


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

Sub: 11th INDUCTION COURSE FOR STENO 'D' /PAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing the **11th Induction Course for Steno 'D'/PAs of AFHQ from 11 Sep 2017 to 13 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 Stenos/PAs.
2. The Stenos/PAs, who have joined AFHQ Service from January 2010 onwards and have not undergone Induction Training so far, are hereby detailed for the five **weeks Induction Course for Stenos/PAs** as per the list attached as Appendix 'A'.
3. The 05 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. 40,000/- (Rupees Forty thousands 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 be collected by DHTI from the participating officials. A Move Sanction may be collected from DHTI by the confirmed participants after **04th Sep 2017** to facilitate the claim of TA/DA advance.
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 with their **Telephone Nos.** by **31st Aug 2017** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:00 AM on 11th Sep 2017 with relieving letter.**
6. Please acknowledge receipt.


(Dr Arvind)
Director, DHTI
09 Aug 2017

All concerned Organisations
All Participants

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Dy CAO (P)

CAO/EDP: -

for uploading on website

