

No. A/26002/01/CAO/Trg

22 Sep 2017

Office Memorandum

**STUDY TOUR 59<sup>TH</sup> & 60<sup>TH</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSA) 21 OCT TO 24 OCT 2017**

1. Ref OM of even number of the following:
  - (a) A/26002/01/CAO/Trg dt 09 Nov 2016 (For 59<sup>th</sup> JSA participants).
  - (b) A/ 26002/01/CAO/Trg dt 18 Jan 2017 (For 60<sup>th</sup> JSA participants).
2. **20** participants of **59<sup>th</sup>** Induction Course & **15** participants of **60<sup>th</sup>** Induction Course of **JSA**s were relieved from DHTI vide OM referred at Para 1(a) and (b) above respectively with an instruction to report back to DHTI for completion of remaining 02 working days of study tour. Study tour could not be materialized during training period due to administrative reasons. As the tour programme has now been finalized, it is decided by the competent authority to conduct the study tour from **21 Oct to 24 Oct 2017**(incl journey period).
3. In accordance with para 8 GOI Letter no. A/25991/5/CAO/Trg dated 16 May 2006 the participants are required to draw an advance of **Rs.10,000/-** (Rupees Ten Thousand Only) from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This advance may be released in **cash** only and the same will be collected by DHTI from the participating officials. Move Sanction for obtaining advance will be issued by DHTI after confirmation from the office of the participant that JSA will be relieved for the study tour, **10 days** before the commencement of study tour i.e. **12 Oct 2017** onwards.
4. The participants will be required to submit the study tour report by 26 Oct 2017 (F/N). It is pertinent to mention that the successful completion of training (including study tour) is **compulsory** for Induction Course for JSAs. The result sheet and certificate will be awarded **only after successfully completion of the study tour**.



(Dr. Arvind)  
Director, DHTI  
Tele : 23011936

**Encls:** Annexure I & II

Copy forwarded to :

1. **All Participants** (List attached at Annexure-I & II) – are required to report in DHTI on **17 Oct 17 (A/N) at 1500 Hrs** for Tour briefing.
2. **Sponsoring Authority-** It is requested that the participants of the course may now be relieved to join the mandatory Study Tour & other activities scheduled from 21 -24 Oct 2017.

Annexure -II

60<sup>th</sup> INDUCTION COURSE FOR JSAs (02 Jan 2017 to 20 Jan 2017)  
LIST OF THE PARTICIPANTS

SI No.	NAME	ID NO.	DoB	OFFICE
1.	ASHISH	A293514	15-08-1992	G S
2.	VIJENDER KUMAR	A293853	03-01-1971	D G R
3.	VINOD KUMAR	A075923	15-09-1968	NAVAL HQ
4.	SUKHBIR SINGH	A022732	20-04-1964	A G
5.	SATISH KUMAR	A241487	07-07-1974	C A O
6.	SUMIT KUMAR	A265717	15-02-1982	D G Q A
7.	NARENDER KUMAR	A250821	07-07-1970	AIR HQ
8.	JAI KUMAR PALI	A248556	15-04-1971	NAVAL HQ
9.	ARVIND SINGH	A263180	25-01-1982	AIR HQ
10.	PAVAN SINGH	A270913	05-05-1979	SECURITY OFFICE
11.	BHUMESH SINGH	A238454	13-07-1974	D R D O
12.	SANJAY KUMAR	A226192	01-01-1976	E-in-C
13.	BRIJESH KUMAR PANDEY	A262899	01-07-1979	HQ A T V P
14.	MADAN	A255459	01-06-1980	D G A F M S
15.	RAJINDER SINGH	A262844	06-06-1976	AIR HQ

*Md*

**Annexure - I**

**59<sup>th</sup> INDUCTION COURSE FOR JSAs (24 Oct 2016 to 11 Nov 2016)**  
**LIST OF THE PARTICIPANTS**

SI No.	NAME	ID NO.	DoB	OFFICE
1.	AMIT KUMAR	A293457	17 MAR 88	AIR HQ
2.	VED PARKASH	A293978	14 JAN 92	AIR HQ
3.	RAJ KUMAR	A293952	09 AUG 93	GS BRANCH
4.	MANJEET SINGH GULIA	A293923	18 JAN 87	NAVAL HQ
5.	MANTU DEORI	A293837	07 DEC 85	MGO BRANCH
6.	RAVI KUMAR	A293741	10 JAN 92	MGO BRANCH
7.	MONU KUMAR	A294045	27 SEP 93	MGO BRANCH
8.	DEVENDER SINGH	A293444	06 MAR 93	NAVAL HQ
9.	AMIT	A294032	02 JAN 89	AIR HQ
10.	SUMIT	A293415	08 FEB 89	AIR HQ
11.	PARTEEK	A293879	20 OCT 87	AIR HQ
12.	ANKIT DIXIT	A294029	08 JUL 91	CAO
13.	RAJESH KUMAR	A078065	16 DEC 65	DGAFMS
14.	VISHNU KANT SHARMA	A076201	29 APR 70	DRDO
15.	MAHENDER SINGH	A267948	12 MAR 79	NAVAL HQ
16.	MUKESH RAM MEENA	A268804	03 JUN 81	GS BRANCH
17.	MANMOHAN PANDEY	A047717	31 DEC 64	E-in-C
18.	PUSHPENDRA KUMAR	A275158	05 JAN 92	CAO
19.	HARISH	A274700	21 NOV 86	MS BRANCH
20.	PRAHLAD RAI MEENA	A266701	06 JUL 80	DGQA

*MP*