

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: 90th INDUCTION COURSE FOR JSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing **90th Induction Course for JSAs of AFHQ from 18 Oct 2021 to 05 Nov 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 03 Nov 2021 instead of 05 Nov 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 from their respective offices 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 **08 Oct 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, Sh. Ravikant Vinayak Yadav, at his e-mail ID **ravikantvyadav@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. 18 Oct 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.**


(Ravikant Vinayak Yadav)
Asstt Director, DHTI
27 Aug 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/90th/2021 dt 27 Aug 2021)**LIST OF JSAs DETAILED FOR THE 90th INDUCTION COURSE FOR JUNIOR SECRETARIAT ASSISTANT (JSAs) 18 OCT 2021 - 05 NOV 2021**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A306591	SHEENA GROVER	DTE. OF STDN.	01-May-67
2	A306687	GAURAV PUNDIR	SSCB	11-Oct-92
3	A306661	RAHUL PARAR	CAO	01-Dec-93
4	A308524	VIKASH KUMAR	MGO BRANCH	01-Dec-88
5	A308892	MUKESH KUMAR SAH	AG BRANCH	05-Aug-94
6	A308962	HEERVAL SWAMI	NAVAL HQ	11-Jan-97
7	A309071	TEJENDRA KHATRI	AG BRANCH	14-Dec-91
8	A309282	DHEERAJ KUMAR	MS BRANCH	04-Apr-94
9	A308975	RITIK RISHAN	E-in-C BRANCH	10-May-95
10	A309422	MOHIT HOCHAN	GS BRANCH	27-Aug-95
11	A309899	ANKIT	E-in-C BRANCH	23-Feb-93
12	A310026	CHANDER PAI YADAV	GS BRANCH	07-Jun-85
13	A310266	NITESH	MS BRANCH	17-Sep-95
14	A310589	ABHISHEK KUMAR	MGO BRANCH	15-Jan-94
15	A310969	MOHIT KUMAR	AIR HQ	29-Jun-91
16	A311023	AMIYAJIT PRADHAN	QMG BRANCH	11-Aug-96
17	A311164	SHIFA RAJEEV	E-in-C BRANCH	16-Dec-71
18	A311346	ASHISH KUMAR KATARIA	DRDO	14-Feb-95
19	A311375	SHANU SUGIL	DGDE	22-Sep-93
20	A311333	ANKUR SHASTA	DRDO	22-Oct-91
21	A223414	DEVENDR SINGH	AIR HQ	10-Apr-1965
22	A223964	OM PRAKASH SHARMA	D R D O	18-Sep-1964
23	A223191	DILBAG SINGH	D R D O	1-Apr-1965
24	A224763	VINOD KUMAR	AIR HQ	1-Mar-1976
25	A262745	SUDESH KUMAR PAWA	NAVAL HQ	15-Jan-1964
26	A226725	VIRENDRA SINGH	AG BRANCH	20-Jul-1966
27	A223555	JAI PRAKASH PANDEY	A F F P D	1-May-1965
28	A223469	AMALJALI SINGH	DTE. OF STDN.	15-Feb-1967
29	A223571	DEVENDRA SINGH BISHT	Q M G	5-Apr-1967
30	A226712	KRISHAN KUMAR	Q M G	11-Apr-1964

