

**No. 8/1/2018-CS.I (T)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**CS-I Section**

New Delhi, dated the <sup>7<sup>th</sup></sup> March, 2018

**OFFICE MEMORANDUM**

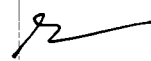
**Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 02/04/2018 to 11/05/2018 (49<sup>th</sup> Batch).**

The undersigned is directed to inform that Officers of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM **from 02/04/2018 to 11/05/2018**. It is requested that the nominated officers may be relieved of their duties and advised to report to **Shri B. Dhanesh, Deputy Director/Course Director**, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9.00 A.M. on 2<sup>nd</sup> April, 2018**.

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19<sup>th</sup> March 2010**, the Ministries/ Departments are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officers concerned shall be entertained by this Department or ISTM as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' 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 an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/ Departments. This amount may be sanctioned in the name of the participating officers.

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).

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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 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.



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- (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.

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 attend the training compulsorily and would be deemed to have been relieved for the purpose by the respective Ministries/Department.

6. As per revised training policy, 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 4 (iii) above.

7. The participants are required to indicate at least three public policy areas they would like to work on during the training programme in the project study. They are also requested to furnish the following documents immediately:-

- (a) Annexure-II duly filled in.
- (b) The nominated officer should apply online for official passport, if he/she does not have an official passport already, and attach a print out of the online application submitted for official passport., and
- (c) Two copies of passport size photograph with white background.

This information may be sent to **Shri B. Dhanesh, Deputy Director/Course Director, ISTM, New Delhi at the earliest.**

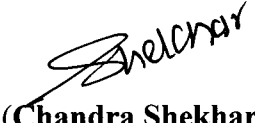
8. All nominated officers are directed to visit the ISTM website and fill the online form and submit the same online **without fail** immediately. The link is **[http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form)**. They may take a print out of 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.



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9. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri B. Dhanesh, Deputy Director** who is accessible on Phone No. 26185312 (O) and Mobile No. 9868273413, **ISTM New Delhi.**

**Encls.: Annex.I & Annex.II**

  
(Chandra Shekhar)

Under Secretary to Government of India  
Tele. : 24624046

**To**

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

**New Delhi.**

Copy forwarded for information & necessary action to :-

- (1) **ISTM Shri B. Dhanesh, Deputy Director/Course Director**, Administrative Block, Old JNU Campus, New Delhi-110067. **The list of officers, who report for training on 2<sup>nd</sup> April, 2018 may please be furnished to the undersigned on next day positively.**
- (2) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi (Shri Syed Imran Ahmed, US).
- (3) Officers concerned (Through their Ministries/Departments).
- (4) Dir(CS.I)/US(U)/US(D)
- (5) Web site of this Department ([www.persmin.nic.in](http://www.persmin.nic.in)>DOPT>Central Secretariat>CSS/Training Nomination Circulars/US)
- (6) Hindi Section, DOP&T, New Delhi - For Hindi version.
- (7) Guard file

**List of Under Secretaries of CSS nominated to participate in Level 'E' Training Programme at ISTM from 02/04/2018 to 11/05/2018 (49<sup>th</sup> Batch)**

S. No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Min./Dep
1	6582	Arun Sobti#	20/08/66	MHA
2	6544	Gurpreet Gadhok *	27/10/72	IPP
3	6569	R.R. Singh*	12-08-61	Water Res
4	6574	Virender Singh*	29-04-69	On dep. To NDMC
5	6631	Amitava Saha*	10-06-63	Defence
6	6666	Sandeep Kumar*	01-03-64	On dep. To SDMC
7	6688	A.S. Chowdhury*	28-08-63	Defence
8	6690	U.K. Mukherjee*	13-12-63	AR&PG
9	6723	Anurag Krishan Bhatnagar*	16-05-69	Economic Affairs
10	6738	Jyoti Gulati*	16-01-64	Power
11	6740	Geeta Mishra*	23-08-64	Minority Affairs
12	6780	Shib Das Sarkar*	04-09-66	MHA
13	6781	Rajendra Kumar Ojha*	02-01-68	Commerce
14	6782	Swwarupa Saraan*	19-03-67	H&FW
15	6786	Navneet Mishra*	03-08-65	Culture
16	6789	Anil Prashar*	21-04-64	Corporate Affairs
17	6795	Manish Kumar Sahay*	20-05-70	Corporate Aff.
18	6796	Amarendra Singh*	01-01-68	I&B
19	6729	Varinder Singh	10-03-71	On Dep. NCSK
20	6775	Vadali Rambabu	19-08-71	On dep. ISTM
21	6797	Naresh Kumar	01-09-69	Cabinet Secretariat
22	6798	R.P. Tewari	13-12-63	Higher Education
23	6799	Jasbir Singh	01-06-72	Eco. Affairs
24	6800	P. Bairagi Sahu	14-08-64	Fertilizers
25	6801	Sandeep Saxena	07-09-72	DoPT
26	6802	Ashok Kumar Vijay	08-06-66	Corporate Aff.
27	6803	Sanjay Kumar Sharma	24-10-67	On dep. To SDMC
28	6804	Manoj Kumar Singh	30-03-64	HFW
29	6805	Prahlad Singh Dangwal	18-10-67	MHA
30	6806	Sunder Singh	15-08-64	IPP



S. No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Min./Dep
31	6807	Chandra Mohan Negi	13-09-65	Commerce
32	6809	Sunil Kumar Biswas	04-10-65	Higher Education
33	6810	Sarita Nair	30-06-66	HFW
34	6811	Ravi Kumar Vashist	12-11-73	UPSC
35	6812	Surajit Dutta	20-04-64	MHA
36	6814	Debranjhan Chattopadhyay	12-07-64	Power
37	6815	Pradeep Purohit	14-04-73	Eco. Affairs
38	6816	Rabindranath Mohanty	19-04-63	Textiles
39	6817	Harish Kumar Wadhwa	15-06-73	MHA
40	6818	R.K. Srivastava	30-08-64	On dep to NOIDA SEZ

**Note:-**

- (i) # The officer at S. No. 1 (marked #) in the list above stand deemed relieved from their cadre units to attend mandatory training programme as this is last and final nomination. These officer are requested to join ISTM w.e.f. 2<sup>nd</sup> April, 2018 without fail as non-joining this training programme will result in debarment of their promotion in future.
- (ii) \* Second and Final Nomination
- (iii) DoPT vide its OM 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.
- (iv) Above list may include some officers who are under rotational transfer. In case they have already joined their new Ministries/Departments, they may bring the matter of their nomination to their newly assigned Ministry/Department for appropriate action.

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DETAILS OF VISITS ABROAD DURING LAST THREE YEARS 2016, 2017 & 2018

Name of the Officer:

CSL No.:

		2016	2017	2018
(a)	No. of Visits made			
(b)	Countries visited			
(c)	Period of deputation/ stay in each country with date			
(d)	Purpose of visit			

Signature of the officer with date

Full Name .....

Office Address .....

