

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: 88th INDUCTION COURSE FOR JSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing **88th Induction Course for JSAs of AFHQ** from **28 Jun 2021 to 16 Jul 2021**. 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 aforesaid training is for three weeks including domestic study / field visit of two days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID situation. A circular to this effect will be issued separately after the conditions become conducive to travel. As such the course will end two days ahead i.e on 19 May 2021 instead of 21 May 2021.
4. The modalities of the academic part are as under:-
 - (a) The course will be conducted in a mix of virtual / offline mode & the participants will be required to attend major portion of the course on their Smart Phone, Laptop or Desktop Computer from a place of their convenience using web based conference platform such as Google Meet, Cisco Webex, Microsoft Team etc. unless they are specifically directed to come to DHTI.
 - (b) The participants of the programme will be relieved in the afternoon of the last working day before start of course and directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.
 - (c) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (in the attached proforma) to DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
 - (d) Post completion of training, the participant will report back to their office on the next working day.

(e) The attendance in all the session will be compulsory and on successful completion, a certificate will be issued (in hard copy) as was being done earlier.

5. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP, people with chronic kidney disease, serious heart conditions or any other medical condition being at potential high risk in COVID environment are advised not to attend the course under intimation to DHTI.

6. The confirmation regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by **21 Jun 2021** alongwith the duly filled up registration form attached at Appendix 'B'. The officials may accordingly be relieved and their relieving order be mailed to the Course Director, Smt. Namita Malik, at his e-mail ID **namitamalik2708@gmail.com** Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. the participants should be available online w.e.f. 28 Jun 2021 for attending the sessions as per the instructions given to them. **Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**

Namita
(Namita Malik)
Dy Director, DHTI
18 May 2021

All concerned Organisations

All Participants

Copy to :-

CAO / EDP Cell - For uploading on CAO's website.

Appendix 'A'

(Refer to Para 2 of ID No. A/26002/1/CAO/Trg dt 18 May 2021)

**LIST OF JSAs DETAILED FOR THE 88th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs) 28 JUN 2021 - 16 JUL 2021**

SI No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A306067	PUNEET KUMAR	AG BRANCH	18-Dec-89
2	A306096	ANIL KUMAR	GS BRANCH	23-Sep-89
3	A306140	PRIYANKA KUMARI	E-in-C BRANCH	20-Dec-89
4	A306249	GAURAV CHAUDHARY	CAO	02-Oct-89
5	A306265	RAKESH KUMAR	DGQA	01-Feb-94
6	A306294	PRIYA LEKHRA	DEF. LIBRARY	25-Jun-93
7	A306306	AJAY MALIK	CAO	30-Apr-94
8	A306364	MONIKA JAGLAN	AG BRANCH	01-Aug-91
9	A306405	KALU RAM MEENA	GS BRANCH	01-Apr-93
10	A306533	VIKAS KUMAR	GS BRANCH	17-Mar-92
11	A314503	HEMANT KUMAR HIMANSHU	DHTI	13-Mar-1987
12	A265928	SURESH SINGH	D G N C C	10-Jan-1966
13	A231187	BIRENDER SINGH	AIR HQ	5-Jan-1975
14	A235015	ANANT RAM	NAVAL HQ	6-Apr-1978
15	A238412	HARI RAM	NAVAL HQ	1-Jan-1972
16	A239857	NANDAN SINGH	NAVAL HQ	14-Jan-1978
17	A241908	KAMLESHWAR MAHTO	AIR HQ	17-Dec-1971
18	A240886	PREM CHANDRA	AIR HQ	10-Jul-1972
19	A240914	BEER SINGH	AIR HQ	8-Feb-1974
20	A241359	RAJESH KUMAR	M G O	12-Dec-1974
21	A241429	HARI RAM	M G O	6-Jul-1970
22	A241502	SUDHIR KUMAR	NAVAL HQ	14-Nov-1975
23	A241599	JAGDISH CHANDER	GS BRANCH	1-Apr-1972
24	A248486	JITENDRA KUMAR BARNWAL	AIR HQ	1-Jan-1974
25	A265098	UMED SINGH	M D D S	22-Jun-1974
26	A236322	BACHHU SINGH	D G Q A	5-Feb-1966
27	A238595	SUDHIR KUMAR RAY	GS BRANCH	4-Mar-1975
28	A241263	HAREY RAM PATHAK	M G O	5-Apr-1975
29	A241870	DHARMENDRA KUMAR	GS BRANCH	1-Sep-1972
30	A231471	ROHTAS SINGH	GS BRANCH	10-Jan-1971
31	A231059	NAGENDRA PRASAD	D G Q A	4-Jan-1972
32	A231372	RAM SAGAR RAY	D P R	6-Feb-1969
33	A235862	HARKESH	NAVAL HQ	16-Jul-1976
34	A238409	BUDH SINGH	D G Q A	5-Jul-1971
35	A268875	KRISHAN CHAND	Q M G	8-May-1971
36	A230854	BIJENDER SINGH	HQ I D S	2-Jun-1972
37	A239732	VINOD KUMAR	M G O	16-Nov-1976
38	A200024	RAM BARAN SINGH	AIR HQ	20-Dec-1964
39	A197737	RAJBIR	Q M G	1-Feb-1967
40	A241065	RAM SURESH	AIR HQ	1-Mar-1970

