

MINISTRY OF DEFENCE


Office of JS & CAO

Sub: 52ND ORIENTATION COURSE FOR SSAs
(26 APR 2021 TO 14 MAY 2021)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **52nd Orientation Course for Senior Secretariat Assistants** of AFHQ from **26 Apr 2021 to 14 May 2021**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of SSA.
2. The course under reference will be conducted in an online mode. 50 SSAs are detailed for the **52nd Orientation Course for SSAs** as per the list attached as Appendix 'A'.
3. The aforesaid training is for three weeks including domestic study / field visit of two days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID situation. A circular to this effect will be issued separately after the conditions become conducive to travel. As such the course will end two days ahead i.e on 12 May 2021 instead of 14 May 2021.
4. The modalities of the academic part are as under:-
 - (a) The course will be conducted in a mix of virtual / offline mode & the participants will be required to attend major portion of the course on their Smart Phone, Laptop or Desktop Computer from a place of their convenience using web based conference platform such as Google Meet, Cisco Webex, Microsoft Team etc. unless they are specifically directed to come to DHTI.
 - (b) The participants of the programme will be relieved in the afternoon of the last working day before start of course and directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.
 - (c) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
 - (d) Post completion of training, the participant will report back to their office on the next working day.
 - (e) The attendance in all the sessions will be compulsory and on successful completion, a certificate will be issued (in hard copy) as was being done earlier.

5. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP, people with chronic kidney disease, serious heart conditions or any other medical condition being at potential high risk in COVID environment are advised not to attend the course under intimation to DHTI.

6. The confirmation regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by **16 Apr 2021** alongwith the duly filled up registration form attached at Appendix 'B'. The officials may accordingly be relieved and their relieving order be mailed to the Course Director, Sh. Anil Arora, at his e-mail ID **anil.arora30@gov.in**. Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. the participants should be available online w.e.f. 26 Apr 2021 for attending the sessions as per the instructions given to them. **Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**


(A S Yadav)
Director (DCW & Trg)
25 Mar 2021

All concerned Organisations

All Participants

Copy to :-

 CAO / EDP Cell

- For uploading on CAO's website.

(Refer to Para 2 of ID No. A/26002/99/CAO/Trg dt 25 Mar 2021)

**REVISED LIST OF SSAs DETAILED FOR THE 52nd THREE WEEK
ORIENTATION COURSE FOR SSAs 26 APR 2021 – 14 MAY 2021**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A288772	SANYOG KUMAR	7-Jun-88	Q M G
2.	A289021	MANTU KUMAR	25-Feb-85	DGQA
3.	A135607	HARNATH MEENA	8-Apr-65	AIR HQ
4.	A224750	CHANDRA SHEKHAR RAI	1-Jan-68	C A O
5.	A298519	PANKAJ KUMAR	20-Aug-88	DTE. OF STDN.
6.	A267034	JAYANT KUMAR	20-Apr-81	MS
7.	A292236	YESHPAL	3-May-94	HQ ATVP
8.	A293077	JONY VASHISTH	12-Sep-88	MS
9.	A292067	RAMESH	12-Aug-88	AIR HQ
10.	A290823	MANOJ TOMER	8-Jan-87	MGO
11.	A293332	CHANDER SAIN	8-Jun-92	MGO
12.	A292096	VISHAL TOMAR	20-Nov-87	MS
13.	A268820	HARICHARAN MEENA	16-Jul-78	AIR HQ
14.	A267951	YOGANDER KUMAR	14-Oct-78	DGQA
15.	A290654	RAVI	8-Jun-90	E-in-C
16.	A289823	ASHISH SHARMA	18-Aug-91	WESEE
17.	A290456	AKSHIT KUMAR	20-May-94	Q M G
18.	A290047	NARENDER	2-Oct-86	A G
19.	A292364	AJAY SANSANWAL	21-May-90	Q M G
20.	A268495	BHAGWAN SINGH MEENA	2-Jan-81	MGO
21.	A291932	SANDEEP RUHIL	9-Jul-93	A G
22.	A299392	BHARTI MS	19-May-94	C A O
23.	A267964	RAJU SINGH GURJAR	30-May-73	Q M G
24.	A262930	SANJAY GOSAIN	22-Mar-80	DTE. OF STDN.

