

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 27th 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 6th 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 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 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.



.....2/-

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.

J. Banerjee

- (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. 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. 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.

.....4/-

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 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 6th 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>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 (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

J. Banerjee

.....contd./-

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 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.

J. B. Singh