

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

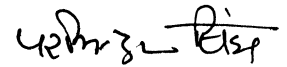
2nd floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Dated the 14th January, 2015

OFFICE MEMORANDUM

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

The undersigned is directed to refer to this Department's O.M. of even number dated 30.09.2014 and to say that all the direct recruit Assistantss who had joined by 30.09.2014 had been nominated to the ADR-FTP. However, few DR Assistants joined the post thereafter and are yet to be nominated (list attached). All the Ministries/ Departments are requested that details of all such Assistants may please be provided for scheduling their training. The names of candidates who have been sent offer of appointment and are yet to join; the candidates whose pre-appointment formalities are underway may also be indicated.

2. All the direct recruit Assistants who have already been nominated and stood relieved for the ADR-FTP, but did not undertake the training, may also send their details, along with reasons for not attended the training, through their controlling offices.



(Parminder Singh)

Under Secretary to the Government of India
Tel No.24642705

To,

1. All participating Ministries/Departments of CSS, Administration Division.
2. All direct recruit Assistants of years 2011 and 2012 (through website).

Sl No.	Name (S/ Shri)	Date of Joining	Cadre Units
1.	Narendra Kumar	01.10.2014	Social Justice
2.	Nimesh Kumar Pandey	01.01.2015	Higher Education
3.	Raunak Jain	30.10.2014	Fertilizer
4.	Sudhir Kumar	01.12.2014	Skill Devp. YA&S