


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

Sub: 44th ORIENTATION COURSE FOR SSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing 44th Orientation Course for newly promoted SSAs of AFHQ Clerical Service from **06 May 2019 - 24 May 2019**. The objective of the course is to orient the participants in the area of office management, administrative rules and inculcate the attitude necessary for shouldering the job responsibilities required for the post of SSA.
2. 40 SSAs are detailed for the "44th Orientation Course for SSAs" as per the list attached as Appendix 'A'.
3. 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.
4. The aforesaid training 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 16th 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. The same shall be collected by DHTI from the participating officials. A move sanction may be collected from DHTI by the confirmed participants after **30 Apr 2019** to facilitate the claim of TA/DA advance.
4. The confirmation regarding the participation of the individual on the course should reach DHTI by **30 Apr 2019** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 06 May 2019** with their **relieving letter**.
5. Please acknowledge receipt.


(Dr. S K Mishra)
Director, DHTI
15 Mar 2019

All concerned Organisations

All Participants

Copy to :-

Dy CAO (P&L)
CAO / EDP Cell -

For uploading on CAO's website.

(Refer to Para 2 of ID No. A/26002/99/CAO/Trg dt Mar 2019)

**LIST OF SSAs DETAILED FOR THE 44th THREE WEEK
ORIENTATION COURSE FOR SSAs 06 May 2019 - 24 May 2019**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A2491997	PRADEEP KUMAR DAS	04-07-75	NAVAL HQ
2.	A272298	SHANKAR PRASAD	20-10-83	C A O
3.	A172412	ROHIT SHARMA	03-01-90	DPL&C
4.	A272582	GAURAV PATNI	25-12-84	DGQA
5.	A274122	DHIRESH KUMAR	10-05-77	DGDE
6.	A274276	PRASHANT SHARMA	30-10-89	AIR HQ
7.	A274289	MANISH KUMAR SHARMA	7-08-88	DGDE
8.	A274362	RITA KANDPAL KM	1-11-86	DTE. OF STDN.
9.	A274528	RAVI KUMAR	17-08-89	AIR HQ
10.	A283102	DINABANDHU KUMAR TIWARI	01-03-84	D G N C C
11.	A287209	RAMESH KUMAR PANDEY	01-01-84	AIR HQ
12.	A285007	ASEEM THALWAL	23-06-86	D G R
13.	A284394	RITU RAJ RANJAN	05-01-86	S S C B
14.	A282882	KARAMBIR	14-03-90	G S
15.	A071983	HARI PRAKASH	11-06-59	D G A F M S
16.	A284592	AMRESH KUMAR	05-02-88	M G O
17.	A283128	Md. TAIB	02-04-89	D R D O
18.	A282428	VINOD KUMAR KUSHWAHA	17-01-86	AIR HQ
19.	A285911	SANTOSH KUMAR	31-12-80	A G
20.	A284055	RASHMI SAINI SMT	13-03-82	G S
21.	A283409	PRABHAT KUMAR	25-02-87	AIR HQ
22.	A282527	SUNIL KUMAR	15-01-81	C A O
23.	A282262	SHIV PRAKASH	09-02-83	C A O
24.	A284589	DHARMENDRA KUMAR	10-02-84	M S
25.	A283384	UDAY KUMAR	05-02-82	G S
26.	A284563	RAJEEV KUMAR	25-11-88	G S
27.	A284352	RAKESH KUMAR	14-11-81	AIR HQ



Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
28.	A283876	TEJ BAHADUR PRASAD	10-06-86	M G O
29.	A286062	RAMAN KUMAR	07-09-62	C A O
30.	A285289	KUMUDANI VERMA SMT	03-03-85	AIR HQ
31.	A283016	SONU KUMAR	07-07-89	D G Q A
32.	A284521	ANUJ KUMAR	28-02-89	M G O
33.	A286215	VIKKI ANAND	15-12-91	D G R
34.	A285557	AMIT KUMAR	28-01-91	AIR HQ
35.	A283975	SMITA SINHA MS	25-12-89	D R D O
36.	A283256	Md. ARIF	17-03-85	AIR HQ
37.	A284774	AJEET KUMAR	01-03-91	M G O
38.	A283199	VIJAY KUMAR YADAV	25-07-81	O F C
39.	A284253	ANUPAM KUMAR	05-02-84	G S
40.	A284745	SATYENDRA KUMAR	15-02-89	AIR HQ

Subh