

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute

Sub : 12th PROFESSIONAL DEVELOPMENT PROGRAMME FOR
DEPUTY DIRECTORS

1. Defence Headquarters Training Institute (DHTI) will be organizing **12th mandatory Six weeks Professional Development Programme (PDP)** from **04 Nov 2019 to 13 Dec 2019**, for 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 a 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. 50,000/- from their respective offices under the Head "TA/DA Expenses" (Authority GoI 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 GoI 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 Study tour Report (2000 words), regarding their familiarisation with the work of Defence Forces, cultural and life style of the people in the region and also to develop the art or patience, tolerance and sharing.

(c) 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.

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

4. Deputy Directors as per the list attached as Appendix 'A' are detailed for the "**12th Professional Development Programme**". Since the number of participants which can be accommodated in one course is 30, 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. 23011936), Sh. Gunjan Gandhi, Deputy Director, DHTI (Mb No. 9810140527, email id gunjan.p.gandhi@gmail.com) immediately on receipt of this letter.

5. The confirmation regarding the participation of the individual officer should reach DHTI by **15 Sep 2019** 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 **04 Nov 2019**.


(Dr. S K Mishra)
Director, DHTI
13 Aug 2019

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)

PS to Dir (E&A)

Dy CAO(P)

CAO/EDP : For uploading on website.

