


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

Sub: 77th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **77th Induction Course for JSAs** of AFHQ from **29 JUL 2019 to 16 AUG 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 24th JUL 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 29 JUL 2019 with relieving letter.
6. Please acknowledge receipt.


(Dr. SK Mishra)
Director, DHTI
2 | Jun 2019

All concerned Organisations

All Participants

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website

**LIST OF JSAs DETAILED FOR THE 77th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
29 JUL 2019 to 16 AUG 2019**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A301538	PRAVEEN SINGHAL	G S	20-Apr-90
2	A301541	NAMANPREET SINGH	AIR HQ	26-Jul-93
3	A 204738	RANVIR SINGH	A G	24-Nov-67
4	A301877	PRASHANT PATHAK	C A O	10-Jul-92
5	A 155377	SOHANJEE UPADHYAY	NAVAL HQ	23-Jan-63
6	A301880	DEEPIKA Ms	M S	21-Jan-91
7	A 139098	VED RAJ	E-in-C	4-Oct-65
8	A 149158	MUNDRIKA PRASAD SINGH	D R D O	10-Nov-62
9	A302337	MEENAKSHI GUPTA SMT	M S	08-Apr-65
10	A302366	SAURABH SINGH	C A O	30-Mar-90
11	A306364	MONIKA JAGLAN	AG BRANCH	01-Aug-91
12	A306418	POORAN MAL MEENA	NAVAL HQ	03-Apr-93
13	A306377	DEEPAK KUMAR	NAVAL HQ	17-Jan-93
14	A306380	ANIL	E-in-C BRANCH	14-Sep-96
15	A306393	AAKASH VEER	MS BRANCH	30-Jul-93
16	A306405	KALU RAM MEENA	GS BRANCH	01-Apr-93
17	A306533	VIKAS KUMAR	GS BRANCH	17-Mar-92
18	A306476	RAKESH	AG BRANCH	05-Jun-96
19	A306492	DEEPENDER SINGH	MGO BRANCH	14-Jun-93
20	A306504	VIKAS KHATRI	QMG BRANCH	01-Sep-91
21	A306517	RAKESH KUMAR	AIR HQ	01-Apr-88
22	A306489	PARVEEN	MS BRANCH	18-Dec-92
23	A306546	GAURAV	CAO	20-Oct-91
24	A306591	SHEENA GROVER	DTE. OF STDN.	01-May-67
25	A306588	RAKESH MEENA	DGDE	02-Aug-93
26	A306575	NISHANT KUMAR	AG BRANCH	07-Mar-91
27	A306603	KIRTI RANI	AIR HQ	09-Oct-93
28	A306616	RAJESH	SECURITY OFFICE	14-Dec-94
29	A306632	VIKAS KUMAR	AIR HQ	07-Aug-90
30	A306645	VICKEY	QMG BRANCH	08-Dec-92
31	A306690	MANESH DUHOON	DRDO	10-Jul-93
32	A306687	GAURAV PUNDIR	SSCB	11-Oct-92
33	A306702	VIKAS KUMAR SINGH	DGQA	23-Nov-94
34	A306674	ROHIT	AIR HQ	12-Oct-95
35	A306661	RAHUL TARAR	CAO	01-Dec-93
36	A306658	SACHIN KUMAR	GS BRANCH	16-Jul-93
37	A306728	RAJENDRA MEENA	QMG BRANCH	18-Aug-93
38	A306830	RADHA MOHAN	AG BRANCH	17-Jul-91
39	A306731	ASHEESH KUMAR	CAO	11-Jan-90
40	A306757	NISHANT KATARIA	DRDO	02-May-99

