

MINISTRY OF DEFENCE
Office of JS (E /CAO)
Defence Headquarters Training Institute

Sub: 05th Orientation Course for Executive PPS,
Senior PPS & PPS

1. The Defence Headquarters Training Institute (DHTI) will be organizing 05th three weeks Orientation Course for Executive PPS/ Senior PPS/PPS of AFHQ STENOGRAPHERS' SERVICE from 18 Sep 2017 to 06 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 Executive PPS/Senior PPS/ PPS.


2. The Executive PPS/Senior PPS/ PPS who have at least **two years residual service before the commencement of the course** are hereby detailed as per the list attached as Appendix 'A' for the "05th three weeks Orientation Course for Executive PPS, Senior PPS & PPSs".

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. 50,000/- (Rupees Fifty 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 be collected by DHTI from the participating officials. A Move Sanction may be collected from DHTI by the confirmed participants after 06th 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 deferrment.

5. The confirmation regarding the participation of the individuals for the course **with their contact number & mobile number** should reach DHTI latest by 01 Sep 2017 positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:30 AM on 18th Sep 2017** alongwith relieving letter from their offices.

5. Please acknowledge receipt.


(Dr. Arvind)
Director, DHTI
14 July 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/26003/24(1)/CAO/TRG/DHTI dt 14 July 2017)

LIST OF EXECUTIVE PPS/SENIOR PPS/ PPS DETAILED FOR THE 05th
ORIENTATION COURSE FOR EXECUTIVE PPS/SENIOR PPS/ PPS
18 Sep 2017 to 06 Oct 2017

SL NOS.	NAME (SMT./SHRI.)	OFFICE	DOB	DESIGNATION
1.	J.S.BHALLA	GS	4-Jul-62	EXECUTIVE PPS
2.	DILIP KUMAR PARATE	HQ IDS	20-Mar-71	PPS
3.	T D REDDEMMA	DGQA	15-Aug-62	PPS
4.	UMA SUBBIAH G K	AIR HQ	27-Sep-62	PPS
5.	MAHESH GANDHI	AG	20-Dec-68	PPS
6.	BHIM NARANG	DGQA	1-May-64	PPS
7.	ZAHID AKHTAR	MGO	7-Jul-63	PPS
8.	SAROJ KUMARI	QMG	27-Sep-62	PPS
9.	SANGEETA CHOPRA	HQ IDS	17-Sep-64	PPS
10.	SHASHI NARULA	DGAFMS	4-May-61	PPS
11.	RAMESH KUMAR	GS	6-Jul-68	PPS
12.	DILIP KUMAR SAH	GS	24-May-71	PPS
13.	LAKSHMI	DGQA	15-Apr-61	PPS
14.	PRATIBHA SHARMA	AIR HQ	9-Feb-60	PPS
15.	JAYAKUMAR PAROOR	AIR HQ	18-Jul-62	PPS
16.	RAMA KRISHNAN K V	GS	1-Jun-63	PPS
17.	NIRMALA CHAUHAN	DGQA	3-Feb-64	PPS
18.	V NARASINGA RAO	HQ IDS	1-Jun-60	PPS
19.	RAJESH KUMAR	MGO	10-Apr-68	PPS
20.	NARENDRA KUMAR SAGAR	GS	31-Aug-60	PPS
21.	MEENA MENDIRATTA	AIR HQ	19-Mar-70	PPS
22.	SUNITA MOORJANI	HQ IDS	18-Aug-63	PPS
23.	JAYSREE SADASIVAM	NAVAL HQ	21-Apr-71	PPS
24.	POONAM BHATNAGAR	NAVAL HQ	7-Jan-66	PPS
25.	RAJENDRA KUMAR	MGO	10-Apr-68	PPS
26.	SHILA DEVI	AG	28-Jan-69	PPS
27.	DAYA KISHAN	DGAFMS	8-Apr-61	PPS
28.	FULJENCE KUJUR	NHQ	15-Jun-63	PPS
29.	MARIANUS BILLUNG	HQ ATVP	5-Mar-61	PPS
30.	NIRMAL VERMA	AIR HQ	4-Oct-62	PPS

(Handwritten signature)