

MINISTRY OF DEFENCE

Office of JS & CAO

Sub: 56th ORIENTATION COURSE FOR SSAs
(13 SEP 2021 TO 01 OCT 2021)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **56th Orientation Course for Senior Secretariat Assistants** of AFHQ from **13 Sep 2021 to 01 Oct 2021**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of SSA.
2. The course under reference will be conducted in an online mode. 60 SSAs are detailed for the **56th Orientation Course for SSAs** as per the list attached as Appendix 'A'.
3. The aforesaid training is for three weeks including domestic study / field visit of two days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID situation. A circular to this effect will be issued separately after the conditions become conducive to travel. As such the course will end two days earlier i.e on 29 Sep 2021 instead of 01 Oct 2021.
4. The modalities of the academic part are as under:-
 - (a) The course will be conducted in a mix of virtual / offline mode & the participants will be required to attend major portion of the course on their Smart Phone, Laptop or Desktop Computer from a place of their convenience using web based conference platform such as Google Meet, Cisco Webex, Microsoft Team etc. unless they are specifically directed to come to DHTI.
 - (b) The participants of the programme will be relieved in the afternoon of the last working day before start of course and directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.
 - (c) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
 - (d) Post completion of training, the participant will report back to their office on the next working day.
 - (e) The attendance in all the sessions will be compulsory and on successful completion, a certificate will be issued (in hard copy) to the participants.

5. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP, people with chronic kidney disease, serious heart conditions or any other medical condition being at potential high risk in COVID environment are advised not to attend the course under intimation to DHTI.

6. The confirmation regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by **27 Aug 2021** alongwith the duly filled up registration form attached at Appendix 'B'. The officials may accordingly be relieved and their relieving order be mailed to the Course Director, Sh. Gunjan Gandhi, at his e-mail ID **gunjan.gandhi@gov.in**. Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. the participants should be available online w.e.f. 13 Sep 2021 for attending the sessions as per the instructions given to them. **Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**



(Gunjan Gandhi)
Deputy Director, DHTI &
Course Director, 56th OCSSA

12 Jul 2021

All concerned Organisations

All Participants

Copy to :-

CAO / EDP Cell

- For uploading on CAO's website.

(Refer to Para 2 of ID No. A/26002/99/CAO/Trg/56th/2021 dt 12-Jul 2021)**LIST OF SSAs DETAILED FOR THE 56th THREE WEEK ORIENTATION
COURSE FOR SSAs 13 SEP 2021 - 01 OCT 2021**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A293332	CHANDER SAIN	08-Jun-92	MGO
2.	A299318	ANIL KUMAR	07-Dec-88	HQ IDS
3.	A268961	CHANDRAMANI PRASAD KOL	13-Dec-82	C A O
4.	A268581	RAM GOPAL MEENA	10-Oct-76	GS
5.	A292926	VIKAS	06-Mar-93	AIR HQ
6.	A293316	AMIT KUMAR	06-Oct-90	GS
7.	A293080	RAVI	04-Sep-91	A G
8.	A290191	AMIT	31-Dec-91	A G
9.	A290807	SONU	10-Oct-86	MGO
10.	A290005	MEENAKSHI MS	15-Mar-87	DGQA
11.	A290638	SEEMA KUM	24-Apr-90	AIR HQ
12.	A293217	AMIT KUMAR	20-Jan-91	GS
13.	A293259	RAVI	04-Aug-91	GS
14.	A293738	POONAM KM	10-Nov-91	NAVAL HQ
15.	A290724	PARVEEN KUMAR	07-Jan-93	AIR HQ
16.	A291820	PAWAN KUMAR	10-May-91	AIR HQ
17.	A289948	NITIN DABAS	15-Mar-92	Q M G
18.	A293134	AJAY	17-Aug-92	A G
19.	A291073	NARENDER NARWAL	19-Nov-93	GS
20.	A289935	DEEPAK	14-May-94	MGO
21.	A291213	TARUN	31-Dec-85	DEPUTATION
22.	A293176	SUNIL	16-Nov-90	MGO
23.	A292489	RAMESH KUMAR	13-Jan-92	Q M G
24.	A291789	AMIT KUMAR	14-Aug-92	MGO
25.	A268242	GIRRAJ PRASAD MEENA	07-Feb-78	AIR HQ
26.	A268776	MANOJ KUMAR	05-Aug-79	DGQA
27.	A290360	DEEPAK MANN	14-Sep-92	A G
28.	A289849	PRABHAT MALIK	20-Jul-94	DGAFMS

