

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 7<sup>th</sup> April, 2014

OFFICE MEMORANDUM

Subject: Assistants (Direct Recruits) Foundational Training Programme (ADR-FTP) during 2013-2014 at Institute of Training & Management.

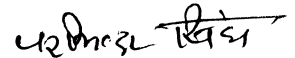
The undersigned is directed to say that 120 direct recruit officers of Assistants's grade listed in Annexure-I are nominated to the ADR-FTP to be held from **15.04.2014 to 04.07.2014**. It is mandatory for all the nominated Assistants to attend the Training Programme.

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 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 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 9:00 a.m on 15<sup>th</sup> April, 2014 for the 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 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. The nominated Assistants shall report at ISTM on the stipulated date without waiting for any further relieving order from their controlling Ministry/Department.
3. ISTM (Ms. Rekha Sharma, Deputy Director) Administrative Block, Old JNU Campus, New Delhi-110067., ISTM may schedule the future ADR-FTP in one continued phase of 12 weeks.

| List of Assistants (Direct Recruit) nominated for ADR-FTP<br>(15.04.2014 to 04.07.2014) |                          |                                   |                            |
|---|--------------------------|-----------------------------------|----------------------------|
| Sl No.  | Name<br>(S/Shri/Smt./Ms) | Rank (2012<br>or as<br>indicated) | Cadre Unit                 |
| 1   | Apoorv Mishra            | 1327                              | Agriculture & Cooperation  |
| 2   | Aftab Alam               | 2513*                             | Civil Aviation             |
| 3   | Kapil Yadav              | 3041                              | Civil Aviation             |
| 4   | Ravindra Kumar Yadav     | 2739                              | Civil Aviation             |
| 5   | Kumar Saurav             | 654                               | Commerce                   |
| 6   | Nidhi Panwar             | 2138                              | Commerce                   |
| 7   | Nitesh Kumar             | 1703*                             | Commerce                   |
| 8   | Renuka Kashyap           | 3958                              | Commerce                   |
| 9   | Shruti Shreya            | 2011                              | Commerce                   |
| 10  | Kumar Sundaram           | 1008*                             | Consumer Affairs           |
| 11  | Rajat Dhama              | 2533*                             | Consumer Affairs           |
| 12  | Pawan Kumar              | 2864                              | Corporate Affairs          |
| 13  | Pushpendra Kumar         | 3262                              | Culture                    |
| 14  | Ajit Kumar Bhadani       | 3527                              | Defence                    |
| 15  | Amit Kumar               | 3851                              | Defence                    |
| 16  | Avon Kumar Sharma        | 2202*                             | Defence                    |
| 17  | Deepak Chandolia         | 3974                              | Defence                    |
| 18  | Heena Chauhan            | 3407                              | Defence                    |
| 19  | Karan Chaudhry           | 211                               | Defence                    |
| 20  | Muneswara Rao Lakka      | 2917                              | Defence                    |
| 21  | Nithin A N               | 2344                              | Defence                    |
| 22  | Prateek Kumar            | 3448                              | Defence                    |
| 23  | Rishabh Kapoor           | 2033                              | Defence                    |
| 24  | Sanjeet Kumar Verma      | 2378                              | Defence                    |
| 25  | Shekhar Suman            | 4001                              | Defence                    |
| 26  | Vijay Kumar              | 4106                              | Defence                    |
| 27  | Mahi Pal                 | 2516-A*                           | Defence                    |
| 28  | Sandeep Saharia          | 2277                              | Earth Sciences             |
| 29  | Sushil Thakur            | 3687                              | Environment & Forest       |
| 30  | Dinesh vishwakarma       | 1658                              | Expenditure                |
| 31  | G Bharath                | 1463                              | Expenditure                |
| 32  | Kamya Singh              | 4014                              | Expenditure                |
| 33  | Mathiarasan R            | 1985                              | Expenditure                |
| 34  | Shyam Kiran Pandey       | 1017                              | Expenditure                |
| 35  | Sunil Yadav              | 2566                              | Expenditure                |
| 36  | Suraj Kumar              | 3471                              | Expenditure                |
| 37  | Navneet Kumar            | 2127                              | Fertilizers                |
| 38  | Rohit Maheshwari         | 1477                              | Fertilizers                |
| 39  | Ajay Kumar               | 3517                              | Food & Public Distribution |

*(Signature)*

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|----|-----------------------|-------|--------------------------------|
| 40 | Divya Gupta           | 1186  | Food & Public Distribution     |
| 41 | Monika Singh          | 1078  | Food & Public Distribution     |
| 42 | Abhishek Rajan        | 3663  | Health & Family Welfare        |
| 43 | Ankit Kumar           | 3001  | Health & Family Welfare        |
| 44 | Maksud Khan           | 2481  | Health & Family Welfare        |
| 45 | Manisha Mittal        | 1988  | Health & Family Welfare        |
| 46 | Ramesh Deshwal        | 1909  | Health & Family Welfare        |
| 47 | Ranjeet Kumar Singh   | 1724  | Health & Family Welfare        |
| 48 | Sahayar Kumar Bairwa  | 3833  | Health & Family Welfare        |
| 49 | Shaheem Tharayil      | 2795  | Health & Family Welfare        |
| 50 | Shivam Garg           | 2402  | Health & Family Welfare        |
| 51 | Sujeet Kumar          | 2786  | Health & Family Welfare        |
| 52 | Vinod Kumar Pal       | 2562  | Health & Family Welfare        |
| 53 | Md. Irfan Alam        | 2570* | Higher Education               |
| 54 | Naveen Kumar Singh    | 2038* | Higher Education               |
| 55 | Rai Singh Tarar       | 2011* | Higher Education               |
| 56 | Roopam Ranjan         | 1663* | Higher Education               |
| 57 | Chauhan Raj Narendra  | 2479* | Home Affairs                   |
| 58 | Manendra Kumar Sirdar | 976*  | Home Affairs                   |
| 59 | Narendra Kumar Verma  | 2088* | Home Affairs                   |
| 60 | Vinod Kumar Meena     | 3249* | Home Affairs                   |
| 61 | Asijit Sen            | 1017* | Industrial Policy & Promotion  |
| 62 | kamal Kishore Ashwani | 384*  | Industrial Policy & Promotion  |
| 63 | Vyomendra             | 2946* | Industrial Policy & Promotion  |
| 64 | Aasim                 | 2228  | Industrial, Policy & Promotion |
| 65 | Alka Chopra           | 3438  | Industrial, Policy & Promotion |
| 66 | Manish Kumar          | 1931  | Industrial, Policy & Promotion |
| 67 | Sumeet Chawla         | 714   | Industrial, Policy & Promotion |
| 68 | Ashish Gupta          | 932   | Information & Broadcasting     |
| 69 | Jitender Kumar        | 1972  | Information & Broadcasting     |
| 70 | Rohit Kumar           | 1351  | Information & Broadcasting     |
| 71 | Sumeet Ahuja          | 2313  | Information & Broadcasting     |
| 72 | Harit Kumar           | 3437  | Labour & Employment            |
| 73 | Suraj Kumar Tiwari    | 372   | Labour & Employment            |
| 74 | Tanuj Khatri          | 1372  | Labour & Employment            |
| 75 | Vivek Vishal          | 3025  | Labour & Employment            |
| 76 | Onkar Singh           | 2587  | Law & Justice                  |
| 77 | Aman Kumar Sinha      | 1917* | Personnel & Training           |
| 78 | Mithlesh Singh        | 3268* | Personnel & Training           |
| 79 | Prachi Shree          | 2326  | Personnel & Training           |
| 80 | Rohit Kumar           | 2169* | Personnel & Training           |
| 81 | Samridhi Aggarwal     | 1042  | Personnel & Training           |
| 82 | Shrikant Kumar        | 1895  | Personnel & Training           |
| 83 | Smita Shukla          | 955   | Personnel & Training           |

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|     |                       |       |                              |
|-----|-----------------------|-------|------------------------------|
| 84  | Sumit Arora           | 812*  | Personnel & Training         |
| 85  | Swati Kant            | 3735  | Personnel & Training         |
| 86  | Karan Singh           | 600*  | Posts                        |
| 87  | Krishna kumar Gupta   | 2221* | Posts                        |
| 88  | Prashant Kumar        | 3019* | Posts                        |
| 89  | Rajesh Kumar Maurya   | 3258  | Posts                        |
| 90  | Ravinder              | 3879  | Posts                        |
| 91  | Bhumika Sallan        | 2743  | Power                        |
| 92  | Gopindra Kumar        | 4041  | Road Transport & Highways    |
| 93  | Anuj                  | 792   | Rural Development            |
| 94  | Manmohan Verma        | 2275* | Science & Technology         |
| 95  | Amit Kumar            | 1780  | Shipping                     |
| 96  | Pintu Biswas          | 3852  | Shipping                     |
| 97  | Bhanu Pratap Singh    | 3399  | Social Justice & Empowerment |
| 98  | Mukesh Ramnani        | 1469  | Social Justice & Empowerment |
| 99  | Anil Kumar            | 4117  | Supply Division              |
| 100 | Deepak Kumar          | 3844  | Supply Division              |
| 101 | Jagbir Singh          | 3700  | Supply Division              |
| 102 | Mahashankar Kumar     | 1966  | Supply Division              |
| 103 | Vipin Kumar           | 3963  | Supply Division              |
| 104 | Amar Nath             | 3100* | Telecommunications           |
| 105 | Anurag Sharma         | 2198* | Telecommunications           |
| 106 | Shweta Gautam         | 3793  | Tribal Affairs               |
| 107 | Yogesh Saini          | 2076  | Tribal Affairs               |
| 108 | A Shravan Kumar       | 2887  | Urban Development            |
| 109 | Arvind Singh          | 2850  | Urban Development            |
| 110 | Ashwani Kumar         | 3376  | Urban Development            |
| 111 | Ranjeet Pal           | 2093  | Urban Development            |
| 112 | Sumit Mehla           | 2537  | Urban Development            |
| 113 | Anurag Pandey         | 2072* | Water Resources              |
| 114 | Deepti Singh          | 2893* | Water Resources              |
| 115 | Kanishka Girdhar      | 2984  | Water Resources              |
| 116 | Mukesh Maurya         | 2558* | Water Resources              |
| 117 | Shashi Kumar Chodhary | 1993  | Water Resources              |
| 118 | Vijay Kumar           | 690   | Water Resources              |
| 119 | Sharad                | 3885  | Youth Affairs & Sports       |
| 120 | Sharvan Kumar         | 4135  | Youth Affairs & Sports       |

\*2011 Recruitment year.

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