


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

Sub : 74th ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS

1. The Defence Headquarters Training Institute (DHTI) will be organising the 74th three weeks Orientation Course for Assistant Section Officers of AFHQ Civil Service from **13 Apr 2020 to 01 May 2020**. The objective of the course is to impart academic inputs and skills necessary for shouldering the higher responsibilities required for the post of Assistant Section Officers. **This cadre training course is mandatory for ASOs.**
2. The Assistant Section Officers, who have been promoted from year 2017-18 onwards, and have at least **'two years' residual service before the commencement of the course** are hereby detailed for 74th OCASOs as per the list attached as Appendix 'A'.
3. The duration of course is three weeks including study tour. In accordance with Para 8 of GOI letter no. A/25991/5/CAO/Trg dated 16 May, 2006, the participants are advised to draw an advance of **Rs. 30,000/- (Rupees Thirty thousand only)** from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. **Accordingly a Move Sanction in this regard may be collected from DHTI on/after 03 Apr 2020.**
4. It is clarified that any request for deferment will not be entertained by DHTI unless the Head of the respective Organisation clearly specifying the circumstances necessitating deferment & recommend it. In such cases also, the official will be detailed on subsequent course and no further request for deferment will be accepted.
5. All participants are hereby instructed to wear formal dress during the course. The confirmation regarding the participation of the individual on the course should reach DHTI by **01 Apr 2020, along with the present contact particulars of the participant**. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 13 Apr 2020** along with relieving letter.
6. Please acknowledge receipt.


(Dr. S K Mishra)
Director, DHTI
03 Mar 2020

All concerned Organisations
All Nominating Officers as per Appendix 'A'

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Dy CAO (P)

CAO/EDP -

For uploading on Website

**74th ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS
TO BE HELD DURING 13 APR 2020 TO 01 MAY 2020**

Sl No.	EMP ID	NAME (Shri/Smt/Kum)	DOB	DATE OF APPT AS ASO	OFFICE
1.	A258223	RAJNISH KUMAR	1-Mar-76	30-May-17	GS
2.	A261029	BIJAY KUMAR	2-May-77	30-May-17	DGAQA
3.	A259783	DIPAK KUMAR	15-Apr-74	30-May-17	GS
4.	A260006	RANJAN KUMAR RAJEEV	7-Jan-80	30-May-17	NAVAL HQ
5.	A261074	PAWAN KUMAR	6-Jun-78	30-May-17	CAO
6.	A259051	PRADEEP KUMAR	2-Apr-75	30-May-17	CAO
7.	A259866	SOM NATH THAKUR	26-Jan-72	30-May-17	GS
8.	A252995	NIRAJ KUMAR SINGH	3-Jul-78	31-May-17	QMG
9.	A260783	RAM KUMAR	2-Oct-78	12-Jun-17	QMG
10.	A261764	AJIT KUMAR	26-Feb-73	30-May-17	AIR HQ
11.	A258856	MD. RAJA HUSSAIN	6-Mar-75	30-May-17	MGO
12.	A257510	HRIDYA NAND PRASAD	17-Mar-73	08-Jun-17	DRDO
13.	A261199	SYED ALEY MEHDI JAFRY	12-Nov-72	30-May-17	E-in-C
14.	A247801	BHUPENDER VERMA	29-Sep-79	30-May-17	NHQ
15.	A248147	VIJAY NAND	1-Oct-79	06-Jun-17	AIR HQ
16.	A249412	USHA NEGI SMT	1-Jul-69	31-May-17	AG
17.	A249511	NEERAJ KUMAR	13-Sep-80	30-May-17	AIR HQ
18.	A249508	SUNIL KUMAR TIWARI	1-Feb-78	30-May-17	CAO
19.	A249946	ANTHONY MICHEAL	11-Aug-68	30-May-17	KSB
20.	A250199	RAJNEESH SINGH BHADWAL	21-Jan-75	30-May-17	AG
21.	A251097	SANGITA BHATNAGAR SMT	8-Oct-66	31-May-17	GS
22.	A269856	SATYA BHAN	7-Jan-76	07-Jun-17	QMG
23.	A270450	SANJEEV KUMAR	25-Mar-84	30-May-17	AG

[Handwritten Signature]

