

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

Sub : **76th ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS**
FROM 28 DEC TO 15 JAN 2021

1. The Defence Headquarters Training Institute (DHTI) will be organising the 76th Orientation Course for Assistant Section Officers of AFHQ Civil Service from 28 Dec 2020 to 15 Jan 2021. 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. Total 50 Assistant Section Officers, who have been promoted since year 2017-2019 onwards, and have at least **'two years' residual service before the commencement of the course** are hereby detailed for 76th OCASOs as per the list attached as Appendix 'A'.
3. The aforesaid Orientation Course for ASOs is for three weeks including domestic study/ field visit of two days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID situation. A circular to this effect will be issued separately after the conditions become conducive to travel. As such the course will end two days ahead i.e. on **13 Jan 2021 instead of 15 Jan 2021**.
4. The modalities of the academic part are as under :-
 - (a) The participants of the programme will be relieved in the afternoon of the last working day before start of course and directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.
 - (b) Major part of the training will be conducted in virtual mode on Web based Conference platforms such as Google Meet, easily assessable through their own Smart Phone, Laptop or desktop computer.
 - (c) Only those participants will be allowed to attend the course who have necessary gadgets with internet facility with them.
 - (d) The participants are also advised to update their email address, mobile no etc. with DHTI along with the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
 - (e) Post completion of training, the participant will report back to their office on the next working day. A relieving letter will be issued for the same.


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

5. 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.

6. The confirmation regarding the participation along with duly filled **Bio data** form (appendix 'B') of the participant, duly recommended by the office where the officer is posted should reach DHTI positively **by 24 Dec 2020**. The officials may accordingly be relieved and a copy of relieving letter be forward to DHTI, Room No. 185A, B Block, New Delhi to undergo the training as per the modalities explained in para 4 above.

7. Please acknowledge receipt.


(Dr. S K Mishra)
Director, DHTI
08 Dec 2020

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

Copy to :-

Dy CAO (P)
✓ CAO/EDP - For uploading on Website

**76th ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS
TO BE HELD DURING 28 DEC 2020 TO 15 JAN 2021**

Sl No.	EMP ID	NAME (Shri/Smt/Kum)	DOB	DATE OF APPT AS ASO	OFFICE
1.	A261764	AJIT KUMAR	26-Feb-73	30-May-17	AIR HQ
2.	A258856	MD. RAJA HUSSAIN	6-Mar-75	30-May-17	MGO
3.	A257510	HRIDYA NAND PRASAD	17-Mar-73	08-Jun-17	DRDO
4.	A261199	SYED ALEY MEHDI JAFRY	12-Nov-72	30-May-17	E-in-C
5.	A247801	BHUPENDER VERMA	29-Sep-79	30-May-17	NHQ
6.	A248147	VIJAY NAND	1-Oct-79	06-Jun-17	AIR HQ
7.	A249412	USHA NEGI SMT	1-Jul-69	31-May-17	AG
8.	A249511	NEERAJ KUMAR	13-Sep-80	30-May-17	AIR HQ
9.	A249508	SUNIL KUMAR TIWARI	1-Feb-78	30-May-17	CAO
10.	A250199	RAJNEESH SINGH BHADWAL	21-Jan-75	30-May-17	AG
11.	A251097	SANGITA BHATNAGAR SMT	8-Oct-66	31-May-17	GS
12.	A269856	SATYA BHAN	7-Jan-76	07-Jun-17	QMG
13.	A270450	SANJEEV KUMAR	25-Mar-84	30-May-17	AG
14.	A269843	MUKESH KUMAR	17-Jun-76	31-May-17	QMG
15.	A271048	PARAMVIR SINGH	18-Jan-81	01-Jun-17	AG
16.	A270083	HUKAM SINGH CHAUHAN	26-Jun-72	31-May-17	HQ IDS
17.	A262550	VISHAL KUMAR	1-Jul-78	22-Dec-17	AG
18.	A263359	SATISH KUMAR SINGH	1-Mar-78	20-Dec-17	AIR HQ
19.	A264385	NARENDER SINGH RAWAT	4-Dec-73	29-Dec-17	MGO
20.	A194963	HARI LAL SINGH YADAV	5-Sep-65	27-Dec-17	E-in-C
21.	A272805	SUDHIR KUMAR	12-Jan-88	01-Jan-19	QMG BRANCH
22.	A272285	VIKRAM KUMAR	25-Feb-88	01-Jan-19	HQ IDS
23.	A159359	RAJENDER PAL SINGH	17-Mar-66	01-Jan-19	MGO BRANCH

