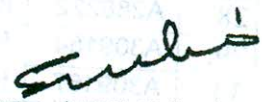


MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute

Sub: 20th ORIENTATION COURSE FOR PA/PS

1. The Defence Headquarters Training Institute (DHTI) will be organizing **20th Three weeks Orientation Course for PA/PSs from 23 Dec 2019 to 10 Jan 2020** 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 **13th Dec 2019**.
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 **06th Dec 2019** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:30 AM on 23rd Dec 2019** alongwith **relieving letter** from their offices.
6. Please acknowledge receipt.


(Dr. S K Mishra)
Director, DHTI
17 Sep 2019

All concerned Organisations
All Participants

Copy to :-

Dy CAO (P)
CAO/EDP

- For uploading on website

(Refer to Para 2 of ID No. A/26002/102/CAO/Trg dt 17 Sep 2019)

**LIST OF PA/PSs DETAILED FOR THE 20th THREE WEEKS
ORIENTATION COURSE FOR PA/PSs 23 Dec 2019 TO 10 Jan 2020**

Sl. No.	ID NO	NAME (Shri/Smt/Kum)	DoB	OFFICE	POST
1.	A242046	PARDEEP KUMAR	30-07-76	CAO	PS
2.	A271895	NEERAJ KHURANA	06-08-81	GS	PS
3.	A249173	JAMPANI ARUNA	10-08-77	AIR HQ	PS
4.	A248428	R ANJANI SWATI	30-08-77	QMG	PS
5.	A236814	SURINDRA KUMAR RAWAT	02-07-71	DRDO	PS
6.	A273477	YUDHISHTHIR MAHTO	02-01-88	HQ IDS	PS
7.	A 231682	SUMER CHAND VERMA	02-01-72	GS	PS
8.	A264570	ALBERT MASSEY	25-03-81	GS	PS
9.	A097147	SUNIL SOOD	01-01-62	AIR HQ	PS
10.	A156671	SUSANTA KUMAR NAYAK	05-05-68	DRDO	PS
11.	A240576	SUSHMA VAID SMT	27-10-74	NAVAL HQ	PS
12.	A282345	VIVEK SHARMA	21-06-85	HQIDS	PS
13.	A266587	MANISH BHATIA	04-03-78	AG	PS
14.	A130727	REKHA RAMRAKHIANI	26-06-65	AG	PS
15.	A264835	RAKESH KUMAR SINHA	05-11-82	NAVAL HQ	PS
16.	A149330	SUMEDHA	19-07-68	AG	PS
17.	A257705	ANUP JAIN	15-03-74	AIR HQ	PS
18.	A193838	AARTI SINHA	23-12-63	DRDO	PS
19.	A240170	BABITA CHHATWAL	27-11-75	AIR HQ	PS
20.	A131526	SHOBHANA SHERIDON	05-01-63	DGAQA	PS
21.	A281913	RAJ PAL SINGH	10-06-88	NAVAL HQ	PA
22.	A276999	KUSHAL KUMAR MEENA	20-Jun-86	GS	PA
23.	A289472	MEGHA KHANDURI	24-08-90	GS	PA
24.	A289430	BITTU KUMAR	10-02-92	AG	PA
25.	A287296	RAJEEV KUMAR	27-09-88	AIR HQ	PA
26.	A284815	KUMAR ANSHU	21-03-89	MGO	PA
27.	A287519	RANJEET SINGH	02-02-90	DGQA	PA
28.	A288222	KULDEEP KUMAR MORYA	14-09-86	GS	PA
29.	A309154	REKHA RANI	27-01-91	AG	PA
30.	A309167	RAVI	25-04-94	MGO	PA
31.	A309253	KANCHAN	27-08-87	MS	PA
32.	A310170	PANKAJ PAHUJA	01-07-90	DRDO	PA
33.	A309013	VIPIN KUMAR	02-07-98	QMG	PA
34.	A309170	ASHISH RAWAT	23-08-91	AIR HQ	PA
35.	A308719	SACHIN JOON	26-04-96	NAVAL HQ	PA

