


MINISTRY OF DEFENCE
(Office of JS (E/CAO))

Sub: 10th INDUCTION COURSE FOR STENO 'D' /PAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing the **10th Induction Course for Steno 'D'/PAs** of AFHQ from **29 May 2017 to 30 June 2017**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of Stenos/PAs.
2. The Stenos/PAs, who have joined AFHQ Service from January 2010 onwards and have not undergone Induction Training so far, are hereby detailed for the **five weeks Induction Course for Stenos/PAs** as per the list attached as Appendix 'A'.
3. The 05 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. 40,000/- (Rupees Forty thousands 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 **23rd May 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 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 with their **Telephone Nos.** by **18th May 2017** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:00 AM on 29th May 2017 with relieving letter.**
6. Please acknowledge receipt.


(Dr Arvind)
Director, DHTI
25 Apr 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/26002/94/CAO/Trg (Vol-II) dt 25 Apr 2017)

**LIST OF STENO 'D'/ PAs DETAILED FOR THE
10th INDUCTION COURSE FOR STENO/PAs
29 May 2017 TO 30 June 2017**

SL NOS.	ID NOS.	NAME	POST	OFFICE
1.	A297864	VIVEK SINGH RAWAT	PA	HQ IDS
2.	A284844	NAVIN SINGH RAWAT	PA	MGO
3.	A284860	RAJESH KUMAR	PA	DGQA
4.	A285854	BHAVANI M	PA	DQA (CV), Avadi Chennai
5.	A302564	MOHD AKRAM	PA	DGR
6.	A302548	ARUN KUMAR	PA	HQ IDS
7.	A302551	DHARMENDRA SINGH	PA	AIR HQ
8.	A286976	SATISH KUMAR	STENO-D	MS/9A
9.	A287746	AKILA	STENO-D	GS
10.	A287803	MEENAKSHI	STENO-D	QMG
11.	A297640	MANOJ KUMAR SHUKLA	STENO-D	E- IN-C
12.	A296432	ASHISH KUMAR PATEL	STENO-D	HQ ATVP
13.	A296177	MOHIT SAGAR	STENO-D	AG
14.	A297132	RAKESH CHANDRA MEENA	STENO-D	NAVAL HQ
15.	A297947	VINEETA VASTRI	STENO-D	DGQA
16.	A298663	ASHOK KUMAR	STENO-D	NAVAL HQ
17.	A298621	PANKAJ KUMAR	STENO-D	DGR
18.	A298775	JANEY ALAM	STENO-D	GS
19.	A304047	PRATEEK K ADLAKHA	STENO-D	DRDO

