

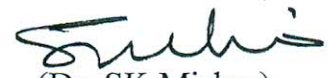
MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

**Sub: 80th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **80th Induction Course for JSAs** of AFHQ from **13 JAN 2020 to 31 JAN 2020**. 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 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. **14,000/- (Rupees Fourteen Thousands only)** from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. A Move Sanction may be collected from DHTI by the confirmed participants after **13th Jan 2020** to facilitate the claim of TA/DA advance.
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 **06th JAN 2020** 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 **13 JAN 2020** with relieving letter.
6. Please acknowledge receipt.


(Dr. SK Mishra)
Director, DHTI
19 Nov 2019

All concerned Organisations

All Participants

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website

**LIST OF JSAs DETAILED FOR THE 80th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
13 JAN 2020 to 31 JAN 2020**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A 204613	TRILOK CHAND	E-in-C	10-Sep-64
2	A301992	HARDEEP	AIR HQ	28-Dec-92
3	A302283	UJJAYANI SEN Ms	G S	10-Oct-90
4	A302366	SAURABH SINGH	C A O	30-Mar-90
5	A302379	SHARADINDU DUTTA	Q M G	21-Jul-91
6	A302494	SURUCHI BHAGCHANDANI SMT	NAVAL HQ	30-Apr-89
7	A302704	BHOOPENDRA SINGH	D G Q A	01-Oct-69
8	A303941	BHARAT SINGH RAWAT	MS BRANCH	19-Jan-96
9	A306067	PUNEET KUMAR	AG BRANCH	18-Dec-89
10	A306070	VIJAY	DEF. LIBRARY	04-Oct-89
11	A307585	SANJAY KUMAR	QMG BRANCH	15-Mar-89
12	A307572	AJAY SINGH NEGI	AG BRANCH	16-Dec-79
13	A307569	DINESH KUMAR	AG BRANCH	21-Aug-86
14	A307556	SAURABH KHERA	AG BRANCH	07-Jun-89
15	A307543	MANOJ KUMAR SAINI	DGNCC	08-Jul-93
16	A307639	ROCKY KUMAR	AIR HQ	15-Aug-94
17	A307626	SUBHASH KUMAR SHARMA	MGO BRANCH	14-Feb-86
18	A307613	RAVI DUTT	MS BRANCH	20-Dec-92
19	A307642	RAVINDER SHARMA	AIR HQ	21-Jan-79
20	A307655	POONAM BAI	E-in-C BRANCH	20-Oct-90
21	A307684	NITISH KUMAR	HQ IDS	15-Apr-94
22	A307600	GURJANTA	GS BRANCH	27-Jul-90
23	A307668	MAHENDRA SINGH	MGO BRANCH	15-Jun-94
24	A307697	SIDDHARTHA SINGH	DGAFMS	13-Aug-89
25	A307725	RAHUL SINGH	GS BRANCH	06-May-92
26	A307738	ABHAY NAL VERMA	HQ ATVP	01-Jun-92
27	A307741	PRASHANT KUMAR	DGAFMS	10-Mar-97
28	A307754	AVINASH KUMAR	QMG BRANCH	20-Jan-92
29	A307783	LARIKA AZAD	AIR HQ	05-Sep-93
30	A307796	SHUBHAM CHATURVEDI	GS BRANCH	25-Feb-90
31	A307808	ASHISH	NAVAL HQ	11-Jul-91
32	A307811	NARSI LAL MEENA	AG BRANCH	15-Jun-95
33	A307824	ADITYA RAJ	QMG BRANCH	04-Jan-96
34	A307837	SHIKHA KUMARI	NAVAL HQ	22-Oct-94
35	A307840	GYAN KUMAR BHARTI	AIR HQ	15-Mar-94
36	A307853	DEEP SHIKHA	DGNCC	10-Dec-95
37	A307866	ABHISHEK SRIVASTAVA	DGNCC	03-Jul-93
38	A307949	SURESH KUMAR SAMOTA	CAO	15-Dec-92
39	A307936	PAPPU KUMAR	GS BRANCH	05-Oct-95
40	A307923	MAHIPAL SINGH	MGO BRANCH	28-Aug-89