

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

Sub: 07th Orientation Course for Executive PPS,
Senior PPS & PPS

1. The Defence Headquarters Training Institute (DHTI) will be organizing **07th** three weeks Orientation Course for Executive PPS/ Senior PPS/PPS of AFHQ STENOGRAPHERS' SERVICE from **13 AUG 2018 to 31 AUG 2018**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of Executive PPS/Senior PPS/ PPS.
2. The Executive PPS/Senior PPS/ PPS who have at least **two years residual service before the commencement of the course** are hereby detailed as per the list attached as Appendix 'A' for the "**07th** three weeks Orientation Course for Executive PPS, Senior PPS & PPSs".
3. The 03 weeks training mentioned in the note under reference also includes a study tour which is mandatory for all participants. In accordance with Para 8 of GOI letter no. A/25991/5/CAO/TRG dated 16 May, 2006, the participants are advised to draw an advance of **Rs. 50,000/- (Rupees Fifty Thousand only)** from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This contribution may be released in **cash** only and the same be collected by DHTI from the participating officials. A Move Sanction may be collected from DHTI by the confirmed participants after **06th Aug 2018** to facilitate the claim of TA/DA advance.
4. It is clarified that 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.
5. The confirmation regarding the participation of the individuals for the course **with their contact number & mobile number** should reach DHTI latest by **01 Aug 2018** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:30 AM on 13th Aug 2018** alongwith relieving letter from their offices.
5. Please acknowledge receipt.


(Dr. Arvind)
Director, DHTI
12 Jun 2018

All concerned Organisations

All Participants

Copy to :-Dy CAO (P)
CAO/EDP - For uploading on website

(Refer to Para 2 of ID No. A/26003/24(1)/CAO/TRG/DHTI dt 12 Jun 2018)

LIST OF EXECUTIVE PPS/SENIOR PPS/ PPS DETAILED FOR THE
07th ORIENTATION COURSE FOR EXECUTIVE PPS/SENIOR PPS/ PPS
13 Aug 2018 to 31 Aug 2018

SL NOS.	ID Nos.	NAME (SMT./SHRI.)	OFFICE	DOB	DESIGNATION
1.	A 046413	L.D.JOSHI	GS	25-Dec-60	EXECUTIVE PPS
2.	A 014890	VIJAY PAL SHARMA	DGAFMS	25-Jan-64	EXECUTIVE PPS
3.	A 192518	PARVEEN KUMAR	MGO	15-Sep-64	SENIOR PPS
4.	A 083472	SHAMA ARORA	QMG	15-Feb-62	SENIOR PPS
5.	A219682	DILIP KUMAR PARATE	HQ IDS	20-Mar-71	PPS
6.	A136279	UMA SUBBIAH G K	AIR HQ	27-Sep-62	PPS
7.	A148797	MAHESH GANDHI	AG	20-Dec-68	PPS
8.	A127330	BHIM NARANG	DGQA	1-May-64	PPS
9.	A133913	ZAHID AKHTAR	MGO	7-Jul-63	PPS
10.	A157933	SAROJ KUMARI	QMG	27-Sep-62	PPS
11.	A221184	RAMESH KUMAR	GS	6-Jul-68	PPS
12.	A191607	LAKSHMI	DGQA	15-Apr-61	PPS
13.	A126474	JAYAKUMAR PAROOR	GS	18-Jul-62	PPS
14.	A192521	NIRMALA CHAUHAN	DGQA	3-Feb-64	PPS
15.	A221171	RAJESH KUMAR	MGO	10-Apr-68	PPS
16.	A211798	RAJENDRA KUMAR	MGO	10-Apr-68	PPS
17.	A194781	FULJENCE KUJUR	NHQ	15-Jun-63	PPS
18.	A154226	MARIANUS BILLUNG	HQ ATVP	5-Mar-61	PPS
19.	A211615	MANJIT SINGH MUNJAL	HQ ATVP	20-Oct-69	PPS
20.	A192592	CYNTHIA KAPOOR	DRDO	25-Jul-64	PPS
21.	A191764	ALKA S JALOTA	MGO	28-Apr-64	PPS
22.	A080570	C RAVI CHANDRAN	DGAQA	14-Jan-64	PPS
23.	A192620	ROBIN SEHGAL	DRDO	23-Sep-60	PPS
24.	A191889	SUMAN AHUJA	GS	28-Oct-63	PPS
25.	A216102	VENKETASH A	DGNCC	26-Aug-67	PPS
26.	A214814	VEENA VIKAL	HQIDS	3-Jan-71	PPS
27.	A191920	CHANDRA NAVALANI	AIR HQ	16-Dec-61	PPS
28.	A124681	PRABIR CHATTERJEE	AG	6-Oct-64	PPS

