

**MINISTRY OF DEFENCE**


Office of JS & CAO

**Sub: 53<sup>RD</sup> ORIENTATION COURSE FOR SSAs**  
**(31 MAY 2021 TO 18 JUN 2021)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **53<sup>rd</sup> Orientation Course for Senior Secretariat Assistants** of AFHQ from **31 May 2021 to 18 Jun 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. 70 SSAs are detailed for the **53<sup>rd</sup> 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 earlier i.e on 16 Jun 2021 instead of 18 Jun 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) to the participants.

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 **21 May 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. Ravikant Yadav, at his e-mail ID **ravikantvyadav@gmail.com**. 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. 31 May 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)  
26 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 Mar 2021)

**REVISED LIST OF SSAs DETAILED FOR THE 53<sup>rd</sup> THREE WEEK  
ORIENTATION COURSE FOR SSAs 31 MAY 2021 – 18 JUN 2021**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A292348	HITESH KUMAR	7-Sep-89	DPL&C
2.	A291143	JITESH	19-Jul-93	Q M G
3.	A290894	JOGINDER	6-Sep-91	MS
4.	A292108	YOGESH	30-Jul-89	C A O
5.	A290597	CHETAN MANN	7-Jul-91	HQ ATVP
6.	A290216	SONU YADAV	21-May-92	MS
7.	A289795	SUNIL	26-Mar-88	Q M G
8.	A290753	SUMIT	19-Sep-92	DRDO
9.	A293262	PARTEEK JAIN	2-Nov-92	AIR HQ
10.	A294144	DEEPAK	7-Jun-93	AIR HQ
11.	A290357	PRADEEP KUMAR DHARROO	10-Apr-93	A G
12.	A292843	PARVEEN	19-May-86	AIR HQ
13.	A299318	ANIL KUMAR	7-Dec-88	HQ IDS
14.	A268961	CHANDRAMANI PRASAD KOL	13-Dec-82	C A O
15.	A268581	RAM GOPAL MEENA	10-Oct-76	GS
16.	A292926	VIKAS	6-Mar-93	AIR HQ
17.	A293316	AMIT KUMAR	6-Oct-90	GS
18.	A293080	RAVI	4-Sep-91	A G
19.	A290191	AMIT	31-Dec-91	A G
20.	A290807	SONU	10-Oct-86	MGO
21.	A290005	MEENAKSHI MS	15-Mar-87	DGQA
22.	A290638	SEEMA KUM	24-Apr-90	AIR HQ
23.	A293217	AMIT KUMAR	20-Jan-91	GS
24.	A293259	RAVI	4-Aug-91	GS
25.	A293738	POONAM KM	10-Nov-91	NAVAL HQ
26.	A290724	PARVEEN KUMAR	7-Jan-93	AIR HQ
27.	A292041	PARVESH	14-Sep-93	AIR HQ
28.	A290795	SANDEEP	5-Dec-86	MS
29.	A290050	RAJESH	4-Oct-87	HQ ATVP
30.	A291718	RUPESH KUMAR	5-Jul-88	AIR HQ
31.	A292294	VIKAS SEHRAWAT	11-Apr-91	AIR HQ
32.	A268309	RAM BHAROSHI MEENA	1-May-82	AIR HQ
33.	A268169	BALRAJ SINGHAL	25-Dec-85	A G

