

MINISTRY OF DEFENCE
Office of JS & CAO

Sub: 57th ORIENTATION COURSE FOR SSAs
(18 OCT 2021 TO 05 NOV 2021)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **57th Orientation Course for Senior Secretariat Assistants** of AFHQ from **18 Oct 2021 to 05 Nov 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 **57th 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 03 Nov 2021 instead of 05 Nov 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 **08 Oct 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 **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. 18 Oct 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.**



(Anil Arora)
Deputy Director, DHTI &
Course Director, 57th OCSSA

18 Aug 2021

All concerned Organisations

All Participants

Copy to :-

CAO / EDP Cell

- For uploading on CAO's website.

DEFENCE HEADQUARTERS TRAINING INSTITUTE
BIO-DATA

Name of the course: -

Duration of the course:- From..... To.....

1. **Name & Designation:-**.....
(Full in Block Letters)
नाम एवम पद (हिन्दी में):-.....
2. Employment ID No:-.....
3. DOB:-..... 4. Category: -
5. Educational Qualification:-.....
6. Do you Own Smartphone? Yes No
7. Are you well versed in handling Smartphone/Computer/laptop with internet?
Yes No
8. If yes, Have you checked your physical status on Aarogya Setu app today ?
Yes No
9. If yes, Your Status on Aarogya Setu is
10. Office/ Particulars: -..

Section: -

Directorate: -

Branch: -

HQrs/ISOs

Army	Navy	Air	ISOs	
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(Tick in the box) (Name of ISO ↑)

11. Mobile No:-.....
12. Alternate No:-.....
13. Whatsapp No: -.....
14. E-mail ID:-.....
15. Next of Kin(NOK):-.....
16. Ph. no. of Kin:-.....

Date:-.....

(Sign of Participant)

