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A/26002/01/CAO/Trg

**MINISTRY OF DEFENCE**

(Office of JS & CAO)

**Defence Headquarters Training Institute**

**Sub: 65<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **65<sup>th</sup> Induction Course for JSAs** of AFHQ from **09 Oct 2017 to 27 Oct 2017**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of JSAs.
2. The JSAs, who have joined AFHQ Clerical Service from 2014 onwards and have not undergone Induction Training so far, are hereby detailed for the **Induction Course for JSAs** as per the list attached as Appendix 'A'.
3. The 03 weeks training mentioned in the note under reference also 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 16 May, 2006, the participants are advised to draw an advance of Rs. **10,000/- (Rupees Ten Thousand only)** from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This advance may be released in **cash** only and the same will be collected by DHTI from the participating officials.
4. 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. In such cases also, the official will be detailed on subsequent course and no request for deferment will be accepted as these training programmes are mandatory for the officials.
5. The **confirmation** regarding participation of the individual in the course should reach DHTI by **27<sup>th</sup> Sep 2017** positively and accordingly movement order be collected by the confirmed participants after **03<sup>rd</sup> Oct 2017** from DHTI to facilitate the claim of TA/DA advance. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 09 Oct 2017** with **relieving letter**.
6. Please acknowledge receipt.



(Dr. Arvind)  
Director, DHTI  
23 Aug 2017

**All concerned Organisations**

**All Participants**

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website

**Appendix 'A'**

**(Refer to Para 2 of ID No. A/26002/1/CAO/Trg dt 23 Aug 2017)**

**LIST OF JSAs DETAILED FOR THE 65<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)  
FROM 09 Oct 2017 to 27 Oct 2017.**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	DoB	OFFICE
1	A262170	SANJU	22-Jan-1982	M G O
2	A294412	ABHISHEK MALIK	20-Jul-1994	Q M G
3	A294425	PINKI MS	11-Mar-1988	G S
4	A294496	SACHIN MALIK	30-Oct-1992	HQ I D S
5	A294524	ANSHITA SMT	25-Mar-1991	D P L & C
6	A294719	RAHUL DABAS	10-Dec-1992	G S
7	A294751	AMIT KUMAR	25-Jul-1991	Q M G
8	A295295	ANKUR CHOUDHARY	7-Apr-1994	AIR HQ
9	A295310	MANDEEP	3-Nov-1991	Q M G
10	A295352	NEERAJ KUMAR	8-Apr-1989	M G O
11	A295378	BHUPENDER ANGIRA	30-Nov-1990	G S
12	A295464	VIKASH KUMAR	5-Nov-1993	NAVAL HQ
13	A295451	SUSHIL	24-Mar-1995	NAVAL HQ
14	A295505	RAKESH	1-Apr-1988	M G O
15	A295493	VIJAY KUMAR	27-Jul-1991	AIR HQ
16	A296106	SUMIT DAHIYA	27-Dec-1990	M G O
17	A296193	KRISHAN	12-Jun-1987	D G A Q A
18	A296180	HARDEEP	30-Jul-1989	WESEE
19	A296234	SURENDER KUMAR	30-Sep-1993	AIR HQ
20	A296247	ANUP SINGH	12-Sep-1989	NAVAL HQ
21	A296276	VIJAY SHARMA	20-Apr-1990	D G A F M S
22	A296320	VIKASH	7-Apr-1994	Q M G
23	A296333	NITAN KUMAR	10-Sep-1993	AIR HQ
24	A296317	SUNIL	29-Nov-1993	Q M G
25	A296416	ADITYA CHAUHAN	30-Sep-1992	NAVAL HQ
26	A296391	HARISH CHANDRA	26-Aug-1991	HQ A T V P
27	A296429	AMIT TOMER	1-Oct-1988	D R D O
28	A296388	MANJEET KUMAR	22-Jan-1991	AIR HQ
29	A296375	PAWAN	1-Feb-1993	M G O
30	A296487	VIPIN TOMER	20-Jul-1993	D G Q A
31	A296490	NEERAJ	7-Jan-1990	G S
32	A296528	AMIT	26-Sep-1993	E-in-C
33	A296630	ALOK RANJAN CHAKRABORTY	4-Feb-1985	D G R
34	A296726	VIKRAM KUMAR SINGH	10-Sep-1990	C A O
35	A296739	ARCHANA BIST SMT	19-Jul-1972	D G N C C

