

No.6/11/2022-CS.II (C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(CS. II Division)

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi- 110003

Dated: 22nd.11.2022

OFFICE MEMORANDUM

Subject: Foundation Training Programme (Induction Training) for newly recruited Stenographers Grade 'C' & 'D' Examination, 2019 and appointed to various Ministries/Departments.

The undersigned is directed to invite a reference to this Department's O.M.s No.20/28/2010-CS-II (A) dated 20.10.2011 and dated 11.6.2013, according to which, the newly recruited Stenographers Grade 'D' are required to undergo a 6 weeks mandatory Foundation Training conducted by Institute of Secretariat Training and Management (ISTM) and successful completion of the Foundation Training is mandatory for completing their probation and confirmation in the post. As per the revised Training Policy guidelines issued by vide O.M.T-25017/1/2015-Trg (ISTM Section) dated 4.7.2016, the Foundation Training Course will be of 8 weeks duration, of which 10 days will be Bharat Darshan.

2. Accordingly, the second batch of 39 Stenographers Grade-'D', who have already joined their allotted Ministries/Departments as per details in the Annexure, are hereby nominated for the 8 weeks Foundation Training Course scheduled from **28th November, 2022 to 20th January, 2023 (8 weeks)** to be conducted by ISTM for full day.

3. The concerned Ministries and Departments are requested to extend necessary facilities to the participants and allow them to undergo the training at ISTM.

4. All the nominated Stenographers Grade-'D' may be directed to visit the ISTM website and register themselves on ISTM's TMIS portal at <https://www.istm.gov.in/> before **24th November, 2022** before commencement of the training. For any assistance and clarifications with regard to registration/course details etc., **Shri Bhagaban Padhy, Deputy Director (Course Director)**, ISTM may be contacted over Mobile No.- 9868449436.

Yours faithfully,


(Vinay Kumar)

Under Secretary to the Government of India
Tel: 011-24654020

To

Joint Secretary (Admn.) of the concerned Ministries/Departments, New Delhi.

Copy forwarded for information and necessary action to -

1. **Shri Bhagaban Padhy, Deputy Director (Course Director), ISTM, Admn. Block, Old JNU Campus, New Delhi** with the direction to furnish the list of officials, who report for training, to this Department next day positively.
2. Official concerned through DoPT website.

**List of Stenographer Grade 'D' Direct Recruit (SDR) nominated for Foundation
Training Programme (FTP) w.e.f 28th November, 2022 (Batch-2)**

S.NO.	Name	Batch	Ministry Alloted
1	Anjali Garg	2019	Power
2	Ankit Panesar	2019	Telecommunication
3	Anumeha Bartwal	2019	Agriculture & FW
4	Armaya Awasthi	2019	Personnel & Training
5	Aryan Verma	2019	Jal Shakti (Water Resources, River Dev. & Ganga Rejuv.)
6	Ashuthosh kumar Singh	2019	NITI Aayog
7	Dipti	2019	MSME
8	Ejaz Ahmad	2019	Fertilizers
9	Garima Sharma	2019	Health & Family Welfare
10	KM.Chinkey Rani	2019	Env. & Forests
11	Komal	2019	New & Renewable Energy
12	Himanshu Malik	2019	Food & Public Distribution
13	Kumudranjan Kumar	2019	Civil Aviation
14	Lalit Singh	2019	Fisheries, Animal Husbandry & Dairying
15	Leslee Kerketta	2019	Rural Development
16	Lokesh Singh	2019	Earth Sciences
17	Pammi Prakash	2019	Health & Family Welfare
18	Pankaj Gupta	2019	Power
19	Piyush Kumar	2019	Telecommunication
20	Pooja Soni	2019	Agriculture & FW
21	Pranav Dixit	2019	Defence
22	Rubeena Parveen	2019	Posts
23	Sachin Sehrawat	2019	Road, Transport & Highways
24	Sanya Tigga	2019	Food & Public Distribution
25	Saurabh Sehrawat	2019	Expenditure
26	Shiv Astik Gupta	2019	Promotion of Industry & Internal Trade
27	Shivani Ross	2019	Social Justice & Empowerment
28	Shubham Panwar	2019	Expenditure
29	Shubham Tiwari	2019	Defence
30	Sonika Yadav	2019	Personnel & Training
31	Sumit Kumar	2019	U. P. S. C.
32	Suprabha Rath	2019	Information & Broadcasting
33	Suraj Kumar	2019	Housing & Urban Affairs
34	Suraj Singh Meena	2019	Home Affairs
35	Mohit Arya	2017	UPSC
36	Vandana Singh	2018	Information & Broadcasting
37	Nosheen Siddiqui	2018	Petroleum & Natural Gas
38	Shubham Varun	2018	Expenditure
39	C. Deepa	2018	Youth Affairs and Spots