

MINISTRY OF DEFENCE

Office of JS & CAO

**Sub: 51<sup>st</sup> ORIENTATION COURSE FOR SSAs**  
**(15 Feb 2021 TO 05 Mar 2021)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **51<sup>st</sup> Orientation Course for Senior Secretariat Assistants** of AFHQ from **15 Feb 2021 to 05 Mar 2021**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of SSA.
2. The course under reference will be conducted in an online mode. 50 SSAs are detailed for the **51<sup>st</sup> Orientation Course for SSAs** as per the list attached as Appendix 'A'.
3. The aforesaid training is for three weeks including domestic study / field visit of two days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID situation. A circular to this effect will be issued separately after the conditions become conducive to travel. As such the course will end two days ahead i.e on 03 Mar 2021 instead of 05 Mar 2021.
4. The modalities of the academic part are as under:-
  - (a) The participants of the programme will be relieved in the afternoon of the last working day before start of course and directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.
  - (b) Major part of the training will be conducted in virtual mode on Web based Conference platforms such as Google Meet, Cisco Webex, Microsoft Team etc., easily accessible through their own Smart Phone, Laptop or desktop computer.
  - (c) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
  - (d) Post completion of training, the participant will report back to their office on the next working day.
  - (e) The attendance in all the sessions will be compulsory and on successful completion, a certificate will be issued (in hard copy) as was being done earlier.
5. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP, people with chronic kidney



disease, serious heart conditions or any other medical condition being at potential high risk in COVID environment are advised not to attend the course under intimation to DHTI.

6. The confirmation regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by **11 Feb 2021** alongwith the duly filled up registration form attached at Appendix 'B'. The officials may accordingly be relieved and their relieving order be mailed to the Course Director Sh. Gunjan Gandhi at his e-mail ID [gunjan.gandhi@gov.in](mailto:gunjan.gandhi@gov.in). Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. the participants should be available online w.e.f. 15 Feb 2021 for attending the sessions as per the instructions given to them. **Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**



(Dr. S K Mishra)  
Director, DHTI

07 Jan 2021

**All concerned Organisations**

**All Participants**

Copy to :-

✓ **CAO / EDP Cell**

- For uploading on CAO's website.

