


MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: 45th ORIENTATION COURSE FOR SSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing 45th Orientation Course for newly promoted SSAs of AFHQ Clerical Service from **17 Jun 2019 - 05 Jul 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 "45th 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 **10 Jun 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 **12 Jun 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
01 May 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 01 May 2019)

**LIST OF SSAs DETAILED FOR THE 45th THREE WEEK
ORIENTATION COURSE FOR SSAs 17 Jun 2019 - 05 Jul 2019**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A283722	VIJAY SINGH	31-10-1989	NAVAL HQ
2.	A284576	RANJAN KUMAR	16-03-1985	D P R
3.	A284196	AMRENDRA KUMAR	10-01-1984	AIR HQ
4.	A282796	POOJA KUSHWAHA MS	12-12-1986	D G Q A
5.	A285713	RATNESH KUMAR	16-09-1989	D M D E
6.	A283694	ARUN DHIMAN	30-11-1985	D G Q A
7.	A282923	AMIT KUMAR	19-10-1988	D G Q A
8.	A287085	HEMANT KUMAR ROSHAN	19-02-1981	D G A Q A
9.	A282936	RAVI SHANKAR VIVEK	22-10-1982	AIR HQ
10.	A282217	SUNIL KUMAR SHARMA	02-02-1983	A G
11.	A285698	PAWAN KUMAR YADAV	15-03-1976	AIR HQ
12.	A283553	DHARMDEV KUMAR	05-08-1987	Q M G
13.	A284604	JITENDRA PRASAD	30-10-1984	M G O
14.	A283201	RAVINDRA KUMAR PAL	03-07-1988	A G
15.	A284691	SUSHIL KUMAR	03-09-1984	M G O
16.	A284493	AJEET KUMAR PATEL	01-01-1988	AIR HQ
17.	A284323	NEERAJ KUMAR SHARMA	01-03-1982	G S
18.	A283412	SANTOSH SINGH YADAV	02-04-1983	A G
19.	A283397	SANTOSH KUMAR CHANDRAWANSHI	03-03-1987	A G
20.	A283090	BARUN KUMAR BARUN	11-05-1985	NAVAL HQ
21.	A285685	RAMU BARAI	05-07-1983	NAVAL HQ
22.	A282879	KUNDAN KUMAR	08-03-1986	G S
23.	A282866	RAM EKBAL SINGH	20-09-1982	M S
24.	A285164	NAVNEET KUMAR SONI	02-10-1984	NAVAL HQ
25.	A286794	SANJIV KUMAR	15-10-1986	M S
26.	A285218	RAVINDRA KUMAR	12-09-1977	M G O
27.	A283748	HARENDRA YADAV	02-11-1986	AIR HQ



