

No.8/5/2016-CS.I (Trg) Vol.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.I Training Section

Lok Nayak Bhawan, New Delhi

Dated the ^{28th} October, 2016

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 07/11/2016 to 02/12/2016.

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 07/11/2016 to 02/12/2016. It is requested that these officials may be relieved of their duties and advised to report to Ms Anurag Devgan, Assistant Director (Course Director), ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9.00 A.M. on 7th November, 2016.

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.



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: -

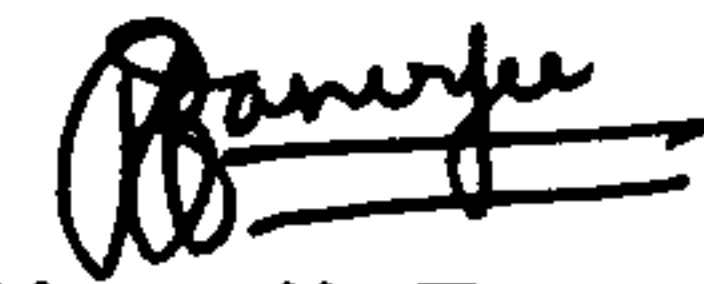
- (i) All phases of the Mandatory Cadre Training / In-Service Training Programme shall be attended by all officers in the first chance when it falls due. CSS officer/official will be given a maximum of two chances to complete each level of the mandatory Cadre Training Programme available to them.
- (ii) 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, 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 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 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 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 **Ms Anurag Devgan, Assistant Director (Course Director)**, (Phone No. 26165593, M.No. 9868224368), ISTM, New Delhi.



(Biswajit Banerjee)

Under Secretary to Government of India

Tele. : 24629413

To

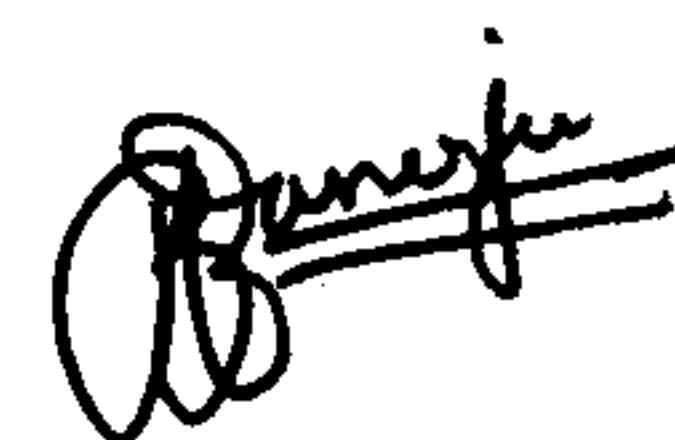
Min/Dept.of
Joint Secretary(Estt./Admn.)
New Delhi.

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 13th December, 2013.
2. ISTM, (Ms Anurag Devgan, 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 7th November, 2016 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>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
7. Guard File.

ANNXURE I**LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM (07.11.2016 TO 02.12.2016)**

Sl. No.	CSL No.	Name (Sh/Smt/Ms)	Date of Birth	Ministry/Deptt
1	904	Mithu Mondal	3-Jan-1970	Expenditure
2	905	Nihal Singh	7-Dec-1962	Expenditure
3	906	Manoj Kumar Tripathi	13-Jul-1971	Expenditure
4	916	Yad Ram	1-Jul-1969	MHA
5	917	Suresh Kumar Makkar	10-Jan-1969	MHA
6	918	Sanjeev Kumar Jha	10-Jun-1973	IP&P
7	922	Prabhat Mohan	31-Dec-1975	Urban Development
8	926	Pradeep Kumar	15-Dec-1975	I&B
9	927	Vishal Mani	28-Mar-1962	Corporate Affairs
10	928	Sunil Kumar Shrama	7-Nov-1971	Corporate Affairs
11	931	Mini Polson	31-Oct-1967	Water Resources
12	932	Mukesh Kumar	11-Jan-1976	Water Resources
13	939	Binay Kumar	5-Jan-1974	Consumer Affairs
14	943	JaySankar Prasad	5-Jul-1972	MHA
15	947	Yogesh Bhardwaj	26-Jul-1969	MS&ME
16	951	Neelam Bala	20-Mar-1973	Supply
17	955	Alok Kumar	30-Apr-1969	MHA
18	959	Deepak Kumar	7-May-1973	Urban Development
19	975	Raj Kumar	5-Dec-1974	Labour
20	979	Shambhu Sharan Singh	5-Jan-1972	IP&P
21	980	Babu Lal Meena	6-Jun-1972	Expenditure
22	981	B.H. Gadikar	30-Jul-1972	Expenditure
23	982	Santosh Kumar	29-Nov-1973	Expenditure
24	982	Anju Khurana	1-Apr-1967	UPSC
25	984	Mithoo Lal	13-Apr-1964	Agri & Cöop
26	987	Rajeev Ranjan	14-Dec-1972	Labour
27	991	Niraj Kumar	10-Jun-1974	Corporate Affairs
28	993	Ranjan Kumar	30-Apr-1969	MHA (CS)
29	995	Sharmila	20-Mar-1968	UPSC
30	1006	Anoop Kumar	11-Nov-1965	Health & FW
31	1011	Pyare Lal Meena	17-Jun-1973	Rural Development
32	1011	Gupteshwar Nath Singh	20-Jan-1973	Urban Development
33	1012	M.R. Ansari	16-Jan-1975	Rural Development
34	1013	I.J. Deswal	7-Dec-1967	Rural Development
35	1014	Shailendra Kumar	10-Jul-1970	Rural Development



.....contd./-

Sl. No.	CSL No.	Name (Sh/Smt/Ms)	Date of Birth	Ministry/Deptt
36	1015	Shashi Bhushan	26-Jan-1972	Supply
37	1016	R.C. Sharma	1-Jun-1963	Agri & Coop
38	1019	Manoj Kumar Singh	5-Feb-1974	MHA
39	1023	Dileep Kumar Singh	21-Mar-1975	UPSC
40	1024	Kalpana Devi	17-Apr-1967	I&B
41	1030	Manish Passi	15-Oct-1971	S&T
42	1032	Surender Kumar Dash	12-Aug-1968	Labour
43	1033	Chander Pal	20-Feb-1966	Civil Aviation
44	1034	Raj Bahadur	1-Jan-1972	Civil Aviation
45	1040	Ashbir Singh	7-Apr-1969	Social Justice

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.

