


**MINISTRY OF DEFENCE**

(Office of JS & CAO)

**Defence Headquarters Training Institute**

**Sub: 82<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **82<sup>th</sup> Induction Course for JSAs** of AFHQ from **20 APR 2020 to 08 MAY 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 2016 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 **13<sup>th</sup> APR 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 20 APR 2020 with relieving letter.
6. Please acknowledge receipt.

  
(Dr. SK Mishra)  
Director, DHTI  
04 Mar 2020

**All concerned Organisations**

**All Participants**

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website



**Appendix 'A'**

(Refer to Para 2 of ID No. A/26002/1/CAO/Trg dt 04-Mar-2020)

**LIST OF JSAs DETAILED FOR THE 82<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)  
20 APR 2020 to 08 MAY 2020**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A306405	KALU RAM MEENA	GS BRANCH	01-Apr-93
2	A306533	VIKAS KUMAR	GS BRANCH	17-Mar-92
3	A306591	SHEENA GROVER	DTE. OF STDN.	01-May-67
4	A306588	RAKESH MEENA	DGDE	02-Aug-93
5	A306645	VICKEY	QMG BRANCH	08-Dec-92
6	A306687	GAURAV PUNDIR	SSCB	11-Oct-92
7	A306702	VIKAS KUMAR SINGH	DGQA	23-Nov-94
8	A306674	ROHIT	AIR HQ	12-Oct-95
9	A306661	RAHUL TARAR	CAO	01-Dec-93
10	A306728	RAJENDRA MEENA	QMG BRANCH	18-Aug-93
11	A308285	SATISH KUMAR	AIR HQ	05-Jun-88
12	A308300	ANIL KUMAR	AG BRANCH	02-Dec-93
13	A308342	ABHISHEK KUMAR	CAO	12-May-94
14	A308339	KUNDAN SINGH	GS BRANCH	09-Aug-92
15	A308368	SURJEET PAL	QMG BRANCH	05-May-92
16	A308371	ADITYA TIWARI	AG BRANCH	06-Aug-95
17	A308355	RAJNISH KUMAR	NAVAL HQ	05-Jan-93
18	A308397	PUSHPA KUMARI	QMG BRANCH	02-Oct-91
19	A308409	UMMED SINGH MEENA	GS BRANCH	15-Jul-96
20	A308412	SATENDER KUMAR	CAO	09-Dec-93
21	A308425	REASHI KUMAR	DGR	02-Feb-95
22	A308438	SUPRABHAT KARN	CAO	30-Apr-97
23	A308470	MANISH	CAO	21-Jan-95
24	A308483	RAM LALA	DGQA	05-Mar-90
25	A308496	CHANDAN KUMAR JHA	CAO	15-Mar-96
26	A308524	VIKASH KUMAR	MGO BRANCH	01-Dec-88
27	A308508	PARDEEP RAHWAL	DGQA	05-Mar-87
28	A308511	PRACHI KUMARI	NAVAL HQ	04-Sep-94
29	A308467	SHALU	AIR HQ	27-Jun-89
30	A308537	ABHISHEK KUMAR CHANDEL	GS BRANCH	20-Nov-92
31	A308553	SOMNATH SINGH	AIR HQ	28-Feb-95
32	A308595	ANUJ KUMAR	DGQA	11-Jul-96
33	A308706	ABHAY KUMAR	AIR HQ	27-Dec-93
34	A308748	MANISH KUMAR	DGQA	21-Oct-95
35	A308777	RAM ADHAR KUMAR	MS BRANCH	02-Jul-86
36	A308889	SOHAIL ANSARI	AG BRANCH	01-Feb-95
37	A308892	MUKESH KUMAR SAH	AG BRANCH	05-Aug-94
38	A308904	UPENDER SINGH SHEKHAWAT	GS BRANCH	31-Mar-89
39	A308917	MANISH KUMAR YADAV	DGDE	09-Oct-91
40	A308920	SUSHIL KUMAR	GS BRANCH	04-Jul-96