

No.8/4/2017-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 27th March, 2017

OFFICE MEMORANDUM

Subject : Level 'A' Training Programme at ISTM for Senior Secretariat Assistants (SSAs) during the period 03/04/2017 to 28/04/2017.

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 **03/04/2017 to 28/04/2017**. It is requested that these officials may be relieved of their duties and advised to report to **Shri Bhagaban Padhy, Assistant Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 3rd April, 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 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.

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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, 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 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 **Shri Bhagaban Padhy, Assistant Director (Course Director)**, (Phone No. 26177058, M.No. 9868449436), ISTM, New Delhi.


(Chandra Shekhar)

Under Secretary to Government of India
Tele. : 24624046

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, **(Shri 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 **3rd April, 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>DOPT>Central Secretariat>CSS/Training Nomination Circulars/UDC)
7. Guard File.



LEVEL A TRAINING PROGRAMME TO BE HELD AT ISTM (03.04.2017 TO 28.04.2017)

Sl. No.	CSL No.	Name	DoB	Ministry/Department
1	106	Sanjay Kumar Pothal*	24-Apr-1973	Commerce
2	1306	Satendra Kumar Singh*	5-Dec-1973	Expenditure
3	1318	L.A. Murali*	22-Dec-1970	Legal Affairs
4	1321	Maney Kishore*	16-Apr-1970	Water Resources
5	1322	Vijay Kumar A*	29-Sep-1971	Water Resources
6	1327	Lalan Mahto*	12-Sep-1963	Telecom
7	1345	Satya Paul*	25-Dec-1961	I&B
8	1354	Hari Singh*	12-Sep-1959	MHA
9	1359	Gautam Singh*	15-Jun-1969	I&B
10	1363	Kiran Pal Singh*	6-May-1969	Agriculture & Coop
11	1376	Ravindra Kumar*	5-Jul-1976	MHA
12	860	Ravi Ranjan Verma	15/07/1972	MHA (ISCS)
13	901	Sushil Kumar-II	05/12/1963	Expenditure
14	1116	Taramati Paka	23/09/1970	Commerce
15	1401	Raju	29-Jun-1966	Expenditure
16	1403	Sunil Kumar	1-Feb-1969	Expenditure
17	1411	Mankhodim Guite	30-Apr-1968	MS&ME
18	1449	Ajay Kumar	12-Jan-1970	Agriculture & Coop
19	1466	Ajay Kumar	12-Jan-1970	Agriculture & Coop (On deputation to O/o Protector of Emigrants, Jaipur)
20	1471	Dinesh Kumar	5-Jun-1963	Agriculture & Coop
21	1476	Dharamvir Singh	1-May-1963	UPSC
22	1477	Jai Singh	1-Aug-1962	UPSC
23	1478	Radhakant Dubey	19-Apr-1972	UPSC
24	1479	Rajeev Khurana	22-Jun-1972	UPSC
25	1480	Anju Jain	5-Sep-1972	UPSC
26	1484	Vinod Kumar	1-Apr-1974	MHA
27	1486	Ram Suwarath Verma	8-Apr-1967	Supply
28	1497	Rameshwar	1-Mar-1962	MHA
29	1500	Anita Khakha	3-Jul-1971	IP&P
30	1501	Rajendra Kumar Verma	1-Apr-1964	UPSC

Sl. No.	CSL No.	Name	DoB	Ministry/Department
31	1502	Bhagwan Singh	4-Oct-1959	Defence
32	1506	Om Prakash Sharma	30-Oct-1964	UPSC
33	1508	Praphula Kerketta	27-Apr-1970	UPSC
34	1509	V. Touthang	16-Jul-1967	IP&P
35	1513	Raj Roshan	1-May-1967	Legal Affairs
36	1514	Usha	8-Dec-1967	Power
37	1515	Gopal Singh Bisht	2-Jul-1959	Power
38	1517	Surender Kumar	10-Mar-1960	Power
39	1521	Rajender Prasad	1-Jan-1966	Telecom
40	1521	Rajender Prasad	1-Jan-1966	Telecom
41	1525	Vijay Singh	3-Nov-1967	Power
42	1530	Jai Pal	31-Aug-1967	UPSC
43	1537	Ashok Kumar Yadav	26-Nov-1972	WCD
44	1539	Smt. Harvinder Kaur	21-Jul-1972	Supply
45	1549	Udaibir Singh	15-Apr-1960	Supply

* Second and Final Chance

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.

