

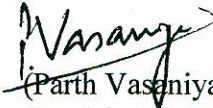
Office Memorandum

No. A/26002/01/CAO/Trg

10 Jul 2019

**STUDY TOUR 76th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT(JSA) FROM 03 - 06 AUG 2019**

1. Ref OM of even number A/26002/01/CAO/Trg dt 19 Jun 2019.
2. 18 participants of 76th Induction Course **Annexure I** of JSAs were relieved from DHTI vide OM referred at Para 1 with an instruction to report back to DHTI for completion of the mandatory 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 **03 - 06 Aug 2019** (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. Rs.13,430/- (Rupees Thirteen Thousand Four Hundred Thirty Only) from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This advance will be collected by DHTI from the participating officials by **Cheque**. Move Sanction for obtaining advance will be issued by DHTI after confirmation from the office of the participant that the JSA will be relieved for the study tour.
4. The participants will be required to submit the study tour report by **08 Aug 2019(F/N)**. It is pertinent to mention that the successful completion of training (including study tour) is **compulsory** for Induction Course for JSAs. The course completion certificate will be awarded **only after successful completion of the study tour**.


(Parth Vasaniya)
Dy. Director, DHTI
Tele : 23017248

Encls: Annexure I

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1. **All Participants** (List attached at Annexure-I are required to bring confirmation from their respective offices that he/she will be relieved for the study tour and collect the move sanction from DHTI on or before **19 Jul 2019**. The participants also please report in DHTI on **01 Aug 2019 at 1500 Hrs** for study Tour briefing.
2. **Sponsoring Authority** - It is requested that the participants of the course may be relieved to join the mandatory Study Tour & other activities scheduled from **03 - 06 Aug 2019**.

✓ CAO/EDP cell.

Plz uploading CAO's website

Annexure - I

76th INDUCTION COURSE FOR JSAs 03 JUN 2019 to 21 JUN 2019

LIST OF THE PARTICIPANTS

Sl No.	NAME	ID NO.	DoB	OFFICE
1.	SHRI SATBIR SINGH	A 196181	1-Mar-1967	Q M G
2.	SHRI JITENDRA KUMAR	A302241	25-May-1993	NAVAL HQ
3.	SHRI KULDEEP	A302296	12-May-1991	M G O
4.	SHRI MAHENDRA KUMAR SAINI	A306108	02-Jul-90	HQ ATVP
5.	SHRI ANKIT KAUSHIK	A306111	18-May-92	AG BRANCH
6.	SHRI AMAN SHARMA	A306124	29-Mar-91	CAO
7.	SHRI VARUN LAKRA	A306153	12-Dec-90	QMG BRANCH
8.	SHRI PARDEEP	A306137	15-Jul-93	MS BRANCH
9.	SHRI AMIT KUMAR	A306207	15-Jun-91	DGDE
10.	SHRI RAHUL	A306195	10-Jul-93	GS BRANCH
11.	SHRI SANJAY KUMAR SHRIVASTAVA	A306179	07-Sep-81	E-in-C BRANCH
12.	SHRI SHUBHAM	A306210	13-Oct-89	DGNCC
13.	RENU Ms	A306236	22-Feb-91	QMG BRANCH
14.	SHRI PANKAJ KUMAR	A306252	10-Apr-95	AIR HQ
15.	SHRI MOHIT	A306278	22-Jul-96	AIR HQ
16.	SHRI ROHIT	A306322	30-Oct-89	CAO
17.	SHRI ANKIT	A306335	03-Jan-95	MS BRANCH
18.	SHRI ROHIT CHAHAL	A306351	06-May-94	E-in-C BRANCH

1-Varanji