

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

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2<sup>nd</sup> floor, Lok Nayak Bhavan  
Khan Market, New Delhi-110003  
Dated the 26<sup>th</sup> June, 2014

OFFICE MEMORANDUM


Subject: Assistants (Direct Recruits) Foundational Training Programme (ADR-FTP) from 07.07.2014 to 26.09.2014 at Institute of Secretariat Training & Management (ISTM).

The undersigned is directed to say that 120 direct recruit officers of Assistants's grade listed in Annexure-I are nominated to the ADR-FTP to be held from **07.07.2014 to 26.09.2014**. All the nominated Assistants may note that they **shall stand relieved** from the concerned cadre units for the aforesaid training. They shall report at Institute of Secretariat Training & Management at 9:00 a.m. on 7<sup>th</sup> July, 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.

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

- (a) The Foundational Training Programme 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

1. All the participating Ministries/ Departments of CSS (Admn. Division)
2. Officers concerned.
3. Institute of Secretariat Training & Management, Administrative Block, Old JNU Campus, New Delhi-110067.

**List of Assistants (Direct Recruit) nominated for ADR-FTP  
(07.07.2014 to 26.09.2014)**

Sl No.	Name (S/Shri/Ms.)	Rank	Cadre Unit
1	Prashant Bhardwaj	1044	Agriculture & Cooperation
2	Vikas Dhawan	1365	Coal
3	Priyanka Kapoor	639	Commerce
4	Bal Mukund Kumar	2858	Corporate Affairs
5	Tanmay Tejaswee	263	Corporate Affairs
6	Punit Garg	2054	Culture
7	Sushil Kumar Yadav	3394	Culture
8	Brijesh Singh Chauhan	2121	Defence
9	Prabhat Kumar	3778	Defence
10	Pradeep Kumar	2422	Defence
11	Ravi Kumar	3055	Defence
12	Vamshikrishna Barabari	3829	Defence
13	Vivek Raj Srivastava	296	Defence
14	Purshotam	216	Defence
15	Vinod Yadav	3049	Defence
16	Arpit Chaudhary	328	Environment & Forest
17	Ashwani Kumar	3560	Environment & Forest
18	Pawan Kumar Ram	3126	Environment & Forest
19	Puneet Yadav	2758	Environment, & Forest
20	Abinash Kumar	2957	Expenditure
21	Hanuman Prasad Nishad	2949	Expenditure
22	Naveen Kumar Verma	2925	Expenditure
23	Paramjit Singh	1065	Expenditure
24	Priyanka Prasad	3988	Expenditure
25	Rakesh Sharma	4138	Expenditure
26	Sandeep Vishwakarma	2972	Expenditure
27	Sanjeev Kumar	3148	Expenditure
28	Shanti Doley	3334	Expenditure
29	Suresh Kumar Meena	3891	Expenditure
30	Suraj Kumar	3471	Expenditure
31	Rajni Goyal	1483	Fertilizers
32	Sanjay Bagaria	2932	Fertilizers
33	Soumyajit Roy	2342	Food & Public Distribution
34	Amrit Kumar Yadav	1897	Health & Family Welfare
35	Ankit Verma	3281	Health & Family Welfare
36	Divya Prakash	1035	Health & Family Welfare
37	Jai Prakash Dohre	3953	Health & Family Welfare
38	Monty Kumar Jha	1964	Health & Family Welfare
39	Parminder Sharma	617	Health & Family Welfare
40	Pawan Patel	3012	Health & Family Welfare
41	Rakesh Kumar	2630	Health & Family Welfare
42	Ravi Kumar	2931	Health & Family Welfare
43	Rohit Agarwal	2493	Health & Family Welfare

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44	Sanjeev Kumar	1970	Health & Family Welfare
45	Saurabh Mittal	605	Health & Family Welfare
46	Tanu Jaswani	1030	Health & Family Welfare
47	Diwakar Sharma	1696	Industrial, Policy & Promotion
48	Vineet Yadav	3468	Industrial, Policy & Promotion
49	Ashish Drall	1148	Information & Broadcasting
50	Navneet Tikania	3543	Information & Broadcasting
51	Sandeep	2840	Information & Broadcasting
52	Vinay Reshwal	3815	Information & Broadcasting
53	Ankit Gupta	1233	Labour
54	K H Vikas	1615	Labour
55	Rakesh Kumar Kharra	3990	Labour
56	Shyam Dixit	2253	Labour
57	Onkar Singh	2587	Law & Justice
58	Kamal Kumar	4139	MSME
59	Megha Jain	616	MSME
60	Amar Arora	1103	Personnel & Training
61	Anand Kumar Jaiswal	2905	Personnel & Training
62	Ankit Saigal	2094	Personnel & Training
63	Arvind Kumar	2567	Personnel & Training
64	Avneesh Chawla	876	Personnel & Training
65	Bhuvnesh Kumar	1792	Personnel & Training
66	Krishnandan Kumar	3109	Personnel & Training
67	Manish Kumar	2538	Personnel & Training
68	Manoj Kataria	918	Personnel & Training
69	Mohd Kashif Ansari	2882	Personnel & Training
70	Prateek Malhotra	2403	Personnel & Training
71	Rizwana Bano	2328	Personnel & Training
72	Sandeep Kumar Ahlawat	3439	Personnel & Training
73	Vipul	3781	Personnel & Training
74	Yudhish Modi	1038	Personnel & Training
75	Nissar Ahmd	2433	Posts
76	Rahul Makhija	1552	Posts
77	Yashendra Kumar Dubey	2306	Posts
78	Mohit Goyal	442	Power
79	Naveen Sharan	2037	Power
80	Apeksha Bhatt	1329	Road Transport & Highways
81	Arun singh Shekhawat	1302	Road Transport & Highways
82	Amit Kumar	4096	Rural Development
83	Ankit Bhatia	950	Rural Development
84	Pradeep Kumar	2813	Rural Development
85	Radha Raman Jha	2035	Rural Development
86	Sudhir Kumar	3788	Rural Development
87	J Prashant	3673	Social Justice
88	Krati Nigam	1355	Social Justice
89	Vikram Singh Gurjar	3022	Social Justice
90	Deepak Meena	3976	Supply
91	M Gayathri	2417	Supply

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92	Rajiv Tripathi	2406	Supply
93	Rohit Singh	2536	Supply
94	Vishal Sharma	2401	Supply
95	Ashish Madan	582	Textile
96	Ajay Kumar	3185	UPSC
97	Amit Kumar Singh	3668	UPSC
98	Ashish Kashyap	1508	UPSC
99	Ashok Kumar	2265	UPSC
100	Dhirender Khatri	193	UPSC
101	Dinesh	3991	UPSC
102	Harjeet Singh	3075	UPSC
103	Jambhulkar Devendra Shivilal	3551	UPSC
104	Jay Prakash	3050	UPSC
105	Loveleen Kaur	2871	UPSC
106	Mahesh Kumar	2781	UPSC
107	Munna Kumar	3463	UPSC
108	Navneet Kumar	3947	UPSC
109	Pradeep Kumar Sahu	1799	UPSC
110	Rajnish Yadav	1417	UPSC
111	Seema Agarwal	1094	UPSC
112	Neetu Meena	3573	Urban Development
113	Prateek Punihani	1981	Urban Development
114	Riddhi Srivastava	998	Urban Development
115	Sujeet Kumar Jaiswal	2547	Urban Development
116	Uday Shankar Mehta	3397	Urban Development
117	Amit Verma	2643	Water Resources
118	Deepti Singh	2893/2011	Water Resources
119	Anurag Pandey	2072/2011	Water Resources
120	Ramcharan Meena	4027	Youth Affairs & Sports

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