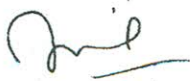


MINISTRY OF DEFENCE

(Office of JS & CAO)

Sub: 39th ORIENTATION COURSE FOR SSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing 39th Two week Orientation Course from 20 Nov - 01 Dec 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 "39th 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 14 Nov 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 Nov 2017 with relieving letter.
5. Please acknowledge receipt.


(Dr. Arvind)
Director, DHTI
27 Sep 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 27 Sep 2017)

**LIST OF SSAs DETAILED FOR THE 39th TWO WEEK
ORIENTATION COURSE FOR SSAs 20 NOV - 01 DEC 2017**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A279073	MOHAN LAL CHAURASIA	12-08-84	C A O
2.	A278175	MANOJ KUMAR MADHUKAR	01-02-87	NAVAL HQ
3.	A277954	NISHA MS	01-01-84	C A O
4.	A278935	DALEEP MANGHI	12-04-85	AIR HQ
5.	A278609	RAJKAMAL BURMAN	07-01-80	AIR HQ
6.	A276676	JOGENDER KUMAR	20-07-80	DEF. LIBRARY
7.	A281984	POONAM RANI SMT	25-01-81	C A O
8.	A277941	VIJAY KUMAR	24-04-85	HQ I D S
9.	A277417	SUBASH CHANDER MEENA	13-07-83	M G O
10.	A281380	ASHOK MURMU	12-03-85	M G O
11.	A281249	KARASHAN KUMAR MEENA	04-07-83	HQ A T V P
12.	A279747	MUKESH CHAND MEENA	03-12-85	D G N C C
13.	A278315	SUNIL KUMAR MEENA	15-11-84	D P L & C
14.	A279846	PREMRAJ MEENA	04-10-86	M G O
15.	A280099	SUMAN KERKETTA	18-09-83	M G O
16.	A271275	GURPREET SINGH	11-04-89	C A O
17.	A271288	SANJAY PANIGRAHI	05-01-89	C A O
18.	A271329	SUSHMA DWIVEDI SMT	01-07-67	D G Q A
19.	A089052	ASHOK KUMAR	16-01-62	Q M G
20.	A238384	MANOJ KUMAR	08-05-71	NAVAL HQ
21.	A239547	ANITA KUMARI	26-11-67	NAVAL HQ
22.	A078787	SUBASH CHAND	17-06-60	D G A Q A
23.	A262802	RAKESH KUMAR PANDEY	21-04-74	A G
24.	A047366	MD HANISH ANSARI	04-03-61	M G O
25.	A264442	SUKH RAM MEENA	15-07-71	A G
26.	A122645	KRISHNA SMT	17-02-63	Q M G
27.	A072414	RAMESH KUMAR	01-12-60	E-in-C
28.	A068145	KRISHAN KUMAR	23-07-62	AIR HQ
29.	A203108	RAJ KUMAR	15-12-59	D R D O
30.	A230953	KUNERSINGH	01-12-70	M G O
31.	A280015	KANCHANA RAWAT MS	27-03-83	MS BRANCH
32.	A2491997	PRADEEP KUMAR DAS	04-07-75	NAVAL HQ
33.	A28911	NISHANTA MITRA	28-10-85	DGAFMS
34.	A272298	SHANKAR PRASAD	20-10-83	C A O
35.	A172412	ROHIT SHARMA	03-01-90	DPL&C