

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute

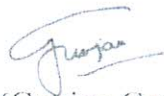
Sub:- 1st INDUCTION COURSE FOR PERSONAL ASSISTANTS
(16 Aug 2021 to 17 Sep 2021)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **1st Induction Course for PAs from 16 Aug 2021 to 17 Sep 2021**. The objective of the course is to provide required knowledge and skills for shouldering responsibilities for the post of PA.
2. The Course under reference will be conducted in a mix of online and offline mode in compliance with the guidelines issued by DoP&I. A total of 35 PAs are hereby nominated for the “**Induction Course for PAs**”, as per the list attached as **Appendix ‘A’**.
3. The aforesaid training includes a mandatory study tour within India. However in the wake of Covid-19 pandemic, the study tour will be conducted at a later date when the conditions become conducive for travel. Accordingly, the course will end one week ahead of schedule i.e on 10 Sep 21 instead of 17 Sep 2021.
4. The modalities of the academic part are as under:-
 - (a) The course will be conducted in a mix of virtual/offline mode & the participants will be required to attend major portion of the course on their smart phone, laptop or Desktop computer from a place of their convenience using web based conference platform such as Google Meet, Cisco Webex, Microsoft Team etc. unless they are specifically directed to come to DHTI.
 - (b) The participants of the programme will be relieved in the afternoon of the last working day from their offices before start of course and directed to follow instructions for online classes from DHTI. A copy of the relieving order to be marked to DHTI also.
 - (c) The participants are also advised to update their email address, mobile no etc. with DHTI along with the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on email/mobile number of the participants. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
 - (d) Post completion of training, the participant 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 post study tour a certificate will be issued (in hard copy).


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-19 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 Aug 2021** along with 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 email ID **gunjan.p.gandhi@gmail.com** Further instructions, regarding the conduct of course, will be communicated to the participants online through email/whatsapp. The participants should be available online w.e.f 16 Aug 21 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.**


(Gunjan Gandhi)
Dy. Dir.DHTI
29 June 2021

All concerned organisations
All Participants

Copy to: -
CAO/EDP: - For uploading on CAO's website



**LIST OF PERSONAL ASSISTANTS DETAILED FOR THE 1st INDUCTION COURSE
(16 AUG 2021 - 17 SEP 2021)**

SL. No	ID NO.	Name	DOB	OFFICE
1.	A305750	ASHISH RANJAN SINHA	15-01-96	Air HQ
2.	A305747	UMESH KUMAR	22-03-86	PLG & COORD
3.	A305721	PANKAJ KUMAR	13-07-92	MGO BRANCH
4.	A309352	AKHLAD NAJAM	20-08-89	AG BRANCH
5.	A310336	AVNISH KUMAR CHAUHAN	28-06-91	CAO
6.	A308678	LALIT KUMAR SHARMA	31-01-93	AIR HQ
7.	A309141	NIDHI SHARMA	24-05-94	DRDO
8.	A309550	SAKSHI ASWAL	09-06-95	AG BRANCH
9.	A309505	LOVE KUMAR	22-10-95	DRDO
10.	A308818	JITESH ARORA	09-01-92	DGAFMS
11.	A308540	MAYUR VERMA	30-05-91	DTE OF STDN
12.	A308722	SUDARSHAN PRASAD UNIYAL	09-09-91	AIR HQ
13.	A310381	ABHISHEK SINGH	26-04-96	HQ ATVP
14.	A312228	ANMOL MOHANTY	19-05-96	AIR HQ
15.	A308821	DEEPAK KUMAR ARORA	28-03-94	CAO
16.	A309521	SHUBHAM KUMAR MISHRA	27-12-96	AIR HQ
17.	A311896	MANISHA	22-03-94	HQ IDS
18.	A309349	ABHISHEK DHINGRA	29-01-92	NAVAL HQ
19.	A308607	SURENDER SINGH	15-06-90	DGQA
20.	A310886	RISHI KUMAR	25-08-92	DRDO
21.	A308610	NISHANT VASHISHTH	07-04-95	AIR HQ
22.	A311106	SATISH KHULBE	16-09-90	HQ IDS
23.	A308876	HARLEEN KAUR	17-08-93	AIR HQ
24.	A309716	MANYA SETHI	14-09-93	AIR HQ
25.	A309956	GOURAV KUMAR	09-03-94	AIR HQ
26.	A309464	NISHA RANI	29-07-93	CAO
27.	A309703	YUDHISTAR	07-07-95	AIR HQ
28.	A308805	EKPREET KAUR	29-02-96	QMG BRANCH
29.	A309659	MEENA SHARMA	06-12-88	AIR HQ
30.	A310170	PANKAJ PAHUJA	01-07-90	DRDO
31.	A309170	ASHISH RAWAT	23-08-91	AIR HQ
32.	A308719	SACHIN JOON	26-04-96	NAVAL HQ
33.	A313816	GARIMA JOSHI	14-02-95	DPL&C
34.	A310055	RACHNA SAINI	10-10-90	AIR HQ
35.	A317322	AVINASH KUMAR	03-09-91	E-IN-C

