


**MINISTRY OF DEFENCE**

(Office of JS & CAO)

**Defence Headquarters Training Institute**

**Sub: 69<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **69<sup>th</sup> Induction Course for JSAs** of AFHQ from **11 Jun 2018 to 29 Jun 2018**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of JSAs.
2. The JSAs, who have joined AFHQ Clerical Service from 2014 onwards and have not undergone Induction Training so far, are hereby detailed for the **Induction Course for JSAs** as per the list attached as Appendix 'A'.
3. The 03 weeks course includes a **study tour which is mandatory for all participants**. The participants will be required to draw an advance from their respective offices under the Head "TA/DA) Expenses" to meet the expense on study tour, the authority for the same specifying amount of advance, dates and destination of the said study tour will be issued later.
4. Any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organisation clearly specifying the circumstances necessitating deferment. In such cases also, the official will be detailed on subsequent course and no request for deferment will be accepted as these training programmes are mandatory for the officials.
5. The **confirmation** regarding participation of the individual in the course **with their Telephone Nos.** should reach DHTI latest by **6<sup>st</sup> Jun 2018** positively. The officials should be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 11 Jun 2018** with **relieving letter**.
6. This has the approved of Director DHTI
7. Please acknowledge receipt.

  
(Vijayanandan K)  
Course Director, DHTI  
16 Apr 2018

**All concerned Organisations**

**All Participants**

Copy to:-

**Dy CAO (P)**

**CAO/EDP: -**

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(Refer to Para 2 of ID No. A/26002/1/CAO/Trg dt 16 Apr 2018)

**LIST OF JSAs DETAILED FOR THE 69<sup>th</sup> INDUCTION COURSE FOR  
JUNIOR SECRETARIAT ASSISTANT (JSAs)  
FROM 11 Jun 2018 to 29 Jun 2018.**

SI No.	ID NO	NAME (SHRI / SMT / KUM)	DoB	OFFICE
1	A296908	ASHISH KUMAR	1-Jan-1992	NAVAL HQ
2	A296937	MANISH KUMAR	26-Feb-1994	C A O
3	A297202	VIKAS CHAUHAN	9-Oct-1991	C A O
4	A297413	RAKESH	23-Oct-1992	NAVAL HQ
5	A297400	MONIKA DEVI MS	4-Jul-1989	AIR HQ
6	A297538	DEEPAK KUMAR	1-Sep-1993	NAVAL HQ
7	A297608	KARAMVIR SINGH	27-Jul-1993	A G
8	A297611	RAHUL	21-Feb-1992	AIR HQ
9	A297806	MANDEEP HOODA	20-Sep-1990	AIR HQ
10	A297819	VINIT SHARMA	21-Jan-1990	NAVAL HQ
11	A297905	RENUKA MS	25-Aug-1988	A G
12	A297918	KRISHNA R.E.	9-May-1970	DSC/Bangalore
13	A298027	ASHOK KUMAR	4-Dec-1990	AIR HQ
14	A298030	ABHISHEK KUMAR SHEKHAR	3-Feb-1993	Q M G
15	A298056	BASANT YADAV	12-Aug-1992	M G O
16	A124579	SURENDRA BEHERA	26-Apr-1963	D G R
17	A299079	KARAN NAUTIYAL	28-Jul-1988	C A O
18	A202044	DAYA CHAND	10-Nov-1968	D R D O
19	A224875	NARAYAN SINGH	18-Oct-1961	G S
20	A204444	OM PARKASH	3-May-1964	NAVAL HQ
21	A299318	ANIL KUMAR	7-Dec-1988	HQ I D S
22	A299392	BHARTI MS	19-May-1994	C A O
23	A299459	ANURAG JOSHI	30-Mar-1990	Q M G
24	A299545	KESHAV KUMAR	9-Jan-1997	A G
25	A299657	KANISHK CHANDRA	17-Aug-1990	C A O
26	A299756	AMIT	19-Jun-1992	Q M G
27	A300135	ANKIT MANN	22-Jul-1993	D G A Q A
28	A251505	OM PRAKASH TIWARI	2-Mar-1979	AIR HQ
29	A300221	RAVINDER DABAS	14-Sep-1990	D G D E
30	A300317	NITA SINGH SMT	26-Jan-1977	D G A Q A
31	A300359	POONAM SHAH SMT	1-Apr-1981	DTE. OF STDN.
32	A300416	ANUJ MUDGAL	15-Aug-1992	G S
33	A268002	PRATAP SINGH RANA	10-Jul-1979	E-in-C
34	A268680	MUKESH CHAND MEENA	1-Aug-1977	D G Q A
35	A238371	BRIJESH KUMAR CHAND	17-Aug-1970	AIR HQ
36	A300429	KAPIL DEV	1-May-1990	A G
37	A255363	AJEET KUMAR	12-Nov-1976	M D D S
38	A268622	JITENDER	6-Oct-1981	D G A Q A
39	A300515	DEEPAK KHARB	24-Jul-1994	AIR HQ
40	A255644	RAJESH KUMAR TIWARI	5-Jun-1973	A G

*Mr. Kh...*