

No. 6/1/2021-CS-II (C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS-II Division)

Lok Nayak Bhavan, New Delhi
Dated the 9th April, 2021

OFFICE MEMORANDUM

Subject: Foundation Training Programme (Induction Training) for newly recruited Stenographers Grade 'D' of 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 Gr.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 on a few select occasions, 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 second batch of 64 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 12th April to 5th June, 2021 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.

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 Ashwini Kumar Batra, Assistant Director (Course Director)**, ISTM may be contacted over Mobile No. 9717981271.



(Bhagirath Jha)

Under Secretary to Government of India
Telephone: 24654020

To

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

Copy forwarded for information and necessary action to: -

1. Shri **Ashwini Kumar Batra, Assistant 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. Officials concerned
3. Hindi Section, DOP&T, 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)

Bhagirath Jha
(Bhagirath Jha)

Under Secretary to Government of India
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ANNEXURE

List of Stenographer 'D' Direct Recruit nominated for Foundation Training Programme w.e.f. 12.04.2021

S.No.	Name (Mr/Ms)	Batch	Ministry/ Department
1	SAUMYA BISHT	2018	Agriculture & Cooperation
2	AALOK KUMAR	2018	AYUSH
3	CHARU	2018	AYUSH
4	NAVEEN DHIMAN	2018	AYUSH
5	CHETNA CHAUDHARY	2018	Civil Aviation
6	KARAN SHARMA	2018	Civil Aviation
7	NAVRATAN MEENA	2018	Civil Aviation
8	DEEPAK	2018	Consumer Affairs
9	ABHISHEK KUMAR MISHRA	2018	Corporate Affairs
10	KHUSHBU MEENA	2018	Corporate Affairs
11	DEEPAK KUMAR MEENA	2018	Culture
12	KOMAL GUPTA	2018	Defence
13	ADITYA KUMAR RAI	2018	DONER
14	AJAY GUPTA	2018	Expenditure
15	KRITIKA SEHGAL	2018	Expenditure
16	KULDEEP	2018	Fisheries
17	EKTA DHAWAN	2018	Food & PD
18	NEERAJ KUMAR	2018	Food & PD
19	AKSHAY BAHL	2018	Health & Family Welfare
20	ESHITA MONGA	2018	Health & Family Welfare
21	NEERAJ SHARMA	2018	Health & Family Welfare
22	PRINCE SONI	2018	Health & Family Welfare
23	RAVI BHARTI	2018	Health & Family Welfare
24	SACHIN KUMAR MEENA	2018	Health & Family Welfare
25	SEEMA	2018	Health & Family Welfare
26	SHIVAM SHRIVASTAV	2018	Health & Family Welfare
27	SMITA KUMARI	2018	Health & Family Welfare
28	GANESH CHANDER JOSHI	2018	Home Affairs
29	AMIT KUMAR	2018	Housing & Urban Affairs
30	GANESH KUMAR SHARMA	2018	Housing & Urban Affairs
31	NIKUNJ KUMAR	2018	Housing & Urban Affairs
32	SHIVAM SHRIWAS	2018	Housing & Urban Affairs
33	SUSHANT SAHU	2018	Housing & Urban Affairs
34	ANAMIKA SAINI	2018	Information & Broadcasting
35	MAMTA	2018	Information & Broadcasting
36	RAVINDER KHATRI	2018	Information & Broadcasting
37	SUMIT KUMAR	2018	Information & Broadcasting
38	TANUJ MUTREJA	2018	Information & Broadcasting
39	VIJAY KUMAR MEENA	2018	Information & Broadcasting
40	VRINDA SHARMA	2018	Information & Broadcasting
41	RAGHAV SHARMA	2018	Labour
42	ANKIT LAKRA	2018	MSME
43	MANOJ KUMAR	2018	MSME
44	ANSHUL KUMAR	2018	Personnel & Training
45	RINKI LATA	2018	Petroleum & NG
46	APOORVA JAIN	2018	Power
47	PALLAVI	2018	Power

48	RAHUL	2018	Power
49	RITU GUPTA	2018	Power
50	SHARDA	2018	Power
51	SAMEER SINGH	2018	DPIIT
52	PARDEEP KUMAR	2018	RTH
53	ASHISH VOAT	2018	Shipping
54	INDRAJEET	2018	Shipping
55	MONIKA KUMARI	2018	Social Justice & Empowerment
56	ROHIT KUMAR	2018	Telecom
57	SHEFALI GUPTA	2018	Telecom
58	JAGJINDER SINGH	2018	Textile
59	MRIDULA SAWHNEY	2018	Textile
60	BHARAT SINGH RATHORE	2018	Tribal Affairs
61	BHAVUK GAHLOT	2018	U. P. S. C.
62	SURENDER KUMAR	2018	Water Resources
63	VIJAY KUMAR GUPTA	2018	Water Resources
64	MUSKAN PAREWA	2018	W & CD