



F.No. 33099/01/2013-ISTM-PC
GOVERNMENT OF INDIA
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)
OLOF PALME MARG, NEW DELHI-110067
TEL: 2618 5316 TELEFAX: 2610 4183

Dated: 18th June, 2013

Sub: **Phase –II of 23rd and 24th ADR Foundation Training Programme commencing from 24th June, 2013**

Dear Participant,

This is with reference to CS-1 Division, DoPT OM NO. 7/8/2012-CS-1(A) dated 12th June 2013, available on the DoPT website.

2. I hope that all participants are awaiting the commencement of the IInd Phase of the Assistant Direct Recruit – Foundational Training Programme (ADR-FTP) scheduled to be conducted from the 24th June, 2013 for a period of 11 weeks. The broad structure of this phase of the FTP has already been communicated to you through Participant Information Brochure circulated at the time of Ist Phase during 18th to 22nd March, 2013.

3. In the ensuing Phase of the FTP, all the participants are expected to follow the instructions issued by CS Division in their above referred communication. They are also advised to adhere to the following instructions scrupulously:-

- (i) Wearing of Identity Card at all times during the time spent in Class rooms, Library, ICT Labs and Administrative Block, ISTM. If any participant does not have lanyard for wearing the identity card, the same may be got issued from the respective offices before being relieved for joining the training;
- (ii) Maintaining punctuality, discipline and decorum during the training;
- (iii) Any request for leave on medical ground shall have to be accompanied by medical certificate from a government agency.

4. Participants are advised to consider staying in hostel, which is located within the vicinity of the Institute. Staying in hostel will not only save your valuable time for focusing on your studies but will also help develop the 'esprit-de-corps'. This, however, is not mandatory.

4. Looking forward to meet you on 24th June, 2013.

Yours sincerely,

(Praveen Prakash Ambashta)
Assistant Director & Course Director

23rd and 24th ADR-CTP Training Programme for Assistnat (Direct Recruit)

List of Participants

Sl.No.	Name and official address of the Participants Sh./Smt./Ms.	Name & Address of Sponsoring Authority
1.	Rahul Kumar, Assistant M/o Agriculture, Room No. 477A, DAC, Krishi Bhawan, New Delhi – 110001	Shri. Sandeep Kumar, Under Secretary (Admn.P-II), Ministry of Agriculture, Krishi Bhawan, New Delhi
2.	Vijay Singh Negi, Assistant M/o Agriculture, Room No. 29, E-I Section, DAC, Krishi Bhawan, N Delhi – 110001	-do-
3.	Pradeep Kumar, Assistant M/o Agriculture, Room No – 397, E-II Branch, M/o Agriculture and Cooperation, Krishi Bhawan, New Delhi	-do-
4.	Avik Das, Assistant M/o Civil Aviation, Rajiv Gandhi Bhawan, New Delhi-110003	Sh.U.K.Bhardwaj, Under Secretary (Admn.) Ministry of Civil Aviation,B Block, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003
5.	Md. Anwarul Haque Ansari, Assistant M/o Commerce, O/o the DDGFT, HRD –II Section, Room No. 307, 3 rd Floor, H-Wing, Udyog Bhawan, New Delhi – 110011	Shri. S.Muthukumar Section Officer , HRD-II Section,DDGFT Ministry of Commerce & Industry Udyog Bhawan, New Delhi
6.	Bijendra Singh, Assistant M/o Commerce, 349A, FT WANA, Division, Dept. of Commerce, Udyog Bhawan, New Delhi	-do-
7.	Manjeet Kumar Dutta, Assistant M/o Textiles, 'D' Wing, R.No. 339A, Udyog Bhawan, New Delhi – 110011	-do-
8.	Punit Malhotra, Assistant M/o Culture, Room No. 511, 'C' Wing, Shastri Bhawan, New Delhi – 110001	Shri. N.P.Shukla, Under Secretary Ministry of Culture Shastri Bhawan, New Delhi
9.	Krishan Kumar, Assistant M/o Culture, R. No. 333A, M.II Section, M/o Culture, Shastri Bhawan, New Delhi -110001	-do-
10.	Manpreet Singh, Assistant M/o Culture, Performing Arts Section Shastri Bhawan, New Delhi- 110001	-do-
11.	Shikha Sharma, Assistant M/o Culture, Shastri Bhawan, New Delhi-110001	-do-
12.	Jitendra Kumar, Assistant M/o Defence Room No. 222, D (Pen/Policy), 2 nd Floor B-Wing, Sena Bhawan, New Delhi- 110011	Shri. Raj Kumar Under Secretary, D(Estt.I/GP-II) Ministry of Defence , Room No. 319-A, 'D' Wing, Sena Bhawan, New Delhi – 110 105
13.	Mohammad Israil, Assistant M/o Defence, Room NO. 101, D-Wing D(SSC), Sena Bhawan,New Delhi- 110011 Ph.23014731	-do-
14.	Keshav Sharma M/o Defence, Room No. 202, D(MS), South Block New Delhi- 110011	Shri. R.Sunder, Under Secretary Ministry of Defence South Block New Delhi- 110011

15.	Madan Lal Meena, Assistant M/o Defence, Room No. 391, APO Purchase-III, Krishi Bhawan, New Delhi- 110011	Shri. Raj Kumar Under Secretary, D(Estt.I/GP-II) Ministry of Defence , Room No. 319-A, 'D' Wing, Sena Bhawan, New Delhi – 110 105
16.	Chandan Kumar, Assistant M/o Environment & Forest, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003	Shri. M. K. Rai Under Secretary (Admn.) Ministry of Environment & forest Pariyavaran Bhawan, C.G.O. Complex Lodhi Road, New Delhi
17.	Shailendra Kumar, Assistant M/o Finance, D/o Financial Services, North Block, New Delhi-110001	Sh. Vijay Malhotra, Under Secretary (Admn) M/o Finance, D/o Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi-1
18.	Pratibha Rahi, Assistant D/o Expenditure, North Block, New Delhi-110001	Under Secretary (Admn) D/o Expenditure, North Block, New Delhi-110001
19.	Gaurav Anand, Assistant M/o Consumer Affairs, D/o Food & Public Distribution, Krishi Bhawan, New Delhi	Sh. Arun Kumar Singh, Under Secretary M/o Food & Public Distribution, D/o Food & Public Distribution, Krishi Bhawan, New Delhi
20.	Gaurav Chaturvedi, Assistant M/o Health & Family Welfare, Room No. 313 – D, M/o Health & FW, Nirman Bhawan, New Delhi- 110011	Shri. Anil Kumar Under Secretary Ministry of Health & Family Welfare Nirman Bhawan, New Delhi
21.	Sumit Kumar, Assistant M/o Health & Family Welfare, 526 –C, Health Ministry, Nirman Bhawan, New Delhi – 110011	do
22.	Kumar Yogesh, Assistant M/o Health & Family Welfare, 525 – C, M/o Health & Family welfare, Nirman Bhawan, New Delhi – 110011	do
23.	Dinesh Kumar Meena, Assistant M/o Home Affairs, Room No. 15, North Block, Central Secretariate, New Delhi – 1	do
24.	Sudhir Kumar, Assistant M/o Home Affairs, Room No.15, North Block, New Delhi-110001	Shri. S. Banerjee Under Secretary , Ministry of Home Affairs North Block, New Delhi-110001
25.	Heera Lal Meena, Assistant M/o Home Affairs, Room No.1, Cash-I Section, North Block, New Delhi-110001	do
26.	Chauhan Raj Narendra, Assistant M/o Home Affairs, Room No.81-B, North Block, New Delhi-110001	do
27.	Mukesh Kumar Meena, Assistant M/o Information & Broadcasting Shastri Bhawan, New Delhi	Shri. S. S. Bedi Under Secretary (Admn.) Ministry of Information & Broadcasting Shastri Bhawan, New Delhi
28.	Harish Bhandari, Assistant M/o Information & Broadcasting, Room No.745 A, 'A' Wing, Shastri Bhawan, New Delhi-110001	Shri. S. S. Bedi Under Secretary (Admn.) Ministry of Information & Broadcasting Shastri Bhawan, New Delhi
29.	Gajendra Singh, Assistant M/o Information & Broadcasting, Room No. 542, 'A' – Wing, Shastri Bhawan, M/o I & B , New Delhi – 110001	do

30.	Sourabh Kumar, Assistant M/o Information & Broadcasting, Room No. 212, Vigilance Section, Directorate General, Doordarshan, Doordarshan Bhawan, Delhi – 110001 (M) 9953674649, 9555758587	do
31.	Arun Choudhary, Assistant M/o Information & Broadcasting, SI(A), DG-AIR, Akashvani Bhawan, Parliament Street, New Delhi-110001	do
32.	Bappa Dey, Assistant M/o Information & Broadcasting, Section–S-III Akasvani Bhawan, Sansad Marg, New Delhi-1	do
33.	Pankaj Mathur, Assistant M/o Information & Broadcasting Room NO. 543, Vigilance Section, ‘A’ Wing, Shastri Bhawan, New Delhi- 110001	do
34.	Kapgoulian Vualzong, Assistant M/o Information & Broadcasting Shastri Bhawan, New Delhi-110001	do
35.	Anshu Kumar, Assistant M/o Information & Broadcasting Room No. 558, “A” Wing, Shastri Bhawan, New Delhi- 110001	do
36.	Saurav Singh Bhadouria, Assistant M/o Information & Broadcasting BC-IV, “A” Wing, New Delhi- 110001	do
37.	Esa Dutta, Assistant M/o Information & Broadcasting, B&A Section, Room No.511-D, Shastri Bhawan, New Delhi-110001	do
38.	Sandeep Kumar, Assistant M/o Information & Broadcasting Room No. 143 SC/ST Cell DG : AIR Akashvani Bhawan, Sansad Marg New Delhi- 110001 Ph.23421150	do
39.	Rajan Kumar, Assistant M/o Information & Broadcasting, R.No.745 A, 7 th Floor, Shastri Bhawan, New Delhi-110001	do
40.	Anshu Mala, Assistant M/o Information & Broadcasting, DG : AIR, Delhi	do
41.	Mukesh Kumar, Assistant M/o Information & Broadcasting Press Information Bureau Shastri Bhawan, New Delhi - 110001	do
42.	K Thangminial, Assistant M/o Information & Broadcasting Room No. 202, Vigilance Section DG: AIR , Akashvani Bhawan, Sansad Marg New Delhi- 110001	do

43.	Ashish Kumar Shukla, Assistant M/o Information & Broadcasting Room No. 542, 'A' Wing, Shastri Bhawan, New Delhi- 110001	do
44.	Rakesh Kumar Ranjan, Assistant M/o Food Processing Industries, Panchsheel Bhawan, August Kranti Marg - 110049	Sh. Sanjai Bajpai, Under Secretary (AdmnE.I) M/o Food Processing Industries, Panchsheel Bhawan, August Kranti Marg - 110049
45.	Lokendra Oriya, Assistant M/o Chemical and Fertilizer (Deptt. Of C & PC), Room No.313-B, B Wing, Shastri Bhawan, New Delhi-110001 Ph.23388635	Sh. R.K.Kureel, Under Secretary D/o Chemical and Fertilizer Shastri Bhawan, New Delhi-110001
46.	Amar Nath, Assistant D/o Telecommunication, 20 Ashoka Road, Sanchar Bhawan, New Delhi-110001	Under Secretary (Admn) M/o Telecommunication, 20 Ashoka Road, Sanchar Bhawan, New Delhi-110001
47.	Bibhuti Bhushan Sinha, Assistant M/o Law Justice, Judicial Section, D/o Legal Affairs, 4 th Floor, Shastri Bhawan, New Delhi – 110001	Mrs. Asha Sota , Under Secretary Ministry of Law & Justice Department of Legal Affairs,Room No. 410, 'D' Wing, 4 th Floor, Shastri Bhawan, New Delhi
48.	Sushil Kumar, Assistant D/o Personnel & Training Room No. 30, Cadre Review Division, 3 rd Floor, Lok Nayak Bhawan, New Delhi	Shri. Vijay Kaushik , Under Secretary (Admn.) Department of Personnel & Training CS-II, A – Section, Lok Nayak Bhawan, New Delhi – 110 003
49.	Sumit Arora, Assistant D/o Personnel & Training, North Block, New Delhi-110001	do
50.	Rohit Kumar, Assistant D/o Personnel & Training North Block, New Delhi	do
51.	Mithlesh Singh, Assistant D/o Administrative Reforms & Public Grievances, 5 th Floor Sardar Patel Bhawan, New Delhi-110001	Under Secretary(Admn) D/o Administrative Reforms & Public Grievances, 5 th Floor Sardar Patel Bhawan, New Delhi-110001
52.	Geetha M, Assistant D/o Personnel & Training North Block, New Delhi	Shri. Vijay Kaushik Under Secretary (Admn.) Department of Personnel & Training CS-II, A – Section, Lok Nayak Bhawan, New Delhi – 110 003
53.	P Srikanth Ghanasham, Assistant M/o Road Transport & Highways Room No. 426, Transport Bhawan 1, Parliament Street, New Delhi - 110001	Under Secretary (Admn) M/o Road Transport & Highways Room No. 426, Transport Bhawan 1, Parliament Street, New Delhi - 110001
54.	Manmohan Verma, Assistant M/o Science & Technology, DST, Technology Bhawan, New Delhi-110016	Shri. B. K. P. Angam Under Secretary (Admn.) Ministry of Science & Technology Technology Bhawan, Near Qutub Hotel New Mehrauli Road, New Delhi
55.	Vivek Prakash, Assistant M/o Science & Technology, DST, Technology Bhawan, New Delhi – 110016	do
56.	Ashok Kumar Tanti, Assistant D/o Higher Education, Sch. 4, School Education & Literacy, M/o HRD, Shashtri Bhawan, New Delhi - 110001	Shri. Rajesh Kumar Singh Under Secretary Ministry of Human Resources Development Room No. 236C, Shastri Bhawan, New Delhi

57.	Anuj Kumar, Assistant D/o Higher Education, Room No. 130 –‘C’, Shastri Bhawan, New Delhi- 110001	do
58.	Suhas Bhuyan, Assistant M/o Social Justice & Empowerment, Room No.243, Establishment Section, A Wing,Shastri Bhawan, New Delhi-110001	Shri. D.N. Joshi Under Secretary (Admn.) Ministry of Social Justice & Empowerment Room No. 240A, Shastri Bhawan, New Delhi
59.	Deepak Kumar Singh, Assistant M/o Telecommunication, Cabin 40, 12 th Floor, Sanchar Bhawan, New Delhi - 110001	Shri. Vimal , Under Secretary (Admn.) Ministry of Telecommunication & Information Technology , Sanchar Bhawan, 20 Ashoka Road, New Delhi
60.	Kailash Singh Panwar, Assistant M/o Telecommunication, 317, Sanchar Bhawan, 20, Ashoka Road, New Delhi	do
61.	Virender Kumar, Assistant M/o Telecommunication, 108 – H, Ist Floor, Parliament Section, Dak Bhawan, New Delhi	do
62.	Anurag Sharma, Assistant M/o Telecommunication, TFS section, Sanchar Bhawan, 20, Ashoka Road, New Delhi-1	do
63.	Chandan Kumar Sinha, Assistant M/o Telecommunication, Room No. 415, 4 th Floor, Sanchar Bhawan, Ashoka Road, New Delhi - 110001	do
64.	Joginder Singh, Assistant Union Public Service Commission, Dholpur House, New Delhi-110069	Shri. Neeraj Sachdeva , Under Secretary (Admn.) Union Public Service Commission Dholpur House, Shah Jahan Road, New Delhi – 110 069
65.	Akansha, Assistant Union Public Service Commission Dholpur House, Shahjahan Road, New Delhi- 110069	do
66.	Vinod Kumar Rawat, Assistant Admn-IV, Union Public Service Commission Shahjahan Road, Dholpur House-110069	do
67.	Baiju Kumar, Assistant Union Public Service Commission, Dholpur House, Shahjahan Rd. , New Delhi - 110069	do
68.	Ajit Kumar, Assistant M/o Urban Development, Room No. 302 , Nirman Bhawan,New Delhi-110011	Shri. Jitender Kumar, Under Secretary Ministry of Urban Development , Nirman Bhawan, Maulana Azad Road, New Delhi – 110 011
69.	Pinkesh Jain, Assistant M/o Urban Development, EC-1, DG, CPWD, Nirman Bhawan, Delhi (M) 011-23061715	do
70.	Rana Satyam Kumar Singh, Assistant M/o Urban Development, Pubic Grievance Cell, M/o Urban Development, Delhi - 110011	do
71.	Rashi Kumari, Assistant M/o Urban Development, O/o DG, CPWD, EC – III, Nirman Bhawan, New Delhi – 110011 (O) 011-23061509	do
72.	Ravi Shankar Rawat, Assistant M/o Urban Development, Delhi Division, New Delhi	do

73.	Shiv Kumar Mishra, Assistant M/o Urban Development, Dte. Of Printing, 114-B, Nirman Bhawan – 110011	do
74.	Subhash, Assistant M/o Urban Development, Room 219 – C, Admn. IV, Nirman Bhawan, New Delhi- 110011	do
75.	Manish Kumar, Assistant M/o Water Resources B&B Wing, Block-3 2 nd Floor, Room No. - 229, CGO Complex, Lodhi Road, New Delhi- 110003	Under Secretary (Admn.) Ministry of Water Resources Room No. 424, Shram Shakti Bhawan, New Delhi
76.	Rajat Dhama, Assistant M/o Consumer Affairs, 5 th Floor, Gate -6, Dept. of Consumer Affairs, Krishi Bhawan, New Delhi	Under Secretary(Admn) M/o Consumer Affairs, 5 th Floor, Gate -6, Dept. of Consumer Affairs, Krishi Bhawan, New Delhi
77	Soumitra Biswas, Assistant M/o Information & Broadcasting Room No. 747, IIS Section, 'A' Wing, Shastri Bhawan, New Delhi- 110001	Shri. S. S. Bedi Under Secretary (Admn.) Ministry of Information & Broadcasting Shastri Bhawan, New Delhi
78	Sushant Shukla, Assistant D/o Higher Education, R. N. 232, 'C' Wing, Shastri Bhawan, New Delhi - 110001	Shri. Rajesh Kumar Singh Under Secretary Ministry of Human Resources Development Room No. 236C, Shastri Bhawan, New Delhi
79.	Sudesh Taak, Assistant D/o Higher Education, 232-C, 2 nd Floor, Shastri Bhawan, New Delhi - 110001	do
80.	Ratnamani Singh, Assistant D/o Higher Education, 404, C-Wing, Shastri Bhawan, New Delhi-110001	do
81.	Chandan Deekshith Goli, Assistant D/o Higher Education Room No. 130-C O/o MHRD, Shastri Bhawan New Delhi -110 001	do
82.	Manoj Singh Yadav, Assistant M/o Agriculture, Room No. 436, D/o AHD & F, New Delhi - 110001	Shri. D. Banerjee Under Secretary (Admn.) Ministry of Agriculture Krishi Bhawan, New Delhi
83.	Jai Shankar Prasad, Assistant M/o Urban Development, Room No. 219 – C, Nirman Bhawan, Admn.I, New Delhi - 110011	Shri Jitender Kumar ,Under Secretary (Admn.) Ministry of Urban Development , Nirman Bhawan, Maulana Azad Road, New Delhi – 110 011 / Ph.23062964
84.	Debjyoti Biswas, Assistant D/o Personnel & Training, North Block,AD- III, New Delhi-110001	Shri. Vijay Kaushik Under Secretary (Admn.) Department of Personnel & Training CS-II, A – Section, Lok Nayak Bhawan, New Delhi – 110 003
85	Ram Narayan Singh Assistant Ministry of Commerce and Industry Department of Industrial Policy & Promotion Room No- 429, Udyog Bhawan New Delhi- 110 011 Tel No: 011-23061204-2371	Shri L.K.Sharma Under Secretary (Admn) Department of Industrial Policy & Promotion, Room No- 377, Udyog Bhavan, New Delhi

86	Bijendra Singh Assistant Ministry of Commerce FT (WANA) Division, Room No- 349 A Udyog Bhawan, New Delhi Tel No: 230621837	Ms. Kiran Puri Joint Secretary Ministry of Commerce & Industry Udyog Bhawan, New Delhi
87	Ramniwas Assistant Ministry of Human Resource Development, Department of Higher Education, Room No- 517B, Shastri Bhawan, Rajendra Prasad Road New Delhi- 110 001 Tel No: 23386330	Shri R.A. Singh Deputy Secretary (Admn) Department of Secondary & Hr. Education, Shastri Bhawan, New Delhi
88	Rai Singh Tarar Assistant Ministry of Human Resource Development, Department of Higher Education, Room No-235, Shastri Bhawan, Rajendra Prasad Road, New Delhi- 110 001 Tel No: 011-23384810	Shri R.A. Singh Deputy Secretary (Admn) Department of Secondary & Hr. Education, Shastri Bhawan, New Delhi
89	Vineet Kumar Assistant Ministry of Home Affairs Prov.II, P.M Division, Room No-5 26 Mansingh Road, Jaisalmer House New Delhi- 110 011 Tel No: 011-23386034	Shri Aravind Mukherjee Under Secretary Ministry of Home Affairs North Block, New Delhi
90	Ms. Salony Aren Assistant SPF Section, Room No- 279 EI Section, Krishi Bhawan New Delhi Tel No: 011-23381908	Shri Arun Kumar Singh Under Secretary (Admn) Department of Food & Public Distribution, Krishi Bhawan, New Delhi
91	Kumar Snudaram Assistant Department of consumer Affairs Room No- 567, (ECR&E) Section Krishi Bhawan, New Delhi- 110 001 Tel No: 011-23383996	Shri. M. A. Chaudhary Under Secretary (Admn.) Department of Consumer Affairs Krishi Bhawan, New Delhi
92	Saket Sourav Assistant Ministry of Defence, Room No- 314, B Wing Sena Bhawan, New Delhi Tel No: 23019096	Shri. Raj Kumar Under Secretary, (Estt.I/GP-II) Ministry of Defence Room No. 319-A, 'D' Wing, Sena Bhawan, New Delhi – 110 105
93	Ranjit Kumar Shaw Assistant Ministry of Home Affairs, AD-II Section, Room No- 95 North Block, New Delhi- 110 001 Tel No: 011-23092934	Shri Aravind Mukherjee Under Secretary Ministry of Home Affairs North Block, New Delhi

Course Directors

Smt. Sikha Paul, Deputy Director Praveen Prakash Ambashta, Asstt. Director ISTM, Admn Block, JNU (Old) Campus, New Delhi-67 Ph.011-26185310
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