


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

Sub: 48th ORIENTATION COURSE FOR SSAs

1. Ref. DHTI ID note of even number dated 19 Mar 2020 (copy enclosed).
2. 48th Orientation course for SSAs which was scheduled to be held from 11 May 2020 to 29 May 2020 has been postponed due to spread of COVID-19 virus. It will now be held w.e.f **20 Jul 2020 to 07 Aug 2020**.
3. The confirmation regarding the participation of the individual on the course should reach DHTI by **15 Jul 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 20 Jul 2020** with their **relieving letter**.
4. However due to COVID-19 restrictions, the intake of participants to this course will be in accordance with Govt. of India instruction/order regard to personal distancing. Rest of the content including list of SSAs detailed for the course of original ID note of even no. dated 19 may 2020 remains unchanged.
5. Please acknowledge receipt.


(Dr. S K Mishra)
Director, DHTI
05 May 2020

All concerned Organisations

All Participants

Copy to :-

Dy CAO (P&L)
CAO / EDP Cell

- For uploading on CAO's website.

MINISTRY OF DEFENCE**(Office of JS & CAO)****Defence Headquarters Training Institute****Sub: 48th ORIENTATION COURSE FOR SSAs**

1. The Defence Headquarters Training Institute (DHTI) will be organizing 48th 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 "48th 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

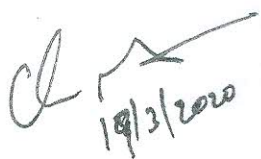
All Participants

Copy to :-

Dy CAO (P&L)

CAO / EDP Cell

- For uploading on CAO's website.


19/3/2020

