

**MINISTRY OF DEFENCE**

(Office of JS & CAO)

**Defence Headquarters Training Institute**

**Sub: 73<sup>rd</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **73<sup>rd</sup> Induction Course for JSAs** of AFHQ from **31 DEC 2018 to 18 JAN 2019**. 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 **26<sup>th</sup> Dec 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 31 Dec 2018** with **relieving letter**.
6. Please acknowledge receipt.



(Dr. Arvind)  
Director, DHTI  
16 Nov 2018

**All concerned Organisations**

**All Participants**

Copy to:-

**Dy CAO (P)**

**CAO/EDP: -**

for uploading on website

**LIST OF JSAs DETAILED FOR THE 73<sup>rd</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)  
FROM 31 DEC 2018 to 18 JAN 2019.**

SI No.	ID NO	NAME (SHRI / SMT / KUM)	DoB	OFFICE
1	A131964	RAJ SINGH MEHRA	30-Apr-1962	AIR HQ
2	A124579	SURENDRA BEHERA	26-Apr-1963	D G R
3	A300317	NITA SINGH SMT	26-Jan-1977	D G A Q A
4	A300429	KAPIL DEV	1-May-1990	A G
5	A300739	RAVINDER	12-Nov-1992	AIR HQ
6	A301046	SARTHAK SHARMA	18-Apr-1991	C A O
7	A301091	KUMAR ATYANTIKA ANAND	29-Oct-1991	D R D O
8	A301145	ANKIT GUPTA	5-Aug-1993	G S
9	A301260	SACHIN KUMAR	2-Dec-1991	AIR HQ
10	A301299	JITENDER	4-Mar-1992	G S
11	A301286	RAHUL TOMAR	3-Jul-1994	G S
12	A301369	CHANDRA MOULLY RAI	2-Oct-1992	D P L & C
13	A301400	SHASHI PRABHA Ms	14-May-1992	D G Q A
14	A301413	ROHIT	28-Mar-1991	E-in-C
15	A301439	ANUJ KUMAR KHOKHAR	23-Dec-1987	A G
16	A 204738	RANVIR SINGH	24-11-1967	A G
17	A 141644	MUKHTIAR	15-12-1961	D G A F M S
18	A 157409	SURESH KUMAR	07-08-1963	M G O
19	A 031936	DEVENDRA PRASAD SHRIVASTWA	31-01-1964	A G
20	A301819	SOMBIR SINGH	28-12-1989	A G
21	A301848	ISHWAR	26-04-1992	D G D E
22	A301835	PRIYANSHA SHUKLA Ms	20-11-1991	A G
23	A301864	SONU KUMARI SMT	02-08-1988	D G Q A
24	A301877	PRASHANT PATHAK	10-07-1992	C A O
25	A 155377	SOHANJEE UPADHYAY	23-01-1963	NAVAL HQ
26	A 135962	RAJESHWAR DAYAL	05-03-1963	D G A F M S
27	A 202383	SATYAVIR	05-04-1968	M G O
28	A 127314	SADA NAND	03-02-1964	Q M G
29	A 161075	SHACHENDER MOHAN KAURA	02-10-1963	Q M G
30	A301880	DEEPIKA Ms	21-01-1991	M S
31	A 159292	LEKH RAJ	13-01-1965	AIR HQ
32	A301921	NITISH KUMAR	10-02-1994	D G Q A
33	A301918	SURAJ KUMAR	15-06-95	Q M G
34	A 139098	VED RAJ	04-10-1965	E-in-C
35	A 149158	MUNDRIKA PRASAD SINGH	10-11-1962	D R D O
36	A 159320	GIRISH CHAND SHARMA	02-02-1965	NAVAL HQ
37	A 159429	SURENDER KUMAR	22-03-1965	HQ I D S
38	A 159487	SATYAPAL SINGH	16-03-1961	AIR HQ
39	A 196181	SATBIR SINGH	01-03-1967	Q M G
40	A301963	VED PRAKASH KUMAR	05-09-1994	D G Q A

*[Handwritten Signature]*