

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute

**Sub: 68th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **68th Induction Course for JSAs** of AFHQ from **23 Apr 2018 to 11 May 2018**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of JSAs.
2. The JSAs, who have joined AFHQ Clerical Service from 2014 onwards and have not undergone Induction Training so far, are hereby detailed for the **Induction Course for JSAs** as per the list attached as Appendix 'A'.
3. The 03 weeks course includes a **study tour which is mandatory for all participants**. The participants will be required to draw an advance from their respective offices under the Head "TA/DA) Expenses" to meet the expense on study tour, the authority for the same specifying amount of advance, dates and destination of the said study tour will be issued later.
4. Any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organisation clearly specifying the circumstances necessitating deferment. In such cases also, the official will be detailed on subsequent course and no request for deferment will be accepted as these training programmes are mandatory for the officials.
5. The **confirmation** regarding participation of the individual in the course **with their Telephone Nos.** should reach DHTI latest by **16st Apr 2018** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 23 Apr 2018 with relieving letter.**
6. This has the approved of Director DHTI
7. Please acknowledge receipt.


(Ravikanta Yadave)
Course Director, DHTI

12-Mar 2018

All concerned Organisations

All Participants

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website

Appendix 'A'

(Refer to Para 2 of ID No. A/26002/1/CAO/Trg dt 12 Mar 2018)

**LIST OF JSAs DETAILED FOR THE 68th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
FROM 23 Apr 2018 to 11 May 2018.**

SI No.	ID NO	NAME (SHRI / SMT / KUM)	DoB	OFFICE
1	A295518	KAVITA Km	23-Oct-1986	AIR HQ
2	A295534	JYOTI Smt	25-Jun-1990	D G Q A
3	A295521	SEEMA Km	20-Dec-1993	M G O
4	A295604	ANUJ RANA	22-Sep-1991	AIR HQ
5	A295831	YOGESH KUMAR	12-Dec-1990	AIR HQ
6	A295857	KIRAN KUMARI SINGH Km	1-Jan-1989	D G N C C
7	A295828	BIRENDER	17-Oct-1991	G S
8	A295969	ASHISH SHUKLA	1-Jul-1987	NAVAL HQ
9	A296023	SUMIT	12-Jun-1994	AIR HQ
10	A296180	HARDEEP	30-Jul-1989	WESEE
11	A296333	NITAN KUMAR	10-Sep-1993	AIR HQ
12	A296391	HARISH CHANDRA	26-Aug-1991	HQ A T V P
13	A296490	NEERAJ	7-Jan-1990	G S
14	A296739	ARCHANA BIST SMT	19-Jul-1972	D G N C C
15	A296870	ANKUR DHAMA	23-Aug-1992	Q M G
16	A121507	TARLOK CHAND	15-Mar-1964	A G
17	A123387	AWADHESH KUMAR SINGH	15-Jan-1965	A G
18	A204473	RAJINDER SINGH	12-May-1961	AIR HQ
19	A188012	RAMESH CHAND	12-Jun-1968	AIR HQ
20	A136758	SHIV KUMAR	18-Mar-1962	D R D O
21	A229052	MAN MOHAN KRISHAN	17-Dec-1960	D R D O
22	A122661	BALBIR SINGH	14-May-1965	G S
23	A151168	RAJE SINGH	12-Nov-1961	NAVAL HQ
24	A122827	DEVENDAR KUMAR	11-Aug-1963	Q M G
25	A261595	NARENDER SINGH	15-Jun-1974	E-in-C
26	A122760	DHERENDER SINGH	30-Apr-1965	NAVAL HQ
27	A121453	DAYA CHAND	4-Dec-1961	DTE. OF STDN.
28	A121510	KRISHAN SINGH	15-Mar-1965	D G Q A
29	A220877	MANAGER RAI	25-Dec-1963	D P R
30	A040367	SURESH KUMAR	1-Jan-1963	E-in-C
31	A205157	MAHADEV PRASAD MEENA	8-Jul-1964	D G Q A
32	A204246	SUKHBIR SINGH	10-Jul-1965	G S
33	A138695	BHAGAWAN PRASAD	8-Dec-1966	A G
34	A153951	DILAWER SINGH	4-Nov-1963	M G O
35	A131964	RAJ SINGH MEHRA	30-Apr-1962	AIR HQ

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