

A/26003/24/1/CAO/Trg/DHTI

**MINISTRY OF DEFENCE**


Office of JS &/CAO)

Defence Headquarters Training Institute

4-A/11

**Sub: 08<sup>th</sup> Orientation Course for Executive PPS,  
Senior PPS & PPS**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **08<sup>th</sup>** three weeks Orientation Course for Executive PPS/ Senior PPS/PPS of AFHQ STENOGRAPHERS' SERVICE from **30 Dec 2019 to 17 Jan 2020**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of Executive PPS/Senior PPS/ PPS.
2. The Executive PPS/Senior PPS/ PPS who have at least **two years residual service before the commencement of the course** are hereby detailed as per the list attached as Appendix 'A' for the "**08<sup>th</sup>** three weeks Orientation Course for Executive PPS, Senior PPS & PPSs".
3. The 03 weeks training mentioned in the note under reference also includes a study tour which is mandatory for all participants. In accordance with Para 8 of GOI letter no. A/25991/5/CAO/TRG dated 16 May, 2006, the participants are advised to draw an advance of **Rs. 50,000/- (Rupees Fifty Thousand only)** from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This contribution may be released in **cash** only and the same be collected by DHTI from the participating officials. A Move Sanction may be collected from DHTI by the confirmed participants after **23<sup>th</sup> Dec 2019** to facilitate the claim of TA/DA advance.
4. It is clarified that any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organisation clearly specifying the circumstances necessitating deferment.
5. The confirmation regarding the participation of the individuals for the course **with their contact number & mobile number** should reach DHTI latest by **30<sup>th</sup> Nov 2019** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:30 AM on 30<sup>th</sup> Dec 2019** alongwith relieving letter from their offices.
5. Please acknowledge receipt.

  
(Dr. S K Mishra)  
Director, DHTI  
25 Oct 2019

**All concerned Organisations**

**All Participants**

**Copy to :-Dy CAO (P)**

**CAO/EDP** - For uploading on website

(Refer to Para 2 of ID No. A/26003/24(1)/CAO/TRG/DHTI dt 25 Oct 2019)

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**LIST OF EXECUTIVE PPS/SENIOR PPS/ PPS DETAILED FOR THE  
08<sup>th</sup> ORIENTATION COURSE FOR EXECUTIVE PPS/SENIOR PPS/ PPS  
30 Dec 2019 to 17 Jan 2020**

SL NOS.	ID Nos.	NAME (SMT./SHRI.)	OFFICE	DOB	Desig
1.	A211615	MANJIT SINGH MUNJAL	HQ ATVP	20-Oct-69	PPS
2.	A192592	CYNTHIA KAPOOR	DRDO	25-Jul-64	PPS
3.	A080570	C RAVI CHANDRAN	DGAQA	14-Jan-64	PPS
4.	A191889	SUMAN AHUJA	GS	28-Oct-63	PPS
5.	A216102	VENKETASH A	DGNCC	26-Aug-67	PPS
6.	A214814	VEENA VIKAL	HQIDS	3-Jan-71	PPS
7.	A124681	PRABIR CHATTERJEE	AG	6-Oct-64	PPS
8.	A192675	V SHANKAR	E-in-C	30-Apr-67	PPS
9.	A218445	PADMA	DGOA	17-Jul-69	PPS
10.	A218528	SHYAMA	DGQA	2-May-65	PPS
11.	A169097	BUDHARU RAM DIWAN	GS	12-Nov-69	PPS
12.	A157412	RAJAN SETH	DGQA	8-Dec-62	PPS
13.	A124794	MOHINI AGGARWAL	MGO	4-May-63	PPS
14.	A131881	ALKA BHATIA	NAVAL HQ	1-Oct-67	PPS
15.	A192097	ANAND KUMAR SHARMA	DEPUTATION	2-Jan-62	PPS
16.	A162098	ASHOK KUMAR	AIR HQ	20-Jul-64	PPS
17.	A158352	G S SRIDHAR	NDC	7-Apr-65	PPS
18.	A256159	SHRUTI THAKRAL	QMG	29-Oct-76	PPS
19.	A192084	ANSHU SINGHAL	E-in-C	4-Mar-68	PPS
20.	A207995	MONIKA SAXENA	GS	10-Jan-73	PPS
21.	A192815	INDU ANAND	QMG	6-May-69	PPS
22.	A230739	RAJNI DHINGRA	GS	20-Sep-70	PPS
23.	A158422	S SENTHIL KUMARAN	NAVAL HQ	7-Apr-65	PPS
24.	A252151	ABHAYA KUMAR SWAIN	QMG	21-May-74	PPS
25.	A220822	NIRMALA EKKA	MGO	13-Jul-71	PPS
26.	A211417	RAJESH SHARMA	AG	26-Feb-68	PPS
27.	A211305	ASHOK KUMAR	DGAFMS	10-Nov-64	PPS
28.	A219145	AMARJEET KAUR	GS	17-Feb-70	PPS
29.	A221212	M P CHAUBE	AIR HQ	3-Jan-69	PPS
30.	A220356	VIJAY PRAKASH SINGH	AIR HQ	2-Jan-73	PPS
31.	A218768	RAJ KUMAR	DRDO	3-Oct-69	PPS
32.	A139014	CHANCHAL BATHLA	DRDO	10-Jul-67	PPS
33.	A045742	RAJ BALA	DRDO	26-Nov-65	PPS
34.	A193672	NIRMALA KUMARI	NAVAL HQ	25-Dec-62	PPS
35.	A193966	KRISHNA CHHACHHIA	GS	8-Apr-68	PPS
36.	A227818	YOGINDER NATH	GS	8-Mar-70	PPS
37.	A226259	RAJU KAZANIA	NDC	2-Jun-67	PPS
38.	A229119	GOPI KANT PAIK	MGO	20-Oct-68	PPS
39.	A227834	ASHOK KUMAR	MGO	20-Dec-70	PPS
40.	A227850	REETA	DGQA	4-Feb-70	PPS

