

No.7/7/2013-CS.I(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel and Training)

2nd floor, Lok Nayak Bhavan
Khan Market, New Delhi-110003
Dated the 30th September, 2014

OFFICE MEMORANDUM

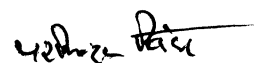
Subject: Assistants (Direct Recruits) Foundational Training Programme (ADR-FTP) from 13.10.2014 to 02.01.2015 at Institute of Secretariat Training & Management (ISTM).

The undersigned is directed to say that all direct recruit Assistants of recruitment years 2011 and 2012 who have not undergone the mandatory training programme at ISTM are nominated to the ADR FTP to be held from 13.10.2014 to 02.01.2015. The list of these Assistants is attached herewith. There may be few Direct Recruits of 2011 and 2012 whose names are not included in the list due to non-receiving of their appointment orders in CS.I Division. All such DRs of 2011 and 2012 are also stand nominated and should attend this programme as this would be the last batch of training for these Assistants. All the nominated Assistants may note that they **shall stand relieved** from the cadre units concerned for the aforesaid training. They shall report at Institute of Secretariat Training & Management at 9:00 a.m. on 13th October, 2014 without waiting for any further relieving order from their controlling Ministry/ Department.


2. Ministries/ Departments may also advise the nominated Assistants to report at ISTM on the stipulated date for the ADR-FTP. The Ministries/ Departments may appreciate the importance of basic training in providing suitable skilled manpower to cadre-units and co-operate in imparting training to direct recruit Assistants and are requested to avoid issuing any directions to the nominated Assistants differing from those contained herein. It is imperative to note that all logistic arrangements in respect of these nominees have been made. Successful completion of training is mandatory for completing the probation by the DR Assistants and their confirmation. No request for exemption from training shall be entertained.

3. The officers nominated to the Foundational Training Programme at ISTM are advised to note the following conditions for compliance:-

- (a) The FTP is an intensive training Programme with classes conducted from 09:00 hours to 17:30 hours with the possibility of additional work beyond the office hours and also on week end/ holidays.
- (b) The programme includes apart from class room inputs, village visit and Study tour outside Delhi of one week each. No exemption from tour is granted.



- (c) No special arrangements are normally made for the participants during the village visit and the Study Tour except for the physically challenged persons.
- (d) Any act(s) of indiscipline would be viewed seriously and will make the participant liable to be sent back to the parent office followed with further disciplinary action as may be deemed fit by the administrative Ministry concerned and/or CS Division of DOPT including extension of the period or probation, recovery or the cost of training from such participants.



(Parminder Singh)

Under Secretary to the Government of India

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1. All the participating Ministries/ Departments of CSS (Admn. Division)
2. Officers concerned should ensure that their complete data is uploaded in the web based cadre management system of CSS at cscms.nic.in before proceeding on training. For any guidance in this context they may contact Section Officer (CMS) at telephone No. 24629414.
3. Institute of Secretariat Training & Management, Administrative Block, Old JNU Campus, New Delhi-110067.

**List of Assistants (Direct Recruit) nominated for ADR-FTP
(13.10.2014 to 02.01.2015)**

Sl No.	Name (S/Shri/Smt/Km)	Rank	Cadre Units
1	Kapil Yadav	3041	Civil Aviation
2	Ravindra Kumar Yadav	2739	Civil Aviation
3	Arik Basu Roy Chowdhury	4192	Coal
4	Gagandeep Kaur	1375	Coal
5	Vikas Dhawan	1365	Coal
6	Nima Lama	3023	Commerce
7	Priyanka Kapoor	639	Commerce
8	S Vishal	3263	Commerce
9	Kumar Sundaram	1008/2011	Consumer Affairs
10	Rakesh Kumar Raushan	2193/2011	Consumer Affairs
11	Puneet Batra	627	Culture
12	Amit Kumar	228	Defence
13	Brijesh Singh Chauhan	2121	Defence
14	Himanshu Joshi	2621	Defence
15	Mani Kant	2902	Defence
16	Mukesh Sah	3119	Defence
17	Pradeep Kumar	2422	Defence
18	Shekhar Suman	4001	Defence
19	Vamshikrishna Barabari	3829	Defence
20	Karan Singh	1640	Defence
21	Priyanka Uday Mashelkar	71	Defence
22	Divya	3447	Environment & Forest
23	Amit goswami	2429	Expenditure
24	Andrew Zomawia Karthak	3983	Expenditure
25	Biswajit Sarkar	1283	Expenditure
26	Gaurav Singhi	277	Expenditure
27	Hanuman Prasad Nishad	2949	Expenditure
28	Lalremtuanga Hrahse	3854	Expenditure
29	Prashant Yadav	3125	Expenditure
30	Sabri Bin Kasim	2859	Expenditure
31	Saghir Ahmed	1900	Expenditure
32	Rajni Goyal	1483	Fertilizers
33	Rohit Maheshwari	1477	Fertilizers
34	Sanjay Bagaria	2932	Fertilizers
35	Ujjwal Prakash Srivastava	1956	Fertilizers
36	Manash Kumar Roy	3649	Food & Public Distribution
37	Soumyajit Roy	2342	Food & Public Distribution
38	Deepak Verma	2700	Health & Family Welfare
39	Divya Prakash	1035	Health & Family Welfare
40	Manisha Mittal	1988	Health & Family Welfare
41	Mayukh Ranjan Paul	3056	Health & Family Welfare
42	Punit Kumar Gelra	1868	Health & Family Welfare

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43	Rakesh Kumar	2630	Health & Family Welfare
44	Ravi Kumar	2931	Health & Family Welfare
45	Sahayar Kumar Bairwa	3833	Health & Family Welfare
46	Sanjeev Kumar	1970	Health & Family Welfare
47	Shaheem Tharayil	2795	Health & Family Welfare
48	Sujeet Kumar	2786	Health & Family Welfare
49	Vijay Kumar	3834	Health & Family Welfare
50	Abhishek Kumar Verma	2911	Home Affairs
51	Manish Kumar Sinha	1488	Home Affairs
52	Rajan Kumar Shaw	880	Home Affairs
53	Sumita Nayek Saha	3751	Home Affairs
54	Ajit Kumar	1698	Industrial, Policy & Promotion
55	Madhu Yadav	3106	Industrial, Policy & Promotion
56	Rakesh Kumar Kharra	3990	Labour
57	Shyam Dixit	2253	Labour
58	Vijay Prakash	3201	Labour
59	Anit Shishir Kerketta	3640	Law & Justice
60	Dinjiliu Gangmei	3944	Minority Affairs
61	Vinod Kumar Meena	4038	Minority Affairs
62	Ishan Dewan	1119	MSME
63	Amar Arora	1103	Personnel & Training
64	Anamika Kumari	2207	Personnel & Training
65	Atul Kumar	3619	Personnel & Training
66	Avneesh Chawla	876	Personnel & Training
67	Ks Thanreihor	4049	Personnel & Training
68	Neeraj Sharma	2246	Personnel & Training
69	Prachi Shree	2326	Personnel & Training
70	Prashant	3522	Personnel & Training
71	Prateek Malhotra	2403	Personnel & Training
72	Puran Mal Meena	3714	Personnel & Training
73	Rajesh Kumar	3082	Personnel & Training
74	Samridhi Aggarwal	1042	Personnel & Training
75	Umashankar Appani	292	Personnel & Training
76	Aditya Shardul	3977	Posts
77	Karan Singh	600/2011	Posts
78	Sandeep Kumar	3621	Posts
79	Vivek Kumar Sahoo	2812	Posts
80	Avkash Kumar	4159	Power
81	Hitesh Shokhanda	2492	Power
82	Mohit Goyal	442	Power
83	Naveen Sharan	2037	Power
84	Arun singh Shekhawat	1302	Road Transport & Highways
85	Dharamveer Meena	4140	Road Transport & Highways
86	Sagar Meena	4165	Road Transport & Highways
87	Deepak Singh	4086	Rural Development
88	Ravi Sangwan	719	Rural Development
89	Subhadeep Das	3672	Rural Development

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90	Ashutosh Srivastava	1253	Social Justice
91	Inshul Chawla	1132	Social Justice
92	Krati Nigam	1355	Social Justice
93	Madhu Sudan Pandey	3993	Social Justice
94	Rajesh Kumar Adepu	2327	Social Justice
95	Neville Christopher Nag	3745	Supply
96	Shashank chaturvedi	1806	Supply
97	Deblina Maity	1889	Tribal Affairs
98	Amit Kumar Sharma	3093	UPSC
99	Amit Sharma	1228	UPSC
100	Anamika Gupta	2863	UPSC
101	Anjali Kumari	3495	UPSC
102	Anoop Singh	3400	UPSC
103	Girdhari Lal Bhambu	3396	UPSC
104	Jay Prakash	3050	UPSC
105	Krishan Kumar Yadav	1809	UPSC
106	Manish Yadav	3566	UPSC
107	Praveen Kumar Singh	2607	UPSC
108	Simant Kumar	2958	UPSC
109	Uday Prakash Gupta	2042	UPSC
110	Manoj Kumar Bhaskar	2903	Urban Development
111	Mohit Kumar	2168	Urban Development
112	Neetu Meena	3573	Urban Development
113	Pamarthi Siva Ram	2557	Urban Development
114	Pradeep Kumar	3860	Urban Development
115	Prateek Punihani	1981	Urban Development
116	Rajesh Kumar	3167	Urban Development
117	Riddhi Srivastava	998	Urban Development
118	Sukumar M	3108	Urban Development
119	Sumit Mehla	2537	Urban Development
120	Vipin Malik	2288	Urban Development
121	Amit Verma	2643	Water Resources
122	Rama Shanker	4153	Water Resources
123	Shashi Kumar Chodhary	1993	Water Resources
124	Kartikay Diwakar	3385	Women & Child Development
125	Swati Narang	1648	Women & Child Development
126	Sagar Mondal	1421	Youth Affairs & Sports
127	Sharvan Kumar	4135	Youth Affairs & Sports

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