

MINISTRY OF DEFENCE
(Office of JS & CAO)

Defence Headquarters Training Institute

Sub : 10th PROFESSIONAL DEVELOPMENT PROGRAMME FOR
JOINT DIRECTORS/DEPUTY DIRECTORS

1. Defence Headquarters Training Institute (DHTI) will be organizing **10th mandatory Six weeks Professional Development Programme (PDP)** from 14 Jan 2019 to 22 Feb 2019, for Joint Directors/ Deputy Directors of AFHQ Civil Service. The objective of the course is to provide exposure to the participants about the needs of Armed Forces as well as best practices followed across the world regarding public policies formulation so that they can shoulder their responsibilities in an effective manner.

2. The aforesaid training includes one week's study tour in India and one week's overseas training which is mandatory for all participants. For study tour in India, the participants are advised to draw an advance of Rs. 40,000/- from their respective offices under the Head "TA/DA Expenses" (Authority Gol letter No. A/25991/5/CAO/Trg dated 16 May 2006). Dates for issue of move sanction will be intimated later. While Institutional Fees for Foreign Training Component will be paid by DHTI, the cost of foreign travel which includes air fare to the overseas countries and DSA component will be borne by the organizations where the individual is posted (Authority Gol letter No A/26002/98/CAO/Trg dt 10 Jul 2014 and Corrigendum dated 12 Aug 2014).

3. **Programme Deliverables:-**

(a) Participants in their respective groups will submit 8-10 page (6000 words) Syndicate paper, which will be evaluated by a panel of faculty members.

(b) Each participant will individually write/submit a 3-4 pages Reflection Paper (2000 words), regarding specific aspects of their foreign tour, relevant with regard to Defence management and governance aspects which could be replicated in India.

(c) Presentation by the participants on Syndicate paper containing analysis, comments and suggestions about the policy initiatives on the subject of their presentation.

4. Joint Directors/ Deputy Directors as per the list attached as Appendix 'A' are detailed for the "**10th Professional Development Programme**". Since the number of participants which can be accommodated in one course is 25, selections will accordingly be on seniority basis from the confirmations received within time . Any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organisations clearly specifying the circumstances necessitating deferment. For more details, participants are requested to contact office of Deputy Director, DHTI (Tele No. 23010874), Smt. Namita Malik, Deputy Director, DHTI (Mb No. 9717033552, email id namitamalik@ymail.com) immediately on receipt of this letter.

5. The confirmation regarding the participation of the individual officer should reach DHTI by **14 Dec 2018** positively. The officials should be relieved along with relieving letters and directed to report to DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 14 Jan 2019.



(Dr. Arvind)
Director, DHTI
22 Oct 2018

Encl. List of Participants

All concerned Organisations

All participants: With the request to forward the enclosed proforma, duly completed, along with your acceptance.

Copy to :-

PS to Dir (DCW & Trg)

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Dy CAO(P)

✓ CAO/EDP : For uploading on website.

