

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute**Sub: 74th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **74th Induction Course for JSAs** of AFHQ from **25 FEB 2019 to 15 MAR 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 **20th Feb 2019** 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 25 Feb 2019** with **relieving letter**.
6. Please acknowledge receipt.



(Dr. Arvind)
Director, DHTI
/4 Jan 2019

All concerned Organisations**All Participants**Copy to:-**Dy CAO (P)****CAO/EDP: -**

for uploading on website

(Refer to Para 2 of ID No. A/26002/1/CAO/Trg dt /4 Jan 2018)

**LIST OF JSAs DETAILED FOR THE 74th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
FROM 25 FEB 2019 to 15 MAR 2019.**

SI No.	ID NO	NAME (SHRI / SMT / KUM)	DoB	OFFICE
1	A300713	VINITA KAUSHIK Ms	27-May-1990	AIR HQ
2	A300797	KUMAR GAURAV	10-Apr-1992	C A O
3	A300771	SHAKUNTLA Ms	7-Feb-1989	HQ I D S
4	A300908	BRIJESH	12-Nov-1992	M G O
5	A301017	DEEPIKA Ms	4-Oct-1990	AIR HQ
6	A301033	PARDEEP	13-Aug-1995	D R D O
7	A301455	SUMEET VERMA	5-May-1992	AIR HQ
8	A301570	MANOJ KUMAR SAINI	05-07-1990	AIR HQ
9	A301611	RICHA PARMAR	01-11-1991	AIR HQ
10	A301624	RUCHIKA SONI	20-07-1992	Q M G
11	A301637	NITIN VERMA	31-05-1993	Q M G
12	A301653	SANDEEP KHATKAR	05-12-1988	Q M G
13	A301781	SUNIL KUMAR	10-01-1993	G S
14	A301778	PRASHANT KUMAR	25-01-1994	C A O
15	A 071769	AJIT SINGH	01-07-1967	D G Q A
16	A 204613	TRILOK CHAND	10-09-1964	E-in-C
17	A301976	NITIN KUMAR	28-04-1993	M G O
18	A301989	SANDEEP SINGH	03-06-1990	NAVAL HQ
19	A301992	HARDEEP	28-12-1992	AIR HQ
20	A302069	ANKIT KUMAR PANDEY	12-10-1993	A G
21	A302100	HUBRAJ SINGH	15-02-1994	G S
22	A302113	RONAK MALIK	02-12-1994	D R D O
23	A302098	VANDANA KUMARI SMT	30-12-1990	AIR HQ
24	A302139	RACHANA NIKHIL SONWALKAR SMT	22-04-1983	D S C
25	A 137119	HARI SINGH	10-02-1967	D G A Q A
26	A 043959	RADHEY KISHAN	06-06-1961	G S
27	A 159391	DIDAR SINGH	05-01-1966	AIR HQ
28	A 159164	RAMJI LAL	01-02-1966	G S
29	A 205201	KAMAL SINGH	12-12-1967	DTE. OF STDN.
30	A302197	SANJOY CHANDRA PODDAR	16-06-1971	A G
31	A 204642	DHARAMBIR SINGH	05-11-1964	M S
32	A 195238	JAGDISH KUMAR	10-11-1964	AIR HQ
33	A302267	ABHISHEK SHUKLA	25-01-1991	D G A F M S
34	A302254	PRAHARSH ADHEESH	12-07-1993	AIR HQ
35	A302241	JITENDRA KUMAR	25-05-1993	NAVAL HQ
36	A159151	PASHUPATI SINGH	10-05-1965	E-in-C
37	A 136336	CHANDRA PAL	15-01-1963	A G
38	A302270	ARCHANA KUMARI SMT	05-02-1985	AIR HQ
39	A302283	UJJAYANI SEN Ms	10-10-1990	G S
40	A302296	KULDEEP	12-05-1991	M G O