

MINISTRY OF DEFENCE

Office of JS & CAO

**Sub: 17th FOUNDATION COURSE FOR
ASSISTANT SECTION OFFICER (DIRECT RECRUITS)
(18 JAN 2021 TO 05 MAR 2021)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **17th Foundation Course for Assistant Section Officers (Direct Recruit)** of AFHQ Civil Service from **18 Jan 2021 to 05 Mar 2021**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of Assistant Section Officer.
2. A total of 35 Assistant Section Officers (DR), are hereby nominated for the “**17th Foundation Course for Assistant Section Officers**”, as per **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 Organization, clearly specifying the circumstances necessitating deferment.
4. The aforesaid training is for seven weeks including domestic study / field visit of one week. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID situation. A circular to this effect will be issued separately after the conditions become conducive to travel. As such the course will end one week ahead i.e on 26 Feb 2021 instead of 05 Mar 2021.
5. The modalities of the academic part are as under:-
 - (a) The participants of the programme will be relieved in the afternoon of the last working day before start of course and directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.
 - (b) Major part of the training will be conducted in virtual mode on Web based Conference platforms such as Google Meet, Cisco Webex, Microsoft Team etc., easily accessible through their own Smart Phone, Laptop or desktop computer.
 - (c) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
 - (d) Post completion of training, the participants will report back to their office on the next working day.
 - (e) The attendance in all the sessions will be compulsory and on successful completion, a certificate will be issued (in hard copy) as was being done earlier.



5. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP, people with chronic kidney disease, serious heart conditions or any other medical condition being at potential high risk in COVID environment are advised not to attend the course under intimation to DHTI.

6. The confirmation regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by **11 Jan 2021** alongwith the duly filled up registration form attached at **Appendix 'B'**. The officials may accordingly be relieved and their relieving order be mailed to the Course Director Sh. Gunjan Gandhi at his e-mail ID gunjan.gandhi@gov.in. Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. the participants should be available online w.e.f. 18 Jan 2021 for attending the sessions as per the instructions given to them. **Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**



(Dr. S K Mishra)

Director, DHTI

11 Dec 2020

All concerned Organisations

All Participants

Copy to :-

CAO / EDP Cell

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For uploading on CAO's website.

(Refer to Para 2 of ID No. A/26002/100/CAO/Trg dt DEC 2020)

**LIST OF ASSISTANT SECTION OFFICERS DETAILED FOR THE 17TH
FOUNDATION COURSE FOR ASSISTANT SECTION OFFICERS
(DIRECT RECRUIT) (18 JAN 2021 TO 05 MAR 2021)**

Ser. No	Name	DoB	Date of Joining	Office
1.	KAMAL BHATTACHARJEE	24/02/87	29/07/16	DQA (M&E)
2.	ANUJ VERMA	03/09/91	06/11/17	CAO
3.	SANDEEP KUMAR	25/06/94	16/03/17	GS BRANCH
4.	KAVITA MEENA KM.	21/11/88	26/12/16	MGO BRANCH
5.	SUMAN KUMAR MEENA	20/10/87	14/12/16	AIR HQ
6.	DHARA SINGH MEENA	01/04/92	20/12/16	AG BRANCH
7.	SUSHANT	29/03/95	03/08/18	DPR
8.	VISHAL KUMAR SINGH	21/07/92	11/01/19	AG
9.	PANKAJ GOYAL	19/03/93	20/06/18	CAO
10.	RAHUL SINGHAL	22/05/94	14/11/18	DGQA
11.	RAHUL SAINI	01/01/93	03/08/18	NAVAL HQ
12.	RAVI KUMAR	14/09/92	28/06/18	CAO
13.	ABHISHEK PRATI HAR	15/07/93	30/08/18	AG
14.	ABHISHEK SINGH	31/05/95	06/08/18	MS
15.	CHANDRA KANT	05/10/90	27/08/18	AIR HQ
16.	NEHA RANI MS.	21/03/93	08/10/18	DRDO
17.	SHILPA VERMA Ms.	02/01/88	29/11/18	AIR HQ
18.	DHERENDRA PRAKASH	06/06/91	12/10/18	GS
19.	MOHIT MARTOLIA	25/04/92	30/08/18	DGDE
20.	MANOJ KUMAR	23/03/91	28/06/19	MGO
21.	CHANDAN KUMAR MEENA	22/01/91	27/06/18	MGO
22.	ANUJ KUMAR MEENA	02/03/93	24/10/18	AIR HQ
23.	MEENA SUMERCHAND	21/06/85	09/07/18	AG
24.	PRABHAT KUMAR	22/10/94	20/12/18	AG
25.	RAVIKANT MEENA	18/06/95	06/08/18	MGO
26.	NITU KUMAR RAJA	31/03/94	11/04/19	CAO
27.	RINK RAM MEENA	10/03/95	28/06/19	DGAFMS
28.	GUNJAN SINGH RAWAT	07/02/90	25/10/18	DGNCC
29.	BHARAT SINGH MEENA	10/09/92	03/08/18	DGAFMS
30.	SUMANT KUMAR MEENA	01/09/93	05/02/19	GS
31.	VINEET KUMAR VERMA	01/01/85	06/08/18	AG
32.	SANJEEV KUMAR	01/03/89	25/06/18	DGQA
33.	MAKWANA PRASHANTBHAI	31/01/94	10/10/19	CAO
34.	NAVNEET GULIA	22/06/90	21/10/19	DGDE
35.	LOVELY	18/02/97	27/05/20	DPR



