


**MINISTRY OF DEFENCE**  
**(Office of JS (E/CAO))**  
**Defence Headquarters Training Institute**

**Sub: 19<sup>th</sup> ORIENTATION COURSE FOR PA/PS**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **19<sup>th</sup> three weeks Orientation Course for PA/PSs** from **24 Dec 2018 to 11 Jan 2019** for PA/PSs of AFHQ STENOGRAPHERS' SERVICE who are newly promoted as PA/PSs. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of PA/PSs.
2. The PA/PSs who have been **promoted from year 2010-11** onwards, and have at least **two years residual service before the commencement of the course** are hereby detailed as per the list attached as Appendix 'A'.
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. 30,000/- (Rupees Thirty 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 will be collected by DHTI from the participating officers. A **Move Sanction** in this regard may be collected from DHTI on or after **18<sup>th</sup> Dec 2018**.
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. In such cases also, the officers will be detailed on subsequent course and no request for deferment will be accepted as these training programmes are mandatory for the officers.
5. The confirmation regarding the participation of the individual **with their Telephone Nos.** should reach DHTI by **10<sup>th</sup> Dec 2018** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:00 AM on 24<sup>th</sup> Dec 2018** alongwith **relieving letter** from their offices.
6. Please acknowledge receipt.

  
 (Dr Arvind)  
 Director, DHTI  
 19 Oct 2018

**All concerned Organisations**  
**All Participants**

Copy to :-

**Dy CAO (P)**  
**CAO/EDP** -

For uploading on CAO's website.

**LIST OF PA/PSs DETAILED FOR THE 19<sup>th</sup> THREE WEEKS  
ORIENTATION COURSE FOR PA/PSs 24 Dec 2018 TO 11Jan 2019**

Sl. No.	ID NO	NAME (Shri/Smt/Kum)	DoB	OFFICE	POST
1.	A225038	GEETA	18-12-74	DRDO	PS
2.	A041012	ANITA SHARMA	09-04-61	DRDO	PS
3.	A235198	P SRINIVAS KUMAR	04-12-70	MGO	PS
4.	A230487	NARINDER PAL SINGH	25-08-71	NAVAL HQ	PS
5.	A230599	REKHA	11-04-72	MS	PS
6.	A234430	BABITA	12-12-72	GS	PS
7.	A240422	RUMA MANDAL	24-06-71	NAVAL HQ	PS
8.	A241234	NEELAM	08-10-71	NAVAL HQ	PS
9.	A240109	RAVINDER KUMAR SINGH	08-09-75	MGO	PS
10.	A264512	VIPIN MISRA	01-01-79	E-IN-C	PS
11.	A264541	SHARDA SINHA	01-03-78	DRDO	PS
12.	A016443	DEEPAK SHARMA	08-01-62	NAVAL HQ	PS
13.	A245188	NEELAM PANDIT	25-12-73	GS	PS
14.	A275921	SHWETA MINHAS	16-10-82	GS	PS
15.	A192771	VEENA BEHL	28-11-61	AIR HQ	PS
16.	A257523	DEBASIS MAJUMDAR	18-08-77	AG	PS
17.	A231541	MKC ACHARY	27-03-70	DGNCC	PS
18.	A275286	PADMAJA SUNNAPU	20-04-78	NAVAL HQ	PS
19.	A253976	MANOJ KUMAR	03-01-73	NAVAL HQ	PA
20.	A297190	RAHUL DEV	01-05-94	GS	PA
21.	A297864	VIVEK SINGH RAWAT	10-06-93	HQIDS	PA
22.	A281773	OM NARAYAN SRIVASTVA	16-01-82	GS	PA
23.	A284831	PANKAJ DHIYANI	14-07-86	NAVAL HQ	PA
24.	A302548	ARUN KUMAR	30-04-94	HQIDS	PA
25.	A302551	DHARMENDRA SINGH	20-01-93	AIR HQ	PA
26.	A275525	RESHU DIXIT	05-06-87	MGO	PA
27.	A286806	SATENDRA SINGH	12-06-91	HQIDS	PA
28.	A302563	MOHD. AKRAM	20-03-94	DGR	PA
29.	A275934	KOMAL BATRA	20-03-83	DGQA	PA
30.	A287379	HITESH DUTTA	25-08-86	AIR HQ	PA
31.	A286819	SURESH KUMAR	16-07-74	AIR HQ	PA
32.	A287928	PUNEET KHARIYA	20-03-81	AIR HQ	PA
33.	A281179	KRISHNA KUMAR	08-02-82	OFC	PA
34.	A287340	MANOJ KUMAR	25-08-93	AIR HQ	PA
35.	A275468	KM ANUJ	05-08-87	AIR HQ	PA
36.	A275554	SUSHMA	02-03-88	NAVAL HQ	PA

*(Handwritten Signature)*