

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

Sub: 40th ORIENTATION COURSE FOR SSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing 40th Two week Orientation Course from 26 Feb 2018 - 09 Mar 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 attitude necessary for shouldering the job responsibilities required for the post of SSA.
2. 35 SSAs are detailed for the "40th 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 19 Feb 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 26 Feb 2018 with relieving letter.
5. Please acknowledge receipt.



(Dr. Arvind)
Director, DHTI
29 Dec 2017

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 29 Dec 2017)

**LIST OF SSAs DETAILED FOR THE 40th TWO WEEK
ORIENTATION COURSE FOR SSAs 26 FEB 2018 - 09 Mar 2018**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A280776	NIRNOY MONDAL	01-08-80	D G Q A
2.	A281278	MADAN SINGH	31-12-64	C A O
3.	A277219	YOGENDRA MEENA	02-09-87	Q M G
4.	A280932	ANIL LAKRA	08-12-83	D R D O
5.	A276436	SHER SINGH MEENA	01-10-83	E-in-C
6.	A276142	DINESH KUMAR GUPTA	23-09-64	C A O
7.	A282121	JASWANT MEENA	03-08-82	Q M G
8.	A277727	S THANGKHENKHAM	20-10-81	Q M G
9.	A280961	BHUPENDRA MAHATO	06-02-89	D R D O
10.	A280817	AJAY KUMAR	20-07-77	D G Q A
11.	A276720	SOMRAJ MEENA	15-06-83	M G O
12.	A271176	ARVIND KUMAR	10-07-89	AIR HQ
13.	A271204	S JULIET JOSEPHINE SMT	03-04-62	G S
14.	A271217	BABITA SACHAN SMT	01-08-70	D G D E
15.	A272582	GAURAV PATNI	25-12-84	DGQA
16.	A272678	SARITA KM	15-12-84	E-in-C
17.	A272681	PARVIN KUMAR	20-10-86	NAVAL HQ
18.	A273352	REEMA SINHA KM	07-05-90	DGR
19.	A274122	DHIRESH KUMAR	10-May-77	DGDE
20.	A274276	PRASHANT SHARMA	30-Oct-89	AIR HQ
21.	A274289	MANISH KUMAR SHARMA	7-Aug-88	DGDE
22.	A274362	RITA KANDPAL KM	1-Nov-86	DTE. OF STDN.
23.	A274528	RAVI KUMAR	17-08-89	AIR HQ
24.	A274643	SURENDER KUMAR MAHTO	03-02-71	AIR HQ
25.	A283579	PANKAJ KUMAR	05-04-86	G S
26.	A282840	NARESH CHANDRA	15-06-88	E-in-C
27.	A282639	SANDEEP KUMAR	12-02-84	G S
28.	A284448	RAJANI KUMARI SINHA MS	26-07-86	D G A F M S
29.	A283102	DINABANDHU KUMAR TIWARI	01-03-84	D G N C C
30.	A283959	RAJESH KUMAR	11-01-85	NAVAL HQ
31.	A283186	SUSHIL	28-12-84	G S
32.	A203153	OM PRAKASH	01-03-59	M S BRANCH
33.	A283157	DINESH KUMAR PAL	04-09-85	M G O
34.	A287209	RAMESH KUMAR PANDEY	01-01-84	AIR HQ
35.	A283285	ANIRUDH KUMAR CHOUDHARY	01-05-86	M G O

