

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

**Sub: 79th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **79th Induction Course for JSAs** of AFHQ from **18 NOV 2019 to 06 DEC 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 this training programme is mandatory for the officials.
5. The confirmation regarding participation of the individual in the course with their Telephone Nos. should reach DHTI latest by 04th NOV 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 18 NOV 2019 with relieving letter.
6. Please acknowledge receipt.


(Dr. SK Mishra)
Director, DHTI
04 OCT 2019

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 04 Oct 2019)

**LIST OF JSAs DETAILED FOR THE 79th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
18 NOV 2019 to 06 DEC 2019**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A124579	SURENDRA BEHERA	D G R	26-Apr-1963
2	A307121	AMAR SINGH MEENA	CAO	07-Jul-88
3	A307163	PANKAJ	GS BRANCH	11-Feb-93
4	A307176	GAUTAM PUNDIR	SFL	23-Nov-90
5	A307204	MEENAKSHI	DRDO	17-Apr-91
6	A307192	ANIL KUMAR	MS BRANCH	19-Nov-87
7	A307189	JEIAN MEENA	HQ ATVP	10-Jun-89
8	A307259	MADHU MEENA	DGQA	08-Oct-88
9	A307246	ABHISHEK	KS BOARD	21-Jul-97
10	A307233	NEERAJ KUMAR	AG BRANCH	11-Nov-90
11	A307275	MADHUR GAUTAM	MGO BRANCH	26-Jan-94
12	A307262	ANMOL ANAND	MS BRANCH	02-Dec-96
13	A307303	KIRAN CHANDRA SINGH	QMG BRANCH	05-Jun-90
14	A307291	VIKAS MALIK	DGQA	01-Dec-89
15	A307288	SHIVAM CHHABRA	AG BRANCH	29-Nov-91
16	A307316	SUSHIL KUMAR TRIPATHI	AIR HQ	01-Jul-69
17	A307329	ANUJ KUMAR SINGH	DGNCC	11-Mar-90
18	A307332	NARENDER	NAVAL HQ	10-Jul-91
19	A307345	DEVENDRA PRASAD PANDEY	E-in-C BRANCH	10-Aug-90
20	A307358	YOGESH BANGER	QMG BRANCH	08-Feb-92
21	A307390	GIRDHARI SINGH	DGQA	02-Jun-92
22	A307428	VIKAS KUMAR	AIR HQ	16-Aug-90
23	A307402	RICHA DOBRIYAL	CAO	01-Mar-94
24	A307387	KAPIL	MS BRANCH	29-Jan-93
25	A307374	ANKUR SHARMA	QMG BRANCH	23-Apr-90
26	A307361	RAJ KUMAR MAURYA	GS BRANCH	21-Sep-91
27	A307415	MOHIT KUMAR	AG BRANCH	10-Jun-93
28	A307460	HARSHITA POONIA	AG BRANCH	16-Aug-93
29	A307457	NEERAJ KUMAR PRASAD	MGO BRANCH	26-May-93
30	A307444	MEENAKSHI GAUTAM	QMG BRANCH	25-Nov-87
31	A307473	AMITAB SINGH	NAVAL HQ	04-Nov-90
32	A307486	NURUDDIN	MS BRANCH	27-Mar-92
33	A307514	PAWAN KUMAR	GS BRANCH	29-Sep-91
34	A307530	RONALD WUNGREIYO ZINGKHAI	DGNCC	01-Feb-90
35	A307598	DHARM SINGH MEENA	MS BRANCH	06-May-95