

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 first 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 Pandey Rakesh, Assistant Director (Course Director)**, ISTM may be contacted over Mobile No.- 9910906627.

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 Pandey Rakesh, Assistant 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-1)**

S.NO.	Name	Batch	Ministry Alloted
1	Abhishek Kumar	2019	Expenditure
2	Ajeet Dhobi	2019	Home Affairs
3	Ajeet Kumar	2019	Information & Broadcasting
4	Akash Choudhary	2019	Defence
5	Akash Trivedi	2019	Home Affairs
6	Amrita Kumari	2019	Education
7	Bhupendra Bisht	2019	Commerce & Industry
8	Debendra Verma	2019	Labour
9	Deepika Bhagat	2019	Science & Technology
10	Hariom Meena	2019	Posts
11	Himani Bisht	2019	Road, Transport & Highways
12	Kshitij Tomar	2019	Textiles
13	Ikshit Khandelwal	2019	U. P. S. C.
14	Jashanpreet Singh	2019	Petroleum & Natural Gas
15	Kamal Kant Sharma	2019	Promotion of Industry & Internal Trade
16	Kirti Gautam	2019	Social Justice & Empowerment
17	Mandeep Kumar	2019	Ayush
18	Manish	2019	DONER
19	Manish Prajapati	2019	Heavy Industry
20	Mo Firoz	2019	Shipping
21	MO Noorzaki	2019	Youth Affairs & Sports
22	Nikhil Kumar	2019	Expenditure
23	Vinay Kumar	2019	MHA (CabSec)
24	Nitin Khushwaha	2019	Personnel & Training
25	Yogendra Kumar Rana	2019	DoPT (Lokpal)
26	Nitish Kumar	2019	Personnel & Training
27	Pravash Saha	2019	Jal Shakti (Water Resources, River Dev. & Ganga Rejuv.)
28	Preeti Goel	2019	NITI Aayog
29	Rahul Tripathi	2019	Commerce & Industry
30	Rajesh Kumar	2019	Education
31	Rakesh Meena	2019	Science & Technology
32	Ram Ratan Meena	2019	MSME
33	Rashmi Pandey	2019	Fertilizers
34	Rohit Chand	2019	Labour
35	Suraj Yadav	2019	Information & Broadcasting
36	Ujjwal Bhatnagar	2019	MHA (CabSec)
37	Utkarsha Negi	2019	DoPT (Capacity Building Commission)
38	Vikas Chaudhary	2019	DoPT (Lokpal)
39	Vinay Kumar	2019	Health & Family Welfare (National Medical Commission)