

**No.8/2/2018-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 30<sup>th</sup> May, 2018

**OFFICE MEMORANDUM**

**Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 25/06/2018 to 20/07/2018.**

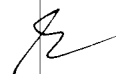
The undersigned is directed to inform that SSAs, whose names are given in **Annexure I**, have been nominated for the Level 'A' Training Programme conducted by ISTM during the period from **25/06/2018 to 20/07/2018**. It is requested that these officials may be relieved of their duties and advised to report to **Sh. Bhagaban Padhy, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 25<sup>th</sup> June, 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.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-CSI.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. 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: -

.....2/-




- (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, souse, children of the officer and parents-in-law of the Officer.
  - (vi) Maternity/paternity leave on the basis of medical certificate issued by AMA approved by Competent Authority.
  - (vii) Child care leave approved by competent authority.
  - (viii) Marriage of self/the children.
  - (ix) Officers on Election duty.
  - (x) 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.
  - (xi) 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.
  - (xii) 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.
  - (xiii) 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.
  - (xiv) In addition, administrative action may be taken to deny grant of promotion to such debarred officers.
  - (xv) 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.

- (xvi) **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.
- (xvii) 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.
- (xviii) 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.

5. 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.

6. 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\\_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.

7. Confirmation with regard to the participation of the officials may please be sent to **Sh. Bhagaban Padhy, Assistant Director (Course Director)**, (Phone No. 26177058, M.No. 9868449436), ISTM, New Delhi.

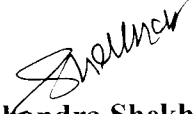
  
(Chandra Shekhar)

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

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 13<sup>th</sup> December, 2013.
2. ISTM, **Sh. Bhagaban Padhy,, 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 **25<sup>th</sup> June, 2018** may please be furnished to this Department next day positively.
3. Training Division, (**Sh. Imran Ahmed, Under Secretary**), 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.



(**Chandra Shekhar**)

Under Secretary to Government of India

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**LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM  
(25.06.2018 TO 20.07.2018)**

S.No.	Name of the officials (Shri/Smt./Ms.)	DOB	Ministry/ Department	Select List
1	Prem Chand *	05.04.63	Power	2003(Ext)
2	Kamlesh Setia *	02.09.64	Rural Dev.	2003(Ext)
3	Sanchit Kumar *	12.10.74	WCD	2003(Ext)
4	Vidya Bhushan *	01.08.75	Defence	2003(Ext)
5	Naveen Ahuja *	26.01.76	UPSC	2003(Ext)
6	Sudhir Kumar *	07.02.76	UPSC	2003(Ext)
7	Lal Bahadur *	27.09.71	UPSC	2003(Ext)
8	Deepak Kumar *	01.08.70	Expenditure	2003(Ext)
9	Satish Kumar	14.05.70	Agriculture	2003(Ext)
10	Prem Kumar	12.11.74	Higher Education	2003(Ext)
11	Meena Kumari	30.01.67	UPSC	2003
12	Lucy Johnson	16.05.67	UPSC	2003
13	Teresa Nungehim	01.03.68	Water Resources	2003
14	Stephen Guria	02.07.76	Water Resources	2003
15	N.G.Bening Moyon	01.02.67	I&B	2003
16	M. Korangshing	04.01.77	Water Resources	2003
17	Hemraj Meena	15.07.67	Food & PD	2003
18	Sajjan Kumar Meena	03.07.66	Food & PD	2003
19	Harkesh Meena	15.08.68	I&B	2003
20	Grace Rongmei	02.03.71	SJ&E	2003
21	Sanjay Bhanarkar	30.09.68	Health & FW	2003
22	Vijay Kumar Meena	28.02.64	RT&H	2003
23	S.P. Bodra	01.12.68	RT&H	2003
24	Sushil Kumar	05.08.64	Coal	2003
25	B.N. Kalita	01.01.62	DoP&T	2003(Ext)
26	Dharamveer	25.03.70	I&B	2003(Ext)
27	Purnendu Shekhar	02.02.73	Expenditure	2003(Ext)
28	Bonod Chandra Pant	18.08.68	DoP&T	2003(Ext)
29	Dinesh Kumar	15.02.66	SJ&E	2003(Ext)
30	Vijender Kumar	15.10.73	I&B	2003(Ext)
31	Rajendra Lakra	19.06.66	I&B	2003(Ext)
32	Laxmi Narayan Singh	04.04.62	Coal	2003(Ext)
33	Ramchandra Mahto	17.01.74	Labour	2003(Ext)
34	Kamlesh Kumar Singh	10.06.70	Commerce	2003(Ext)
35	Bal Kishan Bhardwaj	07.08.61	MHA	2003(Ext)
36	Anurag Kumar	01.08.70	WCD	2003(Ext)
37	Prasad A. Mathew	26.05.70	Agri. & Coop.	2003(Ext)
38	Manoj Dutt Raturi	10.07.70	Agri. & Coop.	2003(Ext)
39	Praveen Chandra Jha	21.09.69	MHA	2003(Ext)
40	Kanchan Sandhu	20.02.70	Urban Dev.	2003(Ext)
41	Pramod Kumar	01.01.73	Commerce	2003(Ext)
42	Anil Kumar Goel	01.01.71	HRD	2003(Ext)
43	Pawandeep Singh Dhunna	07.06.75	HRD	2003(Ext)
44	Bal Anand	09.02.73	WCD	2003(Ext)
45	Rajeev Ranjan	01.07.75	HRD	2003(Ext)

\* Second & Final nomination

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