

MINISTRY OF DEFENCE

Office of JS & CAO

**Sub: 54<sup>TH</sup> ORIENTATION COURSE FOR SSAs<sup>\*</sup>**  
**(05 JUL 2021 TO 23 JUL 2021)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **54<sup>th</sup> Orientation Course for Senior Secretariat Assistants** of AFHQ from **05 Jul 2021 to 23 Jul 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. 60 SSAs are detailed for the **54<sup>th</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 21 Jul 2021 instead of 23 Jul 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 **18 Jun 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. Satish Kumar Tegta, at his e-mail ID **satishktegta@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. 05 Jul 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.**



(Satish Kumar Tegta)  
Asstt Dir, DHTI &  
Course Director, 54<sup>th</sup> OCSSA  
18 May 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 May 2021)

**REVISED LIST OF SSAs DETAILED FOR THE 54<sup>th</sup> THREE WEEK  
ORIENTATION COURSE FOR SSAs 05 JUL 2021 - 23 JUL 2021**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A291932	SANDEEP RUHIL	09-Jul-93	A G
2.	A299392	BHARTI MS	19-May-94	C A O
3.	A267964	RAJU SINGH GURJAR	30-May-73	Q M G
4.	A262930	SANJAY GOSAIN	22-Mar-80	DTE. OF STDN.
5.	A291086	SUMIT SHARMA	06-Jul-87	GS
6.	A292249	ANUJ KUMAR	18-Nov-89	AIR HQ
7.	A293697	GAURAV KHOKHAR	15-Mar-93	GS
8.	A290315	SUNIL KUMAR	12-Mar-87	SSCB
9.	A291101	YASH DEV	10-Aug-92	D G D E
10.	A293543	SANDEEP	27-Sep-90	AIR HQ
11.	A290498	ANKUR CHIKARA	24-Aug-92	NAVAL HQ
12.	A290399	NEERAJ	01-Jan-89	MS
13.	A290162	HIMANSHU KHATKAR	30-Apr-93	MGO
14.	A290836	RAHUL	20-Feb-87	GS
15.	A289737	YOGESH DABAS	04-Nov-92	NAVAL HQ
16.	A292450	PARDEEP KUMAR	08-Nov-92	AIR HQ
17.	A291127	AJAY KUMAR	21-Mar-93	AIR HQ
18.	A293952	RAJKUMAR	09-Aug-93	GS
19.	A290188	AMIT KUMAR	10-Sep-93	AIR HQ
20.	A293527	SUMIT	12-Dec-88	A G
21.	A293556	NARESH KUMAR	10-Dec-86	A G
22.	A293767	SUMIT	18-Dec-87	A G
23.	A290076	YOGESH KUMAR	12-Dec-87	GS
24.	A294058	SANDEEP KUMAR	07-Aug-91	A G
25.	A293275	USHA KUMARI SMT	25-Sep-85	A G
26.	A291408	RAJENDER	10-Dec-86	MGO
27.	A290852	SUMESH	11-Jan-91	A G
28.	A293514	ASHISH	15-Aug-92	GS
29.	A290203	DEEPAK DABAS	03-Jan-94	MGO
30.	A293291	PREETI RANI SMT	08-Feb-89	NAVAL HQ
31.	A293019	SATISH KUMAR	08-Feb-89	NAVAL HQ
32.	A290245	SONU SHARMA	12-Feb-89	GS
33.	A293064	SANDEEP KUMAR	05-May-91	GS

