

**Office Memorandum**

No. A/26002/01/CAO/Trg

29 Jan 2019

**STUDY TOUR 70<sup>th</sup> and 71<sup>st</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT(JSA) FROM 21 - 24 Feb 2019**

1. Ref OM of even number of the following:
  - (a) A/26002/01/CAO/Trg dt 14 Aug 2018 (For 70<sup>th</sup> JSA participants).
  - (b) A/ 26002/01/CAO/Trg dt 03 Oct 2018 (For 70<sup>st</sup> JSA participants).
  
2. **19** participants of **70<sup>th</sup>** Induction Course **Annexure I**, and **23** participants of **71<sup>st</sup>** 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 **43 (42+01) 42** 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 **21 - 24 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.**22,000/-** (Rupees Twenty Two 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 **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**.



*P. Vasariya*  
(Parth Vasariya)  
Dy Director,  
Tele : 23017842

**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. The Participants are required to report in DHTI on **19 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 **21 - 24 Feb 2019**.

CAO/EDP-Cell.

**70<sup>th</sup> INDUCTION COURSE FOR JSAs 30 Jul 2018 to 17 Aug 2018**

**LIST OF THE PARTICIPANTS**

Sl No.	NAME	ID NO.	DoB	OFFICE
1.	RAHUL DABAS	A294719	10-Dec-1992	G S
2.	MANDEEP HOODA	A297806	20-Sep-1990	AIR HQ
3.	BASANT YADAV	A298056	12-Aug-1992	M G O
4.	SAMEEN KUMAR	A298452	5-Mar-1992	M S
5.	RAMESH CHAND	A188012	12-Jun-1968	AIR HQ
6.	MAN MOHAN KRISHAN	A229052	17-Dec-1960	D R D O
7.	BALBIR SINGH	A122661	14-May-1965	G S
8.	NISHU NARYAYAN	A300599	2-Jun-1994	G S
9.	RONGLO TENIRA MARING	A300656	16-Sep-1996	AIR HQ
10.	SANGEETA THAKRAN Ms	A300784	6-Sep-1991	D R D O
11.	LOKESH CHAWLA	A300825	20-Feb-1991	D G A F M S
12.	KULVINDER DAGAR	A300838	23-May-1992	G S
13.	SURENDER KUMAR	A300867	14-Sep-1987	A G
14.	MONIKA Ms	A300883	26-Dec-1990	AIR HQ
15.	VIJAY KUMAR	A300896	14-Oct-1980	NAVAL HQ
16.	NISHANT BAROLIA	A300924	20-Jul-1994	AIR HQ
17.	ANKITA BARMAN	A300979	5-Mar-1990	M S
18.	NISHA Ms	A300982	17-Nov-1991	AIR HQ
19.	BHARAT SINGH	A301059	2-Oct-1990	NAVAL HQ



B  
28/11

