnished to this Department next day positively.
3. Training Division, Deptt. of Personnel & Training, Old JNU Campus, New Delhi for information.
4. CS-II (B) Section, DOP&T, Lok Nayak Bhawan, New Delhi.
5. Hindi Section, DOP&T, New Delhi - For Hindi version.
6. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
7. Guard File.

*F. Barugh*

**ANNEXURE - I****LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM  
(06.11.2017 TO 01.12.2017)**

| Sl. No. | CSL No. | Name                  | DoB         | Ministry/Department                               |
|---------|---------|-----------------------|-------------|---|
| 1       | 1541    | Vinod Kumar*          | 04/07/1969  | DIPP  |
| 2       | 1552    | Puran Singh*          | 08/11/1971  | MNRE  |
| 3       | 1626    | Anand Bihari*         | 01/07/1970  | Labour  |
| 4       | 1690    | T. Suanpu*            | 24-Apr-1966 | M/o Stat & Prog Imp.                              |
| 5       | 1691    | Kummuan Thang T*      | 1-May-1966  | MHA (CS)  |
| 6       | 1692    | C.N. Baik*            | 4-Aug-1974  | MHA   |
| 7       | 1693    | SavitaRani Shah*      | 13-Jun-1970 | M/o Housing & Urban Affairs<br>(Dte. of Printing) |
| 8       | 1716    | Sunil Kumar Amar*     | 28-Aug-1964 | Telecom   |
| 9       | 1722    | S. Dhanaraj*          | 20-Jun-1967 | Legal Affairs                                     |
| 10      | 1723    | Dinesh Kumar*         | 9-May-1975  | MHA (NCRB)  |
| 11      | 1346    | Shambhu Nath Prasad   | 02-May-1964 | I&B   |
| 12      | 1728    | Ajay Kumar            | 05-Jan-1974 | I&B   |
| 13      | 1746    | Kapil Deo Prasad      | 6-Mar-1962  | Steel   |
| 14      | 1748    | Jung Bahadur Rai      | 13-Feb-1960 | Posts   |
| 15      | 1749    | H. Kishore            | 15-Oct-1966 | Steel   |
| 16      | 1752    | Pritam Kumar          | 24-May-1975 | IP&P  |
| 17      | 1755    | Om Prakash III        | 20-Jul-1961 | Food & PD   |
| 18      | 1756    | P R Nagarwal          | 1-Aug-1961  | Food & PD   |
| 19      | 1758    | Manmohan Singh II     | 15-Aug-1962 | Urban Development                                 |
| 20      | 1761    | Rajender Kumar        | 10-Jul-1959 | Urban Development                                 |
| 21      | 1761    | Surender Singh - II   | 1-Nov-1965  | WCD   |
| 22      | 1763    | Suresh Kumar          | 22-May-1962 | Defence   |
| 23      | 1764    | Dharam Singh Rawat    | 25-Jun-1965 | Defence   |
| 24      | 1766    | Mahabir Singh         | 1-Jan-1960  | Food & PD   |
| 25      | 1767    | Anu Khanna            | 4-Apr-1972  | IP&P  |
| 26      | 1769    | Sudarshan Kumar       | 10-Aug-1968 | MS&ME   |
| 27      | 1770    | Sunil Kumar           | 29-Jul-1969 | MHA (CS)  |
| 28      | 1771    | S.K Raghav            | 12-Nov-1969 | Urban Development                                 |
| 29      | 1772    | Kavita Rani           | 10-Jul-1960 | Urban Development                                 |
| 30      | 1774    | Jitendra Prasad Singh | 25-Aug-1972 | Urban Development                                 |

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| Sl. No. | CSL No. | Name                     | DoB         | Ministry/Department |
|---------|---------|--------------------------|-------------|---------------------|
| 31      | 1776    | Satbir Singh             | 1-May-1962  | MHA                 |
| 32      | 1778    | Prem Prakash             | 22-Jul-1966 | MHA                 |
| 33      | 1780    | Devendra Singh I         | 1-Jan-1961  | UPSC                |
| 34      | 1781    | Hans Lal Singh           | 9-Nov-1961  | UPSC                |
| 35      | 1782    | Master Newton            | 20-Oct-1974 | UPSC                |
| 36      | 1785    | Rajesh Kumar Kala        | 27-Aug-1971 | Urban Development   |
| 37      | 1786    | Manoj Kumar              | 15-Aug-1972 | S&T                 |
| 38      | 1789    | Chatur Bhuj              | 14-Oct-1962 | Water Resources     |
| 39      | 1792    | Bhanu Singh Negi         | 9-Dec-1969  | MHA (CS)            |
| 40      | 1794    | Naveen Kumar             | 26-Dec-1970 | I&B                 |
| 41      | 1798    | Abhinay Kumar Srivastava | 20-Mar-1972 | Health & FW         |
| 42      | 1801    | Shalu Sharma             | 25-Nov-1972 | Textiles            |
| 43      | 1802    | Sandip Kumar             | 22-Feb-1970 | Environment Forest  |
| 44      | 1806    | Bharat Bhusan Sutar      | 7-Aug-1969  | Urban Development   |
| 45      | 1807    | Vijay Kumar Ekka         | 4-Apr-1961  | Expenditure         |

**\* Second and Final Chance**

**Note:**

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 (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.

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*J. B. Singh*