

**Office Memorandum**

No. A/26002/93/CAO/Trg

12 Oct 2018

**STUDY TOUR 61<sup>ST</sup> AND 62<sup>ND</sup> ORIENTATION COURSE FOR ASSISTANT SECTION OFFICERS (ASOs) FROM 17 -20 NOV 2018**

1. Refer this Institute following OMs-:


- (a) A/26002/93/CAO/Trg dt 02 Nov 2016 (For 61<sup>st</sup> OCASOs participants).  
(b) A/ 26002/93/CAO/Trg dt 04 Jan 2017 (For 62<sup>nd</sup> OCASOs participants).

2. 11 participants of 61<sup>st</sup> Orientation Course (as Annexure-I), and 17 participants of 62<sup>nd</sup> Orientation Course (as Annexure-II) of **ASOs** were relieved from DHTI vide OM referred at Para 1(a) and (b) above dated 02 Nov 2016 and 04 Jan 2017 respectively with an instruction to report back to DHTI for completion of remaining 02 working days of Orientation Course for 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 **17 Nov – 20 Nov 2018** (incl journey period) in Thiruvananthapuram Sector.

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. **40,000/-** (Rupees Forty Thousand Only) from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This advance may be released 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 ASOs will be relieved for the study tour. Move sanction will be issued on **12 Oct 2018** onward.

4. The participants will be required to submit the study tour report by **25 Nov 2018** (F/N). It is pertinent to mention that the successful completion of training (including study tour) is **compulsory** for Orientation Course for ASOs. The study tour is mandatory for all participants, those who do not attend this study tour, will not be called for next time. They will be awarded **Zero marks** for study tour component and their results will be prepared accordingly. 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 **12 Nov 18 (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 **17 - 20 Nov 2018**.

3. **CAO/EDP CELL - for uploading on website**

61<sup>st</sup> ORIENTATION COURSE FOR ASOs (17 Oct 2016 to 04 Nov 2016)

LIST OF THE PARTICIPANTS

SI No.	NAME (SH./SMT./KUM.)	POST	ID NOS.	DoB	OFFICE
1.	PUNEET KUMAR SHARMA (Tour Co-ordinator)	AD	A 257578	04-May-77	DHTI
2.	GIRISH CHANDRA RATH	ASO	A262378	15-May-76	MS
3.	RASHMI VERMA SMT	ASO	A252685	14-Jul-78	DGNCC
4.	AVINASH KUMAR	ASO	A253806	01-Nov-76	NHQ
5.	R K SINGH DIWAKAR	ASO	A253880	30-Jan-77	DRDO/RAC
6.	VARSHA SOOD SMT	ASO	A231848	06-Aug-75	MGO
7.	UMESH KUMAR	ASO	A243858	31-Oct-72	ADG/MOV
8.	PARSHURAM KUMAR	ASO	A246776	07-Aug-74	PSB
9.	AMIT KUMAR	ASO	A253765	20-Jan-76	CAO
10.	DEEPAK KUMAR	ASO	A248080	15-Apr-74	AIR HQ
11.	MAHESH KUMAR	ASO	A253921	01-Jan-78	MGO
12.	SACHIN KUMAR DAS	ASO	A250313	01-Feb-69	DPR



