

F. No. 7/11/2020-CS-I (A) (Pt.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
CS-I (A) Section

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 14<sup>th</sup> February, 2021

**OFFICE MEMORANDUM**

Subject:-Mandatory Foundational Training Programme (FTP) of DR ASOs -reg.

This Department is in process to organize a special batch of Foundation Training Programme (FTP) for those Direct Recruit Assistant Section Officers (DR ASOs), who have not completed their FTP due to any reason.

2. In this regard, all participating Ministries/Department in Central Secretariat Service are requested to provide the name of DR ASOs who have not yet attended the FTP along with reasons, if any within 5 days on email [gd.toppo@nic.in](mailto:gd.toppo@nic.in).
3. All such DR ASOs may also address this Department under intimation to their cadre units within the stipulated time. No further request for re-nomination for FTP in future will be entertained.

  
(George D. Toppo)

Under Secretary to the Govt. of India  
Tel:24642705

To  
All the Ministries/Departments (Through website)

Copy for information to:

Shri P.K. Jaiswal, Deputy Director (FTP), Institute of Secretariat Training and Management (ISTM), M/o Personnel, Public Grievances & Pensions, Administrative Block, Old JNU Campus, OLOF Palmen Marg, New Delhi-110067