

**MINISTRY OF DEFENCE**

**(Office of JS & CAO)**

**Defence Headquarters Training Institute**

**Sub: 48<sup>th</sup> ORIENTATION COURSE FOR SSAs**

1. The Defence Headquarters Training Institute (DHTI) will be organizing 48<sup>th</sup> Orientation Course for newly promoted SSAs of AFHQ Clerical Service from **11 May 2020 - 29 May 2020**. 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 “48<sup>th</sup> 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. A move sanction may be collected from DHTI by the confirmed participants after 08 May 2020 to facilitate the claim of TA/DA advance.

4. The confirmation regarding the participation of the individual on the course should reach DHTI by **06 May 2020** 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 11 May 2020** with their **relieving letter**.

5. Please acknowledge receipt.



(Dr. S K Mishra)

Director, DHTI

19 Mar 2020

**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 2020)

**LIST OF SSAs DETAILED FOR THE 48<sup>th</sup> THREE WEEK  
ORIENTATION COURSE FOR SSAs 11 May 2020 - 29 May 2020**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A287085	HEMANT KUMAR ROSHAN	19-02-1981	DGAQA
2.	A272298	SHANKAR PRASHAR	20-10-1983	E-in-C
3.	A272412	ROHIT SHARMA	03-01-1990	MS
4.	A272582	GAURAV PATNI	25-12-1984	MGO
5.	A282895	AMIT KUMAR	08-03-1987	DRDO
6.	A274122	DHIRESH KUMAR	10-05-1977	D G D E
7.	A274276	PRASHANT SHARMA	30-10-1989	A G
8.	A274362	RITA KANDPAL KM	01-11-1986	AIR HQ
9.	A285007	ASEEM THALWAL	23-06-1986	DGR
10.	A282882	KARAMBIR	14-03-1990	GS
11.	A284208	SUNIL KUMAR	15-01-1992	DEF EXB ORG
12.	A282907	PRABHAT KUMAR	06-01-1985	AIR HQ
13.	A282556	SHRIKRISHAN YADAV	14-01-1985	DGNCC
14.	A282415	ANKUSH ATRIYA	08-04-1988	GS
15.	A284956	RAHUL KUMAR	05-08-1984	Q M G
16.	A282600	MANISH KUMAR	05-10-1991	C A O
17.	A282460	KUMAR SOURAV	22-09-1988	E-in-C
18.	A284378	SANJAY KUMAR	01-03-1984	MS
19.	A282978	YOGESH KUMAR	24-01-1984	GS
20.	A284592	AMRESH KUMAR	05-02-1988	MGO
21.	A285911	SANTOSH KUMAR	31-12-1980	A G
22.	A283409	PRABHAT KUMAR	25-02-1987	AIR HQ
23.	A282527	SUNIL KUMAR	15-01-1981	MGO
24.	A282262	SHIV PRAKASH	09-02-1983	AIR HQ
25.	A283384	UDAY KUMAR	05-02-1982	GS
26.	A284563	RAJEEV KUMAR	25-11-1988	GS
27.	A284352	RAKESH KUMAR	14-11-1981	AIR HQ



