

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

**Sub:- 1<sup>st</sup> ORIENTATION COURSE FOR PERSONAL ASSISTANTS**  
**(28 June 2021 to 16 July 2021)**

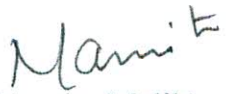
1. The Defence Headquarters Training Institute (DHTI) will be organizing **1<sup>st</sup> Orientation Course for Personal Assistants (PA) from 28 June 2021 to 16 July 2021**. The objective of the course is to provide required knowledge and skills for shouldering responsibilities for the post of PA.
2. The Course under reference will be conducted in a mix of online and offline mode in compliance with the guidelines issued by DoP&T. A total of 30 PAs are hereby nominated for the "**1<sup>st</sup> Orientation Course for PA**", as per the list attached as **Appendix 'A'**.
3. The aforesaid training includes a mandatory study tour within India. However in the wake of Covid-19 pandemic, the study tour will be conducted at a later date when the conditions become conducive for travel. Accordingly, the course will be concluded two days ahead of schedule i.e on 14 July 21 instead of 16 July 2021.
4. The modalities of the academic part are as under:-
  - (a) The course will be conducted in a mix of virtual/offline mode & the participants will be required to attend major portion of the course on their smart phone, laptop or Desktop computer from a place of their convenience using web based conference platform such as Google Meet, Cisco Webex, Microsoft Team etc. unless they are specifically directed to come to DHTI.
  - (b) The participants of the programme will be relieved in the afternoon of the last working day from their offices before start of course and directed to follow instructions for online classes from DHTI. A copy of the relieving order to be marked to DHTI also.
  - (c) The participants are also advised to update their email address, mobile no etc. with DHTI along with the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on email/mobile number of the participants. 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.

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(e) The attendance in all the sessions will be compulsory and on successful completion post study tour a certificate will be issued (in hard copy).

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-19 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 **23 June 2021** along with 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. Ravikant Vinayak Yadav at his email ID **ravikantvyadav@gmail.com**. Further instructions, regarding the conduct of course, will be communicated to the participants online through email/whatsapp. The participants should be available online w.e.f 28 June 21 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.**

  
(Namita Malik)  
Dy. Dir, DHTI  
10 June 2021

**All concerned organisations**

**All Participants**

Copy to: -

**CAO/EDP**: - For uploading on CAO's website



**Appendix 'A'**

(Refer to Para 2 of ID No. A/26002/102/CAO/Trgdt ) (June 2021)

**LIST OF PA DETAILED FOR THE 1<sup>st</sup> ORIENTATION COURSE**  
**(28 June 2021 to 16 July 2021)**

Ser. No	ID NO.	Name	DoB	OFFICE
1.	A276999	KUSHAL KUMAR MEENA	20-06-1986	DGNCC
2.	A284815	KUMAR ANSHU	21-03-1989	MGO
3.	A288350	MANJU BHATT	11-12-1987	AIR HQ
4.	A287960	UMA	17-06-1992	DGQA
5.	A287098	KRISHAN DUTT	22-07-1985	DGQA
6.	A287519	RANJEET SINGH	02-02-1990	DGQA
7.	A288756	RAUSHAN KUMAR	25-10-1989	GS BRANCH
8.	A286752	RITESH SEN	01-08-1992	GS BRANCH
9.	A287902	SHEKHAR KUMAR	05-12-1986	AIR HQ
10.	A287829	KANCHAN	04-02-1991	GS BRANCH
11.	A287407	ANOOP KUMAR TIWARI	10-08-1984	NAVAL HQ
12.	A288222	KULDEEP KUMAR MORYA	14-09-1986	GS BRANCH
13.	A283300	MANOJ RANGA	29-02-1980	NDC
14.	A284125	SANJAY KUMAR	30-01-1986	OFC
15.	A283313	SHASHIKANT KUMAR	12-12-1986	NAVAL HQ
16.	A285106	ANANT KUMAR	09-10-1982	AG BRANCH
17.	A284534	SMITA KUMARI	01-03-1990	AIR HQ
18.	A284617	SURENDER KUMAR	19-11-1979	SSCB
19.	A284547	VEENA KUMARI	20-10-1987	NAVAL HQ
20.	A283780	MANISH KUMAR MEENA	08-06-1987	MGO
21.	A282501	CHRAN JEET	04-05-1990	DGNCC
22.	A283524	NAND LAL MEENA	05-01-1988	NAVAL HQ
23.	A283904	PINKI SONI	18-05-1985	DGQA
24.	A283115	ZULFKAR ALI	02-08-1987	AIR HQ
25.	A284307	KAUSHAL KUMAR KEWAT	25-01-1990	GS BRANCH
26.	A284972	ABLENDRA KUMAR	10-01-1983	GS BRANCH
27.	A283777	SONI KUMARI	01-10-1988	AIR HQ
28.	A282642	MASHKOOR ALI	12-10-1991	HQ ATVP
29.	A282837	MOHD YAMEEN	10-02-1990	GS BRANCH
30.	A284857	SUNIL KUMAR MAHTO	28-02-1989	DGAFMS

Manit

