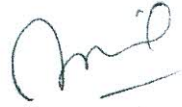


**MINISTRY OF DEFENCE**  
**(Office of JS & CAO)**  
**Defence Headquarters Training Institute**

**Sub: 42<sup>nd</sup> ORIENTATION COURSE FOR SSAs**

1. The Defence Headquarters Training Institute (DHTI) will be organizing 42<sup>nd</sup> Two week Orientation Course from **15 Oct 2018 - 26 Oct 2018** 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 the attitude necessary for shouldering the job responsibilities required for the post of SSA.
2. 35 SSAs are detailed for the "42<sup>nd</sup> 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 **08 Oct 2018** 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 15 Oct 2018** with their **relieving letter**.
5. Please acknowledge receipt.

  
(Dr. Arvind)  
Director, DHTI  
14 Aug 2018

**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 Aug 2018)

LIST OF SSAs DETAILED FOR THE 42<sup>nd</sup> TWO WEEK  
ORIENTATION COURSE FOR SSAs 15 Oct 2018 - 26 Oct 2018

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A280932	ANIL LAKRA	08-12-83	DRDO
2.	A276436	SHER SINGH MEENA	01-10-83	E-in-C
3.	A276142	DINESH KUMAR GUPTA	23-09-64	CAO
4.	A282121	JASWANT MEENA	03-08-82	QMG
5.	A280817	AJAY KUMAR	20-07-77	DGQA
6.	A271176	ARVIND KUMAR	10-07-89	AIR HQ
7.	A271204	S JULIET JOSEPHINE SMT	03-04-62	GS
8.	A271275	GURPREET SINGH	11-04-89	CAO
9.	A271288	SANJAY PANIGRAHI	05-01-89	CAO
10.	A271329	SUSHMA DWIVEDI SMT	01-07-67	DGQA
11.	A238384	MANOJ KUMAR	08-05-71	NAVAL HQ
12.	A262802	RAKESH KUMAR PANDEY	21-04-74	AG
13.	A122645	KRISHNA SMT	17-02-63	QMG
14.	A068145	KRISHAN KUMAR	23-07-62	AIR HQ
15.	A2491997	PRADEEP KUMAR DAS	04-07-75	NAVAL HQ
16.	A285036	DEEPAK	07-10-87	DGAFMS
17.	A284378	SANJAY KUMAR	01-03-84	MS BRANCH
18.	A284042	MOHIT KUMAR	22-04-92	NAVAL HQ
19.	A282978	YOGESH KUMAR	24-01-84	GS
20.	A287621	CHANDAN KUMAR	05-10-87	QMG
21.	A282332	SOMENDRA KUMAR SINGH	05-03-86	NAVAL HQ
22.	A282949	KAMAL SHARMA	31-03-85	E-in-C
23.	A283342	USHA PAL MS	02-10-85	NAVAL HQ
24.	A282246	NITIN KUMAR	01-07-87	SFL
25.	A047382	KARAN SINGH	05-08-59	DGDE
26.	A271390	VIKAS NAUTIYAL	25-12-89	QMG
27.	A274685	MOHIT AHLAWAT	29-01-88	NAVAL HQ

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
28.	A283834	DEEPAK LAKHCHAURA	06-11-84	AIR HQ
29.	A283160	MOHAMMAD TAKI ZAIDI	12-04-84	DSC Dehradun
30.	A286244	DHARMENDRA KUMAR VERMA	11-12-83	M G O
31.	A284240	RANASACHIN SINGH	13-12-87	NAVAL HQ
32.	A284761	SHANTI BHUSHAN PANDEY	06-02-85	G S
33.	A283988	SANDEEP SINGH	18-05-86	AIR HQ
34.	A283087	RAJEEV KUMAR RAMAN	27-01-87	A G
35.	A284480	VIPIN BIHARI	08-11-83	HQ I D S

