


MINISTRY OF DEFENCE
(Office of JS (E/ CAO))

Sub: 38th ORIENTATION COURSE FOR SSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing 38th Two week Orientation Course from 03 Jul - 14 Jul 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 "38th Two week 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 27 Jun 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 03 Jul 2017 with relieving letter.
5. Please acknowledge receipt.


(Dr. Arvind)
Director, DHTI
15 May 2017

All concerned Organisations

All Participants

Copy to :-

Dy CAO (P&L)

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

(Refer to Para 2 of ID No. A/26002/99/CAO/Trg dt/5 May 2017)

**LIST OF SSAs DETAILED FOR THE 38th TWO WEEK
ORIENTATION COURSE FOR SSAs 03 Jul -14 Jul 2017**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A276887	SURYA PRAKASH OJHA	12/15/86	Q M G
2.	A279578	SANJEET KUMAR	02/16/86	NAVAL HQ
3.	A277037	ANIL KUMAR	02/05/80	G S
4.	A280437	SAURABH KUMAR	11/09/86	AIR HQ
5.	A276481	PRITY SINGH MS	02/07/83	M S
6.	A277149	SURUCHI GUPTA KM	12/26/86	D G A Q A
7.	A278344	CHANDAN KUMAR	03/04/85	Q M G
8.	A275640	MANISH KUMAR	6/10/85	M S
9.	A281971	AMRESH KUMAR RANJAN	02/07/81	Q M G
10.	A275538	ASHISH	09/24/88	E-in-C
11.	A278654	SACHIN KUMAR	08/03/85	A G
12.	A275880	PRAVEEN KUMAR SOOTHWAL	08/27/81	HQ I D S
13.	A276890	VIKAS KUMAR	03/20/86	NAVAL HQ
14.	A285531	JITENDER KUMAR	07/28/82	Q M G
15.	A280776	NIRNOY MONDAL	08/01/80	D G Q A
16.	A276142	DINESH KUMAR GUPTA	09/23/64	C A O
17.	A281661	RADHEY SHYAM MEENA	08/31/87	A G
18.	A277350	VINEET SONET	07/10/89	M G O
19.	A275455	KHAMKHANDHUP	08/24/83	A G
20.	A281645	BABU LAL MEENA	03/03/82	E-in-C
21.	A276902	B GINKHANKHUAL	04/05/85	NAVAL HQ
22.	A276126	HENKHOLEN HAWKIP	07/04/85	C A O
23.	A275794	ZAMNGAIHLIAN HATLANG SMT	11/21/76	D S C H Y ' B A D
24.	A278427	RAJENDRA KUMAR MEENA	06/25/85	M G O
25.	A282163	HARISH CHANDRA VADAV	02/05/71	M S
26.	A282121	JASWANT MEENA	08/03/82	Q M G
27.	A277389	RAM KARAN MEENA	07/07/83	M G O
28.	A277727	S THANGKHENKHAM	10/20/81	Q M G
29.	A280961	BHUPENDRA MAHATO	02/06/89	D R D O
30.	A280817	AJAY KUMAR	07/20/77	D G Q A
31.	A276720	SOMRAJ MEENA	06/15/83	M G O
32.	A271176	ARVIND KUMAR	07/10/89	AIR HQ
33.	A271204	S JULIET JOSEPHINE SMT	04/03/62	G S
34.	A271217	BABITA SACHAN SMT	08/01/70	D G D E
35.	A271246	P KARTHIK	12/02/87	NAVAL HQ