

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

2<sup>nd</sup> floor, Lok Nayak Bhavan  
Khan Market, New Delhi-110003  
Dated the 27<sup>th</sup> December, 2013

OFFICE MEMORANDUM

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

The undersigned is directed to say that 112 direct recruit officers of Assistants's grade listed in Annexure-I are nominated to the ADR-FTP to be held from **06.01.2014 to 28.03.2014**. 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 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 9:00 a.m on 6<sup>th</sup> January, 2014 for the ADR-FTP.

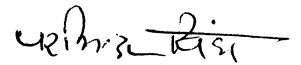
4. The officers nominated to the Foundational Training Programme at ISTM are advised to note the following conditions for compliance.

(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

To

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

**List of Assistants (Direct Recruits) nominated for ADR-FTP  
(06.01.2014 to 28.03.2014)**

SI No.	Name (S / Shm / Ms.)	Rank	Cadre Unit (Ministry/Deptt.)
1	Prashant Bhardwaj	1044	Agriculture & Cooperation
2	Parveen Bhatia	3918	Agriculture & Cooperation
3	Ira Bhatia	2445	Civil Aviation
4	Kriti Chugh	520	Civil Aviation
5	Santosh Ray	1171	Coal
6	Anurag Verma	1870	Coal
7	Naresh Kumar	3877	Coal
8	Vineet Kumar	3525	Coal
9	Sachin Kumar	3316	Consumer Affairs
10	Deepak Bhoj	1251	Consumer Affairs
11	Madhav Kumar Singh	786	Corporate Affairs
12	Ashwani Yadav	508	Corporate Affairs
13	Lalit Kumar	3636	Corporate Affairs
14	Mahesh	3291	Corporate Affairs
15	Meenakshi Gupta	3244	Defence
16	Gurmukh Singh	2845	Defence
17	Deepak Kumar	3557	Defence
18	Dev Priya Gupta	1660	Defence
19	Urvashi Nayal	1423	Defence
20	Sachin Yadav	3487	Environment & Forest
21	Deepali Gupta	1238	Environment & Forest
22	Manish Kumar	4072	Environment & Forest
23	Anuradha	930	Expenditure
24	Naveen Kumar Verma	3516	Expenditure
25	Amit goswami	2429	Expenditure
26	Gaurav Mehra	3939	Expenditure
27	Prashant Yadav	3125	Expenditure
28	Anil Singh Bhandari	1055	Expenditure
29	Shobit Kumar Srivastava	1893	Expenditure
30	Ram Ishwar Yadav	2930	Expenditure
31	Dinesh Kumar	3956	Expenditure
32	Amit Sharma	3569	Fertilizers
33	Ujjwal Prakash Srivastava	1956	Fertilizers
34	Vishal Kumar	2639	Fertilizers
35	Amit Kumar Jha	1380	Fertilizers
36	Amit	2649	Fertilizers
37	Budh Ram Meena	4007	Fertilizers
38	Jagdeep Kumar	4146	Fertilizers
39	Naveen Kumar Verma	3689	Fertilizers
40	Sudhir Yadav	981	Food & Public Distribution

*ur Anshu*

41	Rajendra Kumar Kosta	2514	Health & Family Welfare
42	Aditya Lohia	2654	Health & Family Welfare
43	Anshul Bhaskar	3651	Health & Family Welfare
44	Mantu Kumar	2771	Health & Family Welfare
45	Paras Kain	3917	Industrial, Policy & Promotion
46	Ashok Kumar	3828	Information & Broadcasting
47	Ashish Drall	1148	Information & Broadcasting
48	Ela	3483	Information & Broadcasting
49	Rajni	4147	Labour
50	Tanuj Khatri	1372	Labour
51	Abhishek Kumar	3839	Labour
52	Harish VEDI	3671	Labour
53	Jyoti Kumari	2971	MSME
54	Ajay Kumar	1720	MSME
55	Ishan Dewan	1119	MSME
56	Pramod Kumar	3191	Personnel & Training
57	Yudhish Modi	1038	Personnel & Training
58	Tarandeep Singh	337	Personnel & Training
59	Monika Gola	3128	Personnel & Training
60	Diwaker Agarwal	2157	Personnel & Training
61	Mandip Kumar	3163	Personnel & Training
62	Balram Yadav	1496	Personnel & Training
63	Ajay Kumar Verma	3354	Personnel & Training
64	Sonal Yadav	2216	Personnel & Training
65	Sharad Kumar Kushwaha	1353	Personnel & Training
66	Damneet Kaur	1333	Personnel & Training
67	Vipin Kumar	4043	Personnel & Training
68	Sumit Kumar	3457	Personnel & Training
69	Virender Singh	2977	Personnel & Training
70	Mukesh	3627	Posts
71	Nikhil Rathee	4057	Posts
72	Nisha	3741	Posts
73	Kailash Kumar	3813	Posts
74	Prachi Jain	2091	Posts
75	Hitesh Shokhanda	2492	Power
76	Raman	2236	Power
77	Harish Kumar	1068	Power
78	Pradeep Kumar Gautam	3740	Power
79	Sandeep Chauhan	2416	Power
80	Avkash Kumar	4159	Power
81	Manoj Kumar	2711	Road Transport & Highways
82	Bijender Singh Khola	3122	Rural Development
83	Gaurav Ahuja	1092	Rural Development
84	Sugandha	1074	Shipping

42/02/2021

85	Pradeep Kumar	3589	Social Justice
86	Ashutosh Srivastava	1253	Social Justice
87	Anuj Rathi	1108	Social Justice
88	Deepika Anand	1147	Social Justice
89	Anish Mohan	3601	Social Justice
90	Sanjay Meena	4078	Social Justice
91	Sushil Kumar	1077	Social Justice
92	Sikandar Alam	3580	Social Justice
93	Mayank Singh	3035	Supply
94	Mukesh Kumar	3821	Supply
95	Manisha	3218	Supply
96	Abhay Kumar	1633	Urban Development
97	Arun Kumar Kushawaha	2816	Urban Development
98	Rohit Kumar Mishra	1194	Urban Development
99	Ankur Kumar Lal	4003	Urban Development
100	Bidyanand Sinha	3047	Urban Development
101	Ajeet Kumar Rajbhar	2733	Urban Development
102	Kishan Kumar	3946	Urban Development
103	Kuldeep Hooda	732	Urban Development
104	Mohit Kumar	2168	Urban Development
105	Praveen Tayal	611	Urban Development
106	Parvesh Tenuriya	2447	Water Resources
107	Jatin Kumar	3324	Water Resources
108	Sumit Gupta	1778	Water Resources
109	Aman Bishnoi	669	Water Resources
110	Deepak Verma	1904	Water Resources
111	Naveen	3449	Youth Affairs & Sports
112	Neha Singh	78	Youth Affairs & Sports

*Handwritten signature*