

MINISTRY OF DEFENCE

Office of JS & CAO

Sub: 55th ORIENTATION COURSE FOR SSAs
(09 AUG 2021 TO 27 AUG 2021)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **55th Orientation Course for Senior Secretariat Assistants** of AFHQ from **09 Aug 2021 to 27 Aug 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 **55th 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 25 Aug 2021 instead of 27 Aug 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.

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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 **30 Jul 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, Smt. Namita Malik, at her e-mail ID namita.malik@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. 09 Aug 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.**


(Namita Malik)
Deputy Director, DHTI &
Course Director, 55th OCSSA
16 Jun 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 16 Jun 2021)

**LIST OF SSAs DETAILED FOR THE 55th THREE WEEK ORIENTATION
COURSE FOR SSAs 09 AUG 2021 - 27 AUG 2021**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A270111	KAMARPAL MEENA	01-Jul-78	AIR HQ
2.	A270926	SATBIR SINGH	24-Jun-79	MGO
3.	A292913	NAVEEN KUMAR	25-Dec-91	AIR HQ
4.	A292971	MOHIT	02-Jan-87	GS
5.	A297877	SANJAY	18-Aug-87	MS
6.	A292801	AMIT KUMAR	12-Jan-91	AIR HQ
7.	A289753	DHARMENDER GAUR	19-Mar-85	Q M G
8.	A293712	KESHAV	15-Sep-90	AIR HQ
9.	A294128	ANKUSH	16-Feb-91	A G
10.	A291648	GAURAV KAUSHIK	08-Apr-91	KSB
11.	A290753	SUMIT	19-Sep-92	DRDO
12.	A293262	PARTEEK JAIN	02-Nov-92	AIR HQ
13.	A294144	DEEPAK	07-Jun-93	AIR HQ
14.	A290357	PRADEEP KUMAR DHARROO	10-Apr-93	A G
15.	A292843	PARVEEN	19-May-86	AIR HQ
16.	A290865	AKSHAY	01-May-90	GS
17.	A290146	TARUN MANN	03-Oct-90	C A O
18.	A290641	RINKI KUM	09-Oct-92	AIR HQ
19.	A292885	KULDEEP	18-Feb-93	E-in-C
20.	A291846	VIJAY KUMAR MANN	16-May-87	DGNCC
21.	A292492	ARUN KUMAR	17-Jul-87	NAVAL HQ
22.	A290542	PRIYANKA KUM	27-Jun-90	AIR HQ
23.	A203265	RAKESH KUMAR	11-Sep-63	DGQA
24.	A263771	HEERA SMT	07-Mar-73	A G

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