

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

Sub : **75<sup>th</sup> ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS**  
**FROM 07 SEP TO 25 SEP 2020**

1. The Defence Headquarters Training Institute (DHTI) will be organising the 75th three weeks Orientation Course for Assistant Section Officers of AFHQ Civil Service from 07 Sep 2020 to 25 Sep 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 2018 onwards, and have at least 'two years' residual service before the commencement of the course are hereby detailed for 75<sup>th</sup> 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. The participants will be called separately as and when the condition to travel become conducive.
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. The modalities of the academic part are as under :-
  - (a) The participants of the programme will be relieved by their offices in the afternoon of the last working day before start of course and directed to Report to DHTI. A copy of the same may also be marked to DHTI.
  - (b) Session on 1st day of course i.e. 07 Sep 2020 will be conducted offline at DHTI wherein the course director will demonstrate to the participants regarding modalities of participation in online sessions.
  - (c) Major part of the training will be conducted in online mode on Web based Conference platforms such as Google Meet, Cisco Webex, Microsoft Team etc., easily accessible through their own Smart Phone, Laptop or desktop computer except the days when they are required to be physically present at DHTI. However, all efforts will be made to keep the physical presence to a bare minimum.
  - (d) The participants will be at liberty to attend the online course as per their convenience. Only those participants will be allowed to attend the course who have necessary gazettes with internet facility.

CAO / EDP Cell

*[Handwritten Signature]*

(e) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (in the attached proforma) to DHTI. The info or link/invite for every day class / session will be sent on this email/mobile number.

(f) Post completion of training, the participant will report back to their office on the next working day.

(g) A detailed instruction manual / video for using the web-based conference Platform will be emailed to the participants sufficiently in advance. In addition to this there will also be a mock session, a day or two before the commencement of the programme to make the participant comfortable in using the platform.

(h) The attendance in all the session will be compulsory and on successful completion, a certificate will be issued (in hard copy) as done earlier.

(i) The Coordinator will act as an administrator for the conduct of course and will send the invite to the participant as well as the faculty.

6. 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.

7. The confirmation regarding the participation of the individual officer duly recommended along with the present contact particulars of the participant by the office where the officer is posted should reach DHTI positively by 02 Sep 2020. The officials may accordingly be relieved and directed to report to DHTI, Room No. 185A, B Block, New Delhi at 0915 hrs on 07<sup>th</sup> Sep 2020 along with their relieving letter to undergo the training as per the modalities explained in para 4 above.

8. Please acknowledge receipt.

  
(Dr. S K Mishra)  
Director, DHTI  
27 Aug 2020

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

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CAO/EDP - For uploading on Website

**75<sup>th</sup> ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS  
TO BE HELD DURING 07 SEP 2020 TO 25 SEP 2020**

Sl No.	EMP ID	NAME (Shri/Smt/Kum)	DOB	DATE OF APPT AS ASO	OFFICE
1.	A269968	ANUP KUMAR	15-Jul-78	29-Jun-18	AG
2.	A269591	RAJU KUMAR	5-Feb-86	29-Jun-18	DGR
3.	A269421	T DONGKHAN SIAM	19-Jan-83	29-Jun-18	MS
4.	A269674	NARENDRA SINGH	24-Feb-76	29-Jun-18	CAO
5.	A269661	HEERA SINGH DUNGRIYAL	17-Jan-79	02-Jul-18	AIR HQ
6.	A270195	THANGLIANDING HANGZO	1-Jan-75	29-Jun-18	AIR HQ
7.	A270421	NARESH MINJ	13-Jan-76	04-Sep-18	DGDE
8.	A242385	GULSHAN YADAV	23-Apr-76	15-Oct-18	DGAFMS
9.	A270124	RAMPHOOL MEENA	20-Jul-79	12-Oct-18	AIR HQ
10.	A269517	SANJAY KUMAR MEENA	21-Jul-81	25-Oct-18	CAO <sup>1</sup>
11.	A269418	SEDOO RAM MEENA	23-Sep-81	15-Nov-18	NAVAL HQ
12.	A271262	SUMAN KUMAR LAKRA	5-Jan-76	15-Nov-18	AIR HQ
13.	A270380	KHELA HANSDAH	6-Oct-78	15-Nov-18	CAO
14.	A251787	RAVI KALYAN	8-Mar-80	15-Nov-18	AG
15.	A150608	TIRATH RAM GUPTA	1-Oct-66	15-Nov-18	E-in-C
16.	A201977	SUNIL KUMAR	19-Apr-64	15-Nov-18	AIR HQ
17.	A266628	SHARAD KUMAR PANDEY	15-Oct-80	15-Nov-18	NAVAL HQ
18.	A266967	K NAGESHWAR RAO	28-Apr-83	15-Nov-18	MS
19.	A267302	SUNITA KUMARI SMT	2-Feb-84	15-Nov-18	CAO
20.	A267357	MONICA SMT	15-Dec-70	15-Nov-18	AIR HQ
21.	A267571	NILMANI SHASHI BALA BARA	26-Nov-62	15-Nov-18	DGAFMS
22.	A267568	SARITA SINHA SMT	1-Jan-73	27-Nov-18	AIR HQ
23.	A267609	DHARMENDER KUMAR	31-Jul-83	15-Nov-18	CAO
24.	A273831	SANTOSH KUMAR DUBEY	7-Feb-80	19-Nov-18	HQ IDS