

**MINISTRY OF DEFENCE**  
Office of JS & CAO

**Sub : SUPPLEMENTARY LIST OF 64<sup>th</sup> ORIENTATION COURSE  
FOR ASSISTANT SECTION OFFICERS**

1. The Defence Headquarters Training Institute (DHTI) will be organising the **64<sup>th</sup>** three weeks Orientation Course from **30 Oct 17 to 17 Nov 2017** for Assistant Section Officers (ASOs) of AFHQ Civil Service who are newly promoted as ASOs during 2016. 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.

2. A supplementary list of ASOs, nominated for the "**64<sup>th</sup> Orientation Course for ASOs**" attached as Appendix 'A'.

3. The duration of course is three weeks including 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. 30,000/- (Rupees Thirty 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 in this regard may be collected from DHTI on/after 20 Oct 2017.**

4. It is clarified that any request for deferment will not be entertained by DHTI unless the Head of the respective Organisation clearly specifying the circumstances necessitating deferment & recommend it. 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 the participation of the individual** on the course should reach DHTI by **15 Oct 2017, along with the present contact particulars of the participant**. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 30 Oct 2017** along with relieving letter.

6. Please acknowledge receipt.



(Dr Arvind)  
Director, DHTI

02 Sep 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/26002/93/CAO/Trg dated 07 Sep 2017)

**SUPPLEMENTARY LIST OF 64<sup>th</sup> ORIENTATION COURSE FOR  
ASSISTANT SECTION OFFICERS  
TO BE HELD DURING 30 OCT 17 to 17 NOV 2017**

SI	EMP ID	NAME (Shri/Smt/Kum)	DOB	DATE OF APPT AS ASSTT	OFFICE
1	A143903	SUSHIL CHHILWAR	16-Sep-68	23-Dec-10	CAO
2	A228518	MUKESH KUMAR	19-Apr-75	07-Oct-11	CAO

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