

REVISED CIRCULAR

Tele : 23014686

No.A/26002/99/CAO/Trg

MINISTRY OF DEFENCE

Office of JS & CAO

Sub: 50th ORIENTATION COURSE FOR SSAs
(23 Nov 2020 TO 11 Dec 2020)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **50th Orientation Course for Senior Secretariat Assistants** of AFHQ from **23 Nov 2020 to 11 Dec 2020**. 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. 50 SSAs are detailed for the **50th 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 ahead i.e on 09 Dec 2020 instead of 11 Dec 2020.
4. The modalities of the academic part are as under:-
 - (a) 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.
 - (b) Major part of the training will be conducted in virtual mode on Web based Conference platforms such as Google Meet, Cisco Webex, Microsoft Team etc., easily accessible through their own Smart Phone, Laptop or desktop computer.
 - (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) as was being done earlier.
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 **20 Nov 2020** 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 Smt. Namita Malik at her e-mail ID namita.malik@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. 23 Nov 2020 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.**

7. The circular issued vide No. A/26002/99/CAO/Trg dated 07 Oct 2020 hereby stands cancelled.


(Dr. S K Mishra)
Director, DHTI
25 Nov 2020

All concerned Organisations

All Participants

Copy to :-

CAO / EDP Cell

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For uploading on CAO's website.

**REVISED LIST OF SSAs DETAILED FOR THE 50th THREE WEEK
ORIENTATION COURSE FOR SSAs 23 Nov 2020 - 11 Dec 2020**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A286794	SANJIV KUMAR	15-10-1986	MS
2.	A283045	DIWAKAR KUMAR	15-05-1987	NAVAL HQ
3.	A283269	ADITYA KUMAR	01-03-1989	Q M G
4.	A285221	BRAJESH KUMAR	04-07-1989	MGO
5.	A283173	V LANGSONG	30-09-1989	C A O
6.	A283540	TAPASH SAHA	01-03-1968	NAVAL HQ
7.	A282051	SATPAL SHARMA	01-04-1978	MS
8.	A274841	RAKESH GARG	10-06-1985	C A O
9.	A274896	RAJNI KUMARI MS	28-11-1966	AIR HQ
10.	A275017	NIKHIL KUMAR	15-09-1991	C A O
11.	A275046	LALIT RANA	30-06-1988	E-in-C
12.	A275059	INDIRA SHARMA MS	10-10-1967	MGO
13.	A275103	SANTOSH KM	23-08-1991	Q M G
14.	A275228	PUNAM SMT	01-02-1963	MGO
15.	A275244	MANJU SMT	20-03-1972	NAVAL HQ
16.	A290609	RAVI	12-01-1992	D G D E
17.	A287689	ANKIT KUMAR	06-03-1991	AIR HQ
18.	A288363	HARIOM DABAS	10-05-1989	AIR HQ
19.	A288417	UDHAM SINGH	01-08-1989	NAVAL HQ
20.	A288574	SURYAPRAKASH	05-05-1990	GS
21.	A287720	RAHUL KHOKHAR	08-01-1991	DGQA
22.	A288590	BIJENDER SINGH	08-01-1992	A G
23.	A287212	NIVESH SHOKEEN	22-09-1984	MS
24.	A288008	MANU DEV ARYA	06-02-1987	MS
25.	A288587	ANNU KUMAR	08-07-1987	NAVAL HQ
26.	A287605	KAMLENDRA KUMAR SINHA	16-02-1988	QMG
27.	A288149	SACHIN KUMAR	10-08-1991	CAO
28.	A287775	DINESH	26-02-1992	CAO
29.	A288334	ABHAY SINGH	21-05-1988	GS
30.	A287238	SUNIL	01-12-1991	HISTORY SEC



