

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

**Sub : 77<sup>th</sup> ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS**  
**FROM 17 MAY TO 04 JUN 2021**

1. The Defence Headquarters Training Institute (DHTI) will be organizing the 77<sup>th</sup> Orientation Course for Assistant Section Officers of AFHQ Civil Service from 17 May 2021 to 04 Jun 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 69 Assistant Section Officers, who have been promoted since year 2014 - 2019 onwards and could not attend the previous course and have at least **'two years' residual service before the commencement of the course** are hereby detailed for 77<sup>th</sup> OCASOs as per the list attached as Appendix 'A'.
3. The aforesaid Orientation Course for ASOs is of three weeks i.e. 17 May 2021 to 04 Jun 2021, including domestic study/ field visit of two days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID-19 situation. As such the course will end two days ahead i.e. on **02 Jun 2021 instead of 04 Jun 2021**. A circular to this effect will be issued separately after the conditions become conducive to travel. The participants will be drawing an advance from their respective office or the organization where the participant is posted. A move sanction, in this regard, will be issued separately.
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 07 May 2021**. 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.

*Namita*  
(Namita Malik)  
Dy Director, DHTI  
06 Apr 2021

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

Copy to :-

**Dy CAO (P)**

**CAO/EDP -**

**For uploading on Website**



**77<sup>th</sup> ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS  
TO BE HELD DURING 17 MAY 2021 TO 04 JUN 2021**

SI No.	EMP ID	NAME (Shri/Smt/Kum)	DOB	DATE OF APPT AS ASO	OFFICE
1.	A250090	AJAY KUMAR SHARMA	11-Jul-73	17-Jun-14	CAO
2.	A249933	JAYOTI KUMAR	15-Apr-77	17-Jun-14	CAO
3.	A242749	NARESH KAUSHAL	17-May-76	11-05-15	CAO
4.	A238058	VINOD KUMAR JHA	15-Dec-73	11-Apr-16	DEPUTATION
5.	A257718	SAURABH SHUKLA	14-Jan-78	25-Jan-17	CAO
6.	A268523	PAWAN KUMAR JHA	22-Jul-71	27-Dec-17	AIR HQ
7.	A132408	VISHWAMITRA PATHAK	1-Jan-67	27-Dec-17	DGAFMS
8.	A251857	KAMAL KANT SACHDEVA	18-Aug-79	27-Dec-17	DPR
9.	A194934	GOPAL SINGH	1-Jan-66	27-Dec-17	E-in-C
10.	A204853	ASHOK KUMAR SINGH	29-Jun-64	27-Dec-17	SECURITY OFFICE
11.	A232720	KRISHAN SINGH BHATI	1-Dec-65	27-Dec-17	DGAQA
12.	A256089	MANDEEP WASON	24-Feb-83	27-Dec-17	NAVAL HQ
13.	A256188	SAMEER SHARMA	14-Jan-73	27-Dec-17	NAVAL HQ
14.	A256232	POONAM MEHTA SMT	12-Nov-77	27-Dec-17	AIR HQ
15.	A266532	SANJEEV KUMAR	9-Jan-79	27-Dec-17	DEPUTATION
16.	A270179	RAVIN KUMAR	2-Jan-86	27-Dec-17	CAO
17.	A270476	LOKESH KUMAR	3-Apr-79	27-Dec-17	E-in-C
18.	A269450	SHEKHAR CHAND	9-May-75	27-Dec-17	MGO
19.	A269207	BHAGWAN SAHAI MEENA	9-Jul-81	27-Dec-17	MS BRANCH
20.	A256708	SUMAN SHARMA SMT.	2-Jan-82	02-Jul-18	NAVAL HQ
21.	A262518	KAMLESH KUMARI SMT	14-Jul-66	29-Jun-18	AIR HQ
22.	A263726	BHUPENDER KUMAR SHARMA	3-Jul-85	29-Jun-18	AG
23.	A248642	RAJEEV KUMAR	30-Apr-71	29-Jun-18	DRDO
24.	A206042	SUJOY DAS	10-May-73	29-Jun-18	GS
25.	A243296	DHIRAJ SHARMA	31-Dec-73	29-Jun-18	MS
26.	A268510	VINOD SINGH RAWAT	11-Jun-83	29-Jun-18	NAVAL HQ
27.	A249441	REKHA ABEY SMT	8-Mar-79	29-Jun-18	GS
28.	A267795	PUSHPA KUMARI	30-Dec-81	29-Jun-18	AIR HQ
29.	A264624	RAVINDER SINGH	13-Jul-84	29-Jun-18	MGO
30.	A264710	MAHESH CHAND JOSHI	21-Oct-84	29-Jun-18	DGAFMS
31.	A269351	AJAY KUMAR	22-Jul-78	29-Jun-18	DGAQA
32.	A269591	RAJU KUMAR	5-Feb-86	29-Jun-18	DGR

K. Mani K  
10/1/21

