


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

Sub: 76th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **76th Induction Course for JSAs** of AFHQ from **03 JUN 2019 to 21 JUN 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 **29th MAY 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 03 JUN 2019 with relieving letter.
6. Please acknowledge receipt.


(Dr. SK Mishra)
Director, DHTI
23 APR 2019

All concerned Organisations

All Participants

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website

**LIST OF JSAs DETAILED FOR THE 76th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
03 JUN 2019 to 21 JUN 2019**

SI No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A301455	SUMEET VERMA	AIR HQ	5-May-92
2	A301611	RICHA PARMAR	AIR HQ	1-Nov-91
3	A301781	SUNIL KUMAR	G S	10-Jan-93
4	A 071769	AJIT SINGH	D G Q A	1-Jul-67
5	A 196181	SATBIR SINGH	Q M G	1-Mar-67
6	A 204613	TRILOK CHAND	E-in-C	10-Sep-64
7	A301992	HARDEEP	AIR HQ	28-Dec-92
8	A302100	HUBRAJ SINGH	G S	15-Feb-94
9	A302139	RACHANA NIKHIL SONWALKAR SMT	D S C	22-Apr-83
10	A302241	JITENDRA KUMAR	NAVAL HQ	25-May-93
11	A302283	UJJAYANI SEN Ms	G S	10-Oct-90
12	A302296	KULDEEP	M G O	12-May-91
13	A306108	MAHENDRA KUMAR SAINI	HQ ATVP	02-Jul-90
14	A306111	ANKIT KAUSHIK	AG BRANCH	18-May-92
15	A306140	PRIYANKA KUMARI	E-in-C BRANCH	20-Dec-89
16	A306124	AMAN SHARMA	CAO	29-Mar-91
17	A306153	VARUN LAKRA	QMG BRANCH	12-Dec-90
18	A306137	PARDEEP	MS BRANCH	15-Jul-93
19	A306207	AMIT KUMAR	DGDE	15-Jun-91
20	A306195	RAHUL	GS BRANCH	10-Jul-93
21	A306179	SANJAY KUMAR SHRIVASTAVA	E-in-C BRANCH	07-Sep-91
22	A306182	AMIT KUMAR	DGQA	14-Dec-94
23	A306210	SHUBHAM	DGNCC	13-Oct-89
24	A306249	GAURAV CHAUDHARY	CAO	02-Oct-89
25	A306236	RENU	QMG BRANCH	22-Feb-91
26	A306252	PANKAJ KUMAR	AIR HQ	10-Apr-95
27	A306265	RAKESH KUMAR	DGQA	01-Feb-94
28	A306278	MOHIT	AIR HQ	22-Jul-96
29	A306322	ROHIT	CAO	30-Oct-89
30	A306281	ASHISH NEGI	MGO BRANCH	21-Nov-93
31	A306294	PRIYA LEKHRA	DEF. LIBRARY	25-Jun-93
32	A306306	AJAY MALIK	CAO	30-Apr-94
33	A306319	SANJAY KUMAR PRAJAPATI	CAO	05-Jan-91
34	A306335	ANKIT	MS BRANCH	03-Jan-95
35	A306351	ROHIT CHAHAL	E-in-C BRANCH	06-May-94

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