

MINISTRY OF DEFENCE
(Office of JS & CAO)

Sub: 11th FOUNDATION COURSE FOR ASSISTANT
SECTION OFFICERS (DR)

Reference our note of No. A/26002/100/CAO/Trg dated 16 Oct 2017.


2. The Defence Headquarters Training Institute (DHTI) will be organizing the 11th Seven weeks Foundation Course from 11 Dec 2017- 26 Jan 2018 for Assistant Section Officers (Direct Recruit) of AFHQ Civil Service. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the higher responsibilities required for the post of Assistant Section Officers.

3. **Shri. Deepak Kumar, ASO, CAO/A-6(A)** and **Shri. Vikash Kumar Gupta, ASO, CAO (Coord)** are hereby nominated for the above mentioned course.

4. This training is compulsory for removal from probation therefore 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.

5. The aforesaid training includes a study tour which is mandatory for all participants. In accordance with Para 8 of GOI letter no. A/25991/5/CAO/TRG dated 16th May, 2006 the participants are advised to draw an advance of Rs. 40,000/- (Rupees Forty Thousand Only) from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This contribution may be released in cash only and the same shall be collected by DHTI from the participating officials. A move sanction may be collected from DHTI by the confirmed participants after 27 Nov 2017 to facilitate the claim of TA/DA advance.

6. The confirmation regarding the participation of the individuals for the course with their Telephone/Mobile Nos. should reach DHTI latest by 17th Nov 2017 positively. The officers should be relieved and directed to report to DHTI, Room No. 185-A, B-Block, New Delhi at 9:00 AM on 11 Dec 2017 with relieving letter.


(Dr. Arvind)
Director, DHTI
06 Nov 2017

All concerned Organisations
All Participants

Copy to: -

Dy CAO (P)

CAO/EDP: -

For uploading on CAO's website