

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)**

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3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi- 110003

**Dated: 06<sup>th</sup> 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. No.6/1/2021-CS-II (C) dated 04.01.2022 whereby 120 candidates were nominated to undergo a 6 weeks mandatory Foundation Training conducted by Institute of Secretariat Training and Management (ISTM).

2. However, this division has received request of 3 more candidates who did not attended the foundation training in previous batch due to unavoidable circumstances and requested for re-nomination in the Foundation Training Programme commencing from 10<sup>th</sup> January, 2022.

3. Accordingly, the 3 more candidates are added in **the third batch** of 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 **10<sup>th</sup> January, 2022 to 04<sup>th</sup> 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.

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

5. 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](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,

*A.K. Ranjan*  
(A.K. Ranjan) 6/1/2024

Section Officer

Tel: 011-24620119

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](http://www.persmin.nic.in)<DOPT<Central Secretariat<CSSS<Training Nomination Circulars<Stenographers Grade-D)

Annexure -1

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

<b>S.NO.</b>	<b>Roll No.</b>	<b>Name</b>	<b>Batch</b>	<b>Ministry Alloted</b>
1	3001601368	KANCHAN CHAUHAN	2018	Agriculture & Cooperation
2	2405007223	SACHIN KUMAR MEENA	2018	Health & Family Welfare
3	2201025686	GAURAV	2018	Labour

*Anurag*  
6/11/2021