

**MINISTRY OF DEFENCE**  
(Office of JS & CAO)

**Sub: 12<sup>th</sup> INDUCTION COURSE FOR STENO 'D' /PAs**

1. The Defence Headquarters Training Institute (DHTI) will be organizing the **12<sup>th</sup> Induction Course for Steno 'D'/PAs** of AFHQ from **25 Jun 2018 to 27 Jul 2018**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of Stenos/PAs.
2. The Stenos/PAs, who have joined AFHQ Service from January 2010 onwards and have not undergone Induction Training so far, are hereby detailed for the **five weeks Induction Course for Stenos/PAs** as per the list attached as Appendix 'A'.
3. The 05 weeks training mentioned in the note under reference also 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 expenses 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. It is clarified that 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 these training programmes are mandatory for the officials.
5. The **confirmation** regarding participation of the individual in the course should reach DHTI with their **Telephone Nos.** by **08<sup>th</sup> Jun 2018** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:00 AM on 25<sup>th</sup> Jun 2018 with relieving letter.**
6. Please acknowledge receipt.



(Dr Arvind)  
Director, DHTI  
27 Apr 2018

**All concerned Organisations**  
**All Participants**

Copy to:-

**Dy CAO (P)**

**CAO/EDP: -**

for uploading on website

(Refer to Para 2 of ID No. A/26002/94/CAO/Trg (Vol-III) dt 27 Apr 2018)

**LIST OF STENO 'D'/ PAs DETAILED FOR THE**  
**12<sup>th</sup> INDUCTION COURSE FOR STENO/PAs**  
**25 Jun 2018 to 27 Jul 2018**

SL NOS.	ID NOS.	NAME	POST	OFFICE
1.	A302564	MOHD AKRAM	PA	DGR
2.	A302548	ARUN KUMAR	PA	HQ IDS
3.	A304159	HARISH KUMAR MEENA	PA	AG
4.	A304373	NIKHIL CHAWLA	PA	QMG
5.	A304935	JUGAL KISHORE MEENA	PA	DGQA
6.	A304948	NEHA KHANDURI	PA	DRDO
7.	A304951	LOVELY MEENA	PA	GS
8.	A304993	SAROJ	PA	HQ IDS
9.	A305156	RITIKA CHANDEL CHAWLA	PA	QMG
10.	A305268	MANISHA ADLAKHA	PA	DGQA
11.	A305354	MOHD SALMAN KHAN	PA	DGR
12.	A305396	RAVI PRAKASH	PA	MGO
13.	A305367	HEERAMAN MEENA	PA	DGR
14.	A305383	ARUN	PA	QMG
15.	A305424	MUZAMMIL KHAN	PA	MS
16.	A305479	TARUN RAWAT	PA	AIR HQ
17.	A305482	RAJENDRA KUMAR	PA	GS
18.	A305507	NEELES VERMA	PA	HQ IDS
19.	A305622	BHASKAR SINGH RAWAT	PA	NAVAL HQ
20.	A305619	KASIF ALI	PA	AIR HQ
21.	A304047	PRATEEK K ADLAKHA	STENO-D	DRDO
22.	A304216	RITESH ADLAKHA	STENO-D	DRDO
23.	A304357	SACHIN JOON	STENO-D	NAVAL HQ
24.	A304401	PARUL RAI	STENO-D	AIR HQ
25.	A304443	RENU DAHIYA	STENO-D	HQ IDS
26.	A304456	DINESH KUMAR MEENA	STENO-D	NAVAL HQ
27.	A304485	RAVI SHARMA	STENO-D	MGO
28.	A304472	TINKU	STENO-D	AIR HQ
29.	A304498	GUNJAN KUMAR	STENO-D	NAVAL HQ
30.	A304469	SHEKHAR	STENO-D	GS
31.	A304526	DIVYA	STENO-D	DRDO
32.	A304571	GOURAV	STENO-D	E- IN-C
33.	A304597	HEENA	STENO-D	DRDO
34.	A304555	KANCHAN LATA	STENO-D	NAVAL HQ
35.	A304539	YOGESH RAWAT	STENO-D	NAVAL HQ

