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MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

**Sub: 78th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **78th Induction Course for JSAs** of AFHQ from **23 SEP 2019 to 11 OCT 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 19th SEP 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 23 SEP 2019 with relieving letter.
6. Please acknowledge receipt.


(Dr. SK Mishra)
Director, DHTI
14 Aug 2019

All concerned Organisations

All Participants

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website

**LIST OF JSAs DETAILED FOR THE 78th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
23 SEP 2019 to 11 OCT 2019**

SI No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A302379	SHARADINDU DUTTA	Q M G	21-Jul-91
2	A302423	ABHEY KUMAR	AIR HQ	04-Sep-89
3	A302494	SURUCHI BHAGCHANDANI SMT	NAVAL HQ	30-Apr-89
4	A302580	AKSHAY SHARMA	AIR HQ	06-Feb-93
5	A302704	BHOOPENDRA SINGH	D G Q A	01-Oct-69
6	A303941	BHARAT SINGH RAWAT	MS BRANCH	19-Jan-96
7	A304258	GAURAV KUMAR	AIR HQ	30-Jun-92
8	A305523	RAVINDER	DGR	01-Jan-90
9	A305859	BHOOP SINGH	QMG BRANCH	30-Apr-94
10	A306038	DEEPAK KUMAR	DGAFMS	29-Nov-93
11	A306799	RAJ KUMAR	MS BRANCH	02-Mar-87
12	A306773	SONU KUMAR	E-in-C BRANCH	10-Jan-92
13	A306760	HARDESH SINGH	DPL&C	14-Oct-98
14	A306744	SHOBHA BAGRI SMT.	AIR HQ	16-Apr-77
15	A306801	PRATEEK RAI	CAO	15-Jul-92
16	A306885	MANOJ KUMAR	AIR HQ	15-Mar-94
17	A306900	ASHISH GARG	DGQA	28-Feb-92
18	A306872	BRIJMOHAN	DTE. OF STDN.	30-Sep-93
19	A306869	DEEP CHAND	MS BRANCH	26-Jan-91
20	A306942	GAURAV MATHUR	AG BRANCH	21-Dec-93
21	A306939	DHEERAJ KUMAR	DTE. OF STDN.	02-Aug-90
22	A306926	RAVINDER KUMAR	MGO BRANCH	10-Aug-85
23	A306955	NARESH KUMAR	E-in-C BRANCH	14-Apr-90
24	A306913	RASHIKA PANDEY KM.	AIR HQ	03-Mar-95
25	A306997	VANDANA	AIR HQ	15-Dec-91
26	A307006	ROHIT KUMAR KHOKHAR	AIR HQ	02-Jul-90
27	A306971	GHANENDRA SINGH	MS BRANCH	10-Feb-92
28	A306968	ANKIT KUMAR	GS BRANCH	20-Jul-92
29	A307022	CHIRANJEEV KUMAR	E-in-C BRANCH	02-Feb-96
30	A307048	NARENDRA SINGH	MS BRANCH	04-Apr-92
31	A307035	SHALOO	QMG BRANCH	24-Aug-93
32	A307080	AMAN YADAV	AIR HQ	05-Jan-93
33	A307064	ABHISHEK PATYAL	CAO	22-Oct-90
34	A307051	MAHIPAL SINGH	DGQA	18-Jun-79
35	A306856	VIJENDER	NAVAL HQ	29-Oct-90
36	A307093	AASHISH KARANWAL	DPL&C	02-May-95
37	A307105	MANOJ KUMAR	CAO	15-Sep-90
38	A307147	RISHIRAJ	WESEE	12-Nov-93
39	A307118	RAMOTAR MEENA	MGO BRANCH	30-Jul-95
40	A307134	RINKU	GS BRANCH	08-Mar-90

