

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

Sub:- 1st INDUCTION COURSE FOR STENO D
(26 July 2021 to 13 Aug 2021)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **1st Induction Course for Steno D from 26 July 2021 to 13 Aug 2021**. The objective of the course is to provide required knowledge and skills for shouldering responsibilities for the post of Steno D.
2. The Course under reference will be conducted in a mix of online and offline mode in compliance with the guidelines issued by DoP&T. A total of 35 Steno D are hereby nominated for the "**Induction Course Steno D**", 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 two days ahead of schedule i.e on 11 Aug 21 instead of 13 Aug 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 **19 Jul 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 Smt. Namita Malik at her email ID **namitamalik2708@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 26 Jul 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.**

Namita
(Namita Malik)
Dy. Dir, DHTI
18 June 2021

All concerned organisations

All Participants

Copy to: -

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

**LIST OF STENO D DETAILED FOR THE 1st INDUCTION COURSE
(26 JULY 2021 - 13 AUG 2021)**

Ser. No	ID NO.	Name	OFFICE
1.	A304696	YUDHISHTAR	JCB
2.	A304711	VIJAY BHARDWAJ	DGQA
3.	A304807	BHUMIKA SINGH BARETH	AG
4.	A304795	SURENDER SINGH	DGQA
5.	A304740	GAURAV	NAVAL HQ
6.	A305028	ABHISHEK SRIVASTAVA	DRDO
7.	A305015	UMESH CHANDRA SAROJ	MGO
8.	A305060	ABHISHEK BANSAL	AIR HQ
9.	A305044	DIVYA RANI	DPR
10.	A305073	HIMANSHU	NAVAL HQ
11.	A305200	DINESH KUMAR	NAVAL HQ
12.	A305242	GULSHAN KUMAR MEENA	NDC
13.	A305284	ARPITA VARSHNEY	DGQA
14.	A305312	ABHISHEK DHINGRA	NAVAL HQ
15.	A305309	VIJAY MEENA	E- IN-C
16.	A305370	ANKIT KUMAR SINGH	GS
17.	A305411	SHIVAM KUMAR PRAJAPATI	NAVAL HQ
18.	A305437	CHANDNI KUMARI	NAVAL HQ
19.	A305453	JEETU	GS
20.	A305466	ARUN CHAUDHARY	MGO
21.	A305440	BALRAM KUMAR	DGQA
22.	A305495	AISHWARYA KUMAR NAYAK	DGR
23.	A305552	SHIVI KUMARI	E- IN-C
24.	A305581	RUHUL KUMAR	DGQA
25.	A305594	RONAK MEENA	QMG
26.	A305606	PINKY MEENA	DGQA
27.	A305648	PRAKASH SINGH	NAVAL HQ
28.	A305635	MANOJ KUMAR	DTE. OF STDN.
29.	A305677	PAWAN KUMAR	DRDO
30.	A305680	MEENAKSHI MEENA	QMG
31.	A310828	AMOL MISHRA	AIR HQ
32.	A308863	RADHIKA CHAWLA	AIR HQ
33.	A309691	SAMEER SETHI	DRDO
34.	A314785	VAISHALI RATHEE	DRDO
35.	A308850	MANJEET	DRDO

