

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 third 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.

Shayintha JG
04.01.22

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.

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 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. 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 | PINTU KUMAR | 2018 | Agriculture & Cooperation |
| 2 | POOJA KUMARI | 2018 | Ayush |
| 3 | VISHAL AJMERIYA | 2018 | Cabinet Secretariat (MHA) |
| 4 | AARTI RAWAT | 2018 | Civil Aviation |
| 5 | AASHIMA | 2018 | Coal |
| 6 | DEEKSHA ASIWAL | 2018 | Commerce |
| 7 | ABIR DAS | 2018 | Culture |
| 8 | DEEPANSH GUPTA | 2018 | Earth Sciences |
| 9 | AJAY | 2018 | Env. & Forests |
| 10 | RAJESH PRASAD | 2018 | Expenditure |
| 11 | DHRUV KAUSHIK | 2018 | Expenditure |
| 12 | SHUBHAM VARUN | 2018 | Expenditure |
| 13 | AJAY KUMAR | 2018 | Fertilizers |
| 14 | LAKSHAY ARORA | 2018 | Heavy Industry |
| 15 | RAVI KUMAR | 2018 | Home Affairs |
| 16 | PRIYANKA | 2018 | Home Affairs |
| 17 | SACHIN NEGI | 2018 | Housing & Urban Affairs |
| 18 | GARIMA | 2018 | Ministry of Education |
| 19 | VIVEK KUMAR SHARMA | 2018 | Information & Broadcasting |
| 20 | VINEET ANAND | 2018 | Information & Broadcasting |
| 21 | VISHAL CHAUHAN | 2018 | Information & Broadcasting |
| 22 | RAVNEET KAUR | 2018 | Labour |
| 23 | NISHA JALAL | 2018 | Labour |
| 24 | GAURAV SHARMA | 2018 | Minority Affairs |
| 25 | MANOJ KUMAR | 2018 | MSME |
| 26 | GAURAV VERMA | 2018 | MSME |
| 27 | GULSHAN KUMAR | 2018 | National Medical Commission |
| 28 | SHUBHAM VASHISTH | 2018 | Personnel & Training |
| 29 | RAJAT | 2018 | Personnel & Training |
| 30 | VIKRANT SINGH | 2018 | Personnel & Training |
| 31 | SURAJ KUMAR | 2018 | Petroleum & Natural Gas |
| 32 | TARUN SHARMA | 2018 | Petroleum & Natural Gas |
| 33 | SHANTNU GOPAL SHARMA | 2018 | Petroleum & Natural Gas |
| 34 | VANI BUDHOULIYA | 2018 | Petroleum & Natural Gas |
| 35 | VEENA TYAGI | 2017 | Petroleum & Natural Gas |
| 36 | MD RIZWAN KHAN | 2018 | Power |
| 37 | HEMANT KUMAR | 2018 | Power |

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| 38 | SAKSHI | 2018 | Power |
| 39 | ARKA DAS | 2018 | Promotion of Industry & Internal Trade |
| 40 | RAHUL BHAI MANDAL | 2018 | Promotion of Industry & Internal Trade |
| 41 | MEDHA THAKUR | 2018 | Promotion of Industry & Internal Trade |
| 42 | HIMANI | 2018 | Road, Transport & Highways |
| 43 | MOHD SHAZEV | 2018 | Rural Development |
| 44 | ARVIND | 2018 | Rural Development |
| 45 | ARYAN SHUKLA | 2018 | Science & Technology |
| 46 | HITANSHU SINGH | 2018 | Science & Technology |
| 47 | MOHIT PUNDORA | 2018 | Skill Development & Enterprenuership |
| 48 | ASHOK SHARMA | 2018 | Skill Development & Enterprenuership |
| 49 | ADITYA PRATAP SINGH | 2017 | Skill Development & Enterprenuership |
| 50 | MONU PATHAK | 2018 | Telecommunication |
| 51 | MONU KUMAR | 2018 | Telecommunication |
| 52 | B LINA KUMARI | 2018 | Textiles |
| 53 | JAYITA DAS | 2018 | Tribal Affairs |
| 54 | PAWAN KUMAR VERMA | 2018 | Water Resources |
| 55 | VEDPAL | 2018 | Water Resources |
| 56 | VINAY RAWAT | 2018 | Water Resources |
| 57 | BHAVYA KAUSHIK | 2018 | Water Resources |
| 58 | RAJAT SRIVASTAV | 2018 | Water Resources |
| 59 | SANTOSH YADAV | 2018 | Water Resources |
| 60 | BRIJESH KUMAR | 2018 | Women & Child Development |

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