


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

Sub: 41th ORIENTATION COURSE FOR SSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing 41st Two week Orientation Course from 21 May 2018 - 01 Jun 2018 for newly promoted SSAs of AFHQ Clerical Service. The objective of the course is to orient the participants in the area of office management, administrative rules and inculcate the attitude necessary for shouldering the job responsibilities required for the post of SSA.
2. 45 SSAs are detailed for the "41st Two week Orientation Course for SSAs" as per the list attached as Appendix 'A'.
3. 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.
4. The confirmation regarding the participation of the individual on the course should reach DHTI by 17 May 2018 positively. The officials should be relieved and directed to report to DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 21 May 2018 with their relieving letter.
5. Please acknowledge receipt.


(Dr. Arvind)
Director, DHTI
03 Apr 2018

All concerned Organisations

All Participants

Copy to :-

 **Dy CAO (P&L)**

 **CAO / EDP Cell** -

For uploading on CAO's website.

Appendix 'A'**(Refer to Para 2 of ID No. A/26002/99/CAO/Trg dt 03Apr 2018)****LIST OF SSAs DETAILED FOR THE 41st TWO WEEK
ORIENTATION COURSE FOR SSAs 21 May 2018 - 01 Jun 2018**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A279073	MOHAN LAL CHAURASIA	12-08-84	C A O
2.	A277954	NISHA MS	01-01-84	C A O
3.	A278935	DALEEP MANGHI	12-04-85	AIR HQ
4.	A281380	ASHOK MURMU	12-03-85	M G O
5.	A281249	KARASHAN KUMAR MEENA	04-07-83	HQ A T V P
6.	A280099	SUMAN KERKETTA	18-09-83	M G O
7.	A271275	GURPREET SINGH	11-04-89	C A O
8.	A271288	SANJAY PANIGRAHI	05-01-89	C A O
9.	A271329	SUSHMA DWIVEDI SMT	01-07-67	D G Q A
10.	A089052	ASHOK KUMAR	16-01-62	Q M G
11.	A238384	MANOJ KUMAR	08-05-71	NAVAL HQ
12.	A262802	RAKESH KUMAR PANDEY	21-04-74	A G
13.	A264442	SUKH RAM MEENA	15-07-71	A G
14.	A122645	KRISHNA SMT	17-02-63	Q M G
15.	A068145	KRISHAN KUMAR	23-07-62	AIR HQ
16.	A285177	KHALID KHAN	15-03-85	M S BRANCH
17.	A285007	ASEEM THALWAL	23-06-86	D G R
18.	A284394	RITU RAJ RANJAN	05-01-86	S S C B
19.	A282882	KARAMBIR	14-03-90	G S
20.	A071983	HARI PRAKASH	11-06-59	D G A F M S
21.	A283649	VIBHASH SHEKHAR	12-11-85	AIR HQ
22.	A282981	RANJAN KUMAR MURARI	05-08-86	E-in-C
23.	A283227	ALOK KUMAR	15-07-89	SECURITY OFFICE
24.	A284729	GHANSHYAM PRAJAPATI	16-04-83	AIR HQ
25.	A284662	Md. ASIF IQBAL	26-02-79	D G Q A
26.	A284208	SUNIL KUMAR	15-01-92	DEF. EXHBN ORG
27.	A282907	PRABHAT KUMAR	06-01-85	AIR HQ

