

**OFFICE MEMORANDUM**

Subject: Assistant (Direct Recruits) Foundational Training Programme (ADR-FTP) during 2012-2013 at ISTM (Phase II- 24.06.2013 to 06.09.2013)-reg.

The undersigned is directed to say that the 93 direct recruit officers of Assistants' grade listed in Annexure-I are nominated to the Phase-II of the ADR-FTP to be held from 26.06.2013 to 06.09.2013. It is mandatory for all nominated Assistants to attend Phase-II Training Programme.

2. All the Assistants and Ministries/ Departments concerned may please see that all the nominated officers **shall stand relieved** from the concerned cadre units for the Phase-II of the aforesaid training. All the Ministries/ Departments may appreciate the importance of basic training in providing suitable skilled manpower to cadre-units and co-operate in implementing the revised design for 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. Ministries/ Departments may advise the nominated Assistants to report at Institute of Secretariat Training & Management (ISTM) at 09:00 a.m on 24<sup>th</sup> June, 2013 for undergoing the Phase-II of ADR-FTP.


4. 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 of probation, recovery of the cost of training from such participants.



(Parminder Singh)

Under Secretary to the Government of India

Tel. :- 2464 2705

To

1. All participating Ministries/ Departments of CSS (Admn. Division)
2. Assistants concerned.
3. ISTM (Shri K S Samrendra Nath, Joint Director), JNU Campus(old), New Delhi-110067

