

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


**Sub:- 2<sup>nd</sup> ORIENTATION COURSE FOR PRIVATE SECRETARIES**  
**(20 Sep 2021 to 08 Oct 2021)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **2<sup>nd</sup> Orientation Course for Private Secretaries (PS) from 20 Sep 2021 to 08 Oct 2021**. The objective of the course is to provide required knowledge and skills for shouldering responsibilities for the post of PS.
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 40 PS are hereby nominated for the "**2<sup>nd</sup> Orientation Course for PS**", 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 06 Oct 21 instead of 08 Oct 2021.
4. The modalities of the academic part are as under:-
  - (a) Session on 1st day of course i.e. 20 Sep 2021 will be conducted offline at DHTI wherein the course Director will demonstrate to the participants regarding modalities of participation in online sessions.
  - (b) Major part of the training will be conducted in online mode on web based conference platforms such as Google Meet, Microsoft Team etc., which are easily accessible through their Laptop or desktop computer.
  - (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 session will be compulsory and on successful completion, a certificate will be issued (in hard copy).

EDP

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 **15 Sep 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. Anil Arora at his email ID **anil.arora30@gov.in** 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 20 Sep 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.**

  
(Anil Arora)  
Dy. Dir, DHTI  
30 July 2021

**All concerned organisations**

**All Participants**

Copy to: -

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



**LIST OF PS DETAILED FOR THE 2<sup>nd</sup> ORIENTATION COURSE  
(20 Sep 2021 - 08 Oct 2021)**

Ser. No	ID NO.	Name	DoB	OFFICE
1.	A150947	MANJIT KAUR	17-04-1967	NAVAL HQ
2.	A248428	R ANJANI SWATI	30-08-1977	QMG
3.	A236814	SURINDRA KUMAR RAWAT	02-07-1971	DRDO
4.	A241234	NEELAM	08-10-1971	NAVAL HQ
5.	A240109	RAVINDER KUMAR SINGH	08-09-1975	MGO
6.	A264541	SHARDA SINHA	01-03-1978	DGNCC
7.	A240576	SUSHMA VAID SMT	27-10-1974	NAVAL HQ
8.	A282345	VIVEK SHARMA	21-06-1985	HQ IDS
9.	A130727	REKHA RAMRAKHIANI	26-06-1965	AG's
10.	A264835	RAKESH KUMAR SINHA	05-11-1982	NAVAL HQ
11.	A149330	SUMEDHA	19-07-1968	AG's
12.	A193838	AARTI SINHA	23-12-1963	DRDO
13.	A240170	BABITA CHHATWAL	27-11-1975	AIR HQ
14.	A216780	CHARANJEET KAUR	15-02-1970	NAVAL HQ
15.	A256836	RAJESH KUMAR	24-10-1977	GS BRANCH
16.	A256935	VIRENDER KUMAR	03-02-1974	E-IN-C
17.	A283326	JOGINDER	18-07-1980	HQ IDS
18.	A256724	SAVITA ROUT	26-01-1978	DRDO
19.	A256766	VIKRAM BAGOTRA	27-11-1974	MGO
20.	A256823	BIMAL KUMAR	26-03-1976	GS BRANCH
21.	A256782	LALIT KISHORE GOTHWAL	10-10-1976	AIR HQ
22.	A256568	DEEPAK PAHUJA	09-03-1980	AIR HQ
23.	A256795	SOHAN LAL	03-09-1973	HQ IDS
24.	A284282	VIKASH KUMAR	14-04-1981	NAVAL HQ
25.	A256711	SHAIENDER	16-06-1970	HQ IDS
26.	A153878	SANDHYA KHER	21-01-1965	NAVAL HQ
27.	A132031	MANJU CHAWLA	24-04-1966	AIR HQ
28.	A132479	SHASHI DOVRYAL	18-10-1965	AIR HQ
29.	A155942	RAJENDER KUMAR	15-06-1966	GS BRANCH
30.	A168045	RAMESH MISHRA	12-01-1968	DGNCC
31.	A155830	PROMILA BAJAJ	20-04-1965	DGQA
32.	A154747	SUSHMA SHARMA	10-03-1967	HQ IDS
33.	A194682	DILBAR SINGH	21-01-1965	HQ IDS
34.	A150356	MADHU KATARIA	23-10-1965	GS BRANCH
35.	A240662	SUDHIR GUPTA	09-08-1975	HQ IDS
36.	A257101	A NAGESWARA RAO	10-12-1975	DEPUTATIO
37.	A242231	MANJEET SINGH	15-12-1975	HQ IDS
38.	A187440	HARI OM	18-05-1969	DRDO
39.	A177984	OMPAL SINGH	02-07-1968	HQ ATVP
40.	A160391	PARVEEN KUMAR	20-04-1966	GS BRANCH

