

Office Memorandum

No. A/26002/01/CAO/Trg

30 Jan 2019

**STUDY TOUR 68th and 69th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT(JSA) FROM 23 - 26 Feb 2019**

1. Ref OM of even number of the following:

- (a) A/26002/01/CAO/Trg dt 09 May 2018 (For 68th JSA participants).
(b) A/26002/01/CAO/Trg dt 27 Jun 2018 (For 69th JSA participants).

2. **18** participants of **68th** Induction Course **Annexure I**, and **20** participants of **69th** Induction Course, **Annexure II** of **JSA**s were relieved from DHTI vide OM referred at Para 1(a) and (b) above respectively with an instruction to report back to DHTI for completion of remaining 02 working days of study tour. Total **(38+01) 38** participants and **01** course coordinator of DHTI. Study tour could not be materialized during training period due to administrative reasons. As the tour programme has been finalized, it is decided by the competent authority to conduct the study tour from **23 - 26 Feb - 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.**20,000/-** (Rupees Twenty Thousand Only) from their respective offices under the Head "TA/DA Expenses" to meet the expenses on study tour. This advance may be released in **Cheques** only 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 the JSA will be relieved for the study tour,

4. The participants will be required to submit the study tour report by **28 Feb 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 result sheet and certificate will be awarded **only after successfully completion of the study tour**.

Encls: Annexure I, & II

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1. **All Participants** (List attached at Annexure-I & II- are required to bring confirmation from their respective offices that he/she will be relieved for the study tour to collect the move sanction from DHTI on or before 04 Feb 2019 and report in DHTI on **20 Feb 19 (A/N) at 1500 Hrs** for 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 **23 - 26 Feb 2019**.

CAO/EDP Cell



Namita
(Namita Malik)
Dy Director,
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Government of India
Ministry of Defence
Office of JS & CAO
Defence Headquarters Training Institute
New Delhi -110 011

68th INDUCTION COURSE FOR JSAs 23 Apr 2018 to 11 May 2018

LIST OF THE PARTICIPANTS

Sl No.	NAME	ID NO.	DoB	OFFICE
1.	KAVITA Km	A295518	23-Oct-1986	AIR HQ
2.	SEEMA Km	A295521	20-Dec-1993	M G O
3.	ANUJ RANA	A295604	22-Sep-1991	AIR HQ
4.	YOGESH KUMAR	A295831	12-Dec-1990	AIR HQ
5.	HARDEEP	A296180	30-Jul-1989	WESEE
6.	NITAN KUMAR	A296333	10-Sep-1993	AIR HQ
7.	ARCHANA BIST SMT	A296739	19-Jul-1972	D G N C C
8.	ANKUR DHAMA	A296870	23-Aug-1992	Q M G
9.	TARLOK CHAND	A121507	15-Mar-1964	A G
10.	AWADHESH KUMAR SINGH	A123387	15-Jan-1965	A G
11.	RAJINDER SINGH	A204473	12-May-1961	AIR HQ
12.	DEVENDAR KUMAR	A122827	11-Aug-1963	Q M G
13.	DHERENDER SINGH	A122760	30-Apr-1965	NAVAL HQ
14.	DAYA CHAND	A121453	4-Dec-1961	DTE. OF STDN.
15.	KRISHAN SINGH	A121510	15-Mar-1965	D G Q A
16.	MANAGER RAI	A220877	25-Dec-1963	D P R
17.	MAHADEV PRASAD MEENA	A205157	8-Jul-1964	D G Q A
18.	DILAWER SINGH	A153951	4-Nov-1963	M G O

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69th INDUCTION COURSE FOR JSAs 11 Jun 2018 to 29 Jun 2018

LIST OF THE PARTICIPANTS

SI No.	NAME	ID NO.	DoB	OFFICE
1.	MANISH KUMAR	A296937	26-Feb-1994	C A O
2.	VIKAS CHAUHAN	A297202	9-Oct-1991	C A O
3.	RAKESH *	A297413	23-Oct-1992	NAVAL HQ
4.	MONIKA DEVI MS	A297400	4-Jul-1989	AIR HQ
5.	DEEPAK KUMAR	A297538	1-Sep-1993	NAVAL HQ
6.	RAHUL	A297611	21-Feb-1992	AIR HQ
7.	VINIT SHARMA	A297819	21-Jan-1990	NAVAL HQ
8.	ASHOK KUMAR	A298027	4-Dec-1990	AIR HQ
9.	ABHISHEK KU SHEKHAR	A298030	3-Feb-1993	Q M G
10.	KARAN NAUTIYAL	A299079	28-Jul-1988	C A O
11.	NARAYAN SINGH	A224875	18-Oct-1961	G S
12.	OM PARKASH	A204444	3-May-1964	NAVAL HQ
13.	ANURAG JOSHI	A299459	30-Mar-1990	Q M G
14.	KESHAV KUMAR	A299545	9-Jan-1997	A G
15.	KANISHK CHANDRA	A299657	17-Aug-1990	C A O
16.	POONAM SHAH SMT	A300359	1-Apr-1981	DTE. OF STDN.
17.	PRATAP SINGH RANA	A268002	10-Jul-1979	E-in-C
18.	BRIJESH KUMAR CHAND	A238371	17-Aug-1970	AIR HQ
19.	JITENDER	A268622	6-Oct-1981	D G A Q A
20.	RAJESH KUMAR TIWARI	A255644	5-Jun-1973	A G

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