


MINISTRY OF DEFENCE
(Office of JS & CAO)

Sub: 12th FOUNDATION COURSE FOR ASSISTANT SECTION OFFICERS (DR)

1. The Defence Headquarters Training Institute (DHTI) will be organizing the 12th Seven weeks Foundation Course from **07 May 2018 - 22 June 2018** for Assistant Section Officers (Direct Recruit) of AFHQ Civil Service. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the higher responsibilities required for the post of Assistant Section Officers.
2. The Assistant Section Officers, who have been nominated for the "**12th Seven Weeks Foundation Course for Assistant Section Officers**" are hereby detailed as per the list attached as **Appendix 'A'**.
3. This training is compulsory for removal from probation therefore 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.
4. The aforesaid training 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 16th May, 2006 the participants are advised to draw an advance of Rs. 40,000/- (Rupees Forty Thousand Only) from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. The same shall be collected by DHTI from the participating officials. A move sanction may be collected from DHTI by the confirmed participants after **29 Apr 2018** to facilitate the claim of TA/DA advance.
5. The confirmation regarding the participation of the individuals for the course with their Telephone/Mobile Nos. should reach DHTI latest by **16th Apr 2018** positively. The officers should be relieved and directed to report to DHTI, Room No. 185-A, B-Block, New Delhi at 9:00 AM on **07 May 2018** with relieving letter.


(Dr. Arvind)
Director, DHTI
29 Mar 2018

All concerned Organisations
All Participants

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For uploading on CAO's website

