

MINISTRY OF DEFENCE

Office of JS & CAO

Sub: 58th ORIENTATION COURSE FOR SSAs
(22 NOV 2021 TO 10 Dec 2021)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **58th Orientation Course for Senior Secretariat Assistants** of AFHQ from **22 Nov 2021 to 10 Dec 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 **58th 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 08 Dec 2021 instead of 10 Dec 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 **12 Nov 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 caodhtionline@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. 22 Nov 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.**


(Ravikant Yadav)
Assistant Director, DHTI &
Course Director, 58th OCSSA
21 Sep 2021

All concerned Organisations

All Participants

Copy to :-

✓ CAO / EDP Cell - For uploading on CAO's website.

Appendix 'A'**(Refer to Para 2 of ID No. A/26002/99/CAO/Trg/58th/2021 dt 2/ Sep 2021)****LIST OF SSAs DETAILED FOR THE 58th THREE WEEK ORIENTATION
COURSE FOR SSAs 22 NOV 2021 - 10 DEC 2021**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A291086	SUMIT SHARMA	06-Jul-87	GS
2.	A292249	ANUJ KUMAR	18-Nov-89	AIR HQ
3.	A291101	YASH DEV	10-Aug-92	D G D E
4.	A290162	HIMANSHU KHATKAR	30-Apr-93	MGO
5.	A290836	RAHUL	20-Feb-87	GS
6.	A289737	YOGESH DABAS	04-Nov-92	NAVAL HQ
7.	A292450	PARDEEP KUMAR	08-Nov-92	AIR HQ
8.	A291127	AJAY KUMAR	21-Mar-93	AIR HQ
9.	A293952	RAJKUMAR	09-Aug-93	GS
10.	A290188	AMIT KUMAR	10-Sep-93	AIR HQ
11.	A293527	SUMIT	12-Dec-88	A G
12.	A270926	SATBIR SINGH	24-Jun-79	MGO
13.	A292913	NAVEEN KUMAR	25-Dec-91	AIR HQ
14.	A292971	MOHIT	02-Jan-87	GS
15.	A290526	SANDEEP KUMAR	01-May-83	NAVAL HQ
16.	A292111	UPENDRA KUMAR VERMA	03-Apr-92	NAVAL HQ
17.	A292546	SONU YADAV	20-Apr-92	A G
18.	A291750	UMESH PRASAD YADAV	16-Oct-82	AIR HQ
19.	A291424	SUJEET KUMAR	15-Jun-91	NAVAL HQ
20.	A291945	VISHWAS KUMAR	05-Feb-94	NAVAL HQ
21.	A291185	GAUTAM	15-Sep-86	A G
22.	A297749	PAPPU NATH BAHRAMCHARI	25-Feb-86	A G
23.	A291619	AMIT KUMAR SANKHWAR	25-Jan-91	A G
24.	A293444	DEVENDER SINGH	06-Mar-93	NAVAL HQ



