

MINISTRY OF DEFENCE

Office of the JS (E/CAO)

Sub: 37th ORIENTATION COURSE FOR SSAs


1. The Defence Headquarters Training Institute (DHTI) will be organizing 37th Two week Orientation Course for Senior Secretariat Assistants from **20 Mar - 31 Mar 2017** for newly promoted SSAs of AFHQ Clerical Service. The objective of the course is to orient the participants in the area of office management, administrative rules and inculcate attitude necessary for shouldering the job responsibilities required for the post of SSA.

2. 35 SSAs are detailed for the "37th Two weeks Orientation Course for SSAs" as per the list attached as Appendix 'A'.

3. 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.

4. The confirmation regarding the participation of the individual on the course should reach DHTI by **14 Mar 2017** 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 Mar 2017** with relieving letter.

5. Please acknowledge receipt.


(Dr. Arvind)
Director, DHTI
28 Feb 2017

All concerned Organisations

All Participants

Copy to :-


Dy CAO (P&L)
CAO/ EDP Cell

- For uploading on CAO's website.

Appendix 'A'**(Refer to Para 2 of ID No. A/26002/99/CAO/Trg dt 28 Feb 2017)****LIST OF SSAs DETAILED FOR THE 37th TWO WEEKS
ORIENTATION COURSE FOR SSAs 20 Mar - 31 Mar 2017**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A280437	SAURABH KUMAR	09-Nov-86	AIR HQ
2.	A276481	PRITY SINGH MS	07-Feb-83	M S
3.	A277149	SURUCHI GUPTA KM	26-Dec-86	D G A Q A
4.	A278344	CHANDAN KUMAR	04-Mar-85	Q M G
5.	A275640	MANISH KUMAR	10-Jun-85	M S
6.	A276944	MANOJ KUMAR	10-Mar-86	D G R
7.	A276973	DHARAM DAS	16-Sep-76	AIR HQ
8.	A281971	AMRESH KUMAR RANJAN	07-Feb-81	Q M G
9.	A281083	SATEESH KUMAR	15-May-87	A G
10.	A275538	ASHISH	24-Sep-88	E-in-C
11.	A275781	BHAGWATI MS	29-Jul-85	G S
12.	A278654	SACHIN KUMAR	03-Aug-85	A G
13.	A281364	MITHILESH KUMAR PASWAN	05-Jan-77	NAVAL HQ
14.	A275880	PRAVEEN KUMAR SOOTHWAL	27-Aug-81	HQ I D S
15.	A276890	VIKAS KUMAR	20-Mar-86	NAVAL HQ
16.	A278711	SHANKAR KUMAR	06-Sep-86	D G A Q A
17.	A276577	RAJIV KUMAR	12-Dec-80	G S
18.	A280622	MANOJ KUMAR	20-Apr-82	NAVAL HQ
19.	A277941	VIJAY KUMAR	24-Apr-85	HQ I D S
20.	A277417	SUBASH CHANDER MEENA	13-Jul-83	M G O
21.	A281380	ASHOK MURMU	12-Mar-85	M G O
22.	A281249	KARASHAN KUMAR MEENA	04-Jul-83	HQ A T V P
23.	A279747	MUKESH CHAND MEENA	03-Dec-85	D G N C C
24.	A276788	ANRUDH KUMAR SAH	24-Jan-90	Q M G
25.	A278315	SUNIL KUMAR MEENA	15-Nov-84	D P L & C
26.	A279846	PREMRAJ MEENA	04-Oct-86	M G O
27.	A280099	SUMAN KERKETTA	18-Sep-83	M G O
28.	A281278	MADAN SINGH	31-Dec-64	C A O
29.	A277219	YOGENDRA MEENA	02-Sep-87	Q M G
30.	A280932	ANIL LAKRA	08-Dec-83	D R D O
31.	A276845	DINESH SOREN	25-Dec-78	Q M G
32.	A277529	UMESH CHAND MEENA	30-Dec-84	M S
33.	A280792	BANSHI RAM MEENA	01-Jan-84	G S
34.	A276436	SHER SINGH MEENA	01-Oct-83	E-in-C
35.	A280789	SUNIL KUMAR	10-Aug-71	D G Q A