

**Office Memorandum**

No. A/26002/01/CAO/Trg

04 Feb 2020

**STUDY TOUR 80<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT(JSA) FROM 15 - 18 FEB 2020**

1. Ref OM of even number of the following:
  - (a) A/26002/01/CAO/Trg dt 29 Jan 2020 (For 80<sup>th</sup> JSA participants).
2. 23 participants of 80<sup>th</sup> Induction Course **Annexure I, JSAs** were relieved from DHTI vide OM referred at Para 1(a) 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 **15 - 18 Feb 2020** (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.14,000/- (Rupees Fourteen Thousand 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 20 Feb 2020(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**.

*Namita*  
(Namita Malik)  
Dy Director, DHTI  
Tele: 23010874

**Encls:** Annexure I

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1. **All Participants** (List attached at Annexure-I is required to bring confirmation from the respective offices that he/she will be relieved for the study tour to collect the move sanction from DHTI on or before **10 Feb 2020** report in DHTI on **14 Feb 2020 (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 **15 - 18 Feb 2020**.

✓ CAO/EDP - for uploading CAO's website

80<sup>th</sup> INDUCTION COURSE FOR JSAs 13 Jan 2020 to 31 Jan 20

LIST OF THE PARTICIPANTS

Sl No.	NAME	ID NO.	DoB	OFFICE
1.	TRILOK CHAND	A 204613	10-Sep-64	E-in-C
2.	VIJAY	A306070	04-Oct-89	DEF. LIBRARY
3.	SANJAY KUMAR	A307585	15-Mar-89	QMG BRANCH
4.	AJAY SINGH NEGI	A307572	16-Dec-79	AG BRANCH
5.	DINESH KUMAR	A307569	21-Aug-86	AG BRANCH
6.	SAURABH KHERA	A307556	07-Jun-89	AG BRANCH
7.	MANOJ KUMAR SAINI	A307543	08-Jul-93	DGNCC
8.	ROCKY KUMAR	A307639	15-Aug-94	AIR HQ
9.	SUBHASH KUMAR SHARMA	A307626	14-Feb-86	MGO BRANCH
10.	SIDDHARTHA SINGH	A307697	13-Aug-89	DGAFMS
11.	RAHUL SINGH	A307725	06-May-92	GS BRANCH
12.	ABHAY NAL VERMA	A307738	01-Jun-92	HQ ATPV
13.	PRASHANT KUMAR	A307741	10-Mar-97	DGAFMS
14.	AVINASH KUMAR	A307754	20-Jan-92	QMG BRANCH
15.	LARIKA AZAD	A307783	05-Sep-93	AIR HQ
16.	SHUBHAM CHATURVEDI	A307796	25-Feb-90	GS BRANCH
17.	ASHISH	A307808	11-Jul-91	NAVAL HQ
18.	NARSI LAL MEENA	A307811	15-Jun-95	AG BRANCH
19.	ADITYA RAJ	A307824	04-Jan-96	QMG BRANCH
20.	SHIKHA KUMARI	A307837	22-Oct-94	NAVAL HQ
21.	GYAN KUMAR BHARTI	A307840	15-Mar-94	AIR HQ
22.	SURESH KUMAR SAMOTA	A307949	15-Dec-92	CAO
23.	MAHIPAL SINGH	A307923	28-Aug-89	MGO BRANCH