

MINISTRY OF DEFENCE
Office of JS & CAO

Sub: 61st ORIENTATION COURSE FOR SSAs
(07 MAR 2022 TO 25 MAR 2022)

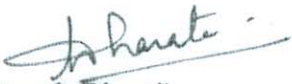
1. The Defence Headquarters Training Institute (DHTI) will be organizing **61st Orientation Course for Senior Secretariat Assistants** of AFHQ from **07 Mar 2022 to 25 Mar 2022**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of SSA.
2. The course under reference will be conducted in an online mode. 50 SSAs are detailed for the **61st 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 23 Mar 2022 instead of 25 Mar 2022.
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 should 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 (physical copy) to the participants.

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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 through proper channel should reach DHTI positively by **25 Feb 2022** 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. Ratnesh Bharti, at his e-mail ID **caodhtionline@gmail.com**. 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. 07 Mar 2022 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.**


(Ratnesh Bharti)
Dy Director, DHTI &
Course Director, 61st OCSSA
17 Jan 2022

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/61st/2022 dt Jan 2022)**LIST OF SSAs DETAILED FOR THE 61st THREE WEEK ORIENTATION
COURSE FOR SSAs 07 MAR 2022 - 25 MAR 2022**

Sl. No	ID No	NAME (S/Shri)	DoB	OFFICE
1.	A290795	SANDEEP	05-Dec-86	MS
2.	A291718	RUPESH KUMAR	05-Jul-88	AIR HQ
3.	A268309	RAM BHAROSHI MEENA	01-May-82	AIR HQ
4.	A268169	BALRAJ SINGHAL	25-Dec-85	A G
5.	A291338	RAVINDRA DAHIYA	02-Jan-92	A G
6.	A292799	AJAY	02-Apr-93	DGAFMS
7.	A292476	KULDEEP	09-Jul-86	MS
8.	A291325	ASHOK KUMAR	15-Jun-89	GS
9.	A289922	INDERJEET KHATRI	07-Apr-89	AIR HQ
10.	A289993	AMIT HOODA	15-Jul-89	D G D E
11.	A293093	HARISH	26-May-93	AG
12.	A300755	PARVEEN	15-Nov-85	AIR HQ
13.	A291367	SAHIL	07-May-91	NAVAL HQ
14.	A291060	VIKAS	09-Feb-92	GS
15.	A293671	SUMIT	23-Sep-92	A G
16.	A290711	VIVEKANAND RAI	05-Mar-87	MGO
17.	A268338	MUNSHI RAM MEENA	01-Jul-80	A G
18.	A265858	VINOD GHAGHAT	16-Oct-80	NAVAL HQ
19.	A293684	KAILASH CHAND MEENA	05-Dec-89	MGO
20.	A290331	NAMONARAYAN MEENA	01-Jan-93	Q M G
21.	A293754	MAHENDRA KUMAR MEENA	02-Nov-85	NAVAL HQ
22.	A293105	RAJENDER MEENA	21-Jun-92	GS
23.	A291734	T THANGPHUNGKHAI	01-Apr-91	MGO
24.	A293006	RAJESH KUMAR MEENA	23-Apr-91	NAVAL HQ

