

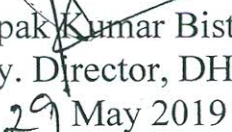
Tele: 23014686

No. A/26002/99/CAO/Trg

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

**Sub: 46<sup>th</sup> ORIENTATION COURSE FOR SSAs**

1. The Defence Headquarters Training Institute (DHTI) will be organizing 46<sup>th</sup> Orientation Course for Senior Secretariat Assistants of AFHQ Clerical Service from **08 Jul 2019 - 26 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. 45 SSAs are detailed for the "46<sup>th</sup> 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 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. The same shall be collected by DHTI from the participating officials. A move sanction may be collected from DHTI by the confirmed participants after 02 Jul 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 **04 Jul 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 08 Jul 2019** with their **relieving letter**.
5. Please acknowledge receipt.

  
(Deepak Kumar Bist)  
Dy. Director, DHTI  
29 May 2019

**All concerned Organisations**

**All Participants**

Copy to :-

**CAO/ EDP Cell** - For uploading on CAO's website.

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

**LIST OF OFFICIALS DETAILED FOR THE 46<sup>th</sup> THREE WEEK  
ORIENTATION COURSE FOR SSAs 08 Jul 2019 – 26 Jul 2019**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A284208	SUNIL KUMAR	15-01-1992	DEF. EXHBN ORG
2.	A282907	PRABHAT KUMAR	06-01-1985	AIR HQ
3.	A282556	SHRIKRISHAN YADAV	14-01-1985	D G N C C
4.	A284422	GAJENDRA DUBEY	27-02-1987	D G N C C
5.	A283735	PRADEEP RAJPUT	12-07-1990	AIR HQ
6.	A282288	NEERAJ MEHTA	01-07-1987	D G Q A
7.	A282415	ANKUSH ATRIYA	08-04-1988	G S
8.	A284956	RAHUL KUMAR	05-08-1984	Q M G
9.	A282600	MANISH KUMAR	05-10-1991	C A O
10.	A282460	KUMAR SOURAV	22-09-1988	E-in-C
11.	A284378	SANJAY KUMAR	01-03-1984	M S BRANCH
12.	A282978	YOGESH KUMAR	24-01-1984	G S
13.	A287621	CHANDAN KUMAR	05-10-1987	Q M G
14.	A282332	SOMENDRA KUMAR SINGH	05-03-1986	NAVAL HQ
15.	A282246	NITIN KUMAR	01-07-1987	S F L
16.	A282697	ANKUR MAWAR	26-08-1986	HQ A T V P
17.	A283173	V LANGSONG	30-09-1989	C A O
18.	A282402	AJAY SINGH DHANKAR	18-06-1973	HQ A T V P
19.	A282811	RAJENDRA SINGH BAGRI	25-08-1970	DTE. OF STDN.
20.	A283540	TAPASH SAHA	01-03-1968	NAVAL HQ
21.	A283144	SUBHASH CHAND SHARMA	02-07-1972	G S
22.	A282051	SATPAL SHARMA	01-04-1978	M S
23.	A282473	ANUJAY KUMAR MANDAL	05-01-1967	C A O
24.	A283339	MUJEEBULLAH	07-07-1965	D G Q A
25.	A283962	MAHESH KUMAR	08-08-1962	AIR HQ
26.	A274841	RAKESH GARG	10-06-1985	G S
27.	A274883	DEEPAK KUMAR	23-03-1986	M G O



Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
28.	A274896	RAJNI KUMARI MS	28-11-1966	DTE. OF STDN.
29.	A275017	NIKHIL KUMAR	15-09-1991	A G
30.	A275046	LALIT RANA	30-06-1988	NAVAL HQ
31.	A275059	INDIRA SHARMA MS	10-10-1967	NAVAL HQ
32.	A275103	SANTOSH KM	23-08-1991	C A O
33.	A275161	GOLDY GUPTA KM	31-01-1987	AIR HQ
34.	A275228	PUNAM SMT	01-02-1963	D R D O
35.	A275244	MANJU SMT	20-03-1972	Q M G
36.	A290609	RAVI	12-01-1992	D G D E
37.	A287689	ANKIT KUMAR	06-03-1991	AIR HQ
38.	A288363	HARIOM DABAS	10-05-1989	AIR HQ
39.	A288417	UDHAM SINGH	01-08-1989	NAVAL HQ
40.	A288574	SURYAPRAKASH	05-05-1990	G S
41.	A287720	RAHUL KHOKHAR	08-01-1991	D G Q A
42.	A289401	SONU TOMAR	12-12-1991	AIR HQ
43.	A287762	SATENDER	16-03-1993	Q M G
44.	A288446	HARI OM VERMA	06-06-1989	AIR HQ
45.	A288590	BIJENDER SINGH	08-01-1992	A G