

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: 47th ORIENTATION COURSE FOR SSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing 47th Orientation Course for newly promoted SSAs of AFHQ Clerical Service from **28 Oct 2019 - 15 Nov 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.

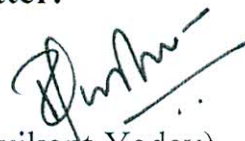
2. 40 SSAs are detailed for the "47th Orientation Course for SSAs" as per the list attached as Appendix 'A'.

3. Since the number of participants which can be accommodated in one course is 25, selections will accordingly be on seniority basis from the confirmations received within time. 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 **24 Oct 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 **23 Oct 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.


(Ravikant Yadav)
Asst. Director, DHTI
26 Sep 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 26 Sep 2019)

**LIST OF SSAs DETAILED FOR THE 47th THREE WEEK
ORIENTATION COURSE FOR SSAs 28 Oct 2019 - 15 Nov 2019**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A287915	VIJAY SHARMA	24-07-1992	D G A F M S
2.	A288024	MOHIT	04-01-1991	G S
3.	A289146	ABHISHEK KUMAR	16-03-1990	M G O
4.	A287212	NIVESH SHOKEEN	22-09-1984	M S
5.	A231004	KEWAL KRISHAN	24-07-1969	NAVAL HQ
6.	A288433	PRAMOD KUMAR	28-11-1985	M S
7.	A288970	SHASHI BHUSHAN PRASAD	05-03-1985	NAVAL HQ
8.	A288008	MANU DEV ARYA	06-02-1987	M S
9.	A288587	ANNU KUMAR	08-07-1987	NAVAL HQ
10.	A287324	KULDEEP	10-11-1987	M S
11.	A288686	SOM BIR	23-04-1992	G S
12.	A287605	KAMLENDRA KUMAR SINHA	16-02-1988	Q M G
13.	A288149	SACHIN KUMAR	10-08-1991	C A O
14.	A287775	DINESH	26-02-1992	C A O
15.	A287858	SUSHIL KUMAR	26-05-1992	E-in-C
16.	A287832	AMIT	17-06-1992	A G
17.	A288334	ABHAY SINGH	21-05-1988	G S
18.	A287238	SUNIL	01-12-1991	HIST. SECTION
19.	A287845	SUSHILA MS	03-11-1979	A G
20.	A288462	PRAVEEN KUMAR	03-07-1991	M G O
21.	A288420	PAWAN KUMAR MEHRA	08-10-1982	AIR HQ
22.	A288798	SUBHASH KUMAR	05-05-1987	M G O
23.	A289315	SUBHENDU ROY	31-03-1983	Q M G
24.	A288772	SANYOG KUMAR	07-06-1988	Q M G
25.	A288475	SHIV KUMAR	16-06-1980	AIR HQ
26.	A289021	MANTU KUMAR	25-02-1985	D G Q A
27.	A289063	UTTAM KUMAR	10-05-1992	Q M G

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
28.	A135607	HARNATH MEENA	08-04-1965	AIR HQ
29.	A224750	CHANDRA SHEKHAR RAI	01-01-1968	C A O
30.	A230911	GYAN CHAND	01-05-1969	AIR HQ
31.	A241362	SANJAY PRASAD	10-07-75	NDC
32.	A255800	HEMANT KUMAR	26-06-79	AG
33.	A263982	DEEPAK SINGH TOMAR	24-01-78	AG
34.	A288110	SUMIT KUMAR	15-07-88	QMG
35.	A298519	PANKAJ KUMAR	20-08-88	DTE. OF STD.
36.	A284310	SUJATA SAHU SMT	03-12-62	CAO
37.	A267021	OM PRAKASH	07-07-79	E-IN-C
38.	A67034	JAYANT KUMAR	24-04-81	MS
39.	A292236	YESHPAL	03-05-94	HQ ATVP
40.	A292009	ANUJ CHHIKARA	11-06-92	AIR HQ

