

**No.8/4/2016-CS-I (Trg.) Vol.II**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

Lok Nayak Bhavan, New Delhi

Dated, the 17<sup>th</sup> March, 2017

**OFFICE MEMORANDUM**

**Subject : Level 'D' Training Programme for Section Officers / Under Secretaries in the zone of promotion for Grade I(US) of the CSS at the ISTM (27/03/2017 to 16/06/2017).**

The undersigned is directed to inform that officers whose names are given in **Annexure- I** have been nominated as enjoined in **Cadre Training Plan** for the CSS officers to participate in the Level 'D' Training Programme being conducted by ISTM w.e.f. **27/03/2017 to 16/06/2017**. Officers mentioned in **Annexure-I** may be relieved of their duties and advised to report to **Shri Vadali Rambabu, Deputy Director (Course Director)**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 **at 9.00 A.M. on 27<sup>th</sup> March, 2017 without fail**. Attention of all officers nominated for the training is also drawn to this Department's OM No. T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016 for strict compliance.

2. The training of the officers and its successful completion is mandatory as per DOP&T Notification **G.S.R.197(E) dated 19<sup>th</sup> March 2010** and as **vigilance clearance is not required** for mandatory training programmes, the Cadre Authorities are requested to ensure that the officers re-nominated are **relieved in time**. **The performance of the officers in the training will be evaluated and the reports added in their APARs while considering 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.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016 as this would adversely affect the promotion of the officers. **The officers who do not attend or successfully complete the Level 'D' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.T-25017/1/2015-Trg (ISTM Section) dated 4<sup>th</sup> July, 2016.**

3. 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: -



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- (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 on 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.
- (ix) In the case of officers leaving 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.

4. Henceforth, all CSS officers, cutting across levels, will get a maximum of two chances to complete the mandatory trainings at various levels. The second chance will be considered only under the circumstances mentioned in para 3 (iii) above.

5. The aforesaid training includes study tour as well as field visit outside Delhi. Officers nominated in **Annexure I** may be advised to draw necessary TA/DA advance of **Rs.2,50,000/-** from their respective Ministry/Department. This amount may be sanctioned in the name of nominated officers and the same will be collected by ISTM from the participating officers.

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\_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.

7. Confirmation with regard to the participation of the officers (after updating officers' particulars online on CMS) may please be sent to Shri Vadali Rambabu, Deputy Director (Course Director), ISTM, New Delhi (Telephone No. 26185314 (O), M.No.9811646981).



(Biswajit Banerjee)

Under Secretary to Government of India

Tele. : 24629413

To

**Ministry/Department of  
{Joint Secretary(Admn.) concerned}**

**New Delhi.**

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Copy forwarded for information and necessary action to : -

1. Joint Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-110067.  
**The list of officers who report for training on 27<sup>th</sup> March, 2017 may please be furnished to this Department next day positively.**
2. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
3. **US(U), CS-I Section, DOP&T – For confirming the training status of the officers while considering their Promotion.**
4. Hindi Section, DOP&T, New Delhi - For Hindi version.
5. Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/SO)
6. Guard File.



(Biswajit Banerjee)

Under Secretary to Government of India

Tele. : 24629413

## Level 'D' Training Programme to be held at ISTM (27/03/2017 to 16/06/2017)

S. No.	CSL No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	9331	G K PILLAI	31/07/1961	DOPT
2	9397	GANESH KUMAR	05/05/1962	MHA
3	9398	BHAGAT RAM	13/05/1963	MSME
4	9399	HIRA LAL PRASAD	04/08/1963	Steel
5	9400	PRAVEEN KUJUR	13/10/1969	DOPT
6	9401	SNG MOHELAS ANAL	01/03/1971	DOPT
7	9402	M.L. Tiwari	21-Feb-64	Expenditure
8	9403	RADHAKRISHNAN V	10-Jun-63	HFV
9	9405	SAURABH OMAR	03-Nov-76	Labour
10	9406	Sunil Bhatia	4-Nov-65	I&B
11	9407	SACHIN KUMAR JAIN	03-Mar-80	Defence
12	9408	S. Brajabashi	19-Feb-67	Fertilizers
13	9409	SHUBHENDU SHEKHAR SRIVASTAVA	26-Apr-77	Minority Affairs
14	9410	S.K. Suman	18-Feb-69	Defence
15	9411	MANISH KUMAR SINGH	01-Mar-80	MHA
16	9413	SANJEEV NANDA	28-Aug-74	Labour
17	9415	MUTHURAMAN C	27-May-75	Posts
18	9417	RAJESH KUMAR	01-Jul-64	Labour
19	9419	AMIT KUMAR	25-Feb-82	MHA
20	9420	D.K. Pandey	30-Jun-68	DOPT
21	9421	MANOJ KUMAR YADAV	11-Nov-77	Agriculture
22	9423	DR VIVEK DWIVEDI	03-Feb-80	MHA
23	9424	RAGHVENDRA SINGH KUSHWAH	12-Nov-76	Defence
24	9425	Babita Saxena	7-Feb-70	I&B
25	9426	PANKAJ KUMAR SINHA	15-Apr-73	MHA
26	9428	DASARI RAMESH BABU	10-Jun-73	DOPT
27	9430	SONU KUMAR	21-Dec-81	MHA
28	9432	SUMIT KUMAR SACHAN	15-Jun-81	Expenditure
29	9433	Ashwani Kumar	1-Oct-68	WCD
30	9434	SHAMBHU DATT	10-Jul-72	IPP
31	9436	NIL MADHAB BISWAS	10-May-60	Commerce
32	9438	SAROJ KUMAR CHOUDHARY	02-Oct-80	HRD
33	9440	AMIT SAHAI	06-Jan-77	HFV
34	9442	SANJAY KUMAR	20-Sep-77	MHA
35	9444	C. Lakshmi Srinagesh	12-Jul-74	Steel

**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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