

No. 8/3/2017-CS.I (T) Vol.2  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS-I Section

New Delhi, dated the 31<sup>st</sup> January, 2018

**OFFICE MEMORANDUM**

**Subject : Level 'E' Training Programme for Officers of CSS at ISTM for the period from 12/02/2018 to 23/03/2018.**

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 12/02/2018 to 23/03/2018. It is requested that the nominated officers may be relieved of their duties and advised to report to **Shri Moley Sanyal, Deputy Director/Course Director**, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at 9.00 A.M. on 12<sup>th</sup> February, 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. As per the DoPT's OM No. T-25017/01/2014-Trg. (ISTM) dated 11<sup>th</sup> August, 2015, postponement from participation in the first chance may be permitted with the approval of Joint Secretary (CS Division) and postponement from the second chance to the third chance may be permitted with the approval of Secretary (P). No postponement may be permissible beyond 3<sup>rd</sup> chance.

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5. The officers who are being nominated for the third (and final) chance 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. It is also hereby informed that if an officer who is holding the post of Deputy Secretary on adhoc basis and has been nominated for the third time, fails to attend this programme, the process of reversion of the officer shall be initiated.

6. 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: -

- (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.



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- (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.

7. 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.

8. 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 6 (iii) above.



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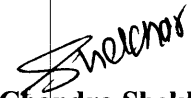
9. The participants are required to indicate atleast three public policy areas they would like to work on during the training programme. They are also requested to furnish Annexure -II duly filled in, to the Course Director, Sh. Moloy Sanyal, Deputy Director in his email id: **moloy-sanyal@nic.in**. The Mobile No. of the Course Director is 9810961492. Officers interested to join this course should text their email ids to his mobile no. immediately.

10. Those nominated officers who do not have official passports with validity atleast upto 30.09.2018 may apply online for official passport immediately. Approval of Competent Authority in DoPT has been accorded already for online application of political clearance to visit UK and Belgium and France on transit (if required) from 17<sup>th</sup> March, 2018 to 25<sup>th</sup> March, 2018 with respect to all the officers nominated hereby.

11. 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.

12. Confirmation with regard to the participation of the officers may please be sent immediately to **Shri Moloy Sanyal, Deputy Director** who is accessible on Phone No. 26105592 (O) and Mobile No. 9810961492, **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 Moloy Sanyal, Deputy Director/Course Director**, Administrative Block, Old JNU Campus, New Delhi-110067. **The list of officers, who report for training on 12<sup>th</sup> February, 2018 may please be furnished to the undersigned on next day positively.**
- (2) Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
- (3) Officers concerned (Through their Ministries/Departments).
- (4) PA to Dir(CS.I)/PS to 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

Annexure - I

**List of Under Secretaries of CSS For Level 'E' Training Programme at ISTM  
from 12/02/2018 to 23/03/2018**

S. No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Ministry/Department
1	6163	Sobhana Mathew*	19-Dec-59	UPSC
2	6588	Abhay Jain*	06-08-68	On dep. To NDMC
3	6630	Mohan Lal Sharma*	06-07-65	NDMA
4	6697	Darshan Kumar Solanki*	30-11-66	Commerce
5	6703	Gokul Nagarkoti*	24-05-72	Defence
6	6705	Sreekala P. Venugopal*	06-02-68	Food Processing Ind.
7	6725	Ram Gopal Singh*	17-01-72	HFW
8	6727	Ranjeet Kumar Sinha*	20-10-69	Expenditure
9	6735	Anil Kumar Sharma*	28-08-67	Defence
10	6739	Lalit Kumar*	28-07-73	Rural Dev.
11	6721	Narendra Gautam	23-02-73	DoPT (On Dep to NDMC)
12	6740	Geeta Mishra	23-08-64	Minority Affairs
13	6741	Deo Nath Sah	05-08-65	Telecom (On dep. AIIMS-Delhi)
14	6743	Rakesh Singh Nayal	23-08-69	Agri & Coop
15	6765	Pratibha Saxena	01-07-71	Economic Affairs
16	6769	Namburi Kumara Swamy	01-06-71	Labour & Emp.
17	6770	Santosh Kumar Verma	15-09-63	DoPT
18	6771	Vijay Kumar Srivastava	07-03-68	Water Resources
19	6772	S.K. Mohanty	11-05-63	UPSC
20	6773	Meena Kumari Sharma	05-03-68	Disability Affairs
21	6774	Gopal Jha	27-08-64	MHA
22	6776	Sunita Saxena	04-04-66	Expenditure
23	6777	Vinod Kumar	19-09-70	H&FW
24	6779	Manmeet Kaur	05-01-74	DoPT
25	6780	Shib Das Sarkar	04-09-66	MHA
26	6781	Rajendra Kumar Ojha	02-01-68	Commerce
27	6782	Swwarupa Saraan	19-03-67	H&FW
28	6783	Bherav Dutt	20-12-68	Agri & Coop (On dep. NHAI)
29	6784	Shesh Kumar	12-09-64	Housing & Urban Aff.
30	6785	Anshu Mauli Kumar	09-04-71	IPP

*[Handwritten Signature]*

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S. No.	CSL No.	Name of the Officer (Shri/Smt./Ms)	DoB	Ministry/Department
31	6786	Navneet Mishra	03-08-65	Culture
32	6787	V. Srinivasa Ragavan	02-05-64	DoPT (On dep. Kalakshetra Foundation - Chennai)
33	6789	Anil Prashar	21-04-64	Corporate Affairs
34	6790	S.K. Pani	08-03-64	H&FW
35	6791	Priya Mahadevan	06-01-75	Housing & Urban Aff.
36	6792	Debashis Dey	01-05-64	DONER (On dep. NTRO)
37	6793	Ram Gopal	28-01-65	Expenditure
38	6794	Manoj Kumar Sinha	26-09-65	H&FW
39	6795	Manish Kumar Sahay	20-05-70	Corporate Aff.
40	6796	Amarendra Singh	01-01-68	I&B

**\*SECOND AND FINAL NOMINATION**

**Note:**

- (1) 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.
- (2) 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 2015, 2016 & 2017

Name of the Officer:

CSL No.:

		2015	2016	2017
(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 .....

