

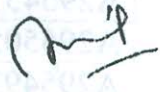
MINISTRY OF DEFENCE

(Office of JS (T) & CAO)

Defence Headquarters Training Institute

**Sub: 63rd INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **63rd Induction Course for JSAs** of AFHQ from **17 Jul 2017 to 04 Aug 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 Thousands 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 **24th July 2017** positively and accordingly movement order be collected by the confirmed participants after **27th July 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 4th July 2017** with **relieving letter**.
6. Please acknowledge receipt.


(Dr. Arvind)
Director, DHTI
31 May 2017

All concerned Organisations

All Participants

Copy to:-

Dy CAO (P)

CAO/EDP: -

for uploading on website

(Refer to Para 2 of ID No. A/26002/1/CAO/Trg dt 31 May 2017)

**LIST OF JSAs DETAILED FOR THE 63th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs)
FROM 17 Jul 2017 to 04 Aug 2017**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	DoB	OFFICE
1	A268156	RAJESH MEENA	07-02-1985	A G
2	A275710	BHARAT JALUTHRIA	02-29-1992	A G
3	A262170	SANJU	01-22-1982	M G O
4	A294160	MANISH KUMAR	10-24-1990	G S
5	A294409	SHAILESH YADAV	26-09-1994	D G A F M S
6	A294412	ABHISHEK MALIK	07-20-1994	Q M G
7	A294425	PINKI MS	03-11-1988	G S
8	A294496	SACHIN MALIK	30-10-1992	HQ IDS
9	A294537	ANUJ KUMAR	10-02-1995	NAVAL HQ
10	A294524	ANSHITA SMT	03-25-1991	D P L & C
11	A294719	RAHUL DABAS	12-10-1992	G S
12	A294735	KULDEEP	04-10-1994	Q M G
13	A294751	AMIT KUMAR	07-25-1991	Q M G
14	A294764	VIKAS KHATRI	05-05-1987	AIR HQ
15	A295253	NASEEB SINGH	10-10-1991	A G
16	A295279	SAHIL	10-17-1991	M S
17	A295211	NISHANT KUMAR	02-03-1993	D G N C C
18	A295307	RAVI SHOKEEN	25-03-1987	G S
19	A295295	ANKUR CHOUDHARY	07-04-1994	AIR HQ
20	A295282	NEERAJ	04-11-1995	G S
21	A295310	MANDEEP	11-03-1991	Q M G
22	A295365	VIKASH	10-05-1993	AIR HQ
23	A295352	NEERAJ KUMAR	08-04-1989	M G O
24	A295349	ANIL KUMAR	12-10-1992	AIR HQ
25	A295378	BHUPENDER ANGIRA	11-30-1990	G S
26	A295464	VIKASH KUMAR	11-5-1993	NAVAL HQ
27	A295451	SUSHIL	24-03-1995	NAVAL HQ
28	A295505	RAKESH	04-01-1988	M G O
29	A295493	VIJAY KUMAR	07-27-1991	AIR HQ
30	A295477	SANJEEV	28-09-1989	M G O
31	A295480	AMIT	27-04-1987	NAVAL HQ
32	A295518	KAVITA Km	10-23-1986	AIR HQ
33	A295534	JYOTI Smt	06-25-1990	D G Q A
34	A295521	SEEMA Km	12-20-1993	M G O
35	A295547	BHOOP SINGH	01-01-1988	Q M G