


MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

**Sub: 81th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **81th Induction Course for JSAs** of AFHQ from **09 MAR 2020 to 27 MAR 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.17,500/- (**Rupees Seventeen Thousands Five Hundred 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 **09th Mar 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 **02nd MAR 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 **09 MAR 2020** with relieving letter.
6. Please acknowledge receipt.


(Dr. SK Mishra)
Director, DHTI
16 JAN 2020

All concerned Organisations

All Participants

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website

**LIST OF JSAs DETAILED FOR THE 81th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
09 MAR 2020 to 27 MAR 2020**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A306096	ANIL KUMAR	GS BRANCH	23-Sep-89
2	A306140	PRIYANKA KUMARI	E-in-C BRANCH	20-Dec-89
3	A306182	AMIT KUMAR	DGQA	14-Dec-94
4	A306249	GAURAV CHAUDHARY	CAO	02-Oct-89
5	A306265	RAKESH KUMAR	DGQA	01-Feb-94
6	A306281	ASHISH NEGI	MGO BRANCH	21-Nov-93
7	A306294	PRIYA LEKHRA	DEF. LIBRARY	25-Jun-93
8	A306306	AJAY MALIK	CAO	30-Apr-94
9	A306319	SANJAY KUMAR PRAJAPATI	CAO	05-Jan-91
10	A306364	MONIKA JAGLAN	AG BRANCH	01-Aug-91
11	A307910	ASHISH DHAKARE	DGQA	06-Aug-93
12	A307907	NEHA GUPTA	AIR HQ	26-Jun-92
13	A307895	ANEETA DEVI	AG BRANCH	10-Jun-92
14	A307978	VISHAL	AIR HQ	10-Aug-92
15	A307965	TINKU KUMAR	AG BRANCH	26-Jun-90
16	A307952	MANISH KUMAR	QMG BRANCH	01-Feb-93
17	A308032	KRISHAN KUMAR SONI	HQ IDS	25-Feb-89
18	A307994	VARUN KUMAR SAHU	MGO BRANCH	10-May-90
19	A307981	AVINASH KUMAR	NAVAL HQ	05-Feb-96
20	A308045	PRAVIN KUMAR	GS BRANCH	25-Apr-94
21	A308074	AVINASH KUMAR	MGO BRANCH	10-Aug-95
22	A308087	SURABHI KUMARI	NAVAL HQ	30-Oct-95
23	A308061	SHALINI KUMARI	AG BRANCH	11-Jan-95
24	A308102	VIPIN KUMAR	GS BRANCH	10-Jul-93
25	A308090	NANDKISHORE SARWAN	AIR HQ	07-Dec-89
26	A308115	ROHIT KUMAR AKELA	GS BRANCH	05-Jan-96
27	A308128	RANJAN KUMAR	MS BRANCH	10-Dec-93
28	A308131	ROHIT KUMAR	DRDO	23-Mar-93
29	A308144	ELIZABETH NEM HOIH KIM	HIST. SECTION	06-Jan-91
30	A308199	VISHWJEET GUPTA	GS BRANCH	13-Aug-96
31	A308173	ANJANA SHEEL	AIR HQ	05-Mar-87
32	A308186	ALKA SHUKLA	NAVAL HQ	21-Dec-93
33	A308201	PRASHANT KUMAR JOSHI	QMG BRANCH	12-Feb-95
34	A308214	LOKESH KUMAR MEENA	MGO BRANCH	11-Jul-93
35	A308227	PRANJUL VERMA	GS BRANCH	17-Sep-92
36	A308243	SUNIL KUMAR PASWAN	GS BRANCH	25-Sep-92
37	A308269	AKANKSHA SRIVASTAVA	QMG BRANCH	19-Jul-93
38	A308256	PANKAJ KUMAR	NAVAL HQ	21-Dec-92
39	A308272	DILIP KUMAR	NAVAL HQ	18-Jan-96
40	A308298	SUSHANT KUMAR THAKUR	AIR HQ	14-Jul-94

Sushant