

MINISTRY OF DEFENCE
(Office of JS & CAO)

Sub: 13th INDUCTION COURSE FOR STENO 'D' /PAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing the **13th Induction Course for Steno 'D'/PAs** of AFHQ from **24 Sept 2018 to 26 Oct 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 **20th Sep 2018** positively. The official should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block New Delhi at 9:00 AM on 24th Sep 2018 with relieving letter.**
6. Please acknowledge receipt.



(Dr Arvind)
Director, DHTI
28 Aug 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 28 Aug 2018)

**LIST OF STENO 'D'/ PAs DETAILED FOR THE
13th INDUCTION COURSE FOR STENO/PAs
24 Sep 2018 to 26 Oct 2018**

SL NOS.	ID NOS.	NAME	POST	OFFICE
1.	A302564	MOHD AKRAM	PA	DGR
2.	A304159	HARISH KUMAR MEENA	PA	AG
3.	A304373	NIKHIL CHAWLA	PA	QMG
4.	A304935	JUGAL KISHORE MEENA	PA	DGQA
5.	A304948	NEHA KHANDURI	PA	DRDO
6.	A304951	LOVELY MEENA	PA	GS
7.	A305156	RITIKA CHANDEL CHAWLA	PA	QMG
8.	A305268	MANISHA ADLAKHA	PA	DGQA
9.	A305354	MOHD SALMAN KHAN	PA	DGR
10.	A305367	HEERAMAN MEENA	PA	DGR
11.	A305383	ARUN	PA	QMG
12.	A305622	BHASKAR SINGH RAWAT	PA	NAVAL HQ
13.	A304047	PRATEEK K ADLAKHA	STENO-D	DRDO
14.	A304216	RITESH ADLAKHA	STENO-D	DRDO
15.	A304357	SACHIN JOON	STENO-D	NAVAL HQ
16.	A304443	RENU DAHIYA	STENO-D	HQ IDS
17.	A304498	GUNJAN KUMAR	STENO-D	NAVAL HQ
18.	A304469	SHEKHAR	STENO-D	GS
19.	A304526	DIVYA	STENO-D	DRDO
20.	A304571	GOURAV	STENO-D	E- IN-C
21.	A304597	HEENA	STENO-D	DRDO
22.	A304555	KANCHAN LATA	STENO-D	NAVAL HQ
23.	A304609	SHUBHAM YADAV	STENO-D	GS
24.	A304625	JATIN	STENO-D	GS
25.	A304641	MOHD ASIF	STENO-D	AIR HQ
26.	A304638	VIKASH KUMAR	STENO-D	AIR HQ
27.	A304654	VIPIN KUMAR	STENO-D	AG
28.	A304667	TARUN KUMAR	STENO-D	AG
29.	A304696	YUDHISHTAR	STENO-D	JCB
30.	A304711	VIJAY BHARDWAJ	STENO-D	DGQA
31.	A304807	BHUMIKA SINGH BARETH	STENO-D	AG
32.	A304779	ARUN KUMAR	STENO-D	NAVAL HQ
33.	A304766	AKSHAY	STENO-D	DRDO
34.	A304782	MUKESH KUMAR	STENO-D	AIR HQ
35.	A304753	ANKUSH	STENO-D	GS