

No.6/1/2021-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: 04th January, 2022

OFFICE MEMORANDUM

Subject: Foundation Training Programme (Induction Training) for newly recruited Stenographers Grade 'C' & 'D' Examination 2018 and appointed to various Ministries/Departments.

The undersigned is directed to invite a reference to this Department 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. However, due to the present Covid-19 pandemic in the country, the Training Course will be conducted online mode (iGOT and LMS of ISTM) for 8 weeks of half day training for the candidates, while they are working in their allotted Ministry/Department and the 10 days Bharat Darshan shall not form a part of the training. The candidates may also be called to ISTM for training in physical mode as and when situation improves, keeping in view the safety protocols/social distancing norms in force at the time of conduct of such training classes. The online training will be accessible through mobile or laptop/desktop as per the convenience of the participant.

2. Accordingly, the fourth batch of 60 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 of half day each, scheduled from **10th January, 2022 to 04th March, 2022** to be conducted by ISTM through online (iGOT and LMS of ISTM)/offline mode, while they are working in their allotted Ministry/Department.

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

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4. All the nominated Stenographers Grade-'D' may be directed to visit the ISTM website and register themselves in ISTM's e-LMS portal before commencement of the training. The link is https://www.istm.gov.in/home/courses_assistant_steno. For any assistance and clarifications with regard to registration/course details etc., **Shri Bhagaban Pandhy, Deputy Director (Course Director), ISTM** may be contacted over Mobile No. 9868449436.

Yours faithfully,

Bhagirath Jha

(Bhagirath Jha)

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 Pandhy, Deputy Director (Course Director), ISTM**, Admn. Block, Old JNU Campus, New Delhi. The list of officials, who report for training, may please be furnished to this Department next day positively.
2. Official concerned.
3. Hindi Section, DoPT, North Block, New Delhi - For Hindi version.
4. Website of this Department (www.persmin.nic.in<DOPT<Central Secretariat<CSSS<Training Nomination Circulars<Stenographers Grade-D)

**List of Stenographer Grade 'D' Direct Recruit (SDR) nominated for Foundation
Training Programme (FTP) w.e.f 10th January, 2022**

S.NO.	Name	Batch	Ministry Alloted
1	SHIV KUMAR MAJOKA	2018	Agriculture & Cooperation
2	NANDITA MITRA	2018	Agriculture & Cooperation
3	AAFAQ AALAM ANSARI	2018	Agriculture & Cooperation
4	S DHARINI	2018	Agriculture & Cooperation
5	CHANDRA PRAKASH MEENA	2018	Agriculture & Cooperation
6	KAPIL KUMAR	2018	Ayush
7	ALOK SINGH	2018	Cabinet Secretariat (MHA)
8	ROHIT PAUL MINJ	2018	Cabinet Secretariat (MHA)
9	KESHAV	2018	Coal
10	CHHOTE LAL	2018	Coal
11	ABHISHEK	2018	Commerce
12	KHUSHBOO KACHHAP	2018	Consumer Affairs
13	DEEPAK ANAND GAUTAM	2018	Corporate Affairs
14	ADARSH RANA	2018	Defence
15	KOMAL SINGH	2018	Earth Sciences
16	AFTAB MALIK	2018	Earth Sciences
17	DEEPENDRA YADAV	2018	Env. & Forests
18	KRISHAN JAKHAR	2018	Env. & Forests
19	SAURABH	2018	Expenditure
20	PRAVEEN KUMAR	2018	Expenditure
21	AJAY KUMAR SAH	2018	Fisheries
22	PRERNA	2018	Food & Public Distribution
23	RAKHI TANWAR	2018	Food & Public Distribution
24	AKHILESH YADAV	2018	Food Processing Industry
25	FAIRY	2018	Heavy Industry
26	AKSHAY KUMAR	2018	Heavy Industry
27	LAKSHAY KASHYAP	2018	Home Affairs
28	PUNEET YADAV	2018	Housing & Urban Affairs
29	SUDHANSHU NANDAN	2018	Housing & Urban Affairs
30	SHALINI MISHRA	2018	Housing & Urban Affairs
31	MAHESH KUMAR	2018	Ministry of Education
32	AMIT KUMAR	2018	Ministry of Education
33	RACHNA CHAUHAN	2018	Information & Broadcasting
34	VERSHA JAISWAL	2018	Information & Broadcasting
35	SAGAR KUMAR AARYAN	2018	Information & Broadcasting
36	SHANKAR LAL MEENA	2018	Information & Broadcasting
37	VANDANA SINGH	2018	Information & Broadcasting

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38	ANAND YADAV	2018	Labour
39	MANISH KUMAR	2018	Mines
40	ANIL VERMA	2018	Mines
41	ANKUR YADAV	2018	NITI Aayog
42	MANTHAN	2018	Panchayati Raj
43	GULSHAN YADAV	2018	Panchayati Raj
44	ANKUSH KUMAR	2018	Panchayati Raj
45	KUNDAN KUMAR	2018	Personnel & Training
46	NOSHEEN SIDDIQUI	2018	Petroleum & Natural Gas
47	RAGUVEER SINGH	2018	Petroleum & Natural Gas
48	MANVENDRA VERMA	2018	Posts
49	HEMARAJ MEENA	2018	Promotion of Industry & Internal Trade
50	PARSHANT ROJH	2018	Rural Development
51	HIMANSHU BAGHEL	2018	Rural Development
52	RAHUL KUMAR	2018	Science & Technology
53	SANDEEP SINGH	2018	Science & Technology
54	PARVESH KUMAR SINGH	2018	Science & Technology
55	IRSHAD ALAM	2018	Skill Development & Enterprenuership
56	ATUL KUMAR	2018	Steel
57	JYOTI KUMARI	2018	U. P. S. C.
58	SHRUTI YADAV	2018	Water Resources
59	VIPIN	2018	Water Resources
60	SHEKHA BHADANA	2018	Water Resources

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