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A/26002/01/CAO/TRg


**MINISTRY OF DEFENCE**

(Office of JS & CAO)

**Defence Headquarters Training Institute**

**Sub: 64<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **64<sup>th</sup> Induction Course for JSAs** of AFHQ from **28 Aug 2017 to 15 Sep 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 **17<sup>th</sup> Aug 2017** positively and accordingly movement order be collected by the confirmed participants after **21<sup>st</sup> Aug 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 28 Aug 2017** with relieving letter.
6. Please acknowledge receipt.

  
(Dr. Arvind)  
Director, DHTI  
17 Jul 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 14 Jul 2017)

**LIST OF JSAs DETAILED FOR THE 64<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)  
FROM 28 Aug 2017 to 15 Sep 2017**

Sl No.	ID NO	NAME (SHRI / SMT / KUM)	DoB	OFFICE
1	A267018	RAJESH KUMAR	02/08/1981	E-in-C
2	A264509	ASHISH KUMAR	06/15/1975	Q M G
3	A294920	SUMAN DEVI SMT	01/15/1989	G S
4	A294904	JAGBIR	01/07/1991	G S
5	A294991	SANJEEV KUMAR	06/20/1992	HQ I D S
6	A295039	SANDEEP	12/12/1990	D G Q A
7	A295042	SUNIL	09/08/1994	A G
8	A295154	NAVEEN	09/04/1993	M G O
9	A295183	HAPPY	29/11/1992	Q M G
10	A295266	ANIL KUMAR	01/21/1987	HQ A T V P
11	A295576	SUMIT	02/10/1990	M G O
12	A295550	SUNIL	02/02/1991	C A O
13	A295563	KUMAR GAURAV	03/01/1985	C A O
14	A295633	ANKIT	09/27/1994	M G O
15	A295646	ANIL KHATRI	03/26/1993	NAVAL HQ
16	A295617	SANDEEP KUMAR	04/01/1989	AIR HQ
17	A295604	ANUJ RANA	22/09/1991	AIR HQ
18	A295620	SANDEEP	02/11/1990	NAVAL HQ
19	A295592	RAKESH	10/22/1992	AIR HQ
20	A295703	HITENDER	08/16/1993	M G O
21	A295831	YOGESH KUMAR	12/12/1990	AIR HQ
22	A295860	SEEMA Km	12/10/1993	AIR HQ
23	A295857	KIRAN KUMARI SINGH Km	01/01/1989	D G N C C
24	A295828	BIRENDER	17/10/1991	G S
25	A295985	KAMAL KUMAR CHAUDHARY	11/22/1987	M G O
26	A295969	ASHISH SHUKLA	01/07/1987	NAVAL HQ
27	A295956	VISHAL KUMAR	23/12/1991	NAVAL HQ
28	A295972	ASHUTOSH RANA	06/04/1992	M S
29	A295943	DHARMBIR	08/17/1988	M G O
30	A296023	SUMIT	06/12/1994	AIR HQ
31	A296094	NISHANT TOMAR	10/13/1993	Q M G
32	A296049	NAVEEN KUMAR	03/04/1994	D G Q A
33	A296036	JAY KUMAR	12/02/1985	D G A F M S
34	A296122	ASHA SMT	11/08/1986	AIR HQ
35	A296119	SACHIN DABAS	04/04/1994	NAVAL HQ